

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

E-FILE GUIDELINES – CREDITOR’S NOTICE OF CLAIM

Documents to Submit with a Creditor’s Notice of Claim

- Notice of Claim Against Decedent’s Estate* ([Form 24.75](#)) with supporting claim documents.

Attach the Notice and supporting documents as ONE FILE in PDF format, with the Notice as the first page. Notice MUST be typed complete with signatures.

Creditors must sign the Notice in **ink** or sign using an **E-Signature**.

E-Signature: Type /S/ in front of YOUR NAME	/S/Test Only
	Signature of Creditor Claimant
	Test Only
	Printed Name
	Claims Filing Services, LLC
	Title and Company Name (if applicable)
	1 West Lakeside Avenue

Notice of Satisfaction / Withdrawal / Rejection of Claim

Creditors and fiduciaries may E-File these Notices to the Court on existing cases using their own forms, following the same general steps outlined in this guide.

Note: *Executors or Administrators who wish to file a Claim against the Estate should file their application separately following the [Fiduciary’s Application for Allowance of Claim guide](#).*

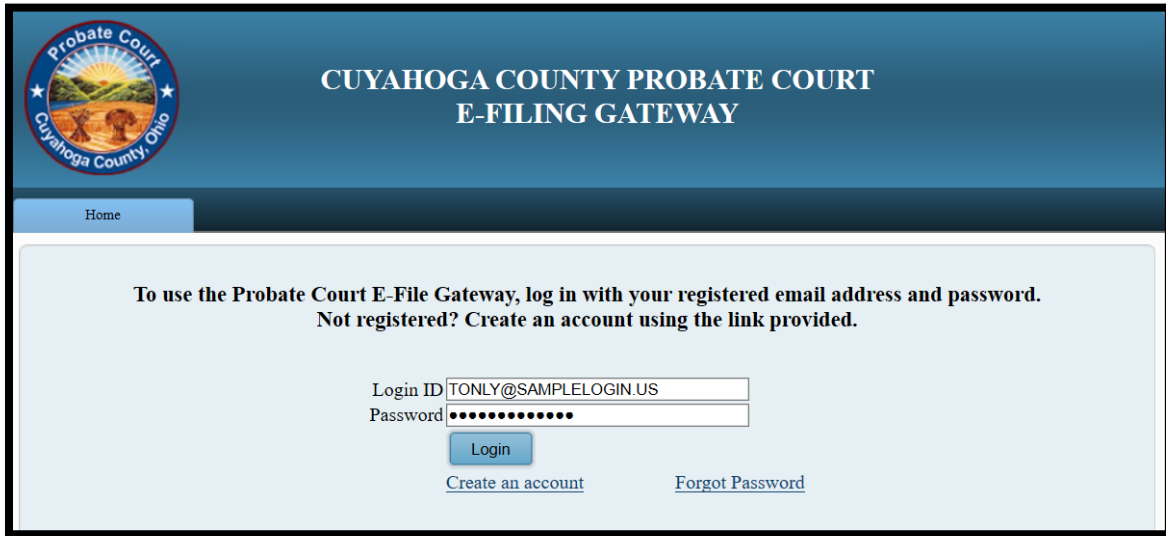
Government Agency Claims

Attorneys filing Notice of Claim on behalf of the [State of Ohio](#) or [Cuyahoga County](#), please select the no-cost docket code “[Notice of Estate Claim \(Government Agency\) No Charge](#)” when uploading the Notice.

Filing Status and Notification


- 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.

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



The screenshot shows the login page for the Cuyahoga County Probate Court E-Filing Gateway. At the top left is the court's logo. The main heading reads "CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY". Below this is a navigation bar with a "Home" tab. The central area contains a login instruction: "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." There are two input fields: "Login ID" with the text "TONLY@SAMPLELOGIN.US" and "Password" with masked characters. A "Login" button is positioned below the password field. At the bottom of the login area are two links: "Create an account" and "Forgot Password".

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



This screenshot shows the main menu of the E-Filing Gateway. The "E-Filing" tab is highlighted, and a red arrow points to it from the text above. The "E-Filing" dropdown menu is open, showing "My E-Filings" and "File On An Existing Case" (which is highlighted). Other menu items include "Home", "My Cases", "Payment History", and "Help". In the top right corner, there are links for "TEST ONLY" and "LOGOUT" with gear and magnifying glass icons. Below the menu is a banner that says "Welcome to the Cuyahoga County Probate Court Electronic Filing System Gateway". The main content area contains an "UPDATE" notice about EST filings, a "Report of Distribution of Wrongful Death and Survival Claims" with a "this link" reference, two "TIP" notices about attorney signatures and rejected filings, and a notice for attorneys about paying with a firm or office credit card, also with a "this link" reference.

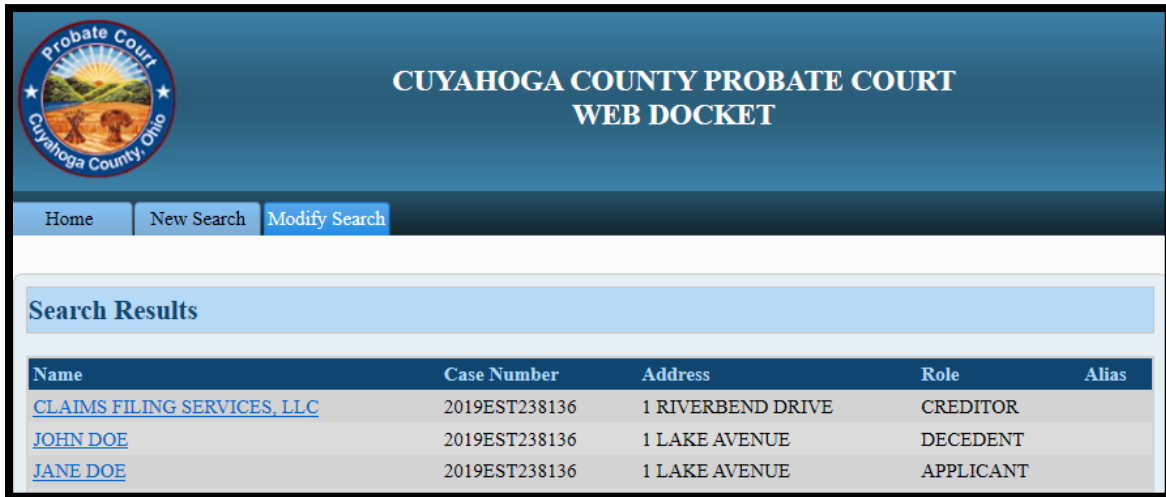
Enter the **Case Number** or search by **Party** name...

The screenshot shows a web interface with a dark blue header containing 'Home' and 'Case Search' tabs. Below the header is a light blue banner with the text 'Message for Monday, March 11, 2019'. The main content area is white and contains two search sections. The first section, 'Search by Case', includes a 'Case Year' text input, a 'Case Category' dropdown menu, and a 'Case Number' text input with the value '238136'. A blue button labeled 'Search By Case Number' is positioned below these fields. The second section, 'Search by Party', includes a 'Party Type' section with radio buttons for 'Person' (selected) and 'Company', followed by text inputs for 'First Name', 'Middle Name', and 'Last Name', a 'Suffix' dropdown menu, a 'Party Role' dropdown menu, a 'Case Year' text input, and a 'Case Category' dropdown menu. A blue button labeled 'Search By Party' is positioned below these fields.

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.

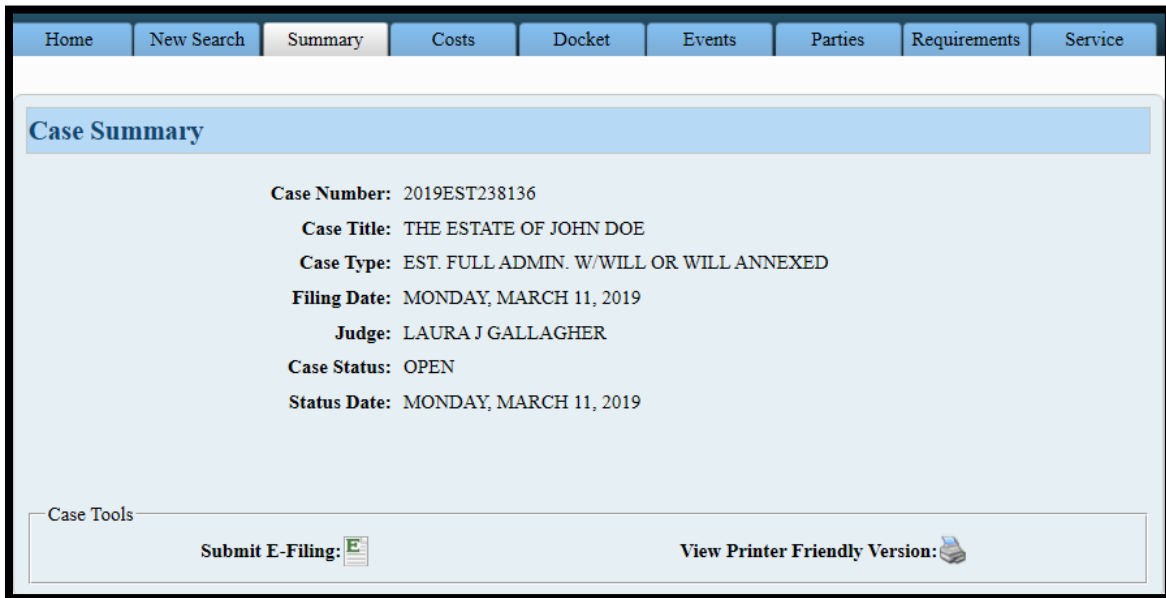
Click on the **highlighted name** of your case from your search results...



The screenshot shows the Cuyahoga County Probate Court Web Docket interface. At the top left is the court's logo. The main header reads "CUYAHOGA COUNTY PROBATE COURT WEB DOCKET". Below the header are navigation tabs: "Home", "New Search", and "Modify Search". The "Search Results" section contains a table with the following data:

Name	Case Number	Address	Role	Alias
CLAIMS FILING SERVICES, LLC	2019EST238136	1 RIVERBEND DRIVE	CREDITOR	
JOHN DOE	2019EST238136	1 LAKE AVENUE	DECEDENT	
JANE DOE	2019EST238136	1 LAKE AVENUE	APPLICANT	

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

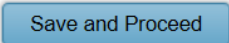


The screenshot shows the "Case Summary" screen for case 2019EST238136. The navigation tabs at the top include "Home", "New Search", "Summary", "Costs", "Docket", "Events", "Parties", "Requirements", and "Service". The "Case Summary" section displays the following information:

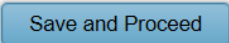
- Case Number:** 2019EST238136
- Case Title:** THE ESTATE OF JOHN DOE
- Case Type:** EST. FULL ADMIN. W/WILL OR WILL ANNEXED
- Filing Date:** MONDAY, MARCH 11, 2019
- Judge:** LAURA J GALLAGHER
- Case Status:** OPEN
- Status Date:** MONDAY, MARCH 11, 2019

At the bottom, under "Case Tools", there are two options: "Submit E-Filing:" with an E-Filing icon, and "View Printer Friendly Version:" with a printer icon.

From the **ADD PARTY MEMBERS** screen:

Existing Creditors - Scroll to **Party Role Review**, find your name listed as CREDITOR, then select the CLAIM PARTY button. Click  to store your information.

New Creditors - Add yourself as CREDITOR. (Attorneys add the name of the creditor represented.)

Then select **Person** or **Company** and complete the **Name, Phone, and Address** fields provided. Click **Save Party** to store your information. Click  to store your information.

ADD PARTY MEMBERS

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

Case Party Role: CREDITOR I am representing this party member
 Person Company

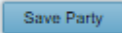
Company Name: LCD SERVICES WORLDWIDE, INC.

Phone Type: WORK Phone Number: (213)321-7654






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

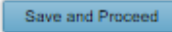

Address Type: -- Select Address Type --

Address Line 1: 3 CREEKSIDE AVE.
Address Line 2: SUITE 1
City: CLEVELAND
State: OHIO Zip Code: 44107



PARTY ROLE REVIEW

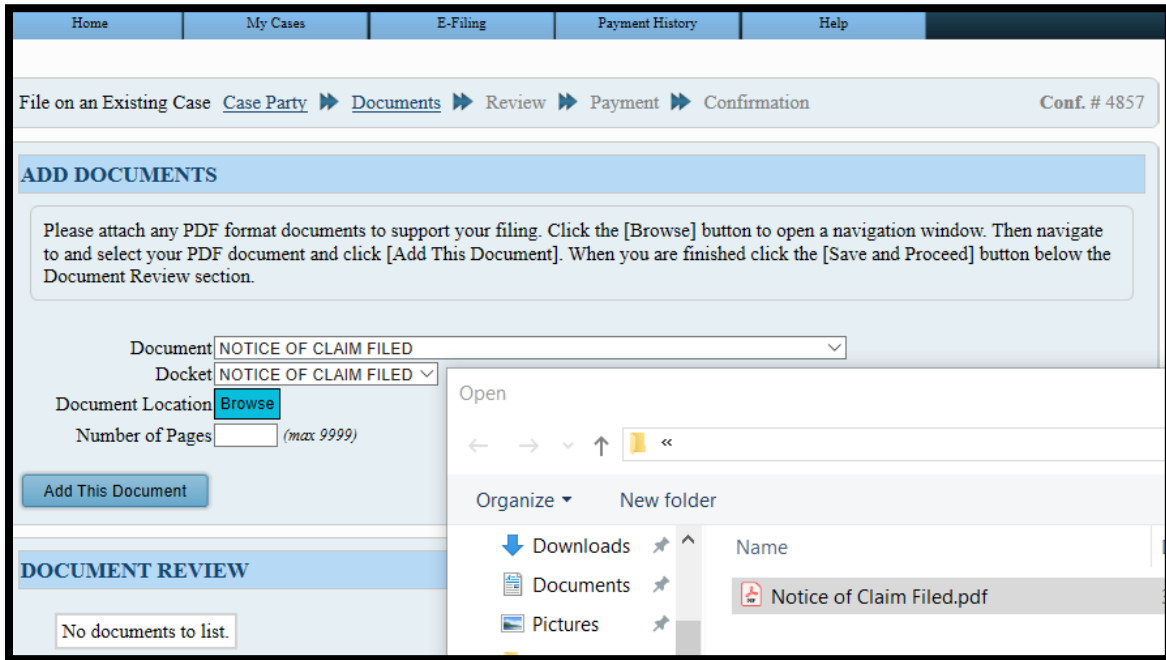
CREDITOR:	(REPRESENTED BY PRO SE (Z9997)) CREDITOR CLAIMS SERVICES, LLC 1 RIVERBEND DRIVE SUITE 3 CLEVELAND, OH 44113 (440) 123 - 4567	
CREDITOR:	ALLIED CLAIMS RECOVERY, INC. 123 LAKE AVENUE, NORTH SUITE 205 CLEVELAND, OH 441110000	
CREDITOR:	(REPRESENTED BY ONLY (1040000)) LCD SERVICES WORLDWIDE, INC. 3 CREEKSIDE AVE. SUITE 1 CLEVELAND, OH 44107 (213) 321 - 7654	  
DECEDENT:	JOHN DOE 1 LAKE AVENUE CLEVELAND, OH 441140000	

After you CLAIM or ADD yourself, your login name should now highlight in color above the CREDITOR party information.

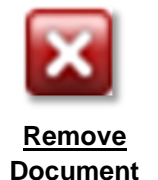
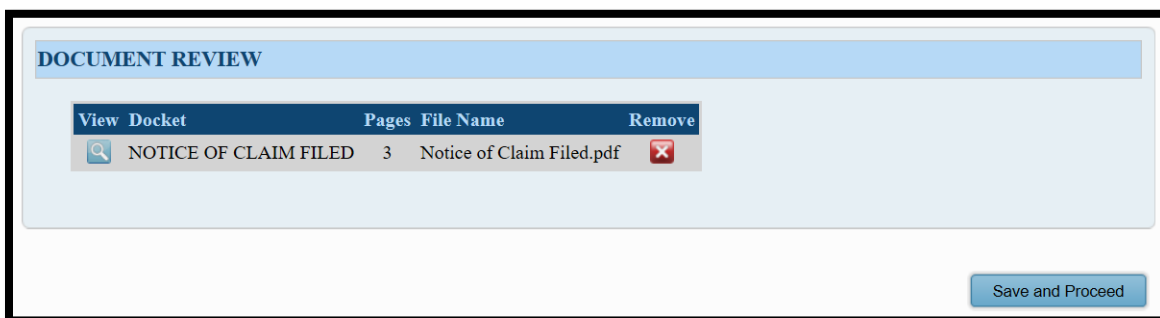
From the **ADD DOCUMENTS** screen:
Select **NOTICE OF CLAIM FILED** as your Document.
(**NOTICE OF CLAIM FILED** defaults as your Docket.)

Then **Browse** to locate your signed Notice 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 Notice of Claim in the **DOCUMENT REVIEW** area.

From the **DOCUMENT REVIEW** (at bottom of screen):
Preview your attached document to ensure it is correct. Then select **Save and Proceed**.



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. # 4857

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. #: 4857

Case Number: 2019EST238136

Case Title: THE ESTATE OF JOHN DOE

Case Filed: 3/11/2019

Judge: GALLAGHER/LAURA/J

FILING REVIEW

[EDIT](#)

Filing Attorney: TEST ONLY

Docket Type: NOTICE OF CLAIM FILED

APPLICANT: (REPRESENTED BY SMITH AND SMITH (A76058549))
JANE DOE
1 LAKE AVENUE
CLEVELAND, OH 441140000
(216) 123 - 4567

CREDITOR: (REPRESENTED BY ONLY (1040000))
CLAIMS FILING SERVICES, LLC
[Claimed Party](#)

DECEDENT: JOHN DOE
1 LAKE AVENUE
CLEVELAND, OH 441140000

DOCUMENT REVIEW

View	Docket	Pages	File Name
	NOTICE OF CLAIM FILED	3	Notice of Claim Filed.pdf

[Save and Proceed](#)

If your attached Notice of Claim and typed information are correct, select to access the **PAYMENT** screen.

[Save and Proceed](#)

At the **PAYMENT** screen:

Select and submit the filing “**On Behalf of**” yourself or your client as CREDITOR.
(In some cases, it may already be selected by default.)

Probate Court
Cuyahoga County Ohio

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. # 4858

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	\$15.00
Outstanding Costs	\$0.00
Convenience Fee	\$2.00
Total Deposit Required	\$17.00

On Behalf of: CLAIMS FILING SERVICES, LLC (CREDITOR)

Payment Type Credit Card Debit Card

Bill To

First Name TEST Last Name ONLY Suffix ESQ

Address Line 1 1 WEST LAKESIDE AVENUE

Line 2 SUITE 123

City CLEVELAND

State OHIO Zip 44113

Card Number 4111111111111111 (without dashes or spaces)

Expiration (Month/Year) JAN / 2020

CSV/CID Code 123 (AMX 4 digits on front, all others 3 digits on back of card)

Submit Filing

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...)

File on an Existing Case Case Party Documents Review Payment Confirmation Conf. # 4857

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. #: 4857
 Date/Time Submitted: 03/11/2019 15:40:17

Case Number: 2019EST238136
 Case Title: THE ESTATE OF JOHN DOE
 Case Filed: 3/11/2019
 Judge: GALLAGHER/LAURA/J

FILING INFORMATION

Filing Attorney: TEST ONLY
 Docket Type: NOTICE OF CLAIM FILED

FILING PARTIES CONFIRMATION

APPLICANT: (REPRESENTED BY SMITH AND SMITH (A76058549))
 JANE DOE
 1 LAKE AVENUE
 CLEVELAND, OH 441140000
 (216) 123 - 4567

CREDITOR: (REPRESENTED BY ONLY (1040000))
 CLAIMS FILING SERVICES, LLC
 Claimed Party

DECEDENT: JOHN DOE
 1 LAKE AVENUE
 CLEVELAND, OH 441140000

DOCUMENT INFORMATION

Docket	Pages	File Name
NOTICE OF CLAIM FILED	3	Notice of Claim Filed.pdf

PAYMENT

Filed on behalf of: CLAIMS FILING SERVICES, LLC (CREDITOR)

Filing Cost: \$15.00
 Convenience Fee: \$2.00
 Total Confirmed: \$17.00

Payment Type: Credit Card
 Credit Card Number: *****1111
 Submitted/Authorized Date: 3/11/2019

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** 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.

For questions about the status of your claim, contact the appointed Executor, Administrator, or Personal Representative on the case.