

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
ANTHONY J. RUSSO, PRESIDING JUDGE
LAURA J. GALLAGHER, JUDGE

ADVERSARIAL (ADV) FILING GUIDELINES FOR E-FILE

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E-File Document Preparation & Information

Available Types of Filings

All civil adversarial case types and pleadings are available for E-File.

Exception: Notice of Appeal must be filed in person in room 115 – Quality Assurance Department.

Note covered in this guide: *Petitions for Adult Protective Services* and for *Land Appropriations*.
See separate guide for *Land Appropriations*.

Forms for Civil Adversarial Filings

Forms for civil adversarial cases are generally prepared by attorneys and other legal professionals.

However, the Probate Court web pages include a select number of edit-ready probate forms for Land Sales, Service of Summons, and other documents accepted by the Court for civil proceedings.

Navigate to the website forms, here: [Forms>Adversarial Forms](#)
Web address: <https://probate.cuyahogacounty.us/advforms.aspx>

Document Preparation and Signatures

Forms downloaded from the Court's web pages are fillable PDFs and **MUST be typed** complete with signatures. Handwritten forms will not be accepted.

Signatures on forms and pleadings may be submitted in the following ways:

- 1) As an ink signature, the signed document then converted to a scanned PDF copy, or
- 2) As an **E-Signature**, formatted by typing **/S/** in front of the **typed name** on signature lines, or
- 3) As an electronically signed or captured signature using software with audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Note: The audit track is not required with submission for forms or pleadings but must be presented if requested by a hearing officer reviewing the document.

Exception: Waivers may NOT be submitted using the E-Signature format.
See **Service** (page 16) for preparation of **Waivers of Service of Summons or Notice**.

Filing Date and Time of Electronically Filed Documents

Documents may be submitted to the Court twenty-four (24) hours a day, seven (7) days a week.

Any document submitted after 4:15 p.m., shall be deemed to have been submitted at 8:30 a.m. on the next Court business day and in pending status for review by Court staff. Documents will not be considered filed until reviewed and accepted by Court staff.

Any document filed on a Saturday, Sunday, or legal holiday shall be deemed to have been submitted at 8:30 a.m. on the next Court business day and will follow the same review process outlined above.

All submissions are considered pending until reviewed and accepted by the E-File Department and Court staff and will not be considered filed for the record until accepted.

All times listed herein refer to Eastern Standard Time or Eastern Daylight Savings Time.

Submission of Electronically Filed Documents

Documents submitted electronically will not be considered filed until accepted by the Court.

Upon submission from the Payment Screen, the E-File System will issue a confirmation page which serves as proof of submission and receipt of the documents. The confirmation shall include a confirmation number and the date and time of receipt.

Documents remain in a pending review status until accepted for filing or rejected for corrections.

After submission and review, the E-File System will send notice of acceptance or rejection of filings to the user's registered email address. Rejected filings will identify corrections needed to specific documents (e.g., missing signature, incomplete forms, poor image quality, etc.) in the email.

Acceptance of Electronically Filed Documents

Review of submitted documents is performed during the hours of 8:30 a.m. to 4:15 p.m., Monday through Friday, excepting legal holidays. Documents remain in a pending review status until accepted for filing or rejected for corrections.

Patrons are strongly encouraged to submit time-sensitive filings days in advance of deadlines. E-File submissions are reviewed in the order in which they are received. Patrons may use the *Note to Clerk* field for particularly time-sensitive individual submissions or call the E-File Help Desk for a status update on a pending submission.

Docket images are available for public display after seven business days from the filing date.

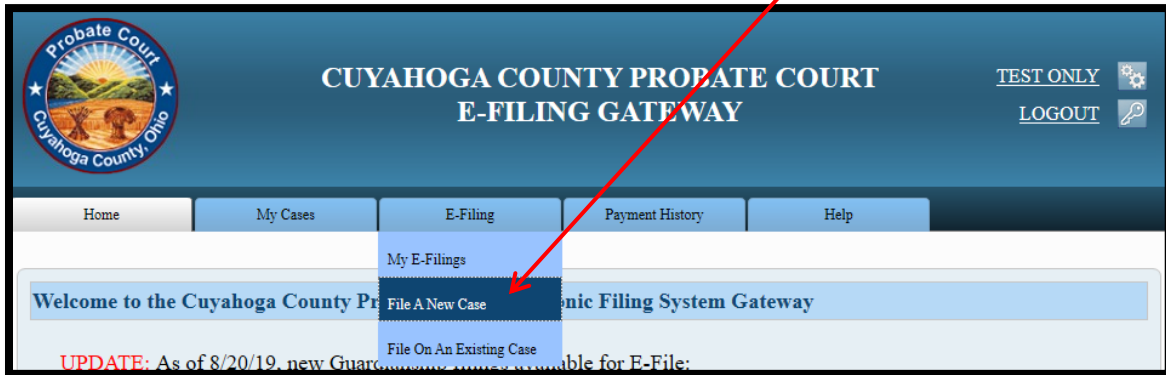
Accepted documents will display on the Court's web docket with an appended electronic stamp. The electronic stamp will contain the date and time the document was accepted as an official document of record with the Court.

Create a *New Adversarial Case*

Login and File Setup

Log in to efiling.probate.cuyahogacounty.us with your **Login ID** (Email Address) and **Password**.

At the **Welcome** screen, go to the **E-Filing** tab and select **File A New Case**.



From the **Case Category** dropdown, select *ADVERSARIAL*.

From the **Type of Filing** dropdown, select the appropriate Complaint/Petition.

Case Title – Enter the full name of the Plaintiff (individual or company).

The screenshot shows the 'NEW CASE FILING' form. The navigation bar includes Home, My Cases, E-Filing, Payment History, and Help. The form includes a progress bar: File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation. The 'NEW CASE FILING' section contains instructions: 'Enter the New Case Information below. When you are finished entering the data please click the [Save and Proceed] button to continue to the next screen.' The form fields are: Case Category (ADVERSARIAL), Type of Filing (dropdown menu open with options: -- Select a Filing Type --, COMPLAINT TO INITIATE ACCOUNTING, COMPLAINT TO INVEST OR MORTGAGE, COMPLAINT FOR BREACH OF FIDUCIARY DUTIES, COMPLAINT FOR CONSTRUCTION OF TRUST, COMPLAINT FOR DISTRIBUTION (CREDITOR BILL)), Case Title (empty), and Note to Clerk (empty, with a note '(max 500 characters)').

Note to Clerk (optional) – Use this field to list related cases or other brief notes.

When finished, click **Save and Proceed** to advance to the **ADD PARTY MEMBERS** screen.

Add Parties

Add **Plaintiff(s)** and **Defendant(s)** party roles (matching names and addresses on your pleading).

Use the following guidelines for adding parties with incomplete names and/or addresses.

For parties with Unknown/Incomplete Names	Enter any relevant information to the Last Name field. (E.g. "Unknown Brother of John Doe" should appear entirely in the Last Name field.)
For Unknown Parties (with no address)	Enter "Unknown" in the Last Name field. Then select the Unknown Address check-box.
For named parties with Unknown Address	Enter First/Middle/Last names in the fields. Then select the Unknown Address check-box.

See p.15 for Service instructions.

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way. 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

Prefix Prefix
First Name
Middle Name
Last Name
Suffix 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**

Check Box
(If Attorney)

Click **Save Party** after each Plaintiff or Defendant you add.

Ensure all party names and addresses match the information on your complaint/petition.

When finished, click **Save and Proceed** to advance to the **ADD DOCUMENTS** screen.

Add Documents

Select your **Petition or Complaint** type from the menu.

Then **Browse** to locate and upload your documents stored on your computer.

Enter the **Number of Pages** in your uploaded file, then **Add This Document**.

- Label **Exhibits** and upload them as 1 file with your petition or complaint.
*Individual document size in excess of 20 MB will be rejected; no combination of documents may exceed 2GB.
**In some instances, the E-File clerk may request users to upload larger or multiple Exhibits separately
- Upload **Waivers** separately for each party. **DO NOT ATTACH WAIVERS AS EXHIBITS.**
- Upload **Instructions for Service** requests separately [using the Court's form](#).
- Upload any other documents using the available selections from the dropdown menu.
Not sure how your pleading should be attached? Call our Help Desk at (216) 443-8948.

The screenshot shows the 'ADD DOCUMENTS' section of a web application. At the top, there is a blue header with the text 'ADD DOCUMENTS'. Below this is a light blue box containing instructions: 'Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.'

Below the instructions, there are several input fields and a button:

- Document**: A dropdown menu with 'COMPLAINT FOR CONCEALMENT OF ASSETS' selected.
- Docket**: A dropdown menu with 'COMPLAINT FOR CONCEALMENT OF ASSETS' selected.
- Document Location**: A text input field with a blue 'Browse' button next to it.
- Number of Pages**: A text input field with '(max: 9999)' next to it.
- Add This Document**: A blue button.

At the bottom of the 'ADD DOCUMENTS' section is a blue header for the 'DOCUMENT REVIEW' section.

Overlaid on the right side of the interface is an 'Open' file dialog box. The dialog shows the current directory as 'Adobe Acrobat Documents'. The file list contains one entry:

Name	Date modified	Type
Concealment of Assets.pdf	3/5/2019 10:20 AM	Adobe Acro

Use the **DOCUMENT REVIEW** (bottom of screen) to **View** or **Remove** your attachments.

When finished, click **Save and Proceed** to advance to the **FILING REVIEW** screen.

Filing Review

On the **FILING REVIEW** screen, check that your typed information and attached documents are correct and ready for payment.

(Added names and addresses should exactly match parties as listed in the complaint.)

(Select **EDIT** to make changes.)

Home My Cases E-Filing Payment History Help

File a New Case [Case Setup](#) ▶ [Case Party](#) ▶ [Documents](#) ▶ [Review](#) ▶ [Payment](#) ▶ Confirmation Conf. # 2351

FILING REVIEW [EDIT](#)

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.

Case Category: ADVERSARIAL
Type of Filing: PETITION TO DETERMINE HEIRS

PARTY ROLE REVIEW [EDIT](#)

DEFENDANT: HUCK FINN
1 MAIN ST
CLEVELAND, OH 44113
(216) 443 - 8948
[New Party](#)

PLAINTIFF: (REPRESENTED BY ONLY (1210121))
TOM SAWYER
1 MAIN ST
CLEVELAND, OH 44113
(216) 443 - 8948
[New Party](#)

DOCUMENT REVIEW [EDIT](#)

Docket	Pages	File Name
PETITION TO DETERMINE HEIRS	2	Petition to Determine Heirs.pdf
AFFIDAVIT FOR SERVICE BY PUBLICATION FILED.	1	Affidavit.pdf
WAIVER OF SUMMONS ONLY FILED	1	Waiver of Service of Summons.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Documents.pdf

[Save and Proceed](#)

When ready, select **Save and Proceed** to access the **PAYMENT** screen.

Payment and Submission

At the **PAYMENT** screen: Select to file **On Behalf of** yourself or the party you represent. Enter your payment and billing information.

- Credit/debit card payment information **MUST** match the login user name.

Third party payments without an attorney **E-Firm Account** or prior written approval by the E-File Department will be rejected. [Register your firm for an E-Firm Account with this link.](#)

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	\$250.00
Convenience Fee	\$6.95
Total Deposit Required	\$256.95

On Behalf of: TOM SAWYER (PLAINTIFF)

Payment Type Credit Card Debit Card

Bill To

First Name Last Name Suffix

Address Line 1

Line 2


City

State Zip

Card Number (without dashes or spaces)

Expiration (Month/Year) JAN /

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



Tip: After submission, filings cannot be edited. However, they can be **Canceled** any time prior to acceptance on the **My Filings** tab.

Click and print the **Confirmation** page for your records.

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**.

If the filing is **Rejected**, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must file a new case.

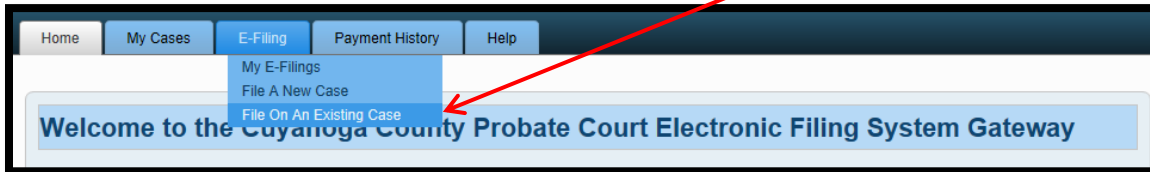
Contact the Help Desk for questions: probate_efile@cuyahogacounty.us.

Filing on an *Existing* Adversarial Case

Login and File Setup

Log in to efiling.probate.cuyahogacounty.us with your **Login ID** (Email Address) and **Password**.

From the **Welcome** screen, go to the **E-Filing** tab and select **File On An Existing Case**.



Search your existing case by **Case Number** or search by **Party** name.

Tip: Broaden your results with partial searches, e.g. If you don't know the Case Year, search by Case Number only. See example below for Case Number **2017 ADV 225894**.

Tip: Party names can be searched using the Person or Company radio buttons.

A screenshot of the 'Case Search' page. The page has a navigation bar with 'Home' and 'Case Search' tabs. Below the navigation bar is a message for Monday, July 31, 2017. The main content area is divided into two sections: 'Search by Case' and 'Search by Party'. In the 'Search by Case' section, the 'Case Number' field contains '225894', which is highlighted with a red callout box. In the 'Search by Party' section, the 'Party Type' is set to 'Company' (indicated by a selected radio button), and the 'Company Name' field contains 'Northcoast Development', which is also highlighted with a red callout box. Both callout boxes have red arrows pointing to their respective fields. The 'Search By Case Number' and 'Search By Party' buttons are visible at the bottom of each section.

Search Results will display in a new window. Click on the **Highlighted Name** of your case.


Name	Case Number	Address	Role	Alias
NORTHCOAST DEVELOPMENT	2017ADV225894	1 WEST RIVER ROAD	PLAINTIFF	

The **Case Summary** displays case information, with options to E-File or Print. Select the green 'E' icon to file on the existing case.

Case Summary

Case Number: 2017ADV225894
 Case Title: THE ADVERSARIAL CASE OF NORTHCOAST DEVELOPMENT
 Case Type: PETITION FOR APPROPRIATION
 Filing Date: MONDAY, JULY 31, 2017
 Judge: LAURA J GALLAGHER
 Case Status: OPEN
 Status Date: MONDAY, JULY 31, 2017

Case Tools

From the **Case Summary** screen, click on the 

Tip: If you've filed on this case before, you can also access the case from your E-File login home page, under **MY OPEN CASES**.

The **ADD PARTIES** screen will open to ADD new parties or CLAIM existing parties for filing.

Add Parties

The **ADD PARTIES** screen permits you to add or claim parties for the filing:

As Pro Se	
To ADD yourself as a new party	Complete all fields; click SAVE PARTY
To CLAIM yourself as an existing party	Click CLAIM PARTY next to your name

As an Attorney	
To ADD the party you represent	Complete all fields; click SAVE PARTY
To CLAIM an existing party to represent	Click CLAIM PARTY next to the party's name
<i>If your party is already represented and claimed</i> <i>(Your name highlighted above their name)</i>	Click SAVE and PROCEED to move directly to ADD DOCUMENTS

When you have added or claimed all parties for your filing, click .

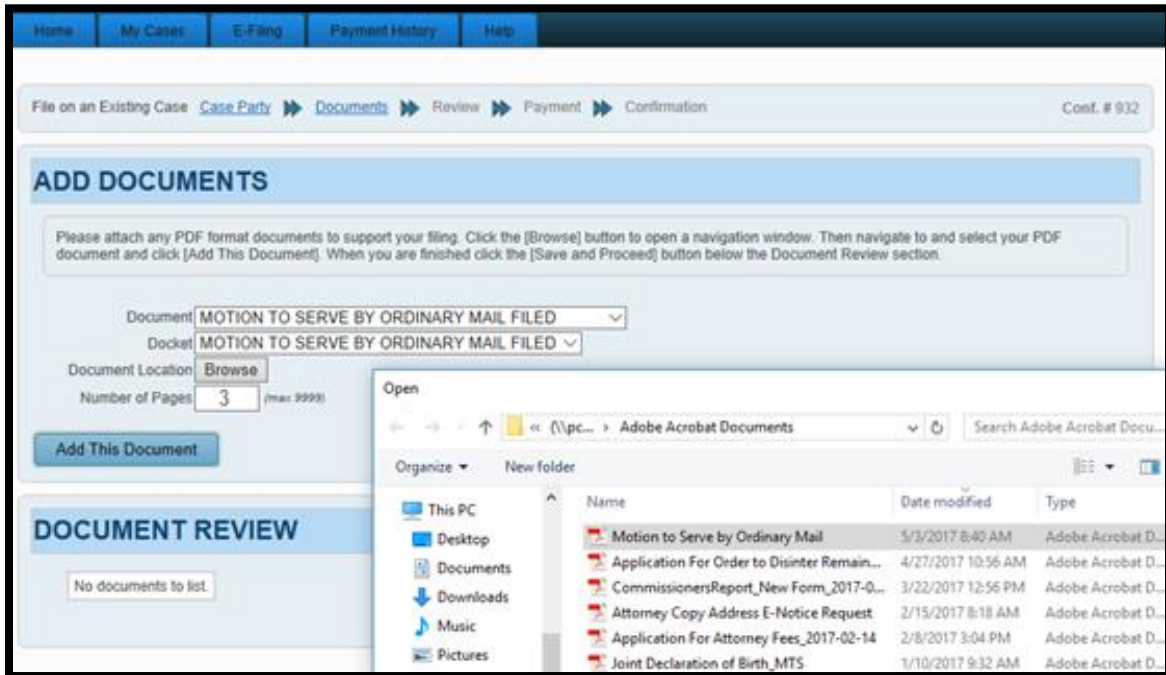
<p><u>If you are NOT listed as a Party on the case</u> (but think you should be)</p>	<p>STOP! Contact the E-File Help Desk at (216) 443-8948 for assistance</p>
--	--

Add Documents

Select your **Document** type.

Then to locate your documents stored on your computer.

Enter the **Number of Pages** in your uploaded file.



Click and continue to add other documents as needed.

- **Attorney Notice of Appearance** - whenever necessary, attach a Notice of Appearance as a separate file. Filings listing attorneys who have not given prior notice of appearance may be rejected. Include an ink or E-Signature for each attorney listed.

When finished, click **Save and Proceed** to advance to the **EXISTING CASE FILING REVIEW**.

Filing Review

On the **EXISTING CASE FILING REVIEW** screen, check that you have filed on the correct case, and that your typed information and attached documents are correct and ready for payment.

(Added names and addresses should exactly match parties as listed in the complaint/petition.)

(Select **EDIT** to make changes.)

Home My Cases E-Filing Payment History Help

File on an Existing Case [Case Party](#) >> [Documents](#) >> [Review](#) >> [Payment](#) >> Confirmation Conf. # 932

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. #: 932
Case Number: 2017ADV225894
Case Title: THE ADVERSARIAL CASE OF NORTHCOAST DEVELOPMENT
Case Filed: 7/31/2017
Judge: GALLAGHER/LAURA/J

FILING REVIEW [EDIT](#)

Filing Attorney: ONLY/TEST/
Docket Type: MOTION TO SERVE BY ORDINARY MAIL FILED

DEFENDANT:	EDISON'S BARBECUE 10 MILL STREET CLEVELAND, OH 44113 (216) 455 - 7890
PLAINTIFF:	(REPRESENTED BY ONLY (1011710)) NORTHCOAST DEVELOPMENT 1 WEST RIVER ROAD SUITE 1 CLEVELAND, OH 44111 (216) 123 - 4567

DOCUMENT REVIEW

Docket	Pages	File Name
MOTION TO SERVE BY ORDINARY MAIL FILED	3	Motion to Serve by Ordinary Mail.pdf

[Save and Proceed](#)

When ready, select **Save and Proceed** to access the **PAYMENT** screen.

Payment and Submission

At the **PAYMENT** screen: Select to file **On Behalf of** yourself or the party you represent. Enter your payment and billing information.

- Credit/debit card payment information **MUST** match the login user name.

Third party payments without an attorney **E-Firm Account** or prior written approval by the E-File Department will be rejected. [Register your firm for an E-Firm Account with this link.](#)

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	\$250.00
Convenience Fee	\$6.95
Total Deposit Required	\$256.95

On Behalf of: NORTHCOAST DEVELOPMENT (PLAINTIFF) ▼

Payment Type Credit Card Debit Card

Bill To

First Name Last Name Suffix -- Select -- ▼

Address Line 1

Line 2


City

State -- Select State -- ▼ Zip

Card Number (without dashes or spaces)

Expiration (Month/Year) JAN ▼ /

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



Tip: After submission, filings cannot be edited. However, they can be **Canceled** any time prior to acceptance on the **My Filings** tab.

Click and print the **Confirmation** page for your records.

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**.

If the filing is **Rejected**, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must file a new case.

Contact the Help Desk for questions: probate_efile@cuyahogacounty.us.

Service

Service on New Cases and Initial Pleadings

Service copies of initial complaints/petitions will be printed and served by the Court.

An *Instructions for Service* form is not required with initial pleadings but is preferred.

*Service to PO Box addresses is limited to USPS certified and ordinary mail. Court-issued sheriff service on *Citation to Produce Will* and *Concealment of Assets* actions cannot include PO Box addresses.

Requests for Service by Publication

If publication is required, file an [Affidavit for Unknown Heirs](#) and/or [Affidavit for Unknown Addresses](#) and note your request for service by publication on the [Instructions for Service form](#).

Upload the *Instructions* form using code “Request for Service” on the ADD DOCUMENTS screen. Upload the Affidavits separately using the codes available in the drop-down menu.

Preparation and Submission of Waivers with Initial Pleadings

Waivers for civil complaints may be submitted to E-File using the following methods:

- 1) As scanned PDF copies with original ink signatures, or
- 2) As electronically signed PDF copies, using signature capture software which includes audit tracking capability (e.g., DocuSign RightSignature, Adobe Sign).

Submit electronically signed waivers and attach to each its audit track in the same PDF file, behind the waiver form.

Waivers submitted without an audit track will be rejected. Electronically signed waivers may be subject to further review by hearing officers.

Upload **Waivers of Summons** in the same confirmation submission with complaints, using either of the following codes on the ADD DOCUMENTS screen, as applicable:

- Waiver of Summons Only, or
- Waiver of Summons and Consent.

For service requests on existing cases (e.g., crossclaims filed with answers), see Next Page.

Service on Existing Cases

The attorney of record or the serving party must serve every pleading subsequent to the original complaint pursuant to Civ. R. 5, except for pleadings asserting new or additional claims for relief or additional damages against a party in default. Parties in default for failure to appear must be served in the manner provided for service of summons in Civ. R. 4 through Civ. R. 4.6.

If an **Instructions for Service** is not provided with any pleading filed after the original complaint, the attorney of record or serving party must provide a **Certificate of Service** in compliance with Civ. R. 5(B)(4).

Instructions for Service on Existing Cases

Use the [Instructions for Service form](#) and [guidelines](#). Requests without instructions will be rejected.

Print a PDF copy of pleadings to serve from our Court electronic docket including the electronic “filed stamp” at bottom of page or displayed elsewhere on the copy.

Then upload this copy you intend to have served with the *Instructions* as the first page.

Use code “Request for Service.”

*Service to PO Box addresses is limited to USPS certified and ordinary mail. Court-issued sheriff service on *Citation to Produce Will* and *Concealment of Assets* actions cannot include PO Box addresses.

Amended Complaints and Cross-Complaints

Attach a *Certificate of Service* to your pleading showing that service has been completed by the filing party.

If there is no *Certificate* attached or all defendants were not served, the filing party MUST attach a copy of the documents you intend the Court to serve with an *Instructions for Service* cover sheet instructing the Court who to serve and by what method.

If there is a New Party Defendant on an Amended Complaint, the filing party MUST file an *Instructions for Service*.

Third-Party Complaints

The filing party MUST file an *Instructions for Service* instructing the Court.

Counterclaims

Pursuant to Civil Rule 5, service of counterclaims is the responsibility of the filing party.

Preparation and Submission of Waivers for Existing Case Pleadings

Waivers for civil complaints may be submitted to E-File using the following methods:

- 1) As scanned PDF copies with original ink signatures, or
- 2) As electronically signed PDF copies, using signature capture software which includes audit tracking capability (e.g., DocuSign RightSignature, Adobe Sign).

Submit electronically signed waivers and attach to each its audit track in the same PDF file, behind the waiver form.

Waivers submitted without an audit track will be rejected. Electronically signed waivers may be subject to further review by hearing officers.

Upload **Waivers of Summons** with initial complaints or as soon as possible after the filing of the complaint, using either of the following codes on the ADD DOCUMENTS screen, as applicable:

- **Waiver of Summons Only**, or
- **Waiver of Summons and Consent.**

Upload **Waivers of Notice of Hearing** when applicable using the code available for that filing.

Requests for Service by Publication

If publication is required, file an [Affidavit for Unknown Heirs](#) and/or [Affidavit for Unknown Addresses](#) and note your request for service by publication on the [Instructions for Service form](#).

Upload the *Instructions* form using code “Request for Service” on the ADD DOCUMENTS screen. Upload the Affidavits separately using the codes available in the drop-down menu.

Proposed Orders

At this time, proposed Orders may be submitted to the Court for consideration on available cases. Orders should be accompanied by a related pleading/motion/application or similar request.

1. First, select the green 'E' icon to file on your existing case.
(If you do not see the icon, E-Filed submissions are not available for that case.)
2. Next, verify existing parties, or add your filing party on the Add Parties screen.
Then proceed to the Add Documents screen.
3. Upload the pleading without the order, as its own PDF, using available document codes in the document menu. (Attorneys new to the case may need a separate Notice of Appearance.)

File on an Existing Case [Case Party](#) ▶ [Documents](#) ▶ Review ▶ Payment ▶ Confirmation Conf. # 22734

EXISTING CASE FILING

Case Number: 2021ADV255233
Case Title: THE ADVERSARIAL CASE OF JIMMY CHAMBERLIN
Case Filed: 02/11/2021
Type: PETITION FOR APPROPRIATION
Judge: RUSSO/ANTHONY/J

ADD DOCUMENTS

Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

Document	AFFIDAVIT
Docket	EXHIBITS
Document Location	FINDINGS OF FACT AND CONCLUSIONS OF LAW SUBMITTED
Number of Pages	JURY DEMAND FILED
	JURY INSTRUCTIONS FILED
	LAND SALE ON TRUST
	MEMORANDUM
	MOTION
	MOTION FOR ATTORNEY FEES
	MOTION FOR CONTINUANCE
	MOTION FOR LEAVE TO PLEAD
	MOTION TO ADMIT EXEMPLIFIED COPY OF PROCEEDINGS TO RECORD
	MOTION TO COMPEL FILED

DOCUMENT REVIEW

4. Then upload the order as its own PDF using the code “Proposed Order” from the menu.

ADD DOCUMENTS

Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

Document: AFFIDAVIT

Docket: NOTICE OF APPEARANCE
 NOTICE OF DEPOSITION FILED
 NOTICE OF DISMISSAL
 NOTICE OF WAIVER OF SUMMONS
 NOTICE/MOTION OF WITHDRAWAL FILED.
 OBJECTIONS TO MAGISTRATE’S DECISION
 PETITION FOR APPROPRIATION
 PETITION FOR DECLARATORY JUDGEMENT
 PETITION FOR PRESUMPTION OF DEATH
 PETITION TO DETERMINE HEIRS
 PRAECIPE FOR SERVICE, FILED.
 PRELIMINARY JUDICIAL REPORT
PROPOSED ORDER
 REPLY FILED
 REPORT OF APPRAISER
 REPORT OF SALE FILED. SALE CONFIRMED
 REPORT OF TRUSTEE FOR SUIT
 REQUEST FOR FINDINGS OF FACT AND CONCLUSION OF LAW
 REQUEST FOR NONBINDING MEDIATION FILED
 REQUEST FOR PRODUCTION OF DOCUMENTS

Document Location: MOTION FOR

Number of Pages:

Add This Document

DOCUMENT REVIEW

View Docket

Save and Proceed

5. Verify the pleading and the order are uploaded at the bottom of the page. Then proceed to the Final Review and Payment Screens to submit with payment.

DOCUMENT REVIEW

View	Docket	Pages	File Name	Remove
	MOTION FOR LEAVE TO PLEAD	1	TEST_MotionCont.pdf	
	PROPOSED ORDER	1	Test Proposed Order.pdf	

Save and Proceed

Agreed Judgment Order

Follow the same steps outlined for proposed orders with pleadings but skip step three (3).

Notifications

Documents remain in a pending review status until accepted for filing or rejected for corrections.

After submission and review, the E-File System will send notice of acceptance or rejection of filings to the user's registered email address.

Accepted filings which included payment will include a PDF receipt attached to the email.

Rejected filings will identify corrections needed to specific documents (e.g., missing signature, incomplete forms, poor image quality, etc.) outlined in the email.

Corrected filings may be resubmitted within 72 hours.

If you do not correct the rejected filing within 72 hours, you must file with a new confirmation number.

Contact

Contact the E-File Department Help Desk, Room 123, for questions or assistance.

Phone: (216) 443-8948

Email: probate_efile@cuyahogacounty.us