

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

NEW CASE GUIDELINES – E-FILE APPLICATION TO DISINTER

Documents Required with Your E-Filing

- Copy of Decedent's Death Certificate (listing cause of death)*

If cause of death was due to infectious disease:

- Permit from the Board of Health authorizing the disinterment*

- Application For Order To Disinter Remains ([Form 25.0](#))*
(**MUST** be typed complete with ink signatures, notarized and ink-signed by notary.)
- Form 1.0 – Surviving Spouse, Children, Next of Kin, Legatees and Devisees ([Form 1.0](#))* (**MUST** be typed.)
(If the Decedent did not have a will, list all persons who would have been entitled to inherit from the Decedent under R.C. Chapter 2105.06; or, if the Decedent had a Will, all legatees and devisees named in that Will.)
- Waiver of Notice of Application from Director of Cemetery where Decedent is buried ([Form 25.5](#))*
- Waivers of Notice of Application, Affidavit of Service of Notice, Certified Mail Notice*
Per Ohio Revised Code 517.24(B)(2) – See details below.

Required Notice of Application, Hearing, and Waivers (Per R.C. 517.24(B)(2))

Applicants must give notice by certified mail, return receipt requested, to the Decedent's surviving spouse, to all persons entitled to inherit if Decedent died without a Will, to all legatees and devisees named in Decedent's Will, and to the cemetery in which the Decedent's remains are interred.

(Note: Depending on the circumstances, one or more of the documents below may be required.)

All parties who are required to be given notice have the option to waive the right to receive notice.

- **Required Attachment** – *Waiver of Notice Of Application To Disinter Remains ([Form 25.5](#))*

For parties whose whereabouts are unknown:

- **Required Attachment** – *Affidavit Of Service Of Notice On Hearing On Application For Disinterment ([Form 25.3](#))* – complete with Applicant's ink signature, notarized and ink-signed by notary

Notification by certified mail, with return receipt requested

- **Required Attachment** – *Certified Mail Return ('green' cards) with a copy of the notification letter*

Required Verification – Filed No Later Than 30 Days from Date of Order of Court to Disinter

- Verification of Reinterment ([Form 25.4](#))* (Requires ink signature by representative of cemetery.)
(If E-Filed by Applicant, Applicant must also sign above or below signature of cemetery representative.)

Filing Status Notifications

- If the filing is accepted, you will receive notification by email.
- If a hearing is scheduled, you will receive a Notice of Hearing by regular mail within 3 - 5 business days.
You **MUST** bring the Original Documents to your hearing.
- If the filing is **NOT** accepted, you will receive notification of the reason for rejection by email.
Corrected filings may be resubmitted within 72 hours. After 72 hours, you must file a new case.

From the [Electronic Filing Home Page](#) find the **Court Forms** tab, then select **E-File Forms**.

The screenshot shows the homepage of the Probate Court Electronic Filing System. At the top, there is a navigation bar with tabs for Home, Topics, Court Forms, Docket & Index Search, E-Filing, Court News, Court Costs, Court Renumbering, and Employment. Below this, there is a sub-navigation bar with links for Guardianship Clin, Court Forms, and E-File Forms. The main content area is titled "Probate Court Electronic Filing System Home Page" and contains a list of instructions: registration is required with a valid email address and agreement to the Terms of Use; users should read the Policies and Procedures and E-File User's Guide; filings available to E-File (updated 5/21/2018); and contact information for the E-File Help Desk. A yellow "E-File" folder icon is also present. At the bottom, there are buttons for E-Filing Guides, E-File Forms, E-File Gateway, E-File Registration, and E-FAQs. The footer includes a copyright notice for 2018 Cuyahoga County Probate Court.

Select the *Application for Order to Disinter Remains* packet.

The screenshot shows the "Probate Court E-File Forms" search page. It features a navigation bar with tabs for Home, Topics, Court Forms, Docket and Index Search, Electronic Filing, Probate Court News, Court Costs, and Old Courthouse Room Numbering. The main content area is titled "Probate Court E-File Forms" and includes a warning for Windows 10 users. Below the warning, there is a "Search by Form Topic" section with a search bar containing "Disinter" and a dropdown menu showing "Application for Order to Disinter Remains (Form 25.0, 25.1, 25.2, 25.3, 25.4, 25.5 & 25.6)". Other dropdown menus are visible for "Estate", "Guardianships of Minor", "Name Change", and "Miscellaneous". There is also a "Search by Form Number" section with a dropdown menu set to "Choose...". The footer includes a "Top of Page" link.

Complete the *Application (Form 25.0)*. Then print it for ink signatures and notary seal. Prepare the *Next of Kin list (Form 1.0)* and save it to your PC. **Documents must be TYPED. Handwritten applications will be rejected.**

Scan signed *Waivers (Form 25.5)*, *Affidavits (Form 25.3)*, and *Certified Mail returns* to your PC. (Printed documents must be scanned to your PC as PDFs for attachment in later steps.)

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
 ANTHONY J. RUSSO, Presiding Judge
 LAURA J. GALLAGHER, Judge

DISINTERMENT OF _____, DECEASED
 CASE NO. _____

APPLICATION FOR ORDER TO DISINTER REMAINS
[R.C. 517.24 and 517.25]

The Applicant states that this Application is made to disinter the remains of the above named Decedent by Court Order. The Decedent's remains are currently located in _____ cemetery, _____ County.

Applicant further states that the following information is true:

1. Applicant is an interested person of sound mind who is at least eighteen years old.
2. Applicant did or did not assume/have financial responsibility for the funeral and burial expenses of the decedent.
3. Applicant's relationship to Decedent is _____.
4. The remains will be reinterred at _____

(Name and Address)
5. Attached is Form 1.0 listing all persons who would have been entitled to inherit from the Decedent under R.C. Chapter 2105, and if the Decedent had a Will, all legatees and devisees named in that Will.
6. Notice of this Application and Hearing on the Application shall be given by certified mail return receipt requested to Decedent's surviving spouse, to all persons entitled to inherit if Decedent died without a Will, to all legatees and devisees named in Decedent's Will, and to the cemetery in which the Decedent's remains are interred in accordance with R.C. Section 517.24 unless waived.
7. Attached to this application are any written waivers waiving the right to receive the notice stated above.
8. Applicant states that the disinterment is not against Decedent's religious beliefs.
9. Decedent's cause of death was _____.

FORM 25.0 - APPLICATION FOR ORDER TO DISINTER REMAINS
 Effective Date: March 1, 2014

(Reverse of Form 25.0) CASE NO. _____

10. The Decedent did not die of a contagious or infectious disease, or if so, a permit has been issued by the appropriate Board of Health, attached.
11. Decedent had had not executed a written Declaration of Assignment of Right of Disposition pursuant to R.C. 2108.70 et seq.

Attorney for Applicant _____ Typed or Printed Name _____ Address _____ Telephone Number (include area code) _____ Attorney Registration No. _____	Applicant _____ Typed or Printed Name _____ Address _____ Telephone Number (include area code) _____
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Sworn to and subscribed in my presence this _____ day of _____, _____.

 Notary Public

FORM 25.0 - APPLICATION FOR ORDER TO DISINTER REMAINS
 PAGE 2
 Effective Date: March 1, 2014

When all your documents are prepared and signed, return to the [Electronic Filing Home Page](#).
Login at the **E-File Gateway** and continue to page 5.

If you do not have an E-File account, select **E-File Registration**.
 Complete all fields as shown on page 4.

Create An E-File Account.

Home

CREATE AN E-FILE ACCOUNT

Password must be at least six (6) characters long with one (1) numeric value.
Security Question answer must be at least two (2) characters long.
All account submissions will be reviewed within 72 hours.

Name

Prefix

Attorney

Only

Sample

Suffix

Email address
Onlysample@cuyahogacounty.us

Enter a password
●●●●●●

Confirm password
●●●●●●

Choose a security question
WHAT IS THE NAME OF YOUR FIRST PET?

Security question answer

I am an attorney.

I am [pro.se](#)

[E-Notice Sign Up](#)

I agree to the [terms of use](#)

Your account request will be reviewed within 72 hours.
Notice of account approval will be sent to your email.

Once approved, access the **E-File Gateway** from the [Electronic Filing Home Page](#).
Login using your **Login ID (email address)** and your **Password**.

Home

To use the Cuyahoga County web gateway, please log in using the user name and password registered to you.
Services include viewing your cases, e-filing and printing your reports.

Login ID ONLYSAMPLE@CUYAHOGACOUNTY.U

Password ●●●●●●

[Create an account](#) [Forgot Password](#)

From the E-File User **Home** screen, go to the **E-Filing** tab and select **File A New Case...**



On the **NEW CASE FILING** screen:

For **Case Category** select *CIVIL/MISCELLANEOUS*.

For **Type of Filing** select the *Application to Disinter*.

Type the Decedent's full name in the **Case Title** field.

Note to Clerk is an optional field for brief notes or questions for the E-File clerk.
(DO NOT use this field to present facts or questions relevant to your hearing.)

A screenshot of the NEW CASE FILING screen. The screen has a navigation bar at the top with tabs: 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. The main content area is titled "NEW CASE FILING" and contains a form with the following fields:

- Case Category: CIVIL/MISCELLANEOUS (dropdown menu)
- Type of Filing: APPLICATION TO DISINTER (dropdown menu)
- Case Title: NATHAN WALTER CONNINGHAM (text input, max 200 characters)
- Note to Clerk: PLEASE SET HEARING ON A MONDAY (text input, max 500 characters)

At the bottom right of the form are three buttons: Save and Proceed, Save, and Cancel.

Tip: Click **Save** to store your filing progress with a **Confirmation** number. (Use this option if you wish to stop here and complete your filing at a later time.)

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

Complete **ADD PARTY MEMBERS** and click **Save Party** for each **Case Party Role**.

For **Application for Disinterment** filings, the following roles are required:

From <i>Application (form 25.0)</i>	Party Role
Applicant – person signing application	Applicant
Decedent	Decedent

Case Party Role information **MUST** match the information on the form *Application for Disinterment*. Please enter all names complete without abbreviations or initials.

Attorneys must check:
I am representing this party member for the Applicant, and for each Case Party Role represented.

Update or delete party information

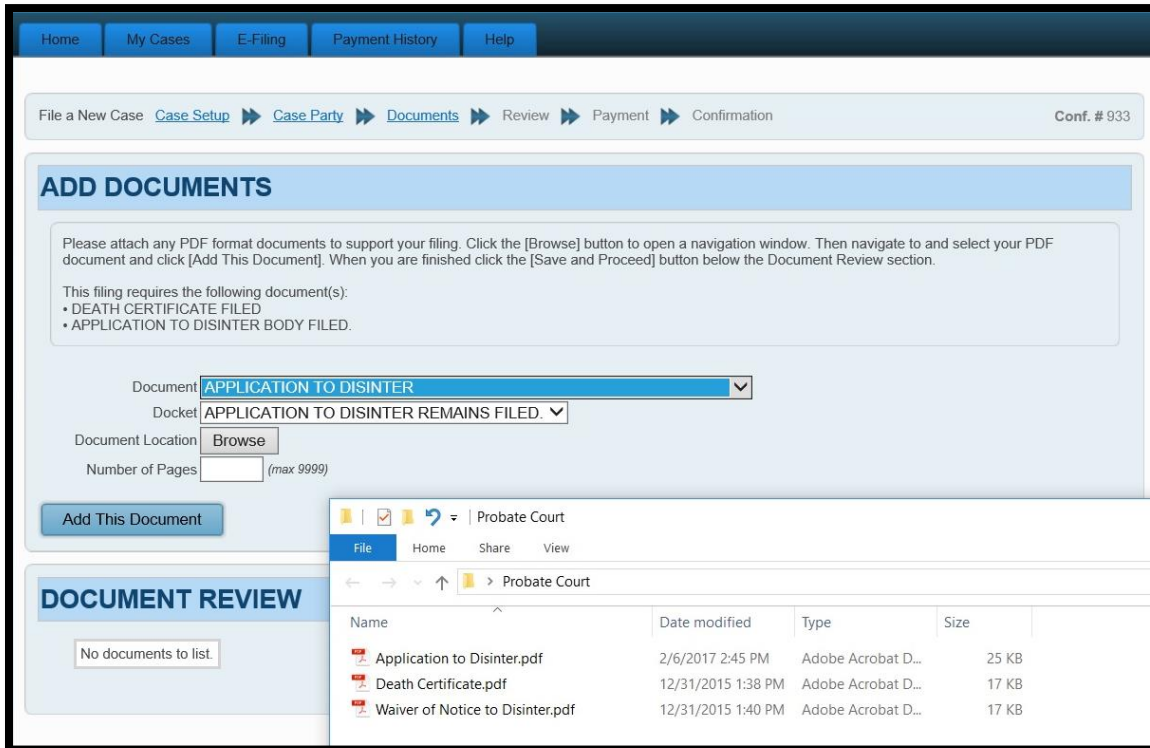
Select **Save and Proceed** to advance to the **ADD DOCUMENTS** screen...

From the **ADD DOCUMENTS** screen:

Select **APPLICATION TO DISINTER** as your Document type.

Then **Browse** to locate your saved *Application* on your computer.

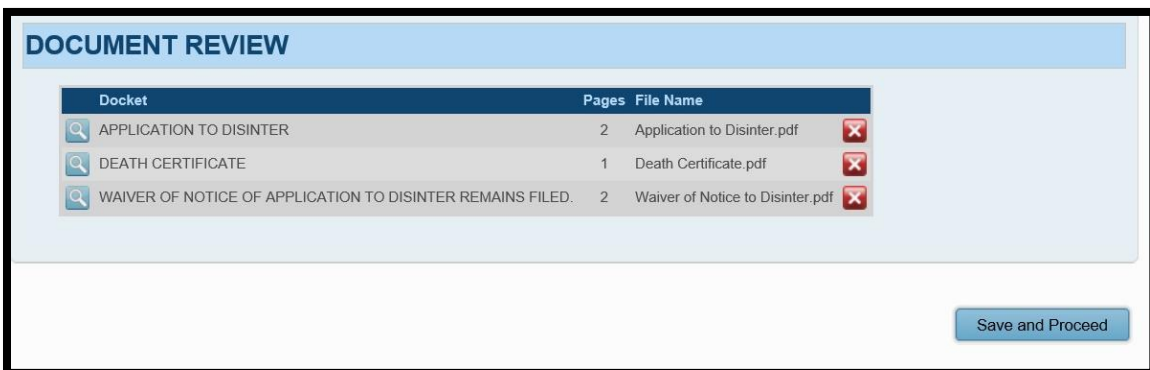
(Enter the number of pages in your uploaded file in the area provided.)



Select **Add This Document** to store the document(s) in the **DOCUMENT REVIEW** area.

Use the Document drop-down menu to repeat the process for all required documents.

(See [Page 1](#) of this guide for a complete list of required documents.)



Select **Save and Proceed** after uploading all required documents.

Tip: You can also review and edit your documents, if necessary, on the next screen.

On the **FILING REVIEW** screen, your filing selection, added parties and documents display for a final review (select **EDIT** to make changes to your submission).

FILING REVIEW [EDIT](#)

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.

Case Category: CIVIL/MISCELLANEOUS
Type of Filing: APPLICATION TO DISINTER

PARTY ROLE REVIEW [EDIT](#)

APPLICANT: [\(REPRESENTED BY LINCOLN \(3216549\)\)](#)
New Party ELIZABETH CONNINGHAM
2020 MAIN STREET
CLEVELAND, OH 44118
(216) 555 - 1234

DECEDENT: NATHAN WALTER CONNINGHAM
New Party

DOCUMENT REVIEW [EDIT](#)

Docket	Pages	File Name
APPLICATION TO DISINTER	2	Application to Disinter.pdf
DEATH CERTIFICATE	1	Death Certificate.pdf
WAIVER OF NOTICE OF APPLICATION TO DISINTER REMAINS FILED.	2	Waiver of Notice to Disinter.pdf

[Save and Proceed](#)

If all information is correct, select **Save and Proceed** to continue to the **PAYMENT** screen.

PAYMENT is authorized at the time of submission.
Your **Credit** or **Debit Card** will not be charged until your E-Filing has been accepted by the Court.

Submit the filing **“On Behalf of”** the **“Applicant”** party role.

Complete the billing information of the Card that will be charged.

**The name on the credit/debit card MUST match the Registered Account Name.
E-Firm Account Attorneys may use their E-Firm payment card.**

Third party payments will NOT be accepted for Pro Se filings.

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	\$40.00
Convenience Fee	\$2.00
Total Deposit Required	\$42.00

On Behalf of: ELIZABETH CONNINGHAM (APPLICANT) ▼

Payment Type Credit Card Debit Card

Bill To

First Name ATTORNEY Last Name SAMPLE

Address Line 1 1 WEST LAKESIDE AVENUE

Line 2 SUITE 134


City CLEVELAND

State OHIO ▼ Zip 44113

Card Number 4111111111111111 (without dashes or spaces)

Expiration (Month/Year) JAN ▼ / 2020

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



Submit

Review your card information, then select **Submit** to send your filing to the Court for review.

A confirmation screen will display.

Print a copy of the **FILING CONFIRMATION** for your records.

FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Your card is confirmed for the amount shown on the Total Confirmed line while your filing is under review and charged only after your filing has been accepted by the Court.

Conf. #: 933
Date/Time Submitted: 07/31/2017 12:23:01

Case Category: CIVIL/MISCELLANEOUS
Type of Filing: APPLICATION TO DISINTER
Case Title: CONNINGHAM

PARTY ROLE INFORMATION

APPLICANT: (REPRESENTED BY LINCOLN (3216549))
ELIZABETH CONNINGHAM
2020 MAIN STREET
CLEVELAND, OH 44118
(216) 555 - 1234
New Party

DECEDENT: NATHAN WALTER CONNINGHAM
New Party

DOCUMENT INFORMATION

Docket	Pages	File Name
APPLICATION TO DISINTER	2	Application to Disinter.pdf
DEATH CERTIFICATE	1	Death Certificate.pdf
WAIVER OF NOTICE OF APPLICATION TO DISINTER REMAINS FILED.	2	Waiver of Notice to Disinter.pdf

PAYMENT

Filed on behalf of: ELIZABETH CONNINGHAM (APPLICANT)

Filing Cost: \$40.00
Convenience Fee: \$2.00
Total Confirmed: **\$42.00**

Payment Type: Credit Card
Credit Card Number: *****1111
Submitted/Authorized Date: 7/31/2017

[Print](#) [Home](#)

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**.

Your submitted E-Filing now has a status of **Received** and cannot be edited while under review. It can, however, be **Canceled** or **Removed** from the E-File System through the **My Filings** tab.

Information about Your Hearing

Once your filing has been **Accepted**, you will receive a hearing notice with the date and time to appear at the Probate Court. Please arrive at least 20 minutes before your scheduled hearing.

If you have a scheduling conflict, please call **216-443-8979**. The Court will make every effort to accommodate a convenient date and time for all parties concerned.

Please access our [Topics Page](#) for additional information regarding [Disinterment](#).