

## **Instructions for Completing and Filing a General Purpose Motion Cuyahoga County Probate Court Civil Adversarial (ADV) Cases**

If you have a pending case and would like the Court to take a particular action in your case or allow you to do something related to your case, you may use this [General Purpose Motion](#) to make the request. The motion must be supported by an explanation and the reason(s) you believe the Court should take the action or allow you to do something related to the case.

**Forms:** Complete the form titled “General Purpose Motion – ADV” if the case in which you wish to file your motion is an adversarial case with at least one Plaintiff and one Defendant.

**Caption:** On the line labeled “Plaintiff,” type the name of the person who was the original Plaintiff when the case was first filed. On the line labeled “Defendant,” type the name of the person who was the original Defendant when the case was first filed. Type the Case Number and Judge assigned in the spaces provided.

**Paragraph 1:** Type your name after “Now comes . . .” and describe the action you want the Court to take.

**Paragraph 2:** Add the reason(s) you believe the Court should take the requested action.

**Signature:** E-Sign\* your name on the first line, then print your name on the second line. Enter your address, email, and telephone number on the following lines.

*\*To E-Sign: Type /S/ and your name on the signature line. (Example: /S/Tom Jefferson)*

### **Filing the Motion**

Motions with ink signatures may be filed with the Probate Court Clerk’s Office, located in Room 119 on the first floor of the Old Courthouse, 1 W. Lakeside Ave, Cleveland, OH 44113. The cost of the motion is \$20.00 cash, certified check, money order, or credit card. Personal checks will not be accepted. (Note: Credit card payments include a convenience fee.)

### **E-Filing the Motion**

Motions with ink or E-Signatures may be E-Filed. Refer to the ADV E-Filing Guideline to assist you with submission: <https://probate.cuyahogacounty.gov/pdf/adv/guides/ADVfilingGuide.pdf>.

E-Filers must use a credit or debit card in the name of the registered user to pay for their filings.

### **Certificate of Service**

You must mail or email a copy of the motion to all other parties on the case. If the other parties have a lawyer who has appeared on their behalf regarding the pending matter, you must send a copy of the motion to that lawyer. To certify that you have sent copies of the motion to all parties, you must attach a Certificate of Service to the motion. A **Certificate of Service form** is included with the blank motion packet. Indicate in the spaces provided how you served the copy of your motion and the names and addresses of the parties you served, then sign the Certificate.