

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

**PAY OR DELIVER (POD) – FILING GUIDELINES**

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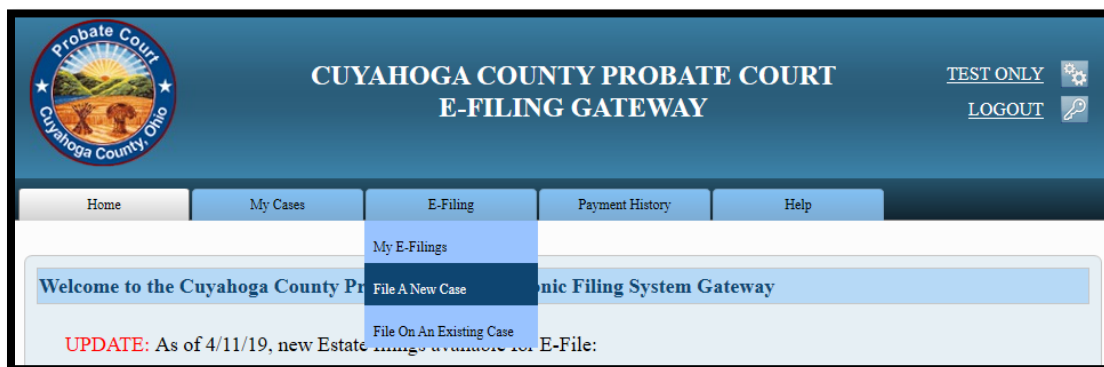
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# Create a **New Pay or Deliver Case** (MINORS only)

## Login and File Setup

Login to the [Probate Court E-File Gateway](#) with your Email Address and Password.

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

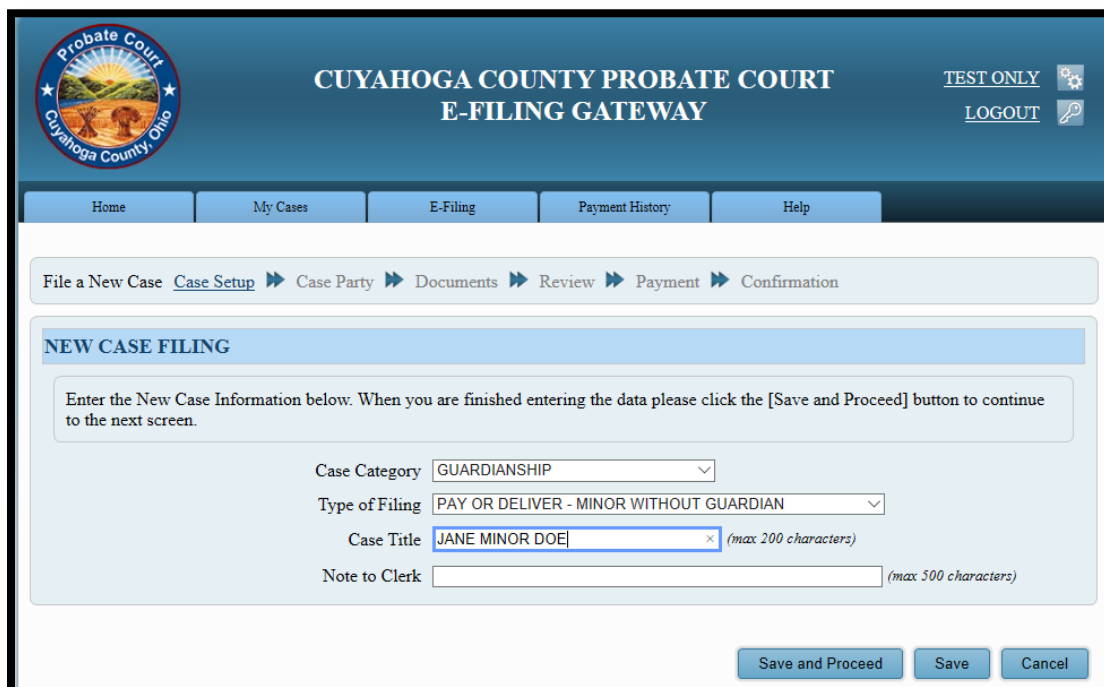


From the **Case Category** dropdown, select *GUARDIANSHIP*.

From the **Type of Filing** dropdown, select *PAY OR DELIVER – MINOR WITHOUT GUARDIAN*.

For **Case Title**, type the Minor's present legal name in full.

(**Note to Clerk** is an optional field for brief notes or questions for the E-File clerk.)



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

# Add Party Members

Add Party Roles to match your Application.

- For Pay or Deliver – Minors – add the minor **WARD** and **APPLICANT** roles.

Home My Cases E-Filing Payment History Help

File a New Case Case Setup Case Party Documents Review Payment Confirmation Conf. # 7115

### 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  
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

<b>APPLICANT:</b> <input type="button" value="New Party"/>	(REPRESENTED BY ONLY (1210121)) JOHN DOE 1 MAIN STREET CLEVELAND, OH 44113 (999) 999 - 9999	
<b>WARD:</b> <input type="button" value="New Party"/>	JANE MINOR DOE 1 MAIN STREET CLEVELAND, OH 44113 (888) 888 - 8888	

Save and Proceed Cancel

Use the **PARTY ROLE REVIEW** to ensure your names and addresses match your documents.

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

## Add Documents

The following documents are required to file a new Pay or Deliver proceeding for a minor:

- App. to Pay or Deliver Estate of Minor Without Appointment of Guardian of Estate* ([Form 16.65 with Form 16.75 – Acknowledgment of Responsibility](#))

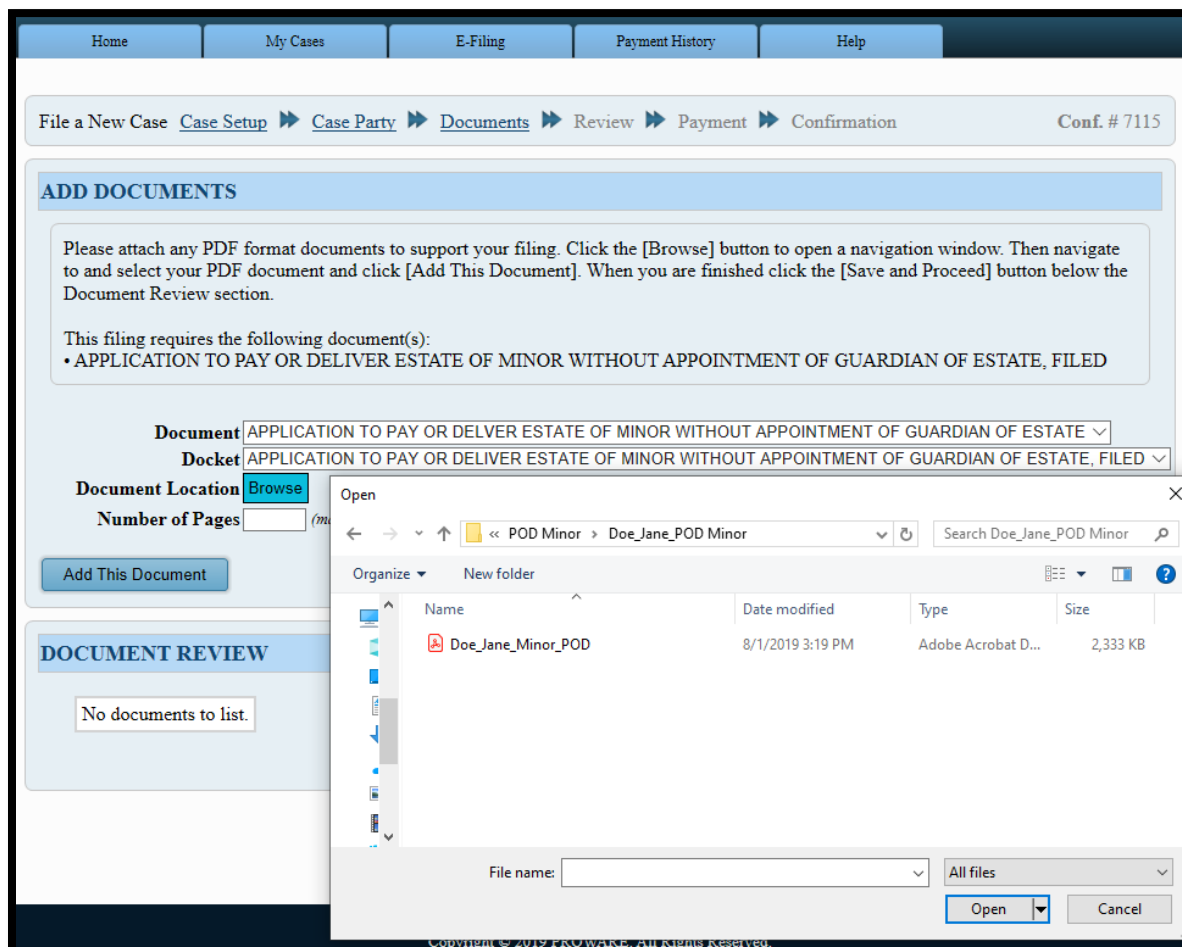
Scan supporting asset documents as one PDF file with the Application as the first page.

- Copy of the Minor's birth certificate* (upload separately)

Select your **Document** type from the drop-down list.

Then  to locate your documents stored on your computer.

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



Repeat the process as needed to upload all your filing documents.

Use the **DOCUMENT REVIEW** at the bottom of the screen to edit or review attachments.

When ready, click  to advance to the final **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 Application.

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

The screenshot displays the 'FILING REVIEW' screen with a navigation bar at the top containing 'Home', 'My Cases', 'E-Filing', 'Payment History', and 'Help'. Below the navigation bar is a breadcrumb trail: 'File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation', with 'Conf. # 7115' on the right. The main content area is divided into three sections: 'FILING REVIEW', 'PARTY ROLE REVIEW', and 'DOCUMENT REVIEW', each with an 'EDIT' link. The 'FILING REVIEW' section contains a summary of E-Filing data and instructions. The 'PARTY ROLE REVIEW' section lists an 'APPLICANT' (John Doe) and a 'WARD' (Jane Minor Doe), both with 'New Party' buttons. The 'DOCUMENT REVIEW' section shows a table of attached documents.

View	Docket	Pages	File Name
	APPLICATION TO PAY OR DELVER ESTATE OF MINOR WITHOUT APPOINTMENT OF GUARDIAN OF ESTATE	2	Doe_Jane_Minor_POD.pdf
	COPY OF BIRTH CERTIFICATE	1	Doe_Jane_Birth Certificate.pdf

Save and Proceed

After your review, select **Save and Proceed** to access the **PAYMENT** screen.

## Payment and Submission

At the **PAYMENT** screen: Select to file **On Behalf of** yourself as **APPLICANT**.  
Enter your payment and billing information.

Credit/debit card payment information **MUST** match the login username.

**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	\$100.00
Convenience Fee	\$2.95
<b>Total Deposit Required</b>	<b>\$102.95</b>

On Behalf of: JOHN DOE (APPLICANT) ▾

Payment Type  Credit Card  Debit Card

Bill To

First Name TEST Last Name ONLY Suffix ESQ ▾

Address Line 1 1 LAKESIDE AVE

Line 2


City CLEVELAND

State OHIO ▾ Zip 44113

Card Number 4111111111111111 (without dashes or spaces)

Expiration (Month/Year) JAN ▾ / 2020

CSV/CID Code 333 (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.

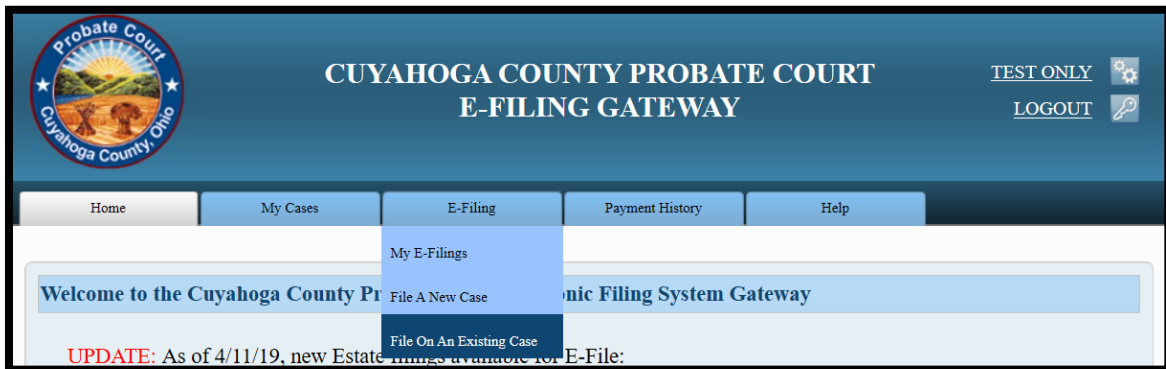
**Contact the Help Desk for questions: (216) 443-8948 or [probate\\_efile@cuyahogacounty.us](mailto:probate_efile@cuyahogacounty.us).**

# File a Pay or Deliver Application on *Existing* Guardianship Cases (MINORS and ADULTS)

## Login and Case Search

Log in to the [Probate Court E-File Gateway](#) with your Email Address and Password.

At the **Welcome** screen, find the **E-Filing** tab and select **File On An Existing Case**.



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

Home Case Search

Message for Tuesday, August 6, 2019

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](mailto: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.

**Tip:** Broaden your results with partial searches, e.g. If you don't know the **Case Year**, search by **Case Number** or **Name** only.

**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:

Search Results will display in a new window. Click on the [Highlighted Name](#) of your case.

The screenshot shows the 'Cuyahoga County Probate Court WEB DOCKET' interface. At the top left is the court's logo. Below it are navigation tabs: 'Home', 'New Search', and 'Modify Search'. The main content area is titled 'Search Results' and contains a table with the following data:

Name	Case Number	Address	Role	Alias
<a href="#">ANNE SISTER DOE</a>	2019GRD243345	2 SECOND ST	GUARDIAN	
<a href="#">JOHN ADULT DOE</a>	2019GRD243345	1 MAIN ST	WARD	

The **Case Summary** displays case information, with options to E-File or Print.

The screenshot shows the 'Case Summary' page for case number 2019GRD243345. The navigation tabs include 'Home', 'New Search', 'Summary', 'Costs', 'Docket', and 'Events'. The case details are as follows:

- Case Number:** 2019GRD243345
- Case Title:** THE GUARDIANSHIP OF JOHN ADULT DOE
- Case Type:** GDN INC. PERSON ONLY
- Filing Date:** TUESDAY, AUGUST 6, 2019
- Judge:** ANTHONY J RUSSO
- Case Status:** OPEN
- Status Date:** TUESDAY, AUGUST 6, 2019

A tip box on the left states: **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**.

At the bottom, there is a 'Case Tools' section with a 'Submit E-Filing' button (represented by a green 'E' icon) and a 'view Printer F' button. A callout box points to the E-Filing button with the text: 'Click the green to E-File on existing cases.'

The **ADD PARTIES** screen will display from which to ADD new parties or CLAIM existing parties.



## Add Parties

On the **ADD PARTIES** screen (scroll to the bottom of the screen, first):

Guardians filing Pro Se	
To <b>CLAIM</b> yourself as an existing Guardian	Click <b>CLAIM PARTY</b> next to your name

Non-Guardian Applicants filing Pro Se	
To <b>ADD</b> yourself as a new Applicant	Complete all fields; click <b>SAVE PARTY</b>

Attorneys	
To <b>CLAIM</b> an existing party to represent	Click <b>CLAIM PARTY</b> next to the party's name
<i>If your party is already represented and claimed (Your name highlighted above their name)</i>	Click <b>SAVE and PROCEED</b> to move directly to <b>ADD DOCUMENTS</b>

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

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

The following documents are required to file a Pay or Deliver application on an existing case:

- App. to Pay or Deliver Estate of Minor Without Appointment of Guardian of Estate*  
([Form 16.65 with Form 16.75 – Acknowledgment of Responsibility](#))

OR

- App. to Pay or Deliver Estate of an Incompetent Adult Without Appointment of Guardian of Estate* ([Form 17.65](#))

Scan supporting asset documents as one PDF file with the Application as the first page.

Select your **Document** type.

Then  to locate your documents stored on your computer.

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

Home My Cases E-Filing Payment History Help

File on an Existing Case [Case Party](#) >> [Documents](#) >> Review >> Payment >> Confirmation Conf. # 7122

### EXISTING CASE FILING

Case Number: 2019GRD243345  
Case Title: THE GUARDIANSHIP OF JOHN ADULT DOE  
Case Filed: 08/06/2019  
Type: GDN INC. PERSON ONLY  
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 APPLICATION TO PAY OR DELEVER ESTATE OF AN INCOMPETENT WITHOUT APPOINTMENT OF GUARDIAN  
Docket APPLICATION TO PAY OR DELIVER ESTATE OF AN INCOMPETENT WITHOUT APPOINTMENT OF GUARDIAN, FILED.  
Document Location   
Number of Pages  /m

### DOCUMENT REVIEW

No documents to list.

Open  
« Pay or Deliver » POD Adult » Doe\_John\_POD Search Doe\_John\_POD

Name	Date modified	Type	Size
Doe_John_Adult_POD App	8/6/2019 4:20 PM	Adobe Acrobat D...	2,158 KB

When finished, click  to the **EXISTING CASE 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 Application.

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

File on an Existing Case [Case Party](#) ▶ [Documents](#) ▶ [Review](#) ▶ [Payment](#) ▶ Confirmation Conf. # 7122

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**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. #:** 7122  
**Case Number:** 2019GRD243345  
**Case Title:** THE GUARDIANSHIP OF JOHN ADULT DOE  
**Case Filed:** 8/6/2019  
**Type:** GDN INC. PERSON ONLY  
**Judge:** RUSSO/ANTHONY/J

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**FILING REVIEW** [EDIT](#)

**Filing Attorney:** ONLY/TEST/  
**Docket Type:** APPLICATION TO PAY OR DELEVER ESTATE OF AN INCOMPETENT WITHOUT APPOINTMENT OF GUARDIAN

**GUARDIAN:** (REPRESENTED BY ONLY (1210121))  
(REPRESENTED BY SAWYER (6464649))  
Claimed Party ANNE SISTER DOE  
2 SECOND ST  
LAKEWOOD, OH 441070000  
(216) 443 - 8948

**WARD:** JOHN ADULT DOE  
1 MAIN ST  
APT. 3  
CLEVELAND, OH 441140000  
(216) 443 - 8948

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**DOCUMENT REVIEW**

View	Docket	Pages	File Name
	APPLICATION TO PAY OR DELEVER ESTATE OF AN INCOMPETENT WITHOUT APPOINTMENT OF GUARDIAN	1	Doe_John_Adult_POD App.pdf

Save and Proceed

After your review, select Save and Proceed to access the **PAYMENT** screen.

## Payment and Submission

At the **PAYMENT** screen: Select to file **On Behalf of** the **APPLICANT** or **GUARDIAN**. Enter your payment and billing information.

Credit/debit card payment information **MUST** match the login username.

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The name on the credit/debit card **MUST** match the Registered Account Name. Third party payments will **NOT** be accepted.

Filing Charges	\$100.00
Outstanding Costs	\$0.00
Convenience Fee	\$2.95
<b>Total Deposit Required</b>	<b>\$102.95</b>

On Behalf of: ANNE SISTER DOE (GUARDIAN) ▼

Payment Type  Credit Card  Debit Card

Bill To

First Name TEST Last Name ONLY Suffix ESQ ▼

Address Line 1 1 LAKESIDE AVE

Line 2


City CLEVELAND

State OHIO ▼ Zip 44113

Card Number 4111111111111111 (without dashes or spaces)

Expiration (Month/Year) JAN ▼ / 2020

CSV/CID Code 444 (AMX 4 digits on front, all others 3 digits on back of card)



Submit Filing

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

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


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Contact the Help Desk for questions: **(216) 443-8948** or [probate\\_efile@cuyahogacounty.us](mailto:probate_efile@cuyahogacounty.us).

# File a Verification of Receipt and Deposit

## Quick Steps To E-File

1. Login to your E-File account.
2. Search your existing Guardianship case.  
Select the green  to E-File on your case.
3. Claim yourself or client as APPLICANT or GUARDIAN.  
(Already claimed? Skip this step, click SAVE AND PROCEED.)
4. ADD DOCUMENTS: Upload your *Verification of Receipt and Deposit* form.  
(Minors – *Form 22.3* or Adults – *Form 22.3B*)
5. PAYMENT: Select your name as APPLICANT or GUARDIAN.  
(No payment due for Verifications)  
Click **SUBMIT**.