PROBATE COURT OF CUYAHOGA COUNTY, OHIO

GUIDELINES – E-FILE ESTATE ADMINISTRATIONS AND PROBATE OF WILLS

Contents

Updated 11/10/21

General Guidelines and Documents

For Testate Estates (with Last Will and Testament)

Applicants named Executor in a Decedent's Will may E-File forms to administer the estate.

E-File users must follow the steps to submit the original Will to Probate Court outlined on page 8. As of 6/16/2021 Wills may also be presented in person at the Clerk's Office, Rm. 119 at Court.

E-Filed Applications to Probate Will (Form 2.0) will be set for hearing fourteen (14) calendar days from the date the Application is accepted. The original Will must be received by the fourteenth day or the Application to Probate Will and Application to Administer may be dismissed.

Only after the original Will is received, and admitted, will the Court proceed to review Applications to Administer the Estate (Form 4.0) and appoint an Executor or Administrator.

The Probate Court will index its database of Wills on Deposit for all new filings, prior to any appointment. When a later-dated Will on deposit is found to match with a decedent, the Court will notify the applicant of the following additional proceedings:

- If the applicant intends to continue to pursue the admission of a latest-dated Will located at the Court, she/he may be required to file an amended Application to Probate Will (Form 2.0) for the latest-dated Will, including an updated Form 1.0 as details of the Will require.

The Court may require additional waivers, hearings, and notice of hearing to interested parties for Wills presented for probate and Applications to Administer:

- For hearings on the appointment of an Executor or Administrator, Applicants must send Notice and Citation of Hearing on Appointment of Fiduciary (Form 4.4) per O.R.C. 2113.06 and 2113.07, or file Waivers of Right to Administer (Form 4.3) from interested parties.

In certain instances, applicants may be required to post a fiduciary's bond in accordance with law.

For Intestate Estates (no Will)

Applicants E-Filing forms to become an Administrator of a Decedent's estate may be required to attend a hearing on the Application for appointment.

- For hearings on the appointment of an Executor or Administrator, Applicants must send Notice and Citation of Hearing on Appointment of Fiduciary (Form 4.4) per O.R.C. 2113.06 and 2113.07, or file Waivers of Right to Administer (Form 4.3) from interested parties.

The Probate Court will index its database of Wills on Deposit for all new filings, prior to an appointment. When a Will on deposit is found to match with a decedent, the applicant will be notified and may file an Application to Probate Will (Form 2.0) or withdraw the Application to Administer, in order to allow the Executor named in the Will to petition to administer the decedent's estate.

Applicants may be required to attend subsequent hearings, submit additional documents, and post a fiduciary's bond in accordance with law.

Forms for Estate Filings

The Probate Court web pages list Ohio Supreme Court standard probate forms and additional documents accepted by the Cuyahoga County Probate Court in the administration of estates.

Navigate to the website forms, here: *Forms>Estate Forms*
Web address: https://probate.cuyahogacounty.us/estforms.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 details below.

Preparation and Submission of Waivers

Waivers for Estate pleadings 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.

Information about Filing Original and Additional Bonds

The Probate Court may order a fiduciary's bond be posted by Executors or Administrators prior to appointment. Additional bonds may be ordered any time after an original bond has been posted.

All original notarized hard-copy bonds must be filed within thirty (30) days of the order and before letters of Executor or Administrator will be issued.

Additional notarized hard-copy bonds must be filed at Court within ten (10) days of the order.

- Bonds may be filed in person at the Clerk's Office, Rm. 119, or
- Bonds may be mailed.

  If mailed, attach a cover-letter with contact information and your case number, then mail the ink-signed original/additional bond with the bond agent's power of attorney attached, to:

  Probate Court Clerk's Office, Room 119, 1 Lakeside Ave. West, Cleveland, Ohio, 44113.

Information about Hearings

Once your Application to Probate Will or Application to Administer has been **Accepted**, you may receive a hearing notice with the date and time to appear at the Probate Court or additional instructions for off-site hearing options (e.g., phone, Zoom, WebEx, Teams).

Effective Wednesday, June 16, 2021, the Cuyahoga County Probate Court will resume full access to the public. The Clerk's Office will accept in-person filings, electronic filings, and those submitted by U.S. mail. With the resumption of in-person filings, drop boxes in the Rotunda and the Huntington Park Garage entrance have been removed.

Hearings may be conducted remotely or in-person, based upon the determination of the Judge or Magistrate.

If you received an email or mail notice of hearing, your hearing remains on Zoom, please do not appear in person. If you have questions, please contact the Court to verify the status of your hearing.

All individuals entering the courthouse must wear a face covering and will be subject to temperature screening. Please refer to the Administrative Order effective June 16, 2021, for further information.

Applicants must have printed hardcopies of E-Filed documents available for any hearing.

If you have a scheduling conflict, please call **216-443-8970**. The Court will make every effort to accommodate a convenient date and time for all parties concerned.

General Submission Procedures

E-Filed Submission of Will Procedure (Estates with a Will)

1. If there is a Will, an Application to Probate Will is E-Filed with a copy of the Decedent's death certificate and a list of the next of kin, legatees, devisees, and beneficiaries.
2. The original Will and a Notice of Presentation of Will is mailed by US Certified mail (or any commercial mail service requiring signature) to the Probate Court and reviewed for admission to the Court's record. The Will may also be presented in person in Rm. 119.

Application to Administer Estate Procedure (All Estates)

1. An Application for Authority to Administer Estate is E-Filed in the Probate Court of the County of the Decedent's residence by the Executor named in the Will, or another interested party.
2. A bond may be required by law.
3. A hearing may be scheduled.
4. Order Appointing Executor or Administrator is granted and letters of appointment issued.

E-Filing Submission Status

Acceptance or **Rejection**: An email will be sent to you from the Court.
(A separate email will be sent if a hearing is scheduled.)
Received: While under review by E-File staff the filing cannot be edited.
To Cancel: Login to the E-File System and select your filing through the **My Filings** tab.

Submitting an Original Last Will and Testament by Mail

1. **Include a Notice of Presentation of Will listing the existing Probate Court Estate case number, the date the Application to Probate Will (Form 2.0) was filed, and the Decedent's and sender's names.**

   The notice also requires information indicating the date the Will was signed by the testator, and the number of pages of the Will (and any Codicils).

   DO NOT STAPLE THE NOTICE OR MARK THE WILL IN ANY WAY

2. **Send the Will by US Certified Mail (or by a commercial mail carrier that requires signature) within fourteen (14) calendar days from the date of your E-Filed receipt of your accepted Application to Probate Will.**

   Mail to: Cuyahoga County Probate Court Clerk's Office, Room 119
   1 Lakeside Avenue West, Cleveland, Ohio 44113

DO

Keep a copy of the Will for your records

DO NOT

Send Wills without the Notice of Presentation of Will form
E-File Copies of Wills
Send Wills using Regular U. S. Mail

The Original Will remains the property of the Probate Court after it is admitted
Copies may be purchased by calling 216.443.8792

The Court may require you to present a copy of the Will at any time while the case is active.

Note: As of 06/16/2021 the Probate Court is re-open to the public. Original Wills of E-Filed cases may be brought to the Clerk's Office, Room 119 with a Notice of Presentation of Will.

E-Filing Steps to Probate Will for Record Only (No Administration)

1. **AFTER LOGIN:** **Select File a New Case from the blue E-Filing tab**
   Select <u>ESTATE</u>
   Select <u>WILL FOR RECORD ONLY</u>
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application to Probate Will (Form 2.0)** (Do not attach Will)
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**

   Mail the original Will to Probate Court per Instructions page 8.
   Keep a copy of the Will for your records.

4. **FILING REVIEW:** Review your data and documents for accuracy. <u>EDIT</u> for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

Keep originals of uploaded documents for review at hearings.

E-Filing Steps to Probate a Lost/Spoliated/Destroyed Will

1. **AFTER LOGIN: Select File a New Case from the blue E-Filing tab**
   Select ESTATE
   Select PROBATE OF LOST WILL
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application to Probate Will (Form 2.0)** (Do not attach Will)
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**

   Mail the Lost/Spoliated/Destroyed Will to Probate Court per Instructions page 8.
   Keep a copy of the Will for your records.

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

Keep originals of uploaded documents for review at hearings.

E-Filing Steps for Release of Financial Information

1. **AFTER LOGIN:** **Select File a New Case from the blue E-Filing tab**
   Select ESTATE
   Select APPLICATION TO RELEASE FINANCIAL INFORMATION
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - [ ] **Upload the Decedent's Death Certificate**
   - [ ] **Upload the Application to Release Financial Information (Form ES RFI)**
   - [ ] **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**
   - [ ] **Upload any Waivers and Consents for Release of Financial Information from interested next of kin, legatees, and devisees (Form WAIVCON)**
     ***Submissions without waivers will be set for hearing. It is recommended you obtain and submit waivers with your Application whenever possible.**

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

Keep originals of uploaded documents for review at hearings.

E-Filing Steps for Release of Medical Records or Medical Billing Records

(for the purpose of evaluating a potential Wrongful Death, Personal Injury, or Survival Action)

1. **AFTER LOGIN:** **Select** **File a New Case** **from the blue E-Filing tab**
   Select ESTATE
   Select RELEASE OF MED RECORDS AND MED BILLING – NO PUB
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application to Release Medical Records and Medical Billing Records (Form ES595)**
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**
   - ☐ **Upload any Waivers and Consents to Release of Medical Records and Medical Billing Records from interested next of kin, legatees, and devisees (Form WAIV595)**
     ***Submissions without waivers will be set for hearing. It is recommended you obtain and submit waivers with your Application whenever possible.**

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

Keep originals of uploaded documents for review at hearings.

E-Filing Steps for New Estate Administrations

Full Administration – Executor – With Will

1. **AFTER LOGIN: Select File a New Case from the blue E-Filing tab**
   Select ESTATE
   Select ESTATE FULL ADM. W/WILL OR WILL ANNEXED
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application to Probate Will (Form 2.0)** (Do not attach Will)
   - ☐ **Upload the Application for Authority to Administer (Form 4.0)**
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**

   Optional**:**
   - ☐ **Upload any Waivers of Right to Administer (Form 4.3)**

   Mail the original Will to Probate Court per Instructions page 8.
   Keep a copy of the Will for your records.

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
The name on the credit/debit card MUST match the Registered E-File Account Name.
Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.
Keep originals of uploaded documents for review at hearings.

Full Administration – Administrator – No Will

1. **AFTER LOGIN:** **Select** **File a New Case** **from the blue E-Filing tab**
   Select ESTATE
   Select ESTATE FULL ADM. NO WILL
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application(s)*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application for Authority to Administer (Form 4.0)**
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**

   Optional**:**
   - ☐ **Upload any Waivers of Right to Administer (Form 4.3)**

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

Keep originals of uploaded documents for review at hearings.

Full Administration – Executor – With Will

<u>*To pursue Wrongful Death Action</u>

1. **AFTER LOGIN:** **Select File a New Case from the blue E-Filing tab**
   Select <u>ESTATE</u>
   Select <u>EST. FULL ADM. WR. DEATH WITH WILL</u>
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application to Probate Will (Form 2.0)** (Do not attach Will)
   - ☐ **Upload the Application for Authority to Administer (Form 4.0)**
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**

   Optional**:**

   - ☐ **Upload any Waivers of Right to Administer (Form 4.3)**

   Mail the original Will to Probate Court per Instructions page 8.
   Keep a copy of the Will for your records.

4. **FILING REVIEW:** Review your data and documents for accuracy. <u>EDIT</u> for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.
Keep originals of uploaded documents for review at hearings.

Full Administration – Administrator – No Will

***To pursue Wrongful Death Action**

1. **AFTER LOGIN: Select File a New Case from the blue E-Filing tab**
   Select ESTATE
   Select EST. FULL ADM. WR. DEATH NO WILL
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application for Authority to Administer (Form 4.0)**
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**

   Optional:
   - ☐ **Upload any Waivers of Right to Administer (Form 4.3)**

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

Keep originals of uploaded documents for review at hearings.

Special Administrator – With Will

1. **AFTER LOGIN:** Select **File a New Case** from the blue E-Filing tab
   Select ESTATE
   Select ESTATE FULL ADM. SPECIAL ADMIN W/WILL
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Special Administrator Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application for Authority to Administer (Form 4.0)**
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**
   - ☐ **Upload the Application to Probate Will (Form 2.0)** (Do not attach Will)
   - ☐ **Upload the Motion to Appoint Special Administrator (PC Form MOTESTAA)**

   Mail the original Will to Probate Court per Instructions page 8.
   Keep a copy of the Will for your records.

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

Keep originals of uploaded documents for review at hearings.

Special Administrator – No Will

1. **AFTER LOGIN: Select File a New Case from the blue E-Filing tab**
   Select ESTATE
   Select ESTATE FULL ADM. SPECIAL ADMIN NO WILL
   Case Title: type the full name of the Decedent
   *[Click **Save and Proceed** to advance each screen]*

2. **ADD CASE PARTIES:**

   Party Role information must match the information on the *Application*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Estates.*

Case Party Role on Web	Application Fields (Form 4.0)
Special Administrator Applicant	*Applicant*
Decedent, include all known AKAs	*Decedent, include all known AKAs*

3. **ADD DOCUMENTS:**

   Fill-in forms MUST be typed complete and signed.

   - ☐ **Upload the Decedent's Death Certificate**
   - ☐ **Upload the Application for Authority to Administer (Form 4.0)**
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**
   - ☐ **Upload the Motion to Appoint Special Administrator (PC Form MOTESTAA)**

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

   Submit the filing on behalf of the **APPLICANT**

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

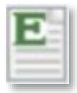
Keep originals of uploaded documents for review at hearings.

E-Filing on Existing Estate Cases

Login to your E-File account

1. Select ***File On An Existing Case*** from the blue E-Filing tab

2. Search your existing estate case by name or number

   Select the green  to E-File on your case

3. **ADD NEW or CLAIM EXISTING CASE PARTIES**: scroll to the bottom of the screen:

Filing Pro Se	
To **CLAIM** yourself as an existing appointed Executor/Administrator	Click **CLAIM PARTY** next to your name
To **ADD** yourself as a new Applicant or other party on the case	Complete all fields; click **SAVE PARTY**
Attorneys	
To **CLAIM** an existing party to represent	Click **CLAIM PARTY** next to the party's name
To **ADD** a new Applicant or Creditor	Complete all fields; click **SAVE PARTY**
If your party is already represented and claimed *(Your name highlighted above party)*	Click **SAVE and PROCEED** to move directly to **ADD DOCUMENTS**
	Continued next page

4. **ADD DOCUMENTS**: Choose a Docket Code from the menu, upload each as a PDF file.

> ***Tip***: In general, submit unrelated filings under separate confirmation numbers. (e.g., Do not send an Account with a Motion to Correct Form 1.0.)
>
> ***See pages 21-24 for instructions for specific types of pleadings.**

5. **FILING REVIEW:** Review your data and documents for accuracy. **EDIT** for corrections.

6. **PAYMENT**: **Add Credit or Debit Card billing information**:
   Select to file on behalf of the FIDUCIARY or APPLICANT (most filings)
   Select to file on behalf of CREDITOR, NEXT OF KIN, or OTHER (Objections, Exceptions)

   Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
   The name on the credit/debit card MUST match the Registered E-File Account Name.
   Third party payments will NOT be accepted without prior arrangement with E-File staff.

   Click SUBMIT – Retain a copy of the **Filing Confirmation** for your records.

The Court will send an email to users indicating a filing has been Accepted or Rejected.

If the filing is Rejected, reasons for rejection will be listed in the email. Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must start the filing again with a new confirmation number.

For questions about filings: Have your confirmation number or case number or rejection email available for reference.

E-File Help Desk: (216) 443-8948 or probate_efile@cuyahogacounty.us.

Inventories, Accounts, Certificates, and other Estate Applications

Below are instructions to assist users with uploading groups of filings to increase efficiency in the review process and provide clarity on the Court's electronic docket.

Whenever possible, select codes provided for pleadings on the ADD DOCUMENTS screen. Contact the E-File Help Desk for further assistance or general questions about E-Filing.

For specific questions regarding required filings by fiduciaries, please contact the appropriate department and have your case number available to reference. A list of Probate Court department phone numbers follows this list.

Appointment of Appraiser (Form 3.0)

Note: File ***after*** fiduciary has been appointed ***and prior to*** submitting the Inventory, Form 6.0

- ☐ Upload the signed and completed Appointment of Appraiser, Form 3.0.

  SEND FORM 3.0 UNDER ITS OWN CONFIRMATION NUMBER.

  DO NOT ATTACH OR SEND WITH ANY ACCOUNTING DOCUMENTS.

Confidential Disclosure of Personal Identifiers (Form 45D)

- ☐ Upload the signed and completed CDPI (Form 45D) using its own code and send under the same Confirmation Number as the pleadings it references.

Inventories

Note: Appraiser Form 3.0 must be filed *prior to* submitting the Inventory

Submit the following documents as individual PDFs, using the available codes in the menu and instructions below.

SEND ALL UPLOADS TOGETHER UNDER THE SAME CONFIRMATION SUBMISSION.

- ☐ Upload the signed and completed Inventory and Appraisal (Forms 6.0) and Schedule of Assets (Form 6.1) as one PDF file using code **INVENTORY AND APPRAISAL FILED.**
- ☐ Upload in one PDF any signed **Waivers of Notice of Hearing on Inventory** (Form 6.2), if applicable.
- ☐ Upload the **Certificate of Service of Notice of Hearing on Inventory**, (Form 6.3AA), if applicable.
- ☐ Upload copies of the **Notice of Hearing on Inventory** (Form 6.3), if applicable.

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Partial or Final Accounts

*Accounts may be rejected if unpaid costs are owed on the case.
Contact the **Clerk's Office** at **(216) 443-8786** to inquire about payment.

Submit the following documents as individual PDFs, using the available codes in the menu and instructions below. See also the Accounts and Inventories topic page on the web.

SEND ALL UPLOADS TOGETHER UNDER THE SAME CONFIRMATION SUBMISSION.

- ☐ Upload the signed Fiduciary's Account (Form 13.0 front and reverse).
  Choose Docket Code: **FIDUCIARY'S PARTIAL ACCOUNT,** or **FIDUCIARY'S FINAL ACCOUNT**.
- ☐ Upload Forms 13.1 and 13.2 and any spreadsheets or handwritten accounting sheets as one PDF file using code **ADDITIONAL PAGES OF ACCOUNTING**.
- ☐ Upload Funeral bills, Bank statements, HUD/Settlement Statements, Attorney or Fiduciary Computations, and Receipts for Specific Bequests using code **SUPPLEMENTAL DOCUMENTS**.
- ☐ Upload in one PDF any signed **Waivers of Notice of Hearing and Consent to Account** (Form 13.7B) if applicable.
- ☐ Upload the **Application to Extend Administration** (Form 13.8) if applicable.
- ☐ Upload the **Certificate of Service of Account** (Form 13.9) if applicable.
- ☐ Upload a **Confidential Disclosure of Personal Identifiers** (Form 45D) as needed.

Original or Additional Bonds

- ☐ Bonds may be filed in person at the Clerk's Office, Rm. 119, or mailed to Court:
  If mailed, attach a cover-letter with contact information and your case number, the ink-signed original/additional bond, and the bond agent's power of attorney, then send to:

  Probate Court Clerk's Office, Room 119, 1 Lakeside Ave. West, Cleveland, Ohio, 44113.

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Report of Newly Discovered Assets

- ☐ Upload under its own confirmation number. Form 45D (*Confidential Disclosure of Personal Identifiers*) may be submitted under the same confirmation number but uploaded separately as its own PDF and using the code dedicated to Form 45D.

Certificate of Notice of Probate of Will (Form 2.4)

- ☐ Upload Form 2.4 as the top page of a single PDF file, with any combination of waivers or proof of service of notice, attached:

  - signed waivers (Form 2.1 or copies of waivers submitted on Form 2.0), and/or
  - proof of service of Notice to parties submitted as copies of Form 2.2 and accompanying certified mail "green" cards or USPS online records showing proof of delivery, and/or
  - proof of notice by publication in the Daily Legal News returned and filed with the Court.

  ALL parties listed on Form 1.0 must be accounted for or the filing will be rejected. See page 4 regarding acceptable signatures for submission of waivers.

Application for Release of Financial Information – See page 10.

Application for Release of Medical Records or Medical Billing Records – See page 11.

Application for Certificate of Transfer, and other Estate Application packets
(DOES NOT INCLUDE RELEASE OF ASSETS OR SUMMARY RELEASE OF ASSETS)

- ☐ Upload Applications using standard Ohio Supreme Court Estate forms located on our Court's website. Attach any related forms that are part of the packet as one PDF file, with the Application as the first page. All forms requiring signature of the fiduciary or applicant must be signed.
- ☐ Upload related waivers to Applications separately. Waivers may be ink-signed or signed electronically using document signature software which includes audit tracking capability (e.g., DocuSign). **Electronically signed waivers must include an audit track verifying signatures attached with the waiver.** Whenever possible, provide a typed name below or beside signatures.

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Motions to Amend/Correct Data or Forms on the Existing Court Docket

- ☐ Attach the corrected form behind your motion in one PDF file.
- ☐ Upload the entry page PDF using code “Proposed Order Filed.”

Other Motions and Pleadings

- ☐ Attach the Motion PDF file using dedicated motion codes available in the upload menu.
- ☐ Upload the entry page PDF separately using code “Proposed Order Filed.”

Proposed Orders and Agreed Judgment Entries

- ☐ Upload the entry page PDF using code “Proposed Order Filed.”

Representation of Insolvency Actions

Note: Inventory Form 6.0 must be filed *prior to* submitting Representation of Insolvency.

Upload in one PDF the following forms using the code **REPRESENTATION OF INSOLVENCY**:

- ☐ Representation of Insolvency (Form 24.0) typed and signed by fiduciary.
- ☐ Insolvency Schedule of Claims (Form 24.4).
- ☐ Continuation Insolvency Schedule of Claims (Form 24.5) (as needed)

*The Court will set a hearing on the matter and notice must be served to interested parties. Prior to the hearing for Insolvency, the fiduciary must file **Verification of Service**:*

- ☐ Upload **Verification of Service of Notice of Hearing on Representation of Insolvency and Schedule of Claims** (Form 24.3) as the top page of a single PDF file, with any combination of waivers or proof of service of notice, attached:

    - signed waivers of notice, and/or
    - proof of service of **Notice of Hearing on Representation of Insolvency and Schedule of Claims** to parties submitted as copies of Form 24.2 for each party and accompanying certified mail “green” cards or USPS online records showing proof of delivery, and/or
    - proof of notice by publication in the Daily Legal News returned and filed with the Court.

Amended Representations of Insolvency may be E-Filed.

- ☐ Upload Forms 24.0, 24.4, and 24.5 in one PDF and clear indication on all forms the filing is “Amended.” Use the code **REPRESENTATION OF INSOLVENCY**. Amended filings may require further hearings and notice to parties. The Probate Court recommends all fiduciaries consult a licensed probate attorney prior to submitting filings.

Application to Reopen an Estate Administration and (Re)Appoint a Fiduciary

1. **AFTER LOGIN:** Select **File on an Existing Case** from the blue E-Filing tab
   Search your existing estate case by decedent's name, or
   Search using the case number (exclude the year and EST indicator).
   Select the case from your Search Results, then select the green "E" to E-File on your case.

2. **ADD PARTIES:** The following roles are REQUIRED to *Reopen an Estate.*

Case Party Role on Web	Application Fields (Form 4.0)
*Applicant(s)**	*Applicant(s)*

***Do NOT claim a previously discharged Fiduciary party role; add a new Applicant for this Application.**

Party Role information must match the information on the *Application*.
Enter all names complete without abbreviations or initials.
Enter any Alias Names (AKAs) in the alias fields provided.

3. **ADD DOCUMENTS: Fill-in forms MUST be typed complete and signed.**

IF THE FIDUCIARY IS THE SAME from the last administration:

- ☐ **Upload the Application to Reopen Estate and Appoint Fiduciary (Form 13.11)**
- ☐ **Upload an updated Next of Kin, Legatees, Devisees (Form 1.0)**
  Form 4.0 is not required.

IF THE FIDUCIARY IS NOT THE SAME from the last administration:

- ☐ **Upload the Application to Reopen Estate and Appoint Fiduciary (Form 13.11)**
- ☐ **Upload the Application for Authority to Administer (Form 4.0)**
- ☐ **Upload an updated Next of Kin, Legatees, Devisees (Form 1.0)**

4. **FILING REVIEW:** Review your data and documents for accuracy. EDIT for corrections.

5. **PAYMENT: Add Credit or Debit Card billing information**:

Submit the filing on behalf of the **APPLICANT**

Your credit/debit card will be charged only AFTER your E-Filing has been accepted.
The name on the credit/debit card MUST match the Registered E-File Account Name.
Third party payments will NOT be accepted without prior arrangement with E-File staff.

Print a copy of the Submission Confirmation for your records.

Keep originals of uploaded documents for review at hearings.

Probate Court of Cuyahoga County Department Phone Contacts

To speak to a Magistrate in the Court's general Front Office – (216) 443-8979.

For procedural questions on Estate Accounts and Inventories – (216) 443-8776.

For questions about copies or the issuance of Letters of Appointment – (216) 443-8793.

For all questions related to E-File User Accounts and E-Filing – (216) 443-8948.

Users may also email the E-File Help Desk at probate_efile@cuyahogacounty.us