PROBATE COURT OF CUYAHOGA COUNTY, OHIO

GUIDELINES – E-FILE ESTATE ADMINISTRATIONS AND PROBATE OF WILLS

Contents

Updated 3/6/26

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 9.
Wills for E-Filed cases 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.

Ancillary Estate Proceedings

Ancillary estate proceedings may NOT be initiated via E-File.

File in person: To start ancillary proceedings, file Forms 4.1, 1.0, 4.0 with a Motion to Admit Exemplified Proceedings and the authenticated/exemplified copy of the state, territory or foreign country record from the decedent's primary estate court attached to the Motion. Fee is $250.00.

File by mail: File all the above forms with a cover letter and payment. Send a cashier's check or money order payable to Probate Court of Cuyahoga County in the amount of $250.00. You are strongly encouraged to send pleadings via U.S. certified mail or a commercial mail carrier with tracking. Mail to:

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

E-Filing on Existing Ancillary Cases

AFTER an ancillary case is initiated with Probate Court, parties may E-File the standard required forms and pleadings (inventory and appraisal, reports of distribution, accountings) necessary to administer the portion of the estate located in Cuyahoga County, following the specified E-File guidelines for those forms found in this guide.

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.gov/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

Signed 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 parties to file a fiduciary's bond prior to appointment. Additional bonds may be ordered any time after an original bond has been posted.

All original hard-copy bonds must be filed within thirty (30) days of the order and before letters of Executor or Administrator will be issued. Attach the attorney-in-fact's power of attorney to the bond.

Additional hard-copy bonds must be filed at Court within ten (10) days of the order.
BONDS CANNOT BE E-FILED.

- 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 remote hearing options (e.g., via phone or *Zoom*).

Hearings may be conducted remotely or in-person, as determined by the Judge or Magistrate assigned to the case.

If you received an email or mail notice of hearing indicating a *Zoom* telephonic or web-based hearing is set, please do not appear at Court in person. If you have questions, please contact the Court to verify the status of your hearing.

Applicants must have printed paper copies 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

Step 1 – Prepare a Notice of Presentation of Will

Include an ink-signed Notice of Presentation of Will (Form 2.0P) 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

Step 2 – Mail the Will by US Certified Mail (or by a commercial mail carrier)

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

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: If an Estate case number is issued, original Wills of E-Filed cases may also be brought in person to the Clerk's Office, Room 119 with a completed Notice of Presentation of Will (Form 2.0P).

DO	DO NOT
• Keep a copy of the Will for your records • Complete the Notice of Presentation form • Sign the Notice form in ink	• Send Wills without the Notice of Presentation of Will form • E-File Copies of Wills • Send Wills using Regular U. S. Mail

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 ESTATE
   Select WILL FOR RECORD ONLY
   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 2.0)
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 on page 9.
   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 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, SPOLIATED, OR DESTROYED 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 2.0.0)
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 Lost…Will (Form 2.0.0)** (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 on page 9.
   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

(for the purpose of identifying possible probate assets for further administration)

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 ES RFI)
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 ES595)
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 29.4)**
     ***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 Appointment of a Commissioner to Report on the Contents of a Safe Deposit Box

1. **AFTER LOGIN: Select File a New Case from the blue E-Filing tab**
   Select ESTATE
   Select APPLICATION FOR APPOINTMENT OF COMMISSIONER TO REP
   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 6.4A)
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 Appointment of Commissioner to Report on the Contents of a Safe Deposit Box (Form ES6.4A)**
   - ☐ **Upload the Next of Kin, Legatees, Devisees (Form 1.0)**
   - ☐ **Upload any Waivers and Consents of next of kin, legatees, and devisees of appointment of Commissioner (Form 6.4C)**
     ***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 (Forms 2.0 and 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 if applicable**:**
   - ☐ **Upload any Waivers of Right to Administer (Form 4.3)**
   - ☐ **Upload Waiver of Service to Surviving Spouse of the Citation to Elect (Form 8.6)**

Mail the original Will to Probate Court per Instructions on page 9. Keep a copy 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 if applicable**:**

   - ☐ **Upload any Waivers of Right to Administer (Form 4.3)**
   - ☐ **Upload Waiver of Service to Surviving Spouse of the Citation to Elect (Form 8.6)**

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* and *Motion*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Special Administrator Estates.*

Case Party Role on Web	Form 4.0 and Motion Form MOTESTAA
Applicant (for Form 4.0)	*Applicant*
Special Administrator Applicant (Motion)	*Attorney Applicant signing Motion*
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 on page 9. Keep a copy 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 **SPECIAL ADMINISTRATOR 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* and *Motion*.
   Enter all names complete without abbreviations or initials.
   Enter any Alias Names (AKAs) in the alias fields provided.

   The following roles are REQUIRED for *Special Administrator Estates.*

Case Party Role on Web	Form 4.0 and Motion Form MOTESTAA
Applicant (for Form 4.0)	*Applicant*
Special Administrator Applicant (Motion)	*Attorney Applicant signing Motion*
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 **SPECIAL ADMINISTRATOR 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.

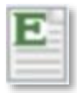
Keep originals of uploaded documents for review at hearings.

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 21-50 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)

   Back costs already owed on your case must be paid prior to submission of new pleadings. To pay back costs owed on cases over the phone via credit or debit card, or for questions about case billing, contact the Clerk's Office at (216) 443-8896 and press '0' after the prompt. After back costs are paid, refresh the Payment screen and the SUBMIT button will once again be available for your new submission.

   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 or filings specified for review by multiple departments at court. Following these instructions will increase efficiency in the review process and provide clarity on the Court's electronic docket.

Whenever possible, select dedicated codes from the menu on the ADD DOCUMENTS screen. Codes are listed alphabetically and generally match form captions or identify form numbers. Uploaded documents must be in PDF format and typed in blue or black ink.

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 appears at the end of this guide.

Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0.)

- ☐ Upload the signed Next of Kin (Form 1.0) with complete names, addresses, relationship to the decedent and with dates-of-birth for any minors for all new cases. Next of kin who pre-deceased the estate decedent should also be listed with relevant dates of death next to their name. Use all lines and additional copies of the form as needed.
  Note: Form 1.0 may be required by order of the Court for corrections to a previously filed version of the form. For instructions to amend Form 1.0, see page 42 of this guide.

Application to Probate Will (Form 2.0.)

- ☐ Following guidelines on pages 9-18 of this guide, upload the signed and completed Application (Form 2.0) to admit an original last Will of a deceased person. The Will may be filed for the record without any administration. Or the Will may be filed for any of the estate actions or administrations outlined on the prior pages of this guide.
  DO NOT ATTACH A COPY OF THE DECEDENT'S WILL TO THIS FORM.
  See additional instructions to submit the original Will starting on page 9.

Continued next page

Waiver of Notice of Probate of Will (Form 2.1)

☐ See Form 2.4 instructions on page 23 for filing Form 2.1.

Application to Admit to Probate Lost, Spoliated, or Destroyed Will (Form 2.0.0)

☐ See the setup on page 11 of this guide.
DO NOT ATTACH A COPY OF THE DECEDENT'S LOST WILL TO THIS FORM.

Waiver of Notice to Admit Lost, Spoliated, or Destroyed Will (Form 2.0.1)

☐ Upload the signed Waiver(s) of Notice (Form 2.0.1) for all interested parties (those listed on the front and reverse of Form 1.0 as it appears on the Court's docket), including all Witnesses to the presented lost, spoliated, or destroyed Will. Upload each signed waiver as an individual PDF. Multiple waivers may be sent in the same E-File confirmation submission.

- In lieu of Waivers, proof of service of Notice of Hearing to parties may be submitted as copies of Form 2.0.2 with accompanying signed certified mail "green" cards or USPS online records showing proof of delivery, subject to review by the hearing officer assigned to your case.

DO NOT USE FORMS 2.1 OR 2.4 FOR WILLS NOT YET ADMITTED TO PROBATE.

Continued next page

Certificate of Notice of Probate of Will (Form 2.4)

☐ **Upload the Certificate (Form 2.4) as the top page of a single PDF file, with any combination of waivers or proof of service of notice to all interested parties (those listed on the front and reverse of Form 1.0 as it appears on the Court's docket).** The Certificate should have attached any combination of the following:

- 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 ordinary U.S. mail (following a granted motion filed with the Court demonstrating undelivered or unclaimed certified mail), 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 6 regarding acceptable signatures for submission of waivers.

See Ohio Revised Code 2107.19 governing Notice of Admission of the Will and Ohio Civil Rule 73 for methods of service of notice.

Assignment of Beneficiary (For Personal Property Only) (Form PC2)

Can be E-Filed on Full Estates (for Release of Assets, must be filed in person or by mail)

☐ Fiduciaries may upload the typed and notary-signed assignment Form PC2, one form for each beneficiary/affiant, using the dedicated code from the menu. Multiple assignments must be uploaded individually, as separate PDFs, but may be submitted under the same confirmation number as needed.

Beneficiaries/Affiants may also E-File their own assignment directly on the Estate case but must first create an E-File account in their own name.

Appointment of Appraiser (Form 3.0)

File *after* fiduciary has been appointed *and prior to* submitting the Inventory, Form 6.0.
DO NOT SUBMIT WITH OTHER INVENTORY OR ACCOUNT DOCUMENTS.

☐ Upload the signed and completed Appointment of Appraiser, Form 3.0.
*See additional guidelines for amending this form on page 39 and 42.

Continued next page

Application for Authority to Administer an Estate (Form 4.0)

For new estate administrations, see existing setup instructions for specific types of administrations on pages 9-18 or contact the E-File Help Desk for assistance.

Successor Executor or Successor Administrator

For active open cases in which an executor or administrator has been removed, resigned, or died before completing their administration.

- ☐ Upload an updated Form 4.0 and Form 1.0 to apply as a successor fiduciary, subject to any Will on record with the Court and other Ohio law governing appointment as fiduciary on estate cases. If a Will was already admitted, there is no need to probate the Will again.

  Before applying to become a successor executor or administrator on a case, parties should contact an attorney to ensure this application is the best correct route to complete the estate administration.

Removed Executor or Administrator Seeking Reinstatement

For removed executors or administrators seeking reinstatement on an open case, find a link to the form and instructions on page 46.

For closed cases, review the matter with an attorney before attempting to E-File on a closed case.

Continued next page

Supplemental Application for Ancillary Administration (Form 4.1) (May NOT be E-Filed)

ANCILLARY ESTATE PROCEEDINGS MAY NOT BE INITIATED VIA E-FILE.

File in person: To start ancillary proceedings, file Forms 4.1, 1.0, 4.0 with a Motion to Admit Exemplified Proceedings and the authenticated/exemplified copy of the state, territory or foreign country record from the decedent's primary estate court attached to the Motion. Fee is $250.00

File by mail: File all the above forms with a cover letter and payment. Send a cashier's check or money order payable to Probate Court of Cuyahoga County in the amount of $250.00. You are strongly encouraged to send pleadings via U.S. certified mail or a commercial mail carrier with tracking. Mail to:

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

E-FILING ON EXISTING ANCILLARY CASES

AFTER an ancillary case is initiated with Probate Court, parties may E-File the standard required forms and pleadings (inventory and appraisal, reports of distribution, accountings) necessary to administer the portion of the estate located in Cuyahoga County, following the specified E-File guidelines found in this guide.

Waiver of Right to Administer (Form 4.3)

- ☐ Upload the signed Waiver of Right to Administer (Form 4.3) using its own code and send under the same Confirmation Number with new Estate Administration cases or on existing Estate Administration cases, if applicable. Send on behalf of the Applicant.

  See page 6 for instructions regarding acceptable signatures for E-Filed Waivers.

Confidential Disclosure of Personal Identifiers (CDPI) (Form 45D)

Fiduciaries who wish to keep full account numbers and identifying financial details confidential on pleadings must submit a completed Form 45D with the pleading that it references.

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

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Application to Relieve an Estate from Administration (Forms 5.0 and related forms)

Please see the separate E-File guide for filing Release of Assets cases and related release pleadings (e.g., Commissioner's Report, Application to Probate Will, Supplemental Release, etc.).

Application for Summary Release from Administration (Forms 5.10 and related forms)

Please see the separate E-File guide for filing a Summary Release from Administration case and summary release pleadings (e.g., Application to Probate Will, Supplemental Summary Release, etc.).

Application for Supplemental Release from Administration (Forms 5.0S and related forms)

See the separate E-File guide for filing Release of Assets cases.

Continued next page

<u>Application to Relieve an Estate from Further Administration (Forms 5.0F and related forms)</u>

An Application to Relieve the Estate from Further Administration is a process available in limited situations where additional probate assets are discovered after a prior full administration was closed. (A "prior full administration" means that an administrator or executor was appointed and "Letters of Authority were issued.) The value of the additional assets must be under the dollar amount thresholds determined by R.C. 2113.03. If this is your situation, you can file a Release from Further Administration to distribute the additional assets.

Please note that your new filing will not receive a new case number. ***Use the case number already assigned to the prior full estate administration.***

Review with an attorney to determine if a Release from Further filing is the best and most cost-effective filing available to you. Each Application is charged a filing fee.

When filed, Releases from Further Administration are numbered (1st Application, 2nd, etc.), and there is no limit to the number of Applications that can be filed if the cumulative dollar amount from each Release remains under the threshold determined by R.C. 2113.03.

Required Forms filed for a (1st, 2nd, 3rd, etc.) Release from Further Administration

- ☐ Upload the completed and signed Form 5.0F, including **Form 5.1** in a single PDF.

  Note: **Form 5.1 must include the total assets released on previous Applications, if applicable**.

- ☐ Upload an updated and signed Form 1.0 using the dedicated code.
- ☐ Upload all supporting **Proof of Assets** to be released in a single PDF.
- ☐ Upload a proposed entry Form 5.6.

<u>Not Required</u>: Decedent's death certificate nor paid funeral bill if either was filed with prior administration of the estate.

Continued next page

Inventories (Forms 6.0 – 6.3AA)

See also the Accounts and Inventories Topic page on the web for the Inventory checklist.
Appraiser Form 3.0 must be filed prior to submitting the Inventory. If you are requesting a Court Appointed Appraiser on Form 3.0, the appraisal form must be filed but also approved/signed by a Judge prior to the filing of the Inventory and Appraisal (Form 6.0).

SUBMIT INVENTORY DOCUMENTS UNDER A SINGLE CONFIRMATION SUBMISSION.
DO NOT ADD OTHER MOTIONS OR APPLICATIONS TO THE INVENTORY SUBMISSION.

Submit the following required PDF documents for an Inventory to be **FILED** using designated codes in the menu and instructions below:

- ☐ Upload the signed and completed Inventory and Appraisal (Form 6.0), front and reverse, and Schedule of Assets (Form 6.1) as one PDF file using code **INVENTORY AND APPRAISAL (FORM 6.0), FILED.** All assets should be listed with complete identifying details (account numbers, VINS, etc.) and date of death values.

These supplemental documents are not mandatory for the Court to accept the Inventory and Appraisal for filing; however, the Inventory and Appraisal cannot be **APPROVED** without verification of the following, if applicable:

- ☐ Upload in a single PDF documentation of County Auditor valuation or appraisal valuation for real property listed on Form 6.0 using code **INVENTORY - SUPPORTING DOCUMENTS, FILED**.

- ☐ Upload in a single PDF documentation of the Kelley Blue Book/NADA/Edmunds valuations for automobiles using code **INVENTORY - SUPPORTING DOCUMENTS, FILED**.

- ☐ Upload in one PDF any signed **Waiver of Notice of Hearing on Inventory** (Form 6.2), using the dedicated code, if applicable.

- ☐ Upload the **Certificate of Service of Notice of Hearing on Inventory**, (Form 6.3AA), using the code available from the menu, if applicable. Attach copies of the Notice of Hearing on Inventory (Form 6.3) and proof of receipt to interested parties, if applicable.

  Note: Fiduciaries who wish to keep full account numbers and identifying financial details confidential, must submit a separate completed Form 45D with the Inventory. Upload the **Confidential Disclosure of Personal Identifiers** (Form 45D) using the dedicated code in the document menu.

Continued next page

Notice to Administrator of Medicaid Estate Recovery Program (Form 7.0 and 7.0(A))

Applicant/Fiduciary must send notice form 7.0A by certified mail to the address printed on the form.

- ☐ Upload the Certificate (Form 7.0) as top page to a single PDF including proof of return of certified mail (e.g., signed "green card") or other proof of delivery by commercial carrier. A copy of a letter from the Medicaid Administrator indicating no claim will be filed for the decedent's estate is also acceptable. Use the code available for this form.

Application for Family Allowance (Form 7.1)

- ☐ Upload the signed **Application** (Form 7.1) available from the document menu. Check applicable boxes and list details about the asset with appraised values.
  Do not use this form if there are minor children of the decedent who are not the children of the surviving spouse, or if there is no surviving spouse and more than one minor child. Use Form 7.2 instead.

Application for Apportionment of Family Allowance (Form 7.2(A))

- ☐ Upload the signed **Application** (Form 7.2) available from the document menu. Include names and addresses of the surviving spouse and any minor children, or if no surviving spouse, the names and addresses of any minor children and the parent or custodian of the minor(s). Whenever possible, include proposed distributions in the Entry portion of the form.

Election of Surviving Spouse to Take Under/Against Will (Form 8.1 OR Form 8.2)

- ☐ Upload either the **Election of Surviving Spouse to Take Under the Will** (Form 8.1) or, in the alternative, the **Election of Surviving Spouse to Take Against the Will** (Form 8.2), available from the document menu. The forms must be signed.
  It is advisable to consult with an Ohio licensed attorney prior to filing these forms.

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Waiver of Service to Surviving Spouse of the Citation to Elect (Form 8.6)

☐ Upload the ink-signed **Waiver of Service to Surviving Spouse of the Citation to Elect** (Form 8.6) available from the document menu.
*It is advisable to consult with an Ohio licensed attorney prior to filing this form. This waiver **CANNOT** be signed using a conformed signature (/S/).*

Application to Sell Personal Property (Form 9.0 – 9.2)

Note: Inventory Form 6.0 must be approved ***before*** Form 9.0 can be granted.

☐ Upload the signed **Application** (Form 9.0) available from the document menu. Check appropriate boxes and fill all required blanks on the front and reverse of the form. Items to be sold should be listed with identifying detail (e.g., Year and model, VINs, Serial numbers, Product IDs, Brand names, etc.)

Leave BLANK the Entry portion of the form and/or the Entry page (Form 9.1).

Consents signed on the bottom of Form 9.0 may be signed in ink, or if electronically signed using signature capture software, the audit track for each signature must be attached to the Application file.

Consents and waivers of notice of hearing may also be filed individually using the menu code “Waivers and Consent.”

Form 9.2 may be used to notify parties if requested by the hearing officer on your case.

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Application to Distribute in Kind (Forms 10.0 – 10.2)

☐ Upload the signed **Application** (Form 10.0) available from the document menu. Check appropriate boxes and fill all required blanks on the front and reverse of the form.

Leave BLANK the Entry portion of the form and/or the Entry page (Form 10.1).

Consents signed on the reverse side of Form 10.0 may be signed in ink, or if electronically signed using signature capture software, the audit track for each signature must be attached to the Application file.

Consents and waivers of notice of hearing may also be filed individually using the menu code “Waivers and Consent.”

Form 10.2 may be used to notify parties if requested by the hearing officer on your case.

Consent to Power to Sell Real Estate (Form 11.0)

Note: Inventory Form 6.0 must be filed, and the Inventory approved *before* filing Form 11.0

☐ Upload the Consent (Form 11.0) with ink or electronically captured signatures of consenting parties. **Electronically captured signatures must include an audit track for each signature submitted. Attach audit tracks as last pages to the PDF.**

No power of sale is effective if a devisee or heir is a minor.
No person may give consent of a minor.

Check the box on the front side of the form that indicates consent is general or limited.

If listing parcels on the reverse side of form, type the street address, full legal description, and permanent parcel number for each parcel.

If needed for space, attach multiple copies of Form 11.0 together in one PDF.

Continued next page

Application for Certificate of Transfer (Form 12.0 and 12.1)

- ☐ Upload the Application (Form 12.0) with all fields completed, appropriate boxes checked, and the reverse side of the Application signed.

  Attach the Certificate (Form 12.1) in the same PDF with the Application as first page.

  Required: *The Prior Instrument Reference (e.g., volume and page or AFN) and the Permanent Parcel Number MUST be completed on the reverse side of Form 12.1, or the filing will be rejected.*

  Required: *Legal descriptions must be typed, or an image of the description affixed, on the reverse side of Form 12.1. If additional space is needed, you must first use ALL the space on Form 12.1 and then continue with attached pages as needed. DO NOT leave the reverse side of Form 12.1 blank or use the space to reference attachments. Blank Certificates citing only attachments will not be accepted by the County Recorder's office.*

  For multiple parcels in Cuyahoga County – Use a single Application Form 12.0 with separate Certificate forms for each parcel attached in the same PDF.

  Required: *Number ALL Certificates and list the corresponding numbers on the front side of Form 12.0 on the line provided.*

  Required: *Application and proposed Certificate numbers must match and be consistent throughout both forms (e.g., Certificate of Transfer 1 or Certificate of Transfer 1 & 2).*

  For multiple parcels in multiple counties – Use a separate Application for each county and upload the accompanying Certificate of Transfer in the same PDF.

Estate Account Due Dates and Filing Options

Estates (Administration Lasting 1-2 Years)		
Per R.C. 2109.301 (B)(1), SUP. R. 78(B) AND (C) **6-Month Final Accounting** Note: The App. to Extend may only be filed once, and ONLY to waive the required 6-month final and distributive account. The App. to Extend defers the account filing requirement to 13 months from appointment.	**My 6-Month Final Account is due**. But I need the case to remain open...my options to file are... • An Application to Extend Administration (Form 13.8 filed as stand-alone document)	**My 6-month Final Account is due**. I am ready to close the case...my options to file are... • Final Account, or • Certificate of Termination* *Executor/Administrator is also sole heir.
13-Month Accounting **13-Month Accounting** (or any account filed after administration was extended and in advance of the 13-Month account)	I already extended administration beyond six months, but I still need the case to remain open...my options to file are... • Waiver of Partial Account with Status Report, or • Partial Account with Status Report	I already extended administration beyond six months, and am ready now to close the case...my options to file are... • Final Account, or • Certificate of Termination*
At the next Accounting Due Date	I need the case to remain open still...my options to file are... • Waiver of Partial Account with Status Report, or • Partial Account with Status Report	I am ready now to close the case... my options to file are... • Final Account, or • Certificate of Termination*

Estates of Long-Term Administration beyond 2 Years After all the standard 1-2 Year Filings are completed...		
At the next Accounting Due Date and until the administration can be finalized (e.g., wrongful death litigation ends or some other finalization of asset distribution from settlement permits closure of the estate)	I need the case to remain open still...my options to file are... • Waiver of Partial Account with Status Report, or • Partial Account with Status Report	I am ready now to close the case... my options to file are... • Final Account, or • Certificate of Termination*

Partial Account (Forms 13.0 – 13.13)

***Partial Accounts may be rejected if unpaid costs are owed on the case. Contact the Clerk's Office at (216) 443-8896 and press '0' after the prompt for payment or payment inquiries.**

See also the Accounts and Inventories Topic page for the Partial Account checklists.

SUBMIT ACCOUNT DOCUMENTS TOGETHER IN A SINGLE CONFIRMATION SUBMISSION. DO NOT ADD OTHER MOTIONS OR APPLICATIONS TO THE ACCOUNT SUBMISSION.

Submit the following required documents for an Account to be **FILED** using available codes in the menu and instructions below:

- ☐ Upload the signed Fiduciary's Account (Form 13.0 front and reverse).
  Choose Docket Code: **FIDUCIARY'S PARTIAL ACCOUNT**.
  The recapitulation (reverse side of 13.0) must be completed with values.
  If no value is applicable, use 0.00 or N/A on the lines provided.

- ☐ Upload Forms 13.1 and 13.2 and any spreadsheets or handwritten accounting sheets as one PDF file using code **ADDITIONAL PAGES OF ACCOUNTING**.
  Forms 13.1 and 13.2 must be itemized and the lines on the forms completed. If additional space is needed, you must first use ALL the space on Forms 13.1 and 13.2, then continue with attached pages or supporting documents as needed. DO NOT use the available fields and space to reference attachments only. Blank forms citing only attachments will not be accepted.

- ☐ Upload the **Certificate of Service of Account** (Form 13.9) using its code, if applicable.

- ☐ Upload a completed **STATUS REPORT** (Form 13.13) using the dedicated code for this filing.

These supplemental documents are not mandatory for the Court to accept a Partial Account for filing but are required for the account to be **APPROVED**. You are strongly encouraged to include these documents with your account submission:

- ☐ Upload Bank statements, HUD/Settlement Statements, Attorney or Fiduciary Computations, and Receipts for Specific Bequests or distributions using code **ACCOUNT - SUPPORTING DOCUMENTS, FILED**.

- ☐ Upload a **Confidential Disclosure of Personal Identifiers** (Form 45D) with complete account or asset identifiers, if you have used any abbreviated identifiers on Forms 13.0, 13.1 and 13.2.

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Final Account (Forms 13.0 – 13.9)

***The Final Account may be rejected if unpaid costs are owed on the case. Contact the Clerk's Office at (216) 443-8896 and press '0' after the prompt for payment or payment inquiries.**

See also the Accounts and Inventories Topic page for the Final Account checklists.

SUBMIT ACCOUNT DOCUMENTS TOGETHER IN A SINGLE CONFIRMATION SUBMISSION. DO NOT ADD OTHER MOTIONS OR APPLICATIONS TO THE ACCOUNT SUBMISSION.

Submit the following required documents for an Account to be **FILED** using available codes in the menu and instructions below:

- ☐ Upload the signed Fiduciary's Account (Form 13.0 front and reverse).
  Choose Docket Code: **FIDUCIARY'S FINAL ACCOUNT**.
  The recapitulation (reverse side of 13.0) must be completed with values.
  If no value is applicable, use 0.00 or N/A on the lines provided.

- ☐ Upload Forms 13.1 and 13.2 and any spreadsheets or handwritten accounting sheets as one PDF file using code **ADDITIONAL PAGES OF ACCOUNTING**.
  Forms 13.1 and 13.2 must be itemized and the lines on the forms completed. If additional space is needed, you must first use ALL the space on Forms 13.1 and 13.2, then continue with attached pages or supporting documents as needed. DO NOT use the available fields and space to reference attachments only. Blank forms citing only attachments will not be accepted.

- ☐ Upload the **Certificate of Service of Account** (Form 13.9) using the code dedicated to this form. If a **Waiver of Notice of Hearing and Consent to Account** (Form 13.7) is obtained for any parties, include them in the same PDF with the Certificate as the top page, using the code for Form 13.9.

SEE THE NEXT PAGE FOR SUPPORTING ACCOUNT DOCUMENTS AND INSTRUCTIONS

See the following page for a list of supporting documents required for a Final or Special Final Account to be APPROVED. *The list is not comprehensive. If you are uncertain about including or excluding an item that supports your Final Account or Special Final Account, please contact the Accounts and Inventory Department. You are encouraged to refer to the Ohio Revised Code or a licensed Ohio attorney before filing.*

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Supplemental Documents for Filing a Final or Special Final Account

These supplemental documents are not mandatory for the Court to accept a Final Account for filing but are required for the account to be **APPROVED**. You are strongly encouraged to include these documents with your account submission, under the same confirmation number.

SUBMIT ACCOUNT DOCUMENTS TOGETHER IN A SINGLE CONFIRMATION SUBMISSION. DO NOT ADD OTHER MOTIONS OR APPLICATIONS TO THE ACCOUNT SUBMISSION.

☐ Upload a **Confidential Disclosure of Personal Identifiers** (Form 45D) with complete account or asset identifiers, if you have used any abbreviated identifiers on Forms 13.0, 13.1 and 13.2.

☐ Upload the following documents using code **ACCOUNT – SUPPORTING DOCUMENTS, FILED** as needed for any of the following:

- Receipts or proof of disbursements and distributions to supplement the Receipts and Disbursements
- If there is a Court appointed appraiser, proof of payment must be submitted with the account
- If a newly discovered asset has been filed and approved by the Court, include the asset in the itemization
- Proof that all claims have been resolved
- Bank Statements and/or HUD Statements for real estate
- Computations - Fiduciary and Attorney Fees:
  - Attorney fees on final account – identify one:
    - Computation of Ordinary Attorney Fees
    - Motion for Extraordinary Attorney Fees
  - Fiduciary fees on final account – identify one:
    - Computation of Executor or Administrator Fees
    - Application for Extraordinary Fees
- If the estate was insolvent during the administration, upload a Judgment Entry granting the Representation of Insolvency (Form 24.0)

☐ Upload a copy of funeral bills/cemetery/cremation services for the decedent as a single PDF using code **PROOF OF FUNERAL/CEMETERY/CREMATION SERVICES EXPENSES**.

☐ Upload additional **Waivers of Notice of Hearing and Consent to Account** (Form 13.7) not included with the Certificate (Form 13.9), using the dedicated code for Form 13.7, if applicable.

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Waiver of Partial Account (Form 13.4.) with Status Report (Form 13.13)

If you are filing a Waiver of Partial Account, you must obtain written consent from all legatees, devisees, or heirs. However, you cannot obtain a Waiver of a Partial Account if an heir or beneficiary is under legal disability or a minor. You are encouraged to refer to the Ohio Revised Code or a licensed Ohio attorney before filing the Waiver in place of a Partial Accounting. A Waiver of Partial Account must be accompanied by a signed and completed Status Report (Form 13.13).

- ☐ Upload the signed Waiver (Form 13.4) using code **WAIVER OF PARTIAL ACCOUNT**.
- ☐ Upload the signed Status Report (Form 13.13) using code **STATUS REPORT**.

Notice of Hearing on Account (Form 13.5)

*A Notice of Hearing on Account may be completed and sent by the fiduciary to interested parties who did not sign a **Waiver of Notice of Hearing and Consent to the Account (Form 13.7)**. The notice identifies the location, date, and time for a statutory approval hearing (this hearing is for internal review only and attendance by the fiduciary, counsel, or other interested parties is not required). Proof of service of notice to parties may be required by Magistrate's order or other order of Court for approval of an Account.*

- ☐ If required, upload copies of the **Notice of Hearing on Account** (Form 13.5) for each interested party who did not sign a Waiver of Notice of Hearing and Consent to the Account (Form 13.7). Attach proof of delivery of notice with accompanying certified mail "green" cards or USPS online records showing proof of delivery, or other proof of receipt of notice as governed by Ohio Civil Rule 73 and Local Rule 64.2. Use the Account approval dates listed on our website to complete the Notice form. See note below for approval dates.

  Note: Pre-scheduled statutory approval dates for Inventories and Accounts can be found on the Probate Court's website in the following locations: under the Accounts and Inventories Topics page, within the E-File Estate Guideline, and on the Miscellaneous Forms page.

Continued next page

Certificate of Termination (Form 13.6.)

*In place of a Final Account, R.C. 2109.301 allows for a **Certificate of Termination** (Form 13.6) to be filed thirty days after completing the administration of the estate. Refer to the Ohio Revised Code or a licensed Ohio attorney before filing the Certificate in place of a Final Accounting.*

- ☐ Upload the Certificate (Form 13.6) using code **CERTIFICATE OF TERMINATION**.
  Note: If applicable, also attach to the PDF **copies of the computation of fees** if fees are to be taken by the fiduciary and/or by the attorney.

Required: Upload a copy of funeral bills/cemetery/cremation services for the decedent as a single PDF using code **PROOF OF FUNERAL/CEMETERY/CREMATION SERVICES EXPENSES**.

Waiver of Notice of Hearing and Consent to Account (Form 13.7)

A Waiver of Notice of Hearing and Consent to Account may be signed by interested parties who consent to the Account as filed by the fiduciary. The fiduciary should file the Waivers at the time of filing the Account and before the statutory approval hearing of the Account.

- ☐ Upload signed **Waivers of Notice and Consent to the Account** (Form 13.7), using the dedicated code from the menu.

Application to Extend Administration (Form 13.8)

A Final Account is required to be filed six (6) months after the appointment of the fiduciary. To waive the six-month Final Account requirement and extend the administration, Form 13.8 may be filed in place of the six-month final accounting. Form 13.8 may be filed AFTER the Inventory and Appraisal is filed. You are encouraged to refer to the Ohio Revised Code or a licensed Ohio attorney before filing this Application in place of a Partial Accounting.

***Note**: Do not file a Status Report with an Application to Extend Administration.*

- ☐ Upload the **Application to Extend Administration** (Form 13.8) signed by the fiduciary, using the dedicated code from the menu.

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Certificate of Service of Account to Heirs or Beneficiaries (Form 13.9)

The Certificate of Service of Account must be filed by the fiduciary (and the attorney if applicable) with each accounting (whether Partial or Final or Special Final). Upload with its dedicated code and send it in the same confirmation submission with the Account (Partial, Final, or Special Final).

☐ Upload the signed Certificate (Form 13.9) using code **CERTIFICATE OF SERVICE OF ACCOUNT TO HEIRS OR BENEFICIARIES, FILED**.

Fiduciaries should file any signed Waivers of Notice of Hearing and Consent to Account (Form 13.7) using its dedicated code and send in the same confirmation submission with Form 13.9.

Status Report (Form 13.13)

A Status Report must be signed by the fiduciary; if there is an attorney of record, the attorney also must sign the form. Form 13.13 must be filed in an estate that remains open after a period of thirteen (13) months from the date of appointment of the fiduciary, and annually thereafter. The Status Report must be filed simultaneously with the filing of each Partial Account or Waiver of Partial Account.

☐ Upload the signed Status Report (Form 13.13) using code **STATUS REPORT**.

Documents Supporting an Account

For an Account already *filed and pending approval, or per a Magistrate's Order.*

☐ Upload documentation or evidence of disbursements or distributions to supplement the Account's RECEIPTS and DISBURSEMENTS (Form 13.1) using code **ACCOUNT – SUPPORTING DOCUMENTS, FILED.**

Note: Multiple PDFs may be attached under one submission to separate proof of receipts and disbursements.

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Documents Supporting an Inventory

For an Inventory already *filed and pending approval, or per a Magistrate's Order*

- ☐ Upload documentation of asset values or appraisals of assets to supplement the Inventory and SCHEDULE of ASSETS (Form 6.0 and 6.1) using code **INVENTORY – SUPPORTING DOCUMENTS, FILED.**

  Note: Multiple PDFs may be attached and sent under one submission to separate proof of assets.

Report of Newly Discovered Assets

- ☐ Upload the Report of Newly Discovered Assets under its own code from the menu.
- ☐ Upload as a separate PDF the blank **Judgement Entry** page using the **PROPOSED ENTRY – REPORT OF NEWLY DISCOVERED ASSETS** code.
- ☐ Also, if applicable, upload Form 45D (*Confidential Disclosure of Personal Identifiers*) as its own PDF using the code dedicated to Form 45D.
  Send all uploads under the same confirmation number.

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Amended Pleadings – Motion Not Required

Petitions, Applications, and some required filings by the fiduciary that have been accepted for filing (appear on the Court's docket) may be set for hearing or pending decision. By Judge or Magistrate's request or order, these filings pending decision may be amended without motion by the filing party, following instructions listed below. All amended petitions, applications, or other filings required amended by a Judge or Magistrate's order must be completed and signed as originals.

Amended Appointment of Appraiser (Form 3.0)

Motion Not Required – because Form 3.0 has not yet been approved/signed by the Judge.

DO NOT SEND WITH OTHER AMENDED INVENTORY OR ACCOUNT DOCUMENTS.
Complete front and reverse sides of the Court's online version of Form 3.0.

- ☐ Upload the signed Form 3.0. Select code: **AMENDED APPOINTMENT OF APPRAISER (FORM 3.0), FILED**.

Amended Inventory (Forms 6.0 – 6.3AA and related)

Motion Not Required – because the Inventory has not yet been approved/signed by the Judge.

Include ALL required forms for an Inventory as listed below. Include any new or updated supporting documents. Do NOT resubmit valuations or legal descriptions or other supporting documents that were unchanged by the amending of the Inventory.

- ☐ Upload the signed amended Inventory, including Forms 6.0 (front and reverse) and 6.1 using code: **AMENDED INVENTORY (FORM 6.0 and 6.1), FILED**.

  Note: If an Appraiser was appointed, the Appraiser's signature is required on amended Form 6.0.

- ☐ Upload any changed or new valuations or legal descriptions using code: **INVENTORY – SUPPORTING DOCUMENTS, FILED**.

- ☐ Upload a **Certificate of Service on Inventory (Form 6.3AA)** or any **Waivers of Notice of Hearing on Inventory (Form 6.2)** using the dedicated codes for these forms.

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Amended Accounts (Forms 13.0 – 13.13)

Motion Not Required – because the Account has not yet been approved/signed by the Judge.

Include ALL required forms for an Account as listed below. Include any new or updated supporting documents. Do NOT resubmit receipts or paid funeral bills or other supporting documents that were unchanged by the amending of the account. ***Do NOT resubmit the Status Report (Form 13.13).***

Amended Partial Account

- ☐ Upload the signed Fiduciary's Account (Form 13.0 front and reverse).
  Choose Docket Code: **AMENDED PARTIAL ACCOUNT (FORM 13.0)**.
  The recapitulation (reverse side of 13.0) must be completed with values.
  If no value is applicable, use 0.00 or N/A on the lines provided.

- ☐ Upload Forms 13.1 and 13.2 and any spreadsheets or handwritten accounting sheets as one PDF file using code **ADDITIONAL PAGES OF ACCOUNTING**.
  Forms 13.1 and 13.2 must be itemized and the lines on the forms completed. If additional space is needed, you must first use ALL the space on Forms 13.1 and 13.2, then continue with attached pages or supporting documents as needed. DO NOT use the available fields and space to reference attachments only. Blank forms citing only attachments will not be accepted.

- ☐ Upload the **Certificate of Service of Account** (Form 13.9) using its code, if applicable.

- ☐ Upload a **Confidential Disclosure of Personal Identifiers** (Form 45D) with complete account or asset identifiers, if you have added any new abbreviated identifiers on Forms 13.0, 13.1 and 13.2.

- ☐ Upload **ACCOUNT – SUPPORTING DOCUMENTS, FILED** if they were not filed with the Account or were affected by corrections to this Amended Account:
  - New Receipts or proof of disbursements and distributions
  - If there is a new Court-appointed appraiser, proof of payment of appraiser
  - New evidence or proof of paid claims that have been resolved
  - New Bank Statements and/or HUD Statements for real estate
  - New Computations of Fiduciary and/or Attorney Fees

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Amended Final or Special Final Account

☐ Upload the signed Fiduciary's Account (Form 13.0 front and reverse).
Choose Docket Code: **AMENDED FINAL ACCOUNT (FORM 13.0)**.
The recapitulation (reverse side of 13.0) must be completed with values.
If no value is applicable, use 0.00 or N/A on the lines provided.

☐ Upload Forms 13.1 and 13.2 and any spreadsheets or handwritten accounting sheets as one PDF file using code **ADDITIONAL PAGES OF ACCOUNTING**.

Forms 13.1 and 13.2 must be itemized and the lines on the forms completed. If additional space is needed, you must first use ALL the space on Forms 13.1 and 13.2, then continue with attached pages or supporting documents as needed. DO NOT use the available fields and space to reference attachments only. Blank forms citing only attachments will not be accepted.

☐ Upload the **Certificate of Service of Account** (Form 13.9) using the code dedicated to this form. If a **Waiver of Notice of Hearing and Consent to Account** (Form 13.7) is obtained for any parties, include them in the same PDF with the Certificate as the top page, using the code for Form 13.9.

☐ Upload a **Confidential Disclosure of Personal Identifiers** (Form 45D) with complete account or asset identifiers, if you have added any new abbreviated identifiers on Forms 13.0, 13.1 and 13.2.

☐ Upload **ACCOUNT – SUPPORTING DOCUMENTS, FILED** if they were not filed with the Account or were affected by corrections to this Amended Account:

- New Receipts or proof of disbursements and distributions
- If there is a new Court-appointed appraiser, proof of payment of appraiser
- New evidence or proof of paid claims that have been resolved
- New Bank Statements and/or HUD Statements for real estate
- New Computations of Fiduciary and/or Attorney Fees

Amended Certificate of Termination (Form 13.6)

Motion Not Required – because the Certificate has not yet been accepted/signed by the Judge

☐ Upload the amended Form 13.6 (proper boxes checked and form signed) using code: **AMENDED CERTIFICATE OF TERMINATION (FORM 13.6), FILED**. Do NOT attach receipts and/or paid funeral bills or other supporting documents that were unchanged by the amending of the Certificate.

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Amended Pleadings - Motion Required

Documents that have been accepted for filing (appear on the Court's docket) and approved by a Judge or that were part of any ruling by Magistrate or Judge may, in most instances, be corrected/amended by motion with supporting documents. Judges and Magistrates may also request or order such corrections. The motion must include the proposed amended document attached to the motion file. For all motions to correct/amend, the proposed amended document shall be a COPY of the document, completed and signed.

<u>Motion to Correct Form 1.0 - Surviving Spouse, Children, Next of Kin, Legatees and Devisees</u>

- ☐ Attach your motion with a Certificate of Service, and the signed proposed corrected form 1.0 behind your motion, in one PDF file. Use code: **Motion to Correct the Record** or **Motion, Filed** from the menu on the Add Documents screen.
- ☐ Upload the entry page PDF using code "Proposed Order Filed."

<u>Motion to Amend/Correct Other Data or Non-Accounting Forms on the Existing Court Docket</u>

- ☐ Attach your motion with a Certificate of Service, and the signed proposed corrected form behind your motion, in one PDF file. Use code: **Motion to Correct the Record** or **Motion, Filed** from the menu on the Add Documents screen.
- ☐ Upload the entry page PDF using code "Proposed Order Filed."

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Motion to Amend Fiduciary's Account, Inventory, or Appointment of Appraiser Form

Use this motion to amend the Appointment of Appraiser (Form 3.0), the Inventory and Appraisal (Form 6.0, 6.1 and related forms) or an Account (Forms 13.0, 13.1, 13.2 and related forms) if these filings ARE ALREADY FILED AND APPROVED WITH A JUDGE'S SIGNATURE ON THE COURT'S DOCKET.

Motion with Amended Appointment of Appraiser

Prepare the motion form. Then prepare a signed COPY of the corrected Form 3.0, including:

- ☐ **APPOINTMENT OF APPRAISER (**FORM 3.0**)** and any supporting documents.

Submit the motion and the COPY of the Appointment of Appraiser as one single PDF file with the motion as the first page. Use code **MOTION TO AMEND FIDUCIARY'S ACCOUNT, INVENTORY, OR APPOINTMENT OF APPRAISER FORM**. Do not upload the proposed order for this motion. The Court will provide the order.

Motion with Amended Fiduciary's Inventory

Include ALL required forms for an Inventory as listed below. Include any new or updated supporting documents. Do NOT resubmit valuations or legal descriptions or other supporting documents that were unchanged by the amending of the Inventory.

Prepare the motion form. Then prepare a signed COPY of the corrected Inventory, including:

- ☐ The signed amended **Inventory (**including Forms 6.0 **(front and reverse)** and 6.1).
  Note: If an Appraiser was appointed, the Appraiser's signature is required on amended Form 6.0.
- ☐ Any changed or new valuations or legal descriptions.
- ☐ **The Certificate of Service on Inventory (**Form 6.3AA**)** or any **Waivers of Notice of Hearing on Inventory (**Form 6.2**)**.

Submit the motion and the COPY of the Inventory and related documents as one single PDF file with the motion as the first page. Use code **MOTION TO AMEND FIDUCIARY'S ACCOUNT, INVENTORY, OR APPOINTMENT OF APPRAISER FORM**. Do not upload the proposed order for this motion. The Court will provide the order.

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Motion with Amended Fiduciary's Account

For Partial, Final, or Special Final Account

Include ALL required forms for an Account as listed below. Include any new or updated supporting documents. Do NOT resubmit receipts or paid funeral bills or other supporting documents that were unchanged by the amending of the account. ***Do NOT resubmit the Status Report (Form 13.13) with Amended Partial Accounts.***

Prepare the motion form. Then prepare a signed COPY of the corrected Account, including:

☐ The signed Fiduciary's Account (Form 13.0 front and reverse).
The recapitulation (reverse side of 13.0) must be completed with values.
If no value is applicable, use 0.00 or N/A on the lines provided.

☐ Forms 13.1 and 13.2 and any spreadsheets or handwritten accounting sheets.
Forms 13.1 and 13.2 must be itemized and the lines on the forms completed. If additional space is needed, you must first use ALL the space on Forms 13.1 and 13.2, then continue with attached pages or supporting documents as needed. Blank forms citing only attachments will not be accepted.

☐ **Certificate of Service of Account** (Form 13.9), if applicable. If a **Waiver of Notice of Hearing and Consent to Account** (Form 13.7) is obtained for any parties, include them with the Certificate.

☐ **Confidential Disclosure of Personal Identifiers** (Form 45D) with complete account or asset identifiers, if you have added any new abbreviated identifiers.

☐ Any other **ACCOUNT – SUPPORTING DOCUMENTS, FILED** if they were not filed with the Account or were affected by corrections to this Amended Account:

- New Receipts or proof of disbursements and distributions
- If there is a new Court-appointed appraiser, proof of payment of appraiser
- New evidence or proof of paid claims that have been resolved
- New Bank Statements and/or HUD Statements for real estate
- New Computations of Fiduciary and/or Attorney Fees

Submit the motion and the COPY of the Account and all the above related documents as one single PDF file with the motion as the first page. Use code **MOTION TO AMEND FIDUCIARY'S ACCOUNT, INVENTORY, OR APPOINTMENT OF APPRAISER FORM**. Do not upload the proposed order for this motion. The Court will provide the order.

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Other Common Filings for Estates

Report on Receipt of Medical Records and Medical Billing Records (Form 29.2)

This Report is required upon order of Court to be filed by an Applicant or Fiduciary who applied to have medical records or medical billing records of the decedent released for the purpose of evaluating a potential wrongful death, personal injury, or survival action on behalf of the decedent.

See page 13 of this guide for instructions to file an *Application to Release* these records, including Forms 29.0, 29.3, and 29.4.

- ☐ Upload the completed and signed **Report on Receipt of Medical Records and Medical Billing Records** (Form 29.2) under its own code from the menu and file on the existing estate case for the decedent.

Wrongful Death, Personal Injury, and other Litigation Actions

- ☐ Upload the **Application** (Form 14.0) and the proposed **Entry Approving Settlement** (Form 14.2) as one PDF using code APPLICATION TO APPROVE SETTLEMENT AND DISTRIBUTION OF WRONGFUL DEATH AND SURVIVAL CLAIMS.
- ☐ Upload separately in one PDF any signed **Waivers and Consent to the Wrongful Death and Survival Claims** (Form 14.1), if applicable.
- ☐ After approval, file the Report of Distribution (guideline for assistance, here).

Notice of Claim of Interested Person (Form 70 – for Wrongful Death Actions)

Note: To be filed by Claimant or attorney for Claimant.

Claim existing 'Next-of-Kin' party role or create new 'Next-of-Kin' party role as needed to file.

- ☐ Upload the completed and signed **Notice** (Form 70.0) as one PDF using code NOTICE OF CLAIM OF INTERESTED PERSON (FORM 70 - FOR WRONGFUL DEATH ACTIONS).

Adult Claimants filing without representation may not file Notices for other adults without prior consent from the Court. Parents, Guardians, and Custodians of minors may file Notice for minor claimants.

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Notice of Withdrawal of Pleading

- ☐ If a pleading filed with the Court has had no response filed by other interested parties, and is pending decision by a hearing officer, the filing party may withdraw his or her pleading by filing a **Notice of Withdrawal of Pleading** (select this code from the menu). Identify the case number, the type of pleading (e.g., application, motion, request, etc.) and date it was filed. The notice will be reviewed by the Magistrate or Judge on the case and accepted or set for hearing if needed.

Motion to Extend Time to File Fiduciary's Documents

- ☐ Complete and sign the fill-ready Motion form from the Court's Estate forms, a Certificate of Service, and any supporting evidence in one PDF file using code **MOTION TO EXTEND TIME TO FILE FIDUCIARY'S DOCUMENTS, FILED**.
  Note: Do not upload a proposed order for this motion, the Court will provide the order.

Motion for Continuance (of a scheduled hearing)

Please give as much advanced notice as possible when filing this motion.

Include a 'Note to Clerk' on the E-File Final Review Screen indicating your pleading is urgent or time-sensitive. You can also contact the E-File staff by phone (216-443-8948) to check the status of your motion or to let them know well in advance of the urgency before you file.

- ☐ Attach the Motion for Continuance and Certificate of Service PDF using the dedicated code MOTION FOR CONTINUANCE available in the upload menu.
- ☐ Upload the entry page PDF using code "Proposed Order Filed."

Motion for Reinstatement

- ☐ Complete and sign the fill-ready Motion form from the Court's Estate forms, a Certificate of Service, and attach a signed COPY of the proposed corrected or missing filing behind your motion in one PDF file using code **MOTION FOR REINSTATEMENT, FILED**.
  On the Gateway PAYMENT screen, file on behalf of the Removed Fiduciary

  Note: Do not add a new party to the case to submit this reinstatement motion.
  Do not upload a proposed order for this motion, the Court will provide the order.

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Other Motions and Pleadings

- ☐ Attach the Motion with a Certificate of Service in one 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

- ☐ For motions that were filed without a proposed order, or if a Magistrate or Judge requests a proposed order, upload the proposed entry page PDF using code “Proposed Order Filed.”
- ☐ For Agreed Judgment Entries, use the same code cited above.

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Representation of Insolvency Actions (Forms 24.0 – 24.6)

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.

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<u>Creditor's Notice of Claim and/or Presentation of Claim</u>

Please see the separate E-File Guide for filing claims on Estate cases.

<u>Fiduciary's Application for Allowance of Claim</u>

Please see the separate E-File Guide for filing this Application for Allowance of Claim.

<u>Original or Additional Bonds</u> ***(Bonds cannot NOT be E-Filed and will be rejected if submitted.)***

- ☐ 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:

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

<u>Waiver of Right to Reimbursement of Funeral and/or Burial Costs (Form PC4)</u>

- ☐ Complete and sign before a Notary Public the fill-ready Waiver (Form PC4). Submit each waiver under its own PDF file using code **WAIVER OF RIGHT TO REIMBURSEMENT OF FUNERAL AND/OR BURIAL COSTS**.

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 4.9)**
   ☐ **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 4.9)**
   ☐ **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) 443-8767.

To pay back costs owed on cases over the phone via credit or debit card, or for questions about case billing, contact the Clerk's Office – (216) 443-8785 and press '0' after the prompt to speak to a clerk.

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