

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

E-FILE GUIDELINES – COMMISSIONER REPORT ON ESTATES

Documents to Submit with Your E-Filing:

- [Commissioner Report](#) with additional documents in support of distributions.
(Report MUST be typed complete with ink signatures or E-Signatures.)

**Attach the signed Report and supporting documents as ONE FILE in PDF format,
with the Report as the first page.**

(Include copies of receipts, checks, or other records in support of distributions made.)

- [Attorney's Notice of Appearance](#) (if joining the case with this filing).

The Commissioner MUST sign the Report in ink OR sign with an E-Signature.

E-Signature Format: Type *"/S/"* in front of your typed name on the signature line.

- Documents in support of the distributions made by the Commissioner, including copies of receipts and/or checks, are included with this Report.

06/13/2018

Date

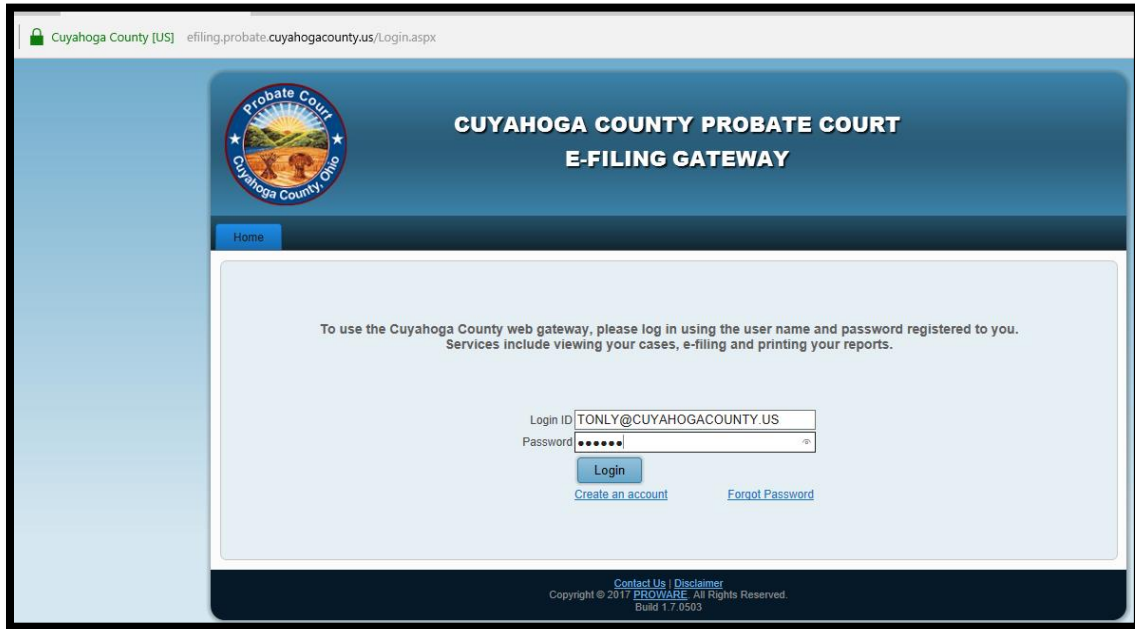
/S/ Your Typed Name

Commissioner Signature

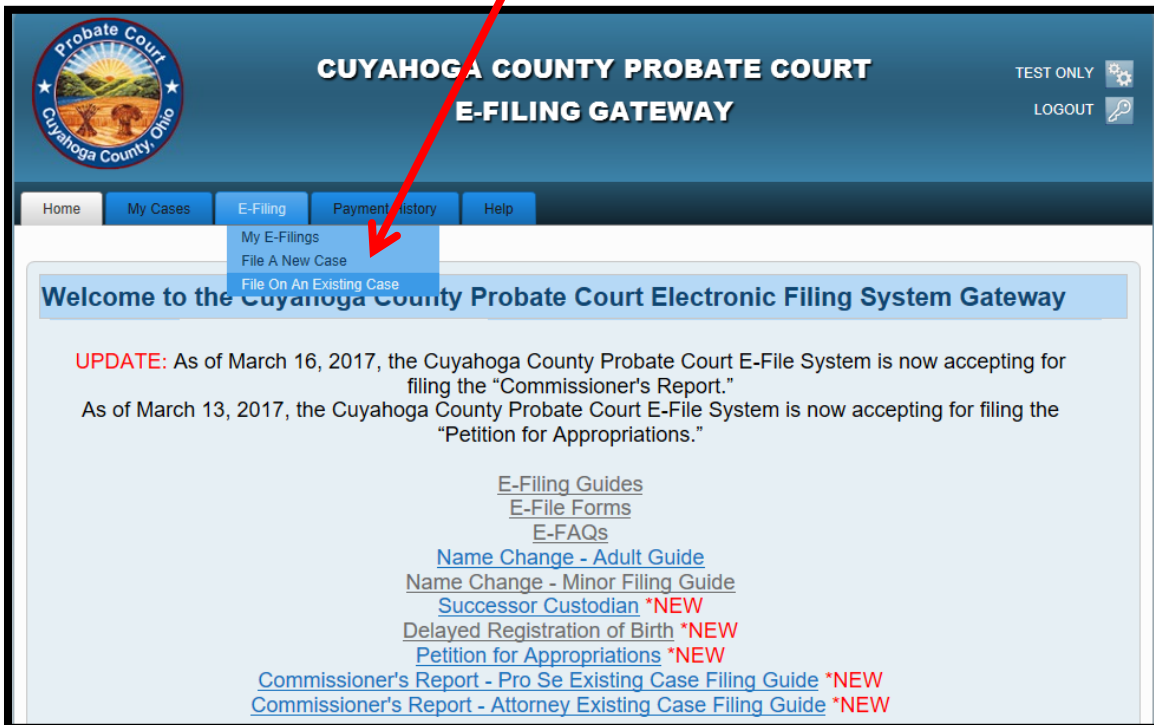
Filing Status and Notification of Hearing:

- If the filing is accepted, you will receive notification by email.
- If an additional hearing is scheduled, you will receive a Notice of Hearing by regular mail within 3-5 business days.
- 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.

Log in to <https://efiling.probate.cuyahogacounty.us/> with your Email Address and Password.



Select the **E-Filing** tab and choose **File On An Existing Case**.



Enter the **Case Number** or search by **Party** name...

Home Case Search

Message for Monday, June 5, 2017

Please be aware that all historical marriage information is designated with a year of 1900. However, that is not the year of the marriage. The record will provide you with the journal and page number. You can then come down to the court to get more information.

If you are searching for a historical non marriage case filed prior to 1975, please contact the Court at pccpc@cuyahogacounty.us or call (216) 443-8764 or (216) 443-8792

Please be aware that this site may not be fully functional on some mobile devices and/or tablets.

Search by Case

Case Year:

Case Category:

Case Number:

Search by Party

Party Type: Person Company

First Name:

Middle Name:

Last Name:

Suffix:

Party Role:

Case Year:


Case Category:


Search results will display in a new window.

Tip: If you filed on this case before, you can also access the case after login, under **MY OPEN CASES** or under the **MY CASES** tab.

Click on the **highlighted name** of your case from your search results...

Name	Case Number	Address	Role	Alias
JOHN DOE	2017EST225870	456 MAIN STREET	DECEDENT	
JOHN J PETRY	1900ML225870		GROOM	
MARIE F MONTANA	1900ML225870		BRIDE	
TEST ONLY	2017EST225870	123 MAIN STREET	COMMISSIONER	

From the **Case Summary** screen, click on the  to create an Existing Case filing.



 **Judge Anthony J. Russo, Presiding Judge**
Judge Laura J. Gallagher
CUYAHOGA COUNTY PROBATE COURT

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

Case Summary

Case Number: 2017EST225870
Case Title: THE ESTATE OF JOHN DOE
Case Type: RELEASE WITH WILL
Filing Date: MONDAY, JUNE 5, 2017
Judge: ANTHONY J RUSSO
Case Status: OPEN
Status Date: MONDAY, JUNE 5, 2017

Existing Case Filing

 
Case Tools

From the **ADD PARTY MEMBERS** screen, scroll to the **PARTY ROLE REVIEW** to verify your name and party role information on your case.

Home My Cases E-Filing Payment History Help

File on an Existing Case [Case Party](#) ▶ [Documents](#) ▶ Review ▶ Payment ▶ Confirmation Conf. # 824

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add yourself a new party member to the filing. You may also indicate that you are an unclaimed existing party member. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role: -- Select Party Role --
 Person Company

Prefix: Prefix
First Name:
Middle Name:
Last Name:
Suffix: Suffix
Date of Birth: Date of Death:
[Alias Entry](#)

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:

[Save Party](#)

PARTY ROLE REVIEW

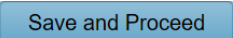
COMMISSIONER:	TEST ONLY 123 MAIN STREET CLEVELAND, OH 441020000 (216) 123 - 4567	Claim Party
DECEDENT:	JOHN DOE 456 MAIN STREET CLEVELAND, OH 441020000 (216) 123 - 4567	

[Save and Proceed](#) [Cancel](#)

Find your name and contact information listed as COMMISSIONER, then click [Claim Party](#) .

(Attorneys of record: you should already be listed as representing the COMMISSIONER.)
(Attorneys joining case: claim yourself or your client as the appointed COMMISSIONER.)

Your login name should now **display in blue** above your name as COMMISSIONER.

After your login name displays above your party role, click  to continue to the **ADD DOCUMENTS** screen.

PARTY ROLE REVIEW

COMMISSIONER:	(E-FILE USER ONLY) TEST ONLY 123 MAIN STREET CLEVELAND, OH 441020000 (216) 123 - 4567	<input type="button" value="Unclaim Party"/>
<input type="button" value="Claimed Party"/>		
DECEDENT:	JOHN DOE 456 MAIN STREET CLEVELAND, OH 441020000 (216) 123 - 4567	

- If the COMMISSIONER party role is missing, or
- If your name is NOT listed as COMMISSIONER

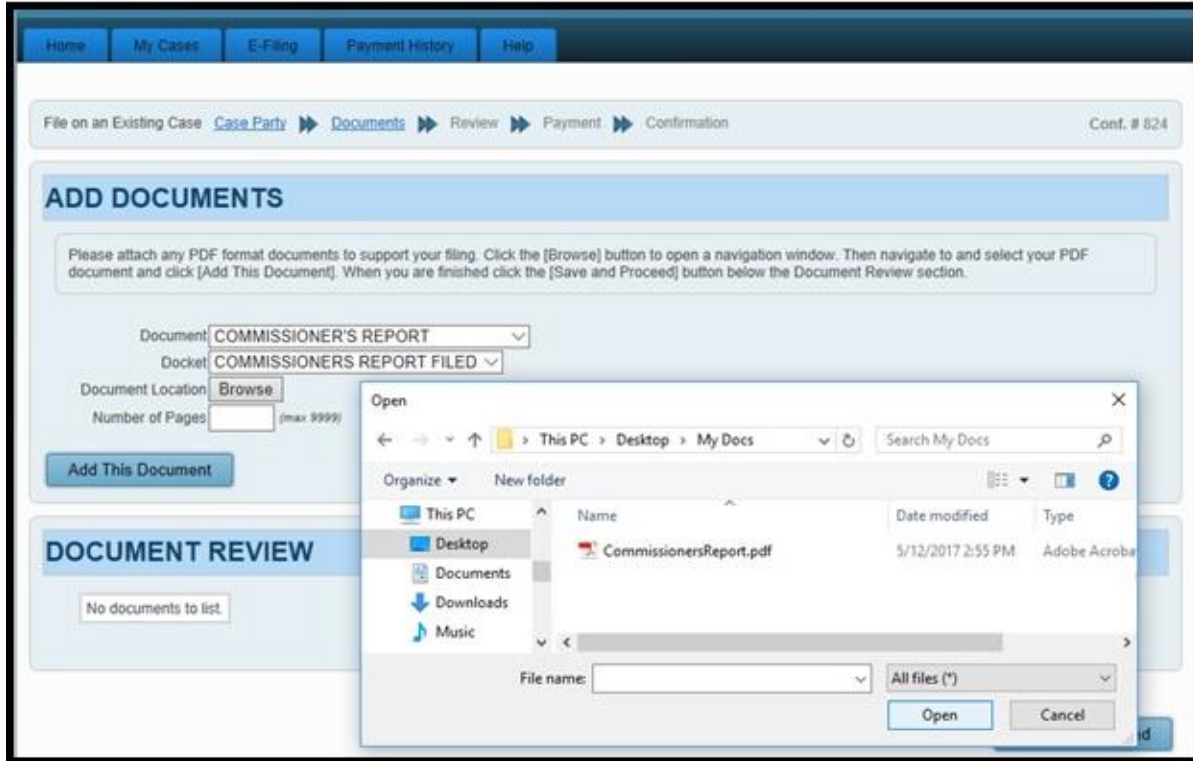
STOP!
Contact the E-File
Help Desk
at (216) 443-8948
for assistance

From the **ADD DOCUMENTS** screen:

Select **COMMISSIONER REPORT** as your Document type.

(**COMMISSIONER REPORT FILED** defaults as your Docket type.)

Then **Browse** to locate your signed Report and supporting documents stored as one PDF file on your computer. (Enter the number of pages of your uploaded file in the area provided.)

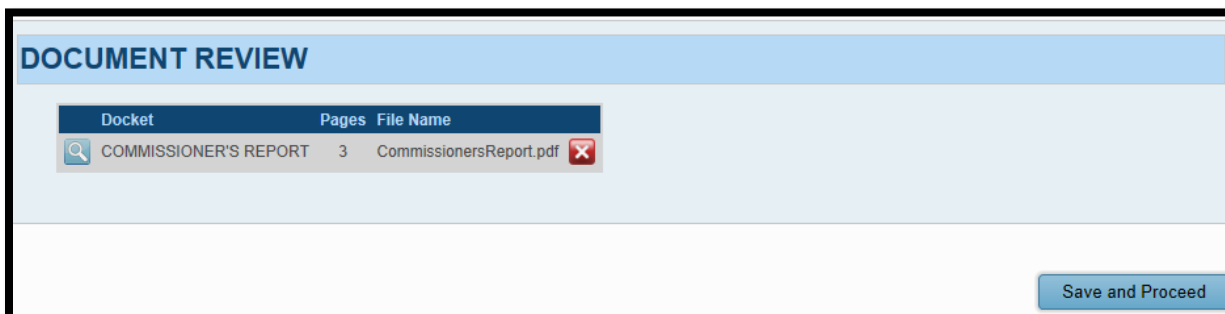


Select **Add This Document** to store the Report in the **DOCUMENT REVIEW** area.

(Attorneys joining the case with this filing must add a separate [NOTICE OF APPEARANCE](#).)

From the **DOCUMENT REVIEW** (at bottom of screen)

Preview your attached document to ensure it is correct. Then select **Save and Proceed**.



Preview Document



Remove Document

Tip: You can also **EDIT** your filing on the next screen (**EXISTING CASE FILING REVIEW**).



CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY

TEST ONLY
LOGOUT

Home My Cases E-Filing Payment History Help

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

Conf. # 824

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. #: 824
Case Number: 2017EST225870
Case Title: THE ESTATE OF JOHN DOE
Case Filed: 6/5/2017
Judge: RUSSO/ANTHONY/J

FILING REVIEW

[EDIT](#)

Docket Type: COMMISSIONER'S REPORT

COMMISSIONER: Claimed Party	(E-FILE USER ONLY) TEST ONLY 123 MAIN STREET CLEVELAND, OH 441020000 (216) 123 - 4567
DECEDENT:	JOHN DOE 456 MAIN STREET CLEVELAND, OH 441020000 (216) 123 - 4567

DOCUMENT REVIEW

Docket	Pages	File Name
COMMISSIONER'S REPORT	3	CommissionersReport.pdf

[Save and Proceed](#)

If your attached Report and typed information are correct, select [Save and Proceed](#) to access the **PAYMENT** screen.

At the **PAYMENT** screen: Note: [There is no charge to file a Commissioner's Report.](#)
Select and submit the filing "**On Behalf of**" yourself or your client as Commissioner.
(In some cases, it may already be selected by default.)

The screenshot displays the Cuyahoga County Probate Court E-Filing Gateway. The header includes the court's logo and name, along with 'TEST ONLY' and 'LOGOUT' links. A navigation bar contains 'Home', 'My Cases', 'E-Filing', 'Payment History', and 'Help'. The main content area shows a breadcrumb trail: 'File on an Existing Case > Case Party > Documents > Review > Payment > Confirmation', with 'Conf. # 824' on the right. The 'PAYMENT' section contains instructions: '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.' Below this is a note: 'Filings submitted with No Payment Due will by default be filed on behalf of yourself, or your newly added or newly claimed case party.' A red message states: 'No Payment Due. Click [Submit] to finish this E-Filing.' A table shows: 'Filing Charges \$0.00', 'Convenience Fee \$0.00', and 'Total Deposit Required \$0.00'. An 'On Behalf of:' dropdown menu is set to 'TEST ONLY (COMMISSIONER)'. An 'Entrust' logo is in the bottom left, and a 'Submit' button is in the bottom right.

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

Select to send your filing to the Court for review. A confirmation screen will display.
Print a copy of the confirmation screen for your records.

(See sample confirmation on following page...)

Home My Cases E-Filing Payment History Help

File on an Existing Case Case Party Documents Review Payment Confirmation Conf. # 824

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. #: 824
 Date/Time Submitted: 07/10/2017 13:53:19

Case Number: 2017EST225870
 Case Title: THE ESTATE OF JOHN DOE
 Case Filed: 6/5/2017
 Judge: RUSSO/ANTHONY/J

FILING INFORMATION

Docket Type: COMMISSIONER'S REPORT

FILING PARTIES CONFIRMATION

COMMISSIONER: [\(E-FILE USER ONLY\)](#)
 TEST ONLY
 123 MAIN STREET
 CLEVELAND, OH 441020000
 (216) 123 - 4567

Claimed Party

DECEDENT: JOHN DOE
 456 MAIN STREET
 CLEVELAND, OH 441020000
 (216) 123 - 4567

DOCUMENT INFORMATION

Docket	Pages	File Name
COMMISSIONER'S REPORT	3	CommissionersReport.pdf

PAYMENT

Filed on behalf of: TEST ONLY (COMMISSIONER)

No Payment Processed.

Print Home

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. It can be **Canceled** or **Removed** from the E-File System through your account **My Filings** tab.

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