

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
NEW CASE GUIDELINES
E-FILE APPLICATION TO DETERMINE RIGHTS OF DISPOSITION OF DECEDENT

E-Filed Documents REQUIRED to Open a New Case

- Application to Determine Rights of Disposition of Decedent*
(Application **MUST be typed** with ink signatures or **E-Signatures** of Applicant.)

- Death Certificate, OR*
Coroner's Letter as Proof of Death in Lieu of Death Certificate

- [Surviving Spouse, Children, Next of Kin, Legatees and Devisees \(Form 1.0\)](#)

- Proof of Applicant's Obligation to pay Funeral and Burial/Cremation Expenses, OR*
Waiver of Funeral and Burial/Cremation Expenses signed by Funeral Home Director

Application Procedure

1. Application and supporting documents are filed in the Probate Court of the County of the decedent's residence by an interested party.

2. Application is set for hearing. Notice of hearing is sent to the Applicant.

Notice may be sent to next-of-kin or interested parties at the Court's discretion.
Publication for Notice may be required at the Court's discretion.

3. Formal hearing is conducted by the Judge or Magistrate.

In some instances, additional hearings may be required.

For more information, contact a Probate Court Magistrate at (216) 443-8979.

Please bring to your hearing printed copies of ALL documents listed above.

Signature Format for Applicant to Sign Documents:

Applicants (and any representing Attorneys) may E-File scanned PDF copies of documents signed in ink, **OR** use an electronic conformed signature (**E-Signature**).

For **E-Signatures**, parties must type **"/S/**" in front of their name on the signature line of ALL documents requiring signature.

For assistance with E-Filing, contact the E-File Help Desk at (216) 443-8948.

New Application E-File Submission (after you login)

E-Filing Tab: Select *File A New Case*

New Case Filing: Select Case Category: *Estate*.

Select Type of Filing: *Determination of Rights of Disposition of Decedent*

Type the full name of the Decedent.

Select **Save and Proceed**.

1. **ADD PARTY MEMBERS: Case Party Role** information must match the information on the *Application*. **Enter all names complete without abbreviations or initials.**

The following roles are REQUIRED.

Case Party Role on Web	Application
<i>Applicant</i>	<i>Applicant</i>
<i>Decedent</i>	<i>Decedent</i>

2. **ADD DOCUMENTS: Upload the Signed Application.**
Upload supporting documents separately using available codes.

3. **FILING REVIEW:** Review your data and documents—[EDIT](#) as necessary.

Save and Proceed to continue to the **PAYMENT** screen.

4. **Add Credit or Debit Card billing information:**

Your card will be charged only AFTER your E-Filing has been accepted by the Court.

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.

5. **Submit the filing** On Behalf of the **APPLICANT** party

Print a copy of the **Filing Confirmation** for your records.

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

If the filing is **Rejected**, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must start the filing again with a new confirmation number.

Information about Your Hearing

Soon after 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.

Bring printed hard copies of each of the documents you E-Filed and any documents required but not yet filed.

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.