

# PROBATE COURT OF CUYAHOGA COUNTY, OHIO

## ATTORNEY E-FILE GUIDELINES - EXISTING CASE FILINGS

From the **Home** Screen: Log in with your Email Address and Password



**CUYAHOGA COUNTY PROBATE COURT  
E-FILING GATEWAY**

Home

To use the Cuyahoga County web gateway, please log in using the user name and password registered to you.  
Services include viewing your cases, e-filing and printing your reports.

Login ID

Password





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From **My Filings (Last 7 Days)**: Select



[View Case Info](#)

MY FILINGS (LAST 7 DAYS)					
Case Number	Filed	Status [?]	Conf. #	Filing Type	Case Title
2017MSC216785		<a href="#">1278</a>	NAME CHANGE MINOR	THE CIVIL MINOR NAME CHANGE OF JOSE GABRIEL MORALES	
2017MSC216785		<a href="#">1277</a>	NAME CHANGE MINOR	THE CIVIL MINOR NAME CHANGE OF JOSE GABRIEL MORALES	

From **Case Summary**: Select



**Submit E-Filing**

Home New Search Modify Search **Case Summary** Costs Docket Events Parties Requirements Service

### Case Summary

Case Number: 2017MSC216785

Case Title: THE CIVIL MINOR  
NAME CHANGE OF  
JOSE GABRIEL  
MORALES

Case Type: NAME CHANGE MINOR

Filing Date: FRIDAY, MARCH 3,  
2017

Judge: LAURA J GALLAGHER

Case Status: OPEN

Status Date: FRIDAY, MARCH 3,  
2017

Case Tools

From **Add Party Members**: Add all party members you represent

### ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add a new or modified party member to the filing. You can add an unlimited number of party members this way. You may also indicate that an existing party member is your client. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role: -- Select Party Role --  I am representing this party member

Person  Company

First Name:

Middle Name:

Last Name:

Suffix:

Date of Birth:  Date of Death:

Phone Type: -- Phone Type -- Phone Number: ( ) - -

Copy Address: -- Select Address --  Foreign Address  Unknown Address

Address Type: -- Select Address Type --

Address Line 1:

Address Line 2:

City:

State: -- Select State -- Zip Code:

**Party Members** added are automatically **claimed** on behalf of the attorney



(Note the pre-checked box  I am representing this party member on the right of the screen)



adds the **New Party Member** to the **Party Role Review**

**Party Role Review:** Your name will display in **bright blue** above the **Party Members** that you represent

### PARTY ROLE REVIEW

APPLICANT:	(REPRESENTED BY CALLAHAN (1010101)) RANDALL MARTIN JENKINS 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567	
BIOLOGICAL MOTHER:	(REPRESENTED BY DOE (1234567)) ELIZABETH MARIE MORALES 1 LAKE AVENUE SUITE 10 CLEVELAND, OH 41111 (216) 456 - 7890	 
NEW NAME:	JOSEPH GABRIEL JENKINS 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567	<input type="button" value="Claim Party"/>
OLD NAME:	JOSE GABRIEL MORALES 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567	<input type="button" value="Claim Party"/>

identifies all **NEW Party Members** you added for this filing

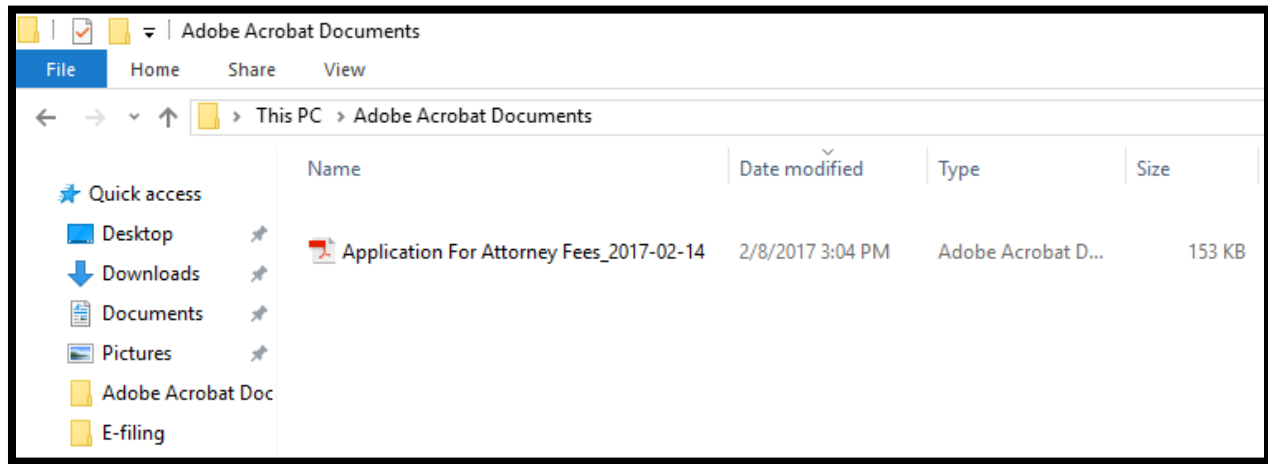
You may **Edit**  or **Delete**  **NEW Party Members**

You may **Claim** **EXISTING Party Members**

You may **NOT** remove **EXISTING Party Members** or edit **EXISTING Party Member** information

When all **Party Members** you represent are added or claimed, select

From **Add Documents**: Select **Browse** to locate the document(s) stored on your computer



Choose a **Document**, **Docket**, and **Number of Pages**

Select **Add This Document** to place the document(s) in the **Document Review** area

Select **Save and Proceed** when the correct document(s) appear in the **Document Review** area



Attorneys are reminded to include a **Notice of Appearance** for all new parties added or claimed. Filings submitted without proper notice may be rejected.

If an attorney is adding and/or claiming multiple parties, a NOA is not required  
From **Existing Case Filing Review**: You may [EDIT](#) your case **Party Members**

File on an Existing Case [Case Party](#) >> [Documents](#) >> [Review](#) >> [Payment](#) >> Confirmation Conf. # 1288

### EXISTING CASE FILING REVIEW

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Save and Proceed] button to continue.

Conf. #: 1288  
Case Number: 2017MSC218785  
Case Title: THE CIVIL MINOR NAME CHANGE OF JOSE GABRIEL MORALES  
Case Filed: 3/3/2017  
Judge: GALLAGHER/LAURA/J

### FILING REVIEW [EDIT](#)

Filing Attorney: DOE/JOHN/  
Docket Type: APPLICATION FOR ATTORNEY FEES

APPLICANT:	(REPRESENTED BY CALLAHAN (1010101)) RANDALL MARTIN JENKINS 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567
BIOLOGICAL MOTHER:	(REPRESENTED BY DOE (1234567)) ELIZABETH MARIE MORALES 1 LAKE AVENUE SUITE 10 CLEVELAND, OH 41111 (216) 456 - 7890
NEW NAME:	JOSEPH GABRIEL JENKINS 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567
OLD NAME:	JOSE GABRIEL MORALES 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567

### DOCUMENT REVIEW

Docket	Pages	File Name
 APPLICATION FOR ATTORNEY FEES	2	Application For Attorney Fees_2017-02-14.pdf

[Save and Proceed](#)

Select [Save and Proceed](#) to proceed to the **Payment** screen

## Payment:

The filed [On Behalf of](#) drop down list displays the names of all **Party Members** you represent

To edit the drop down list, return to the **Party Role Review** Screen and either add a **New Party Member** or [Claim](#) an **Existing Party Member**

Select the **Party Member** to associate with your filing

(A default **Party Member** is chosen for no cost dockets)

Enter your attorney or firm credit/debit card information

Select **Submit** when complete. A **Filing Confirmation** displays with summary information

### PAYMENT

Enter your credit or debit card information below to authorize payment. Your card will be confirmed for the amount shown on the Total Deposit Required line while your filing is under review and charged only after your filing has been accepted by the Court.

An additional convenience fee will be charged by Point and Pay for electronic payment. This will appear as a separate charge on your statement. The convenience fee is non-refundable outside of the same business day your electronic filing is accepted.

The name on the credit/debit card MUST match the Registered Account Name. Third party payments will NOT be accepted.

Filing Charges	\$20.00
Outstanding Costs	\$130.00
Convenience Fee	\$2.00
<b>Total Deposit Required</b>	<b>\$152.00</b>

On Behalf of:

Payment Type  Credit Card  Debit Card

**Bill To**

First Name  Last Name

Address Line 1

Line 2


City

State  Zip

Card Number  (without dashes or spaces)

Expiration (Month/Year)  /

CSW/CID Code  (AMX 4 digits on front, all others 3 digits on back of card)



## Existing Case Filing Confirmation:

File on an Existing Case Case Party Documents Review Payment Confirmation Conf. # 1288

### EXISTING CASE FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Your card is confirmed for the amount shown on the Total Confirmed line while your filing is under review and charged only after your filing has been accepted by the Court.

Conf. #: 1288  
Date/Time Submitted: 03/09/2017 14:19:39

Case Number: 2017MSC218785  
Case Title: THE CIVIL MINOR NAME CHANGE OF JOSE GABRIEL MORALES  
Case Filed: 3/3/2017  
Judge: GALLAGHER/LAURAJ

### FILING INFORMATION

Filing Attorney: DOE/JOHN/  
Docket Type: APPLICATION FOR ATTORNEY FEES

### FILING PARTIES CONFIRMATION

APPLICANT:	(REPRESENTED BY CALLAHAN (1010101)) RANDALL MARTIN JENKINS 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567
BIOLOGICAL MOTHER:	(REPRESENTED BY DOE (1234567)) ELIZABETH MARIE MORALES 1 LAKE AVENUE SUITE 10 CLEVELAND, OH 41111 (216) 456 - 7890 <b>New Party</b>
NEW NAME:	JOSEPH GABRIEL JENKINS 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567
OLD NAME:	JOSE GABRIEL MORALES 1 MAIN STREET CLEVELAND, OH 441110000 (216) 123 - 4567

### DOCUMENT INFORMATION

Docket	Pages	File Name
APPLICATION FOR ATTORNEY FEES	2	Application For Attorney Fees_2017-02-14.pdf

### PAYMENT

Filed on behalf of: ELIZABETH MARIE MORALES (BIOLOGICAL MOTHER)

Filing Cost:	\$20.00
Convenience Fee:	\$2.00
Total Confirmed:	\$22.00
Payment Type:	Credit Card
Credit Card Number:	*****1111
Submitted/Authorized Date:	3/9/2017

You will receive an email from the Court indicating your filing has been **Rejected** or **Accepted**. Pending filings in **Received** status cannot be edited while under review. They can be **Canceled** or **Removed** from the E-File System through your account **My Filings** tab.

For general questions about your filing, please contact the E-File department – (216) 443-8948.