

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

E-FILE GUIDELINES – FIDUCIARY’S APPLICATION FOR CLAIM

Documents to Submit with a Fiduciary’s Claim

- Fiduciary’s Application for Allowance of Claim* ([Form 24.7](#)) with supporting claim documents.

Attach the signed Application and supporting documents as ONE FILE in PDF format, with the Application as the first page. Applications MUST be typed.

- Waiver of Notice of Hearing and Consent to Fiduciary’s Claim* ([Form 24.71](#)) signed in ink by interested parties.

Attach any Waivers and Consents separate from the Application.

Non-consenting Parties must be served **Notice of Hearing** by the Fiduciary ([Form 24.73](#)).
See details below.

If *Consent* is NOT submitted with your Application...

Fiduciaries or their Attorney MUST bring to the hearing one (1) of the two (2) following:

1. [Waiver of Notice of Hearing and Consent to Fiduciary’s Claim](#) signed by interested parties.
2. Proof of Certified Mail Service of the [Notice of Hearing](#) to non-consenting interested parties.

If the current address of the non-consenting party is unknown, service should be attempted at the LAST KNOWN ADDRESS.

(Proof of Service includes: Returned Certified Mail “green card,” OR printed Delivery Confirmation of Mail from the online U.S. Post Office Cert. Mail tracker, OR the Undelivered Certified Mail returned to the fiduciary/attorney.)

Note: If service is unclaimed, the fiduciary may be required to file a *motion to serve by ordinary mail* and the Court may schedule additional hearings or order publication on the matter.

Electronic Signature Format

Fiduciaries or Personal Representatives **MUST** sign the Application in ink **OR** use an electronic conformed signature (**E-Signature**).

E-Signature:
Type **/S/**
in front of
YOUR NAME

/S/ Test Only
Executor, Fiduciary or Personal Representative's Signature

Test Only
Typed or Printed Name

(216) 555 - 5555
Telephone Number (include area code)

Filing Status and Notification

- If the filing is accepted, you will receive notification by email.
- 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.

Hearing Information

In most cases, claims filed by Fiduciaries are set for hearing. If your Application for Allowance of Claim requires a hearing, the Court will issue an entry ordering the Fiduciary to send Notice to interested parties.

The Notice shall contain a statement of the amount claimed, identify the interested party, and list the date, time, and location to appear at the Probate Court. The Notice shall be served at least twenty days before the hearing.

Fiduciaries applying for Claims are encouraged to use the Court's pre-printed [Notice of Hearing](#).

You must bring to the hearing all original documents submitted with your E-Filed Application and any subsequent Waivers, Consents, or proof of Notice.

For questions about your hearing, or to reschedule your hearing date, contact the Magistrates' offices at **(216) 443-8979**.

Log in to <https://efiling.probate.cuyahogacounty.us/> with your Email Address and Password.

The screenshot shows the login page for the Cuyahoga County Probate Court E-Filing Gateway. At the top left is the court's logo. The main heading reads "CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY". Below this is a navigation bar with a "Home" tab. The central area contains a login instruction: "To use the Probate Court E-File Gateway, log in with your registered email address and password. Not registered? Create an account using the link provided." There are two input fields: "Login ID" with the text "TONLY@SAMPLELOGIN.US" and "Password" with masked characters. A "Login" button is positioned below the password field. At the bottom of the login area are two links: "Create an account" and "Forgot Password".

Select the **E-Filing** tab and choose **File On An Existing Case**.

This screenshot shows the main menu of the E-Filing Gateway. The "E-Filing" tab is highlighted, and a red arrow points to it from the text above. The "E-Filing" dropdown menu is open, showing "My E-Filings" and "File On An Existing Case" (which is highlighted). Other menu items include "Home", "My Cases", "Payment History", and "Help". The main content area displays a welcome message, an update about EST filings, a report on wrongful death claims, and several tips for users. A "TEST ONLY" button and a "LOGOUT" button are visible in the top right corner.

Enter the **Case Number** or search by **Party** name...

The screenshot shows a web interface with a navigation bar at the top containing 'Home' and 'Case Search' tabs. Below the navigation bar is a blue header for a message dated 'Monday, March 11, 2019'. The message text states: 'Please be aware that all historical marriage information is designated with a year of 1900. However, that is not the year of the marriage. The record will provide you with the journal and page number. You can then come down to the court to get more information. If you are searching for a historical non marriage case filed prior to 1975, please contact the Court at pccpc@cuyahogacounty.us or call (216) 443-8764 or (216) 443-8792. Please be aware that this site may not be fully functional on some mobile devices and/or tablets.' Below the message are two search sections. The first section, 'Search by Case', includes a 'Case Year' text input, a 'Case Category' dropdown menu, and a 'Case Number' text input containing '238136'. A blue button labeled 'Search By Case Number' is positioned below these fields. The second section, 'Search by Party', includes a 'Party Type' section with radio buttons for 'Person' (selected) and 'Company'. Below this are text inputs for 'First Name', 'Middle Name', and 'Last Name', followed by a 'Suffix' dropdown menu. There is also a 'Party Role' dropdown menu, a 'Case Year' text input, and a 'Case Category' dropdown menu. A blue button labeled 'Search By Party' is located at the bottom of this section.


Search results will display in a new window.

Tip: If you filed on this case before, you can also access the case after login, under **MY OPEN CASES** or under the **MY CASES** tab.

Click on the **highlighted name** of your case from your search results...

The screenshot shows the Cuyahoga County Probate Court Web Docket interface. At the top left is the court's logo. The main header reads "CUYAHOGA COUNTY PROBATE COURT WEB DOCKET". Below the header are navigation tabs: "Home", "New Search", and "Modify Search". The "Search Results" section contains a table with the following data:

Name	Case Number	Address	Role	Alias
CLAIMS FILING SERVICES, LLC	2019EST238136	1 RIVERBEND DRIVE	CREDITOR	
JOHN DOE	2019EST238136	1 LAKE AVENUE	DECEDENT	
JANE DOE	2019EST238136	1 LAKE AVENUE	APPLICANT	

From the **Case Summary** screen, click on the  to create an Existing Case filing.

The screenshot shows the "Case Summary" screen. At the top are navigation tabs: "Home", "New Search", "Summary", "Costs", "Docket", "Events", "Parties", "Requirements", and "Service". The "Case Summary" section displays the following case information:

- Case Number:** 2019EST238136
- Case Title:** THE ESTATE OF JOHN DOE
- Case Type:** EST. FULL ADMIN. W/WILL OR WILL ANNEXED
- Filing Date:** MONDAY, MARCH 11, 2019
- Judge:** LAURA J GALLAGHER
- Case Status:** OPEN
- Status Date:** MONDAY, MARCH 11, 2019

At the bottom, under "Case Tools", there are two options: "Submit E-Filing:" with an E-Filing icon, and "View Printer Friendly Version:" with a printer icon.

From the **ADD PARTY MEMBERS** screen, scroll to the **PARTY ROLE REVIEW** to verify your name and FIDUCIARY information on your case.

Home My Cases E-Filing Payment History Help

File on an Existing Case Case Party Documents Review Payment Confirmation Conf. # 4953

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add a new or modified party member to the filing. You can add an unlimited number of party members this way. You may also indicate that an existing party member is your client. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role -- Select Party Role -- I am representing this party member
 Person Company

Prefix Prefix
First Name
Middle Name
Last Name
Suffix Suffix
Date of Birth Date of Death
Alias Entry

Phone Type -- Phone Type -- Phone Number () - -

Copy Address -- Select Address --
 Foreign Address Unknown Address

Address Type -- Select Address Type --
Address Line 1
Address Line 2
City
State -- Select State -- Zip Code

Save Party

PARTY ROLE REVIEW

CREDITOR:	CLAIMS FILING SERVICES, LLC	Claim Party
DECEDENT:	JOHN DOE 1 LAKE AVENUE CLEVELAND, OH 441140000	
FIDUCIARY:	(REPRESENTED BY ONLY (1210121)) (REPRESENTED BY SMITH AND SMITH (A76058549)) JANE DOE 1 LAKE AVENUE CLEVELAND, OH 441140000 (216) 123 - 4567	Claim Party

Save and Proceed Cancel

Find your name and contact information listed as FIDUCIARY, then click **Claim Party**.

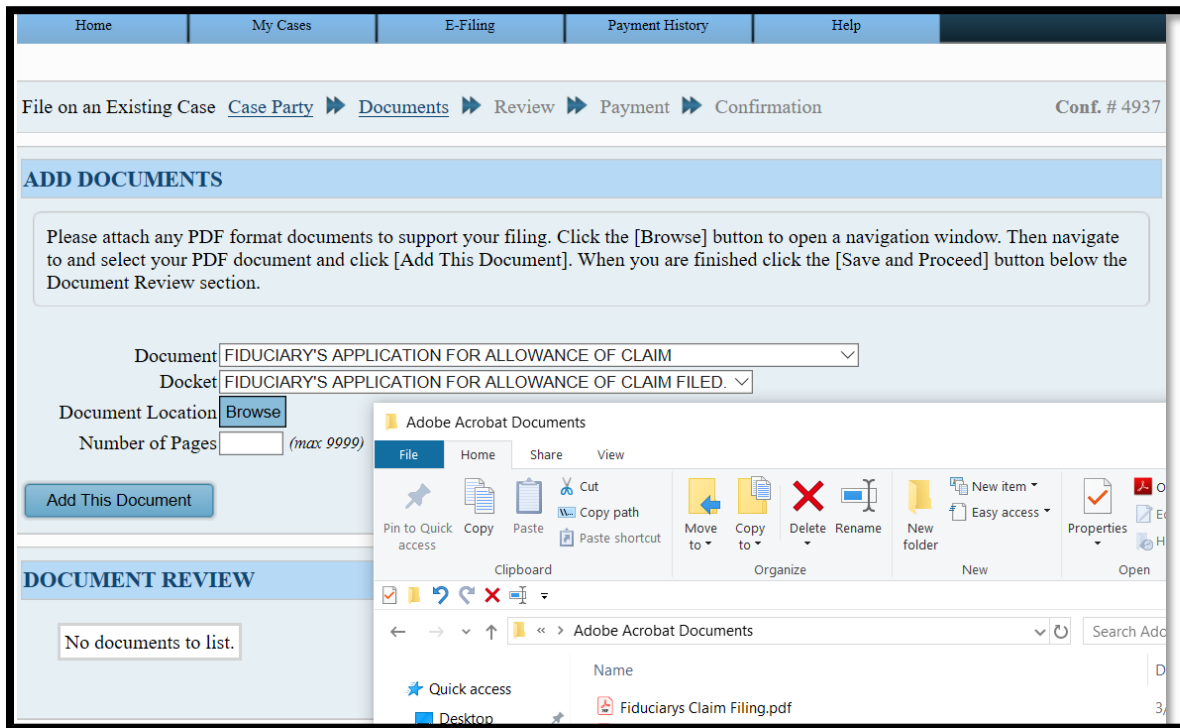
(Attorneys of record: your name should already display as representing the FIDUCIARY.)
(Attorneys joining case: CLAIM yourself or your client as the appointed FIDUCIARY.)

Your login name should now **display in color** above the FIDUCIARY name and address.

From the **ADD DOCUMENTS** screen:

Select **FIDUCIARY'S APPLICATION FOR ALLOWANCE OF CLAIM FILED** as your Document.
(The same-named docket code defaults as your Docket.)

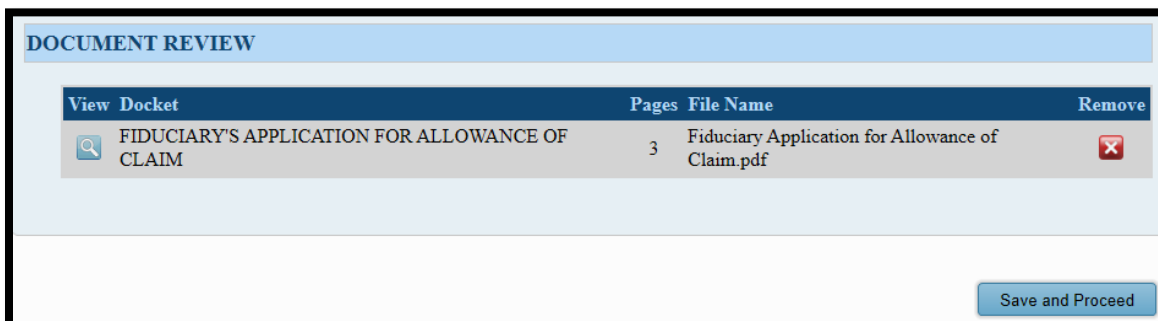
Then **Browse** to locate your signed Application and supporting documents stored as one PDF file on your computer. (Enter the number of pages of your uploaded file in the area provided.)



Select **Add This Document** to store the Application of Claim in the **DOCUMENT REVIEW** area.

From the **DOCUMENT REVIEW** (at bottom of screen):

Preview your attached document to ensure it is correct. Then select **Save and Proceed**.



Preview Document



Remove Document

Tip: You can also **EDIT** your filing on the next screen (**EXISTING CASE FILING REVIEW**).



CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY

[TEST ONLY](#)

[LOGOUT](#)

[Home](#)

[My Cases](#)

[E-Filing](#)

[Payment History](#)

[Help](#)

[File on an Existing Case](#) [Case Party](#) [Documents](#) [Review](#) [Payment](#) [Confirmation](#)

Conf. # 4953

EXISTING CASE FILING REVIEW

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.

Conf. #: 4953
Case Number: 2019EST238136
Case Title: THE ESTATE OF JOHN DOE
Case Filed: 3/11/2019
Judge: GALLAGHER/LAURA J

FILING REVIEW

[EDIT](#)

Filing Attorney: ONLY/TEST/
Docket Type: FIDUCIARY'S APPLICATION FOR ALLOWANCE OF CLAIM

CREDITOR: CLAIMS FILING SERVICES, LLC

DECEDENT: JOHN DOE
1 LAKE AVENUE
CLEVELAND, OH 441140000

FIDUCIARY: [\(REPRESENTED BY ONLY \(1210121\)\)](#)
[\(REPRESENTED BY SMITH AND SMITH \(A76058549\)\)](#)
JANE DOE
1 LAKE AVENUE
CLEVELAND, OH 441140000
[\(216\) 123 - 4567](#)

DOCUMENT REVIEW

View	Docket	Pages	File Name
	FIDUCIARY'S APPLICATION FOR ALLOWANCE OF CLAIM	3	Fiduciary Application for Allowance of Claim.pdf

[Save and Proceed](#)

If your attached documents and typed information are correct, select [Save and Proceed](#) to access the **PAYMENT** screen.

[Save and Proceed](#)

At the **PAYMENT** screen:

Note: [There is no charge to file a Fiduciary's Application for Allowance of Claim.](#)

Select and submit the filing “**On Behalf of**” yourself or your client as FIDUCIARY.
(In some cases, it may already be selected by default.)

The screenshot displays the 'PAYMENT' screen of the Cuyahoga County Probate Court E-Filing Gateway. The header includes the court's logo and name, along with 'TEST ONLY' and 'LOGOUT' links. A navigation bar contains 'Home', 'My Cases', 'E-Filing', 'Payment History', and 'Help'. The breadcrumb trail reads: 'File on an Existing Case > Case Party > Documents > Review > Payment > Confirmation', with 'Conf. # 4953' on the right. The main content area is titled 'PAYMENT' and contains the following text: '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.' Below this is a note: 'Filings submitted with No Payment Due will by default be filed on behalf of yourself, or your newly added or newly claimed case party.' A red message states: 'No Payment Due. Click [Submit Filing] to finish this E-Filing.' A table shows: 'Filing Charges \$0.00', 'Convenience Fee \$0.00', and 'Total Deposit Required \$0.00'. The 'On Behalf of:' dropdown menu is set to 'JANE DOE (FIDUCIARY)'. An 'Entrust' logo is in the bottom left, and a 'Submit Filing' button is in the bottom right.

Select  to send your filing to the Court for review. A confirmation screen will display.

Print a copy of the confirmation screen for your records.

(See sample confirmation on following page...)

Home	My Cases	E-Filing	Payment History	Help
------	----------	----------	-----------------	------

File on an Existing Case Case Party ► Documents ► Review ► Payment ► Confirmation Conf. # 4953

EXISTING CASE 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. #: 4953
Date/Time Submitted: 03/28/2019 13:31:42

Case Number: 2019EST238136
Case Title: THE ESTATE OF JOHN DOE
Case Filed: 3/11/2019
Judge: GALLAGHER/LAURA/J

FILING INFORMATION

Filing Attorney: ONLY/TEST/
Docket Type: FIDUCIARY'S APPLICATION FOR ALLOWANCE OF CLAIM

FILING PARTIES CONFIRMATION

CREDITOR:	CLAIMS FILING SERVICES, LLC
DECEDENT:	JOHN DOE 1 LAKE AVENUE CLEVELAND, OH 441140000
FIDUCIARY:	(REPRESENTED BY ONLY (1210121)) (REPRESENTED BY SMITH AND SMITH (A76058549)) JANE DOE 1 LAKE AVENUE CLEVELAND, OH 441140000 (216) 123 - 4567

DOCUMENT INFORMATION

Docket	Pages	File Name
FIDUCIARY'S APPLICATION FOR ALLOWANCE OF CLAIM	3	Fiduciary Application for Allowance of Claim.pdf

PAYMENT

Filed on behalf of: JANE DOE (FIDUCIARY)
 No Payment Processed.

Print Home

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

Pending filings in **Received** status cannot be edited while under review. It can be **Canceled** from the E-File System through your account **My Filings** tab.

For general questions about your filing, contact the E-File department – (216) 443-8948.