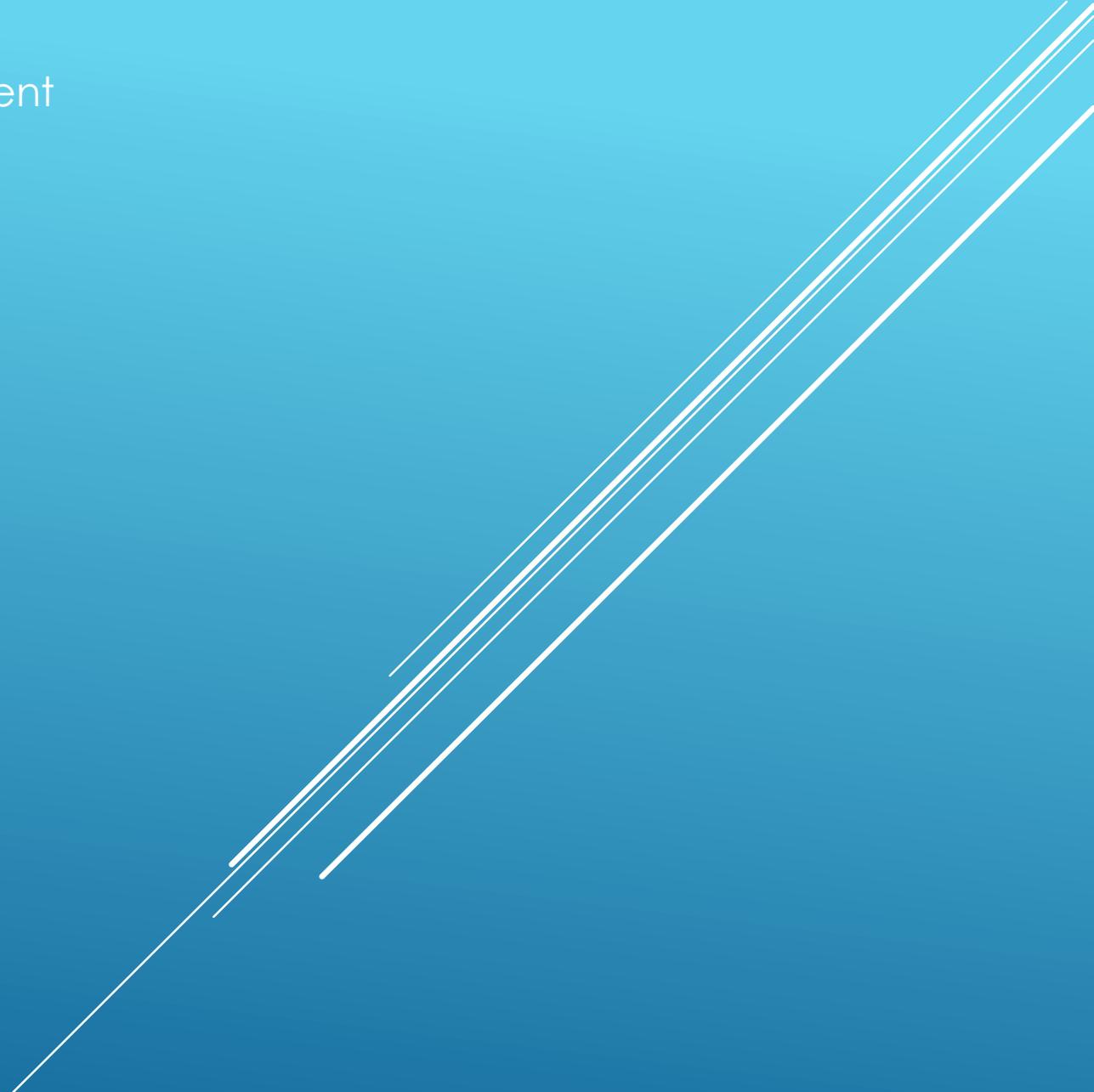


Cuyahoga County Probate Court E-File Department

E-FIRM ACCOUNT SETUP

For Lawyers and Law Offices



What is an E-Firm account?

An E-Firm account allows law firms to list with the Court authorized credit cards and users, for filings with the Probate Court E-File Gateway System.

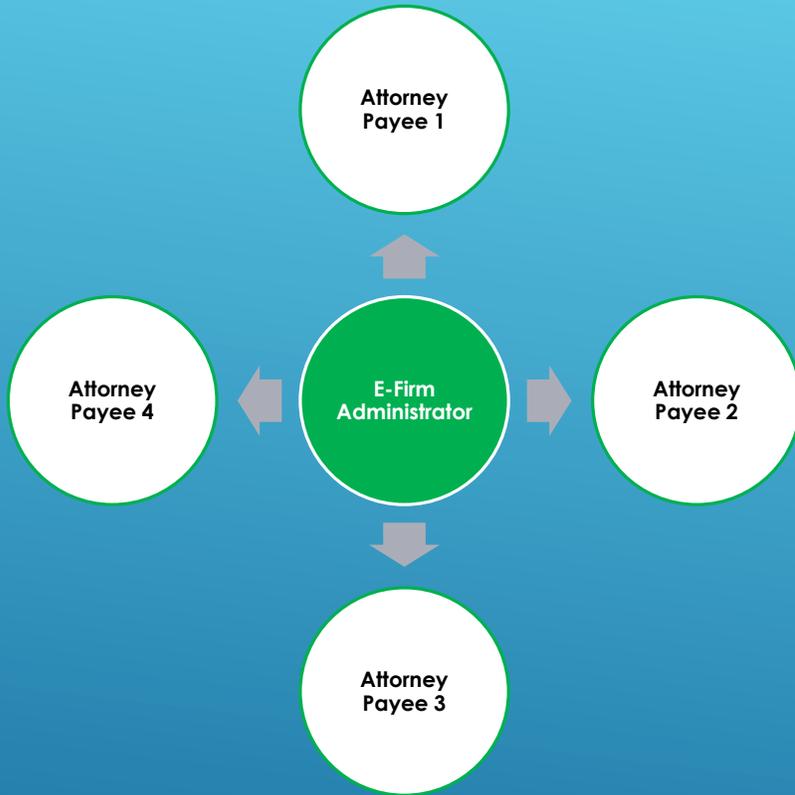
An attorney *Administrator* manages and updates the available cards and *Payee* users as needed.

All *Administrators* and *Payees* must be attorneys registered to E-File with the Probate Court. Credit cards may be in the name of a law firm or an individual attorney.

Is this a draw-down account?

An E-Firm account is not a draw-down account. It is a user-managed list which ensures payments by associates are not flagged unnecessarily by the Court as unsecured third party payments.

The E-File Department does not store credit card numbers. Only the last four digits are displayed with the names of *Payees* added by each *Administrator*.



First register by phone or email your **E-Firm Account Name**, and the names of each **Account Administrator**.

(216) 443-8948 or probate_efile@cuyahogacounty.us

Next the Court will approve the Account and send a confirmation email to each Administrator.

Then Administrators can access and manage their Account through their E-File Profile Settings.

Once the email confirmation is received, the following slides will guide you through the E-Firm setup

After receiving a confirmation email, the Administrator will log in to E-File



**CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY**

[Home](#)

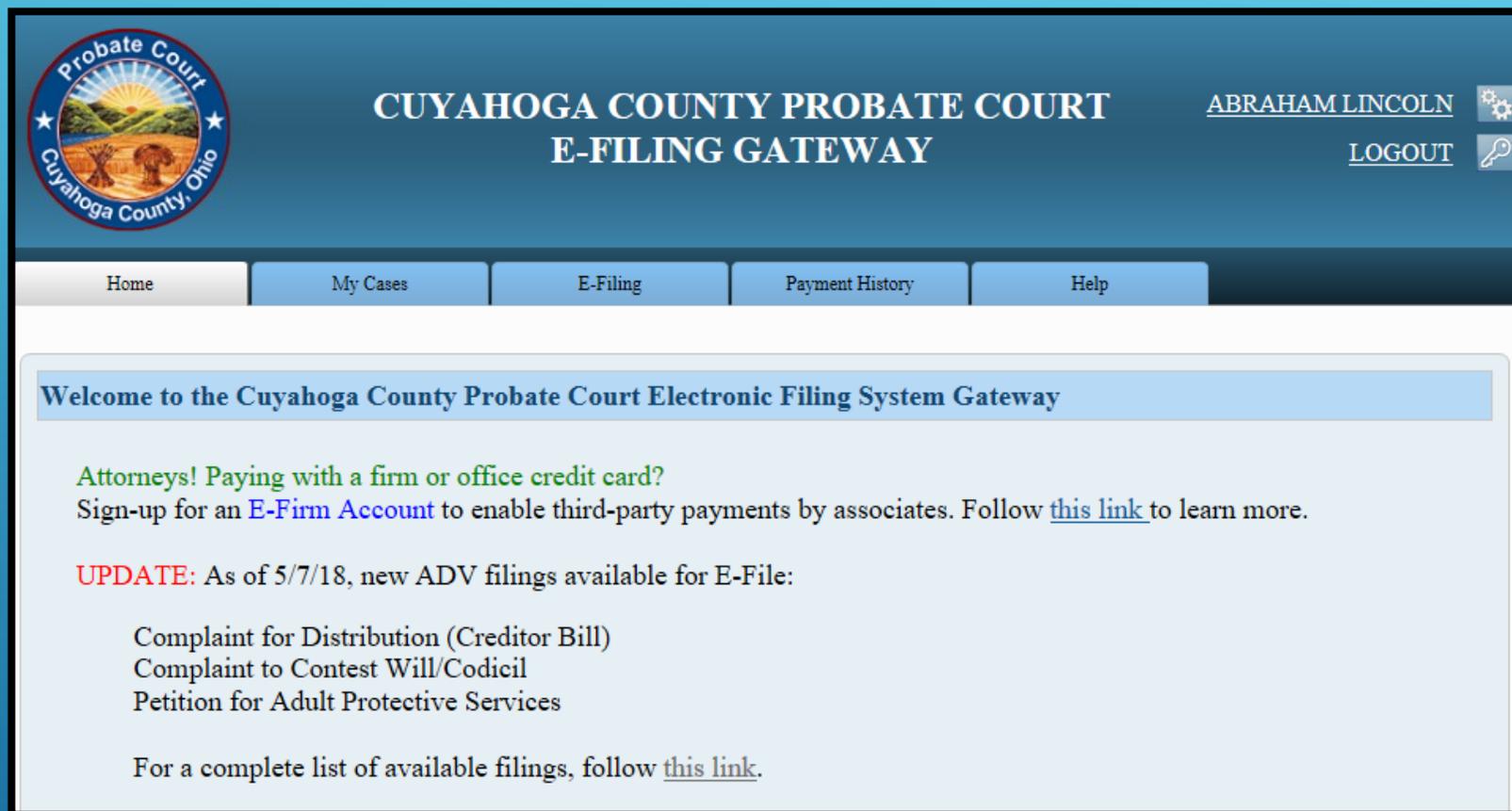
To use the Cuyahoga County web gateway, please log in using the user name and password registered to you.
Services include viewing your cases, e-filing and printing your reports.

Login ID
Password

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

[Contact Us](#) | [Disclaimer](#)
Copyright © 2018 PROWARE. All Rights Reserved.
Build 1.8.0501

Click your name to access User Properties



 **CUYAHOGA COUNTY PROBATE COURT**
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

Welcome to the Cuyahoga County Probate Court Electronic Filing System Gateway

Attorneys! Paying with a firm or office credit card?
Sign-up for an [E-Firm Account](#) to enable third-party payments by associates. Follow [this link](#) to learn more.

UPDATE: As of 5/7/18, new ADV filings available for E-File:

- Complaint for Distribution (Creditor Bill)
- Complaint to Contest Will/Codicil
- Petition for Adult Protective Services

For a complete list of available filings, follow [this link](#).

Click Manage Firm Payment Sharing

The screenshot shows the user interface of the Cuyahoga County Probate Court E-Filing Gateway. At the top left is the court's logo. The header displays the court name and the user's name, ABRAHAM LINCOLN, with a settings icon. A 'LOGOUT' link with a key icon is also present. A navigation bar includes links for Home, My Cases, E-Filing, Payment History, and Help. The main content area is titled 'MY SETTINGS' and contains a message: 'Select the buttons below to make changes to your user properties.' Below this, the user's profile information is listed: User Type: ATTORNEY, Bar ID: 3216549, Name: ABRAHAM LINCOLN, and Email: ABRAHAMLINCOLN@AMERITECH.NET. The E-Notice Status is set to E-MAIL. At the bottom, there are five buttons: 'Update Name', 'Update Email Address', 'Change Password', 'Change Security Q/A', and 'Manage Firm Payment Sharing'. The 'Manage Firm Payment Sharing' button is circled in red. A 'Back' button is located below the other buttons.

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

MY SETTINGS

Select the buttons below to make changes to your user properties.

User Type ATTORNEY
Bar ID 3216549
Name ABRAHAM LINCOLN
Email ABRAHAMLINCOLN@AMERITECH.NET
E-Notice Status E-MAIL

Update Name Update Email Address Change Password Change Security Q/A **Manage Firm Payment Sharing**
Back

Select Add New Payment Method

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

MY SETTINGS

Manage Firm Payment Sharing Settings

Current Firm Payment Settings **Add New Payment Method** Add New Payee Modify/Delete Payment Method

Add New Payment Method

Account Last Four Payment Type

Payment Expiration JAN /

Payment Method Name

E-Notice Status E-MAIL

Enter last four digits of the credit card

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN
LOGOUT

Home My Cases E-Filing Payment History Help

MY SETTINGS

Manage Firm Payment Sharing Settings

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Add New Payment Method

Account Last Four Payment Type

Payment Expiration JAN /

Payment Method Name

Add

E-Notice Status E-MAIL

Update Name Update Email Address Change Password Change Security Q/A Manage Firm Payment Sharing

Back

Select the Payment Type

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

MY SETTINGS

Manage Firm Payment Sharing Settings

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Add New Payment Method

Account Last Four Payment Type 

Payment Expiration /

Payment Method Name

E-Notice Status E-MAIL

Enter the Payment Expiration Month and Year

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN
LOGOUT

Home My Cases E-Filing Payment History Help

MY SETTINGS

Manage Firm Payment Sharing Settings

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Add New Payment Method

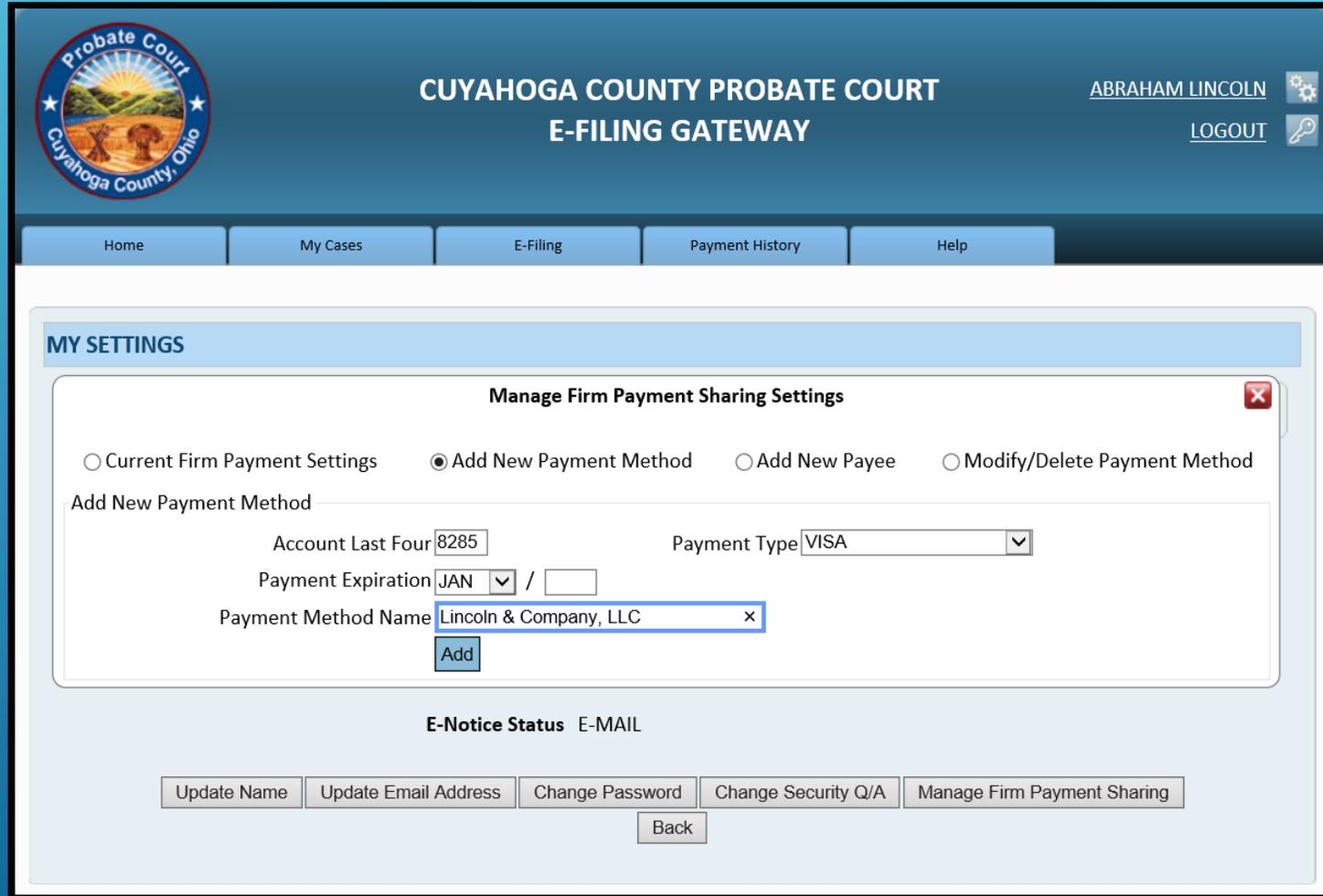
Account Last Four Payment Type

Payment Expiration /

Payment Method Name

E-Notice Status E-MAIL

Enter the Payment Method Name



Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

MY SETTINGS

Manage Firm Payment Sharing Settings

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Add New Payment Method

Account Last Four Payment Type

Payment Expiration /

Payment Method Name 

E-Notice Status E-MAIL

Click - New Payment Added!

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

MY SETTINGS

Manage Firm Payment Sharing Settings

Success: New Payment Added.

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Add New Payment Method

Account Last Four Payment Type

Payment Expiration JAN /

Payment Method Name

E-Notice Status E-MAIL

Select Add New Payee

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

MY SETTINGS

Manage Firm Payment Sharing Settings

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Add New Payee

Payment Method 

Payee E-File Login ID

Bar ID **[Enter E-File ID]**

E-Notice Status E-MAIL

Select Payment Method



CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

[ABRAHAM LINCOLN](#) 
[LOGOUT](#) 

[Home](#) [My Cases](#) [E-Filing](#) [Payment History](#) [Help](#)

MY SETTINGS

Select the buttons below to make changes to your user properties.

Manage Firm Payment Sharing Settings

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Add New Payee

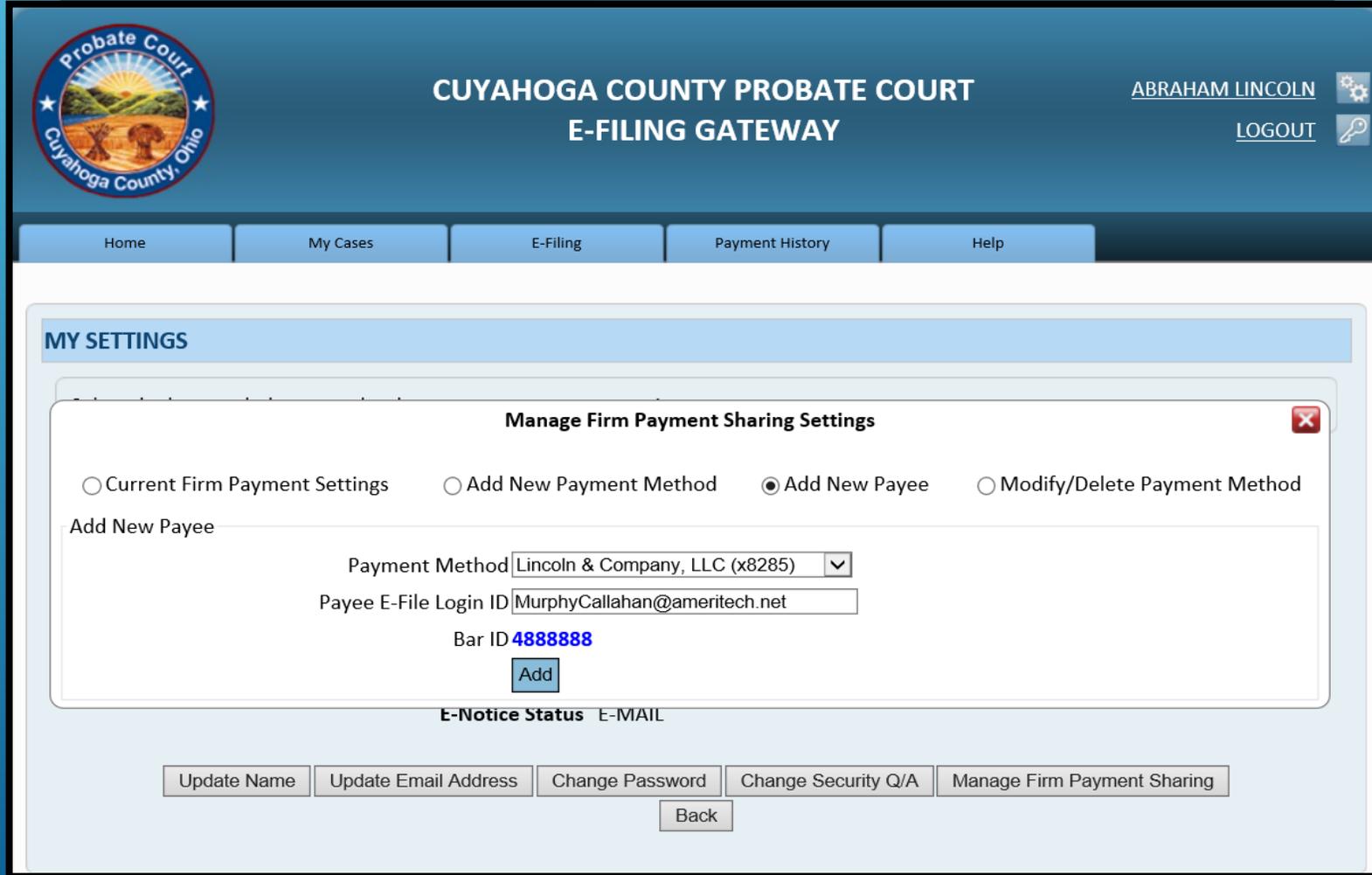
Payment Method

Payee E-File Login ID

Bar ID **[Enter E-File ID]**

Enter the *Payee's* E-File Login ID (email address)

Click  – *Payee's* Ohio Supreme Court Bar ID will display



The screenshot shows the CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY interface. At the top left is the court's logo. The header includes the court name and the user's name, ABRAHAM LINCOLN, with a settings icon. A navigation bar contains links for Home, My Cases, E-Filing, Payment History, and Help. The main content area is titled 'MY SETTINGS' and features a 'Manage Firm Payment Sharing Settings' dialog box. This dialog box has four radio button options: 'Current Firm Payment Settings', 'Add New Payment Method', 'Add New Payee' (which is selected), and 'Modify/Delete Payment Method'. Below these options, the 'Add New Payee' section contains a 'Payment Method' dropdown menu set to 'Lincoln & Company, LLC (x8285)', a 'Payee E-File Login ID' text input field containing 'MurphyCallahan@ameritech.net', and a 'Bar ID' field displaying '4888888' in blue text. An 'Add' button is positioned below the Bar ID field. At the bottom of the dialog box, there are links for 'E-Notice Status' and 'E-MAIL'. Below the dialog box, a row of buttons includes 'Update Name', 'Update Email Address', 'Change Password', 'Change Security Q/A', and 'Manage Firm Payment Sharing'. A 'Back' button is centered at the very bottom of the page.

Click **Add** again - New Payee Added!

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

MY SETTINGS

Manage Firm Payment Sharing Settings 

Success: New Payee Added.

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Add New Payee

Payment Method 

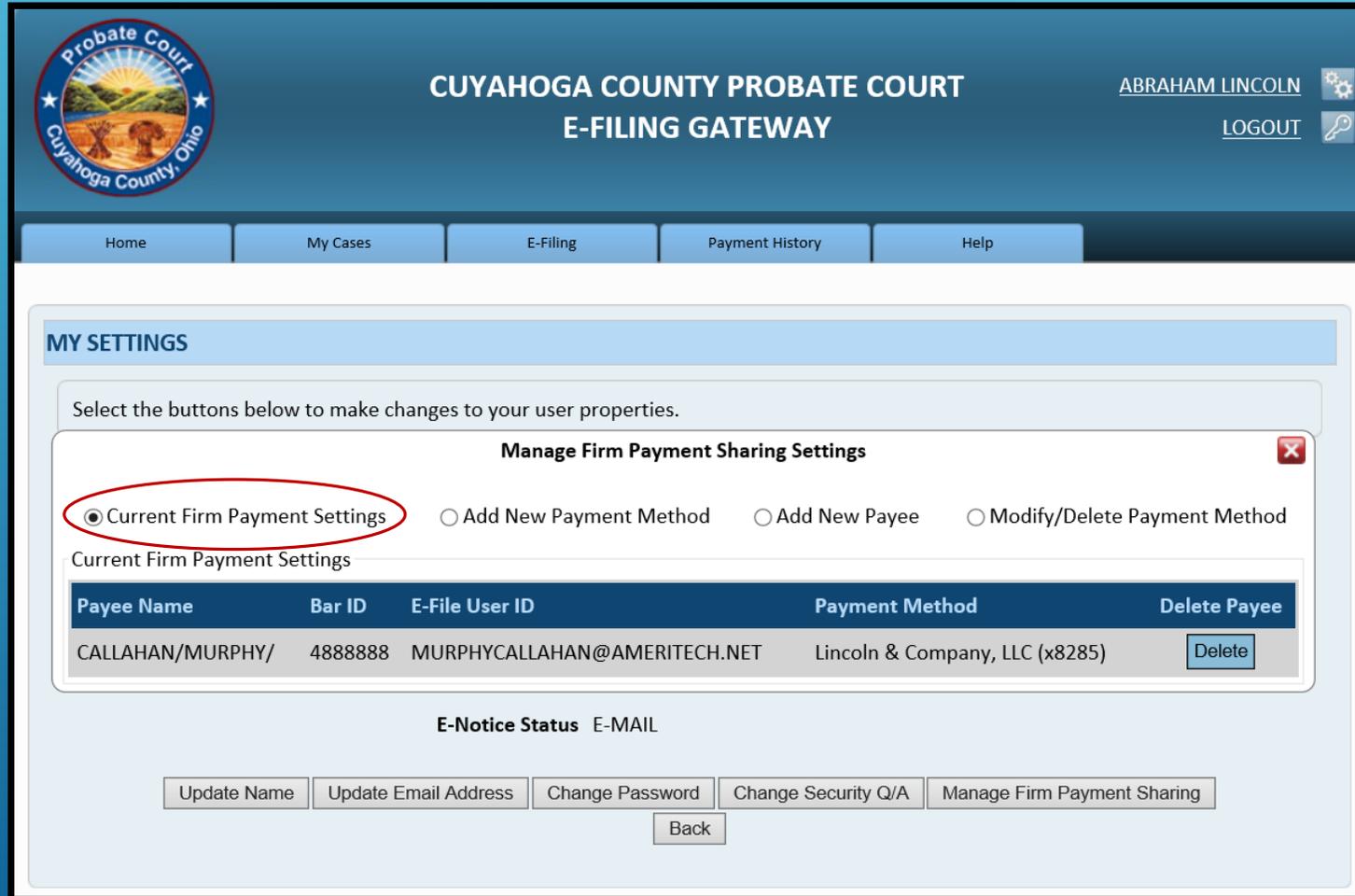
Payee E-File Login ID

Bar ID [\[Enter E-File ID\]](#)

E-Notice Status [E-MAIL](#)

Select Current Firm Payment Settings

(to view your stored Payees and Payment Method)



Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

ABRAHAM LINCOLN 
LOGOUT 

Home My Cases E-Filing Payment History Help

MY SETTINGS

Select the buttons below to make changes to your user properties.

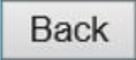
Manage Firm Payment Sharing Settings

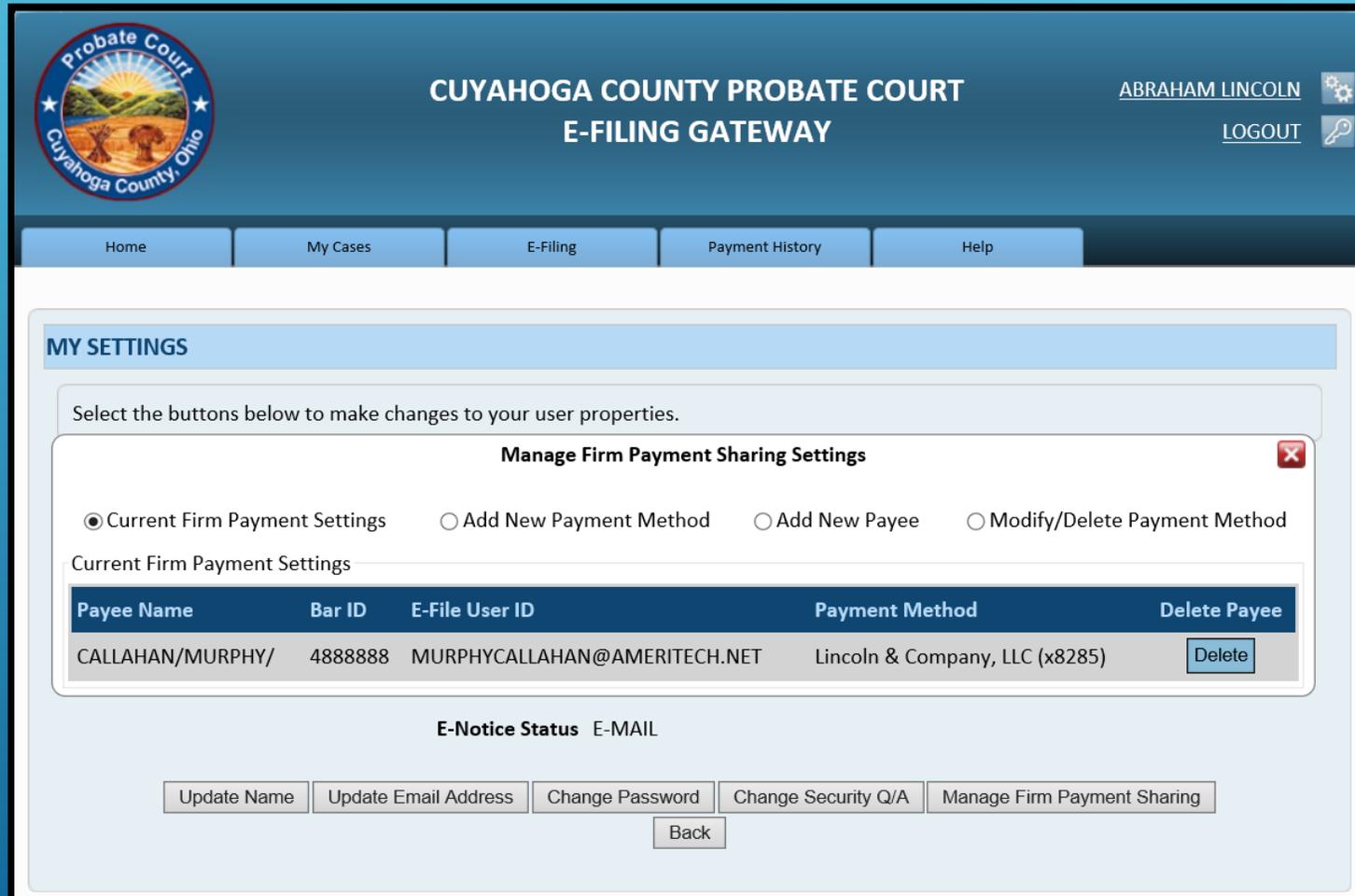
Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Current Firm Payment Settings

Payee Name	Bar ID	E-File User ID	Payment Method	Delete Payee
CALLAHAN/MURPHY/	4888888	MURPHYCALLAHAN@AMERITECH.NET	Lincoln & Company, LLC (x8285)	<input type="button" value="Delete"/>

E-Notice Status E-MAIL

Click  to close *Firm Payment Sharing Settings*
Click  to exit User Properties



The screenshot shows the user interface of the Cuyahoga County Probate Court E-Filing Gateway. At the top left is the court's logo. The header includes the text "CUYAHOGA COUNTY PROBATE COURT E-FILEING GATEWAY" and the user's name "ABRAHAM LINCOLN" with a settings icon and a "LOGOUT" link with a key icon. A navigation bar contains buttons for "Home", "My Cases", "E-Filing", "Payment History", and "Help". The main content area is titled "MY SETTINGS" and contains a sub-section "Manage Firm Payment Sharing Settings" with a close button. Below this are radio buttons for "Current Firm Payment Settings", "Add New Payment Method", "Add New Payee", and "Modify/Delete Payment Method". The "Current Firm Payment Settings" section features a table with one entry for "CALLAHAN/MURPHY/". At the bottom, there are buttons for "Update Name", "Update Email Address", "Change Password", "Change Security Q/A", "Manage Firm Payment Sharing", and a "Back" button.

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILEING GATEWAY

ABRAHAM LINCOLN
LOGOUT

Home My Cases E-Filing Payment History Help

MY SETTINGS

Select the buttons below to make changes to your user properties.

Manage Firm Payment Sharing Settings

Current Firm Payment Settings Add New Payment Method Add New Payee Modify/Delete Payment Method

Current Firm Payment Settings

Payee Name	Bar ID	E-File User ID	Payment Method	Delete Payee
CALLAHAN/MURPHY/	4888888	MURPHYCALLAHAN@AMERITECH.NET	Lincoln & Company, LLC (x8285)	Delete

E-Notice Status E-MAIL

Update Name Update Email Address Change Password Change Security Q/A Manage Firm Payment Sharing

Back