

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

NEW CASE GUIDELINES – PETITION FOR LAND APPROPRIATION

Documents to Submit with Your E-Filing

- Petition for Appropriation (**MUST** be typed with ink signatures or E-Signatures.)
- Preliminary Judicial Report
- Resolution of Appropriating Agency
- Declaration of Intention to Take Possession (if applicable)
- Supplemental Documents (any supporting documents not already listed above)
- Affidavit and Request for Service by Publication (The Court will prepare the judgment entry.)
 - Defendants whose address is unknown
 - Unknown Defendants

Payment

- Plaintiff or Plaintiff's attorney must mail or deliver the filing fee check in the amount of \$250.00 to the Clerk's Office, Rm. 115.

Please reference on your check the Plaintiff's name or Plaintiff's counsel.

- Send a separate check for the Appraised Land Value to the Clerk's Office, Rm. 115.

Please reference on your check "Appraised Land Value" and Plaintiff's name or Plaintiff's counsel.

NOTE: Attorneys filing on behalf of the [State of Ohio](#) or [Cuyahoga County](#) need not submit a filing fee check for new cases. For motion filings on existing cases, please select the no-cost docket code "[Electronically Filed Land Appropriation Motion](#)."

Additional Payment Information

All other Plaintiffs and Defendants E-Filing on existing cases must pay with submission.

Final billing and adjustment upon finalization of the case.

Filing Status and Notification of Hearing

- If the filing is accepted, you will receive notification by email.
- If the filing is **NOT** accepted, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours or re-created new thereafter.
- Notice of hearing will be sent by email or regular mail after service on all parties is complete.

From the [Electronic Filing Home Page](#), **Login** to the **E-File Gateway** using your **Login ID** (email address) and **Password**. After login, continue to page 3.

The screenshot shows the homepage of the Probate Court Electronic Filing System. At the top left is the Probate Court logo for Cuyahoga County, Ohio. The main header identifies Judge Anthony J. Russo as the Presiding Judge and Judge Laura J. Gallagher. Below this is a navigation menu with links for Home, Topics, Court Forms, Docket & Index Search, E-Filing, Court News, Court Costs, Court Renumbering (highlighted in red), and Employment. A purple banner below the menu reads "Probate Advice Clinic for the public and attorneys(CLE credit)". The main content area is titled "Probate Court Electronic Filing System Home Page" and contains a list of instructions: registration is required with a valid email and agreement to the Terms of Use; users should read Policies and Procedures and the E-File User's Guide; filings available to E-File were updated on 5/21/2018; and assistance can be contacted at probate_efile@cuyahogacounty.us or (216) 443-8948. To the right of the text is a yellow folder icon labeled "E-File". At the bottom of the page are five buttons: E-Filing Guides, E-File Forms, E-File Gateway, E-File Registration, and E-FAQs. A "Top of Page" link is located at the bottom left.

The screenshot shows the login page for the Cuyahoga County Probate Court E-Filing Gateway. The header includes the court logo and the text "CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY". A "Home" button is visible in the top left. The main instruction reads: "To use the Probate Court E-File Gateway, log in with your registered email address and password. Not registered? Create an account using the link provided." Below this is a login form with two input fields: "Login ID" containing the text "SAMPLE@MYEMAIL.COM" and "Password" containing six dots. A "Login" button is positioned below the password field. At the bottom of the form are two links: "Create an account" and "Forgot Password".

If you do not have an E-File Account, select [Create an account](#) and follow the steps. Once approved, you'll receive an email from the Court confirming your registration. Then return to the **E-File Gateway** and **Login** to begin.

At the **Welcome** screen, find the **E-Filing** Tab and select **File A New Case**



For **Case Category** select *ADVERSARIAL*.

For **Type of Filing** select *PETITION FOR APPROPRIATION*.

Type the full name of the *Plaintiff* in the **Case Title** field.

Note to Clerk is an optional field for brief notes or questions for the E-File clerk. (DO NOT use this field to present facts or questions relevant to your pleading.)

A screenshot of the "NEW CASE FILING" form. At the top, there is a navigation bar with buttons for "Home", "My Cases", "E-Filing", "Payment History", and "Help". Below this is a breadcrumb trail: "File a New Case" > "Case Setup" > "Case Party" > "Documents" > "Review" > "Payment" > "Confirmation". The main heading is "NEW CASE FILING". Below the heading is a text box with the instruction: "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 contains four fields: "Case Category" (dropdown menu with "ADVERSARIAL" selected), "Type of Filing" (dropdown menu with "PETITION FOR APPROPRIATION" selected), "Case Title" (text input field with a "(max 200 characters)" label), and "Note to Clerk" (text input field with a "(max 500 characters)" label). At the bottom right, there are three buttons: "Save and Proceed", "Save", and "Cancel".

Tip: Click **Save** to store your work with an **Incomplete** status and **Confirmation** number. (Use this option if you wish to stop here and complete your filing later.)

Click **Save and Proceed** to store your filing, assign a **Confirmation** number, and advance to the **ADD PARTY MEMBERS** screen.

At the **ADD PARTY MEMBERS** screen, add **PLAINTIFF(S)** first. Then add the **DEFENDANT(S)**. Click **Save Party** after each **Case Party Role** entered.

For all parties added, data entry **MUST** match the information typed on the *Petition for Appropriation*.

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: PLAINTIFF ▼

Person Company

Prefix: Prefix ▼

First Name: AMELIA

Middle Name: MARY

Last Name: EARHART

Suffix: Suffix ▼

Date of Birth: 07/24/1987 Date of Death:

Alias First:

Alias Middle:

Alias Last:

Phone Type: HOME ▼ Phone Number: (216)123 - 4567

Copy Address: -- Select Address -- ▼

Foreign Address Unknown Address

Address Type: HOME ADDRESS ▼

Address Line 1: 123 MAIN STREET

Address Line 2: APARTMENT 1

City: CLEVELAND

State: OHIO ▼ Zip Code: 44113

Save Party

I am representing this party member

Check Box
(If Attorney)

PERSON OR COMPANY

- Select **“Person”** for individuals with personal interest in the proceedings in the complaint.
- Select **“Company”** when applicable and use the single line for the institution name.
 - Enter individual contact names on the first address line
 - Use “on behalf of” (obo) or “Attention” (Attn) or type out “in care of” before the contact’s name.

PARTIES WITH INCOMPLETE INFORMATION

- For **Incomplete Names**, add any relevant information to the *Last Name field*.
 - (E.g. “Unknown Brother of John Doe”)
 - (E.g. If any party identifies by one name only)
- For **Unknown Parties (with no address)**
 - add “Unknown” to the *Last Name field*
 - select the “Unknown Address” box, and
 - attach a separate **Affidavit/Request for Service by Publication**.
- For named parties with **Unknown Addresses**
 - select the “Unknown Address” box, and
 - attach a separate **Affidavit/Request for Service by Publication**.

At the bottom of the **ADD PARTY MEMBERS** screen is a review area.

Represented parties display the Attorney's last name and Ohio Bar ID number in color (**SAWYER**) above the party name (AMELIA MARY EARHART).

Any **New Party** added will be identified below the party's PLAINTIFF or DEFENDANT designation.

The screenshot displays a 'PARTY ROLE REVIEW' window with two entries:

Role	Name	Address	Phone	Attorney
DEFENDANT:	SAMUEL EDWIN STANTON EARHART	1 MAIN STREET APARTMENT 1 CLEVELAND, OH 44113	(216) 321 - 7654	
PLAINTIFF:	AMELIA MARY EARHART	123 MAIN STREET APARTMENT 1 CLEVELAND, OH 44113	(216) 123 - 4567	(REPRESENTED BY SAWYER (6464649))

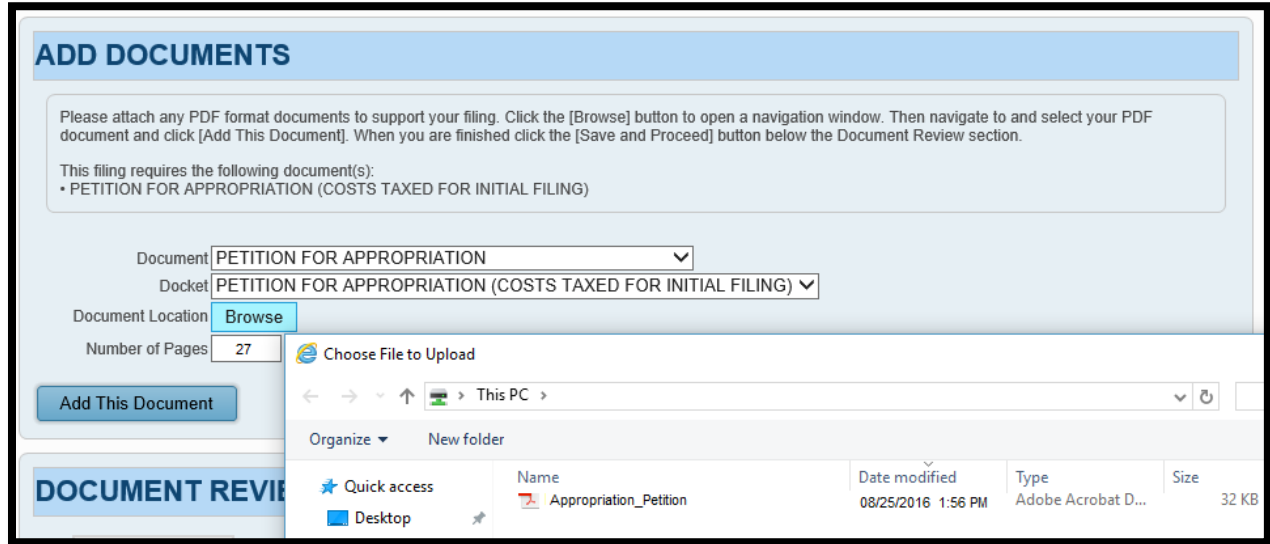
Each entry includes a 'New Party' button and edit/delete icons. At the bottom right are 'Save and Proceed' and 'Cancel' buttons.

Review the **Party Role** information to ensure all names and addresses match exactly as typed on the original complaint/petition, before selecting **Save and Proceed**.

After you **ADD PARTY MEMBERS**, you must **ADD DOCUMENTS**.
(Refer to [Page 1](#) of this guide for documents required to initiate this filing.)

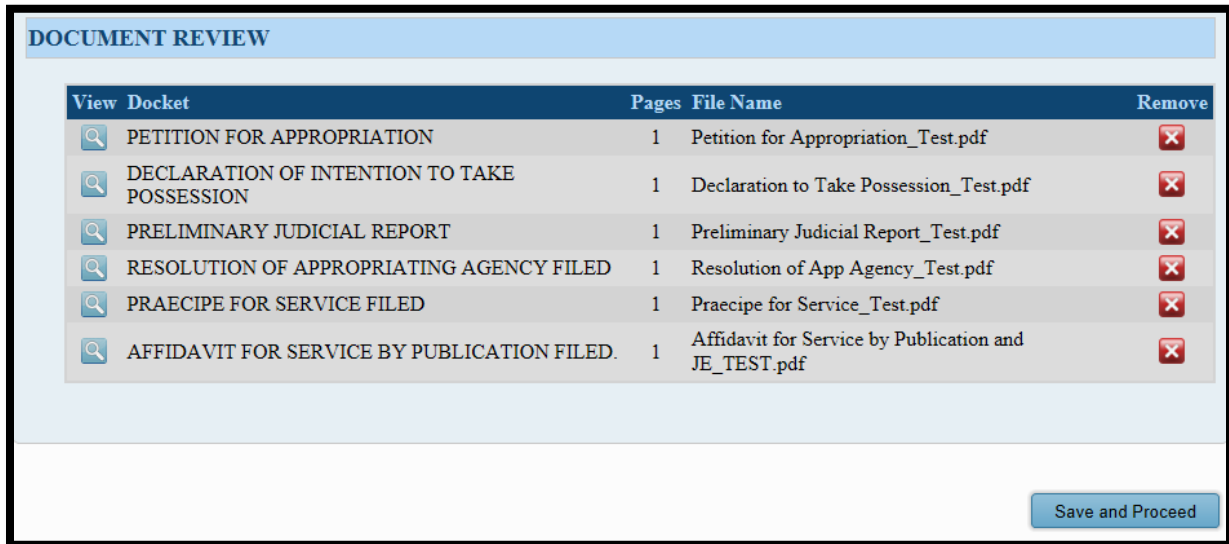
Select **Browse** and locate the PDF files saved on your PC. Highlight the document, select **Open**. Enter the **Number of Pages**. Then select **Add This Document**.

(Only PDF documents can be attached.)



Label and submit any *Exhibits* and *Supplemental Documents* separately.
Use codes from the drop-down menu whenever possible.
(Choose *Supplemental Documents* if no matching code is available.)

Added document(s) will display in the **Document Review** area.



Select **Save and Proceed** to continue to the final **FILING REVIEW** screen.

Review all the information. Select [EDIT](#) to make corrections.

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 FOR APPROPRIATION


PARTY ROLE REVIEW [EDIT](#)

DEFENDANT1: SAMUEL EDWIN STANTON EARHART
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44113
(216)321-7654

(REPRESENTED BY SAMPLE)

PLAINTIFF1: AMELIA MARY EARHART
123 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44113
(216) 123-4567

DOCUMENT REVIEW [EDIT](#)

Docket	Pages	File Name
 PETITION FOR APPROPRIATION (COSTS TAXED FOR INITIAL FILING)	27	Appropriation.pdf

If all information is correct, select **Save and Proceed** to continue to the **PAYMENT** screen.

PAYMENT

Users will NOT be prompted for credit card payment to initiate an Appropriation case. NO hearings will be set on your petition until payment has been received. Follow the instructions below for payment details.

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.

Filings submitted with No Payment Due will by default be filed on behalf of yourself, or your newly added or newly claimed case party.

No Payment Due. Click [Submit] to finish this E-Filing.

Filing Charges	\$0.00
Convenience Fee	\$0.00
Total Deposit Required	\$0.00

On Behalf of:

Mail ALL checks to:
Cuyahoga County Probate Court
ATTN: Clerk's Office, Rm. 115
1 West Lakeside Avenue
Cleveland, Ohio 44113
In Re: Petition for Appropriation

Submit Filing

ATTORNEYS FILING ON BEHALF OF THE STATE OF OHIO OR CUYAHOGA COUNTY

To Initiate a Case: No filing fee payment is required.

Send a **separate** check for the Appraised Land Value and reference on the check the Plaintiff's name and "Appraised Land Value."

For motion filings on existing cases: Select the no-cost docket code *Electronically Filed Land Appropriation Motion*.

ALL OTHER USERS

To Initiate a Case: **Send a check or money order for the petition filing in the amount of \$250.00.** Please reference on your check the Plaintiff's name or Plaintiff's counsel.

Send a **separate** check for the Appraised Land Value and reference on the memo line the Plaintiff's name and "Appraised Land Value."

For subsequent filings on existing cases: Payment required with submission.
Final billing and adjustment upon finalization of the case.

Prepare your checks for mailing and select **Submit Filing** to send your submission.

Once submitted, a **Filing Confirmation** page displays with your confirmation number.

File a New Case Case Setup ▶ Case Party ▶ Documents ▶ Review ▶ Payment ▶ Confirmation Conf. # 2458

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. #: 2458
Date/Time Submitted: 09/20/2018 14:56:49

Case Category: ADVERSARIAL
Type of Filing: PETITION FOR APPROPRIATION
Case Title: AMELIA MARY EARHART

PARTY ROLE INFORMATION

DEFENDANT: SAMUEL EDWIN STANTON EARHART
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44113
(216) 321 - 7654
[New Party](#)

PLAINTIFF: (REPRESENTED BY SAMPLE (6464649))
AMELIA MARY EARHART
123 MAIN STREET
APARTMENT 1
CLEVELAND, OH 41113
(216) 123 - 4567
[New Party](#)

DOCUMENT INFORMATION

Docket	Pages	File Name
PETITION FOR APPROPRIATION	1	Petition for Appropriation_Test.pdf
DECLARATION OF INTENTION TO TAKE POSSESSION	1	Declaration to Take Possession_Test.pdf
PRELIMINARY JUDICIAL REPORT	1	Preliminary Judicial Report_Test.pdf
RESOLUTION OF APPROPRIATING AGENCY FILED	1	Resolution of App Agency_Test.pdf
PRAECIPE FOR SERVICE FILED	1	Praecipe for Service_Test.pdf
AFFIDAVIT FOR SERVICE BY PUBLICATION FILED.	1	Affidavit for Service by Publication and JE_TEST.pdf

PAYMENT

Filed on behalf of: AMELIA MARY EARHART (PLAINTIFF)

No Payment Processed.

[Print](#) [Home](#)

Tip: Print a copy for your records.

Tip: Received filings can be **Canceled** or **Removed** using the **My Filings** tab.

Your filing now has a pending status of **Received** and cannot be edited while under review.

It has not been added to the Court's docket and is not to be deemed as "filed" until reviewed.

Reviewed filings will receive an **Accepted** or **Rejected** email.

Accepted filings will generate an email receipt indicating the Judge and case number.

For general questions about your filing, contact the E-File Department at (216) 443-8948.