

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

E-FILE GUIDELINES – REPORT OF DISTRIBUTION (Wrongful Death and Survival Claims on Estates)

Documents to Submit with Your E-Filing:

- [Fiduciary's Report of Distribution](#) with additional documents in support of distributions.
(Report MUST be typed complete with E-Signatures or ink signatures.)

**Attach the signed Fiduciary's Report of Distribution and supporting documents
as ONE FILE in PDF format,
with the Report as the first page.**

(Include copies of receipts, checks, or other records in support of distributions made.)

Do NOT include a Judgment Entry.

- [Attorney's Notice of Appearance](#) (if joining the case with this filing)

The Fiduciary and Attorney **MUST** sign the Report of Distribution with an E-Signature **OR** in ink.

E-Signature Format: Type *"/S/"* in front of your typed name on the signature line.

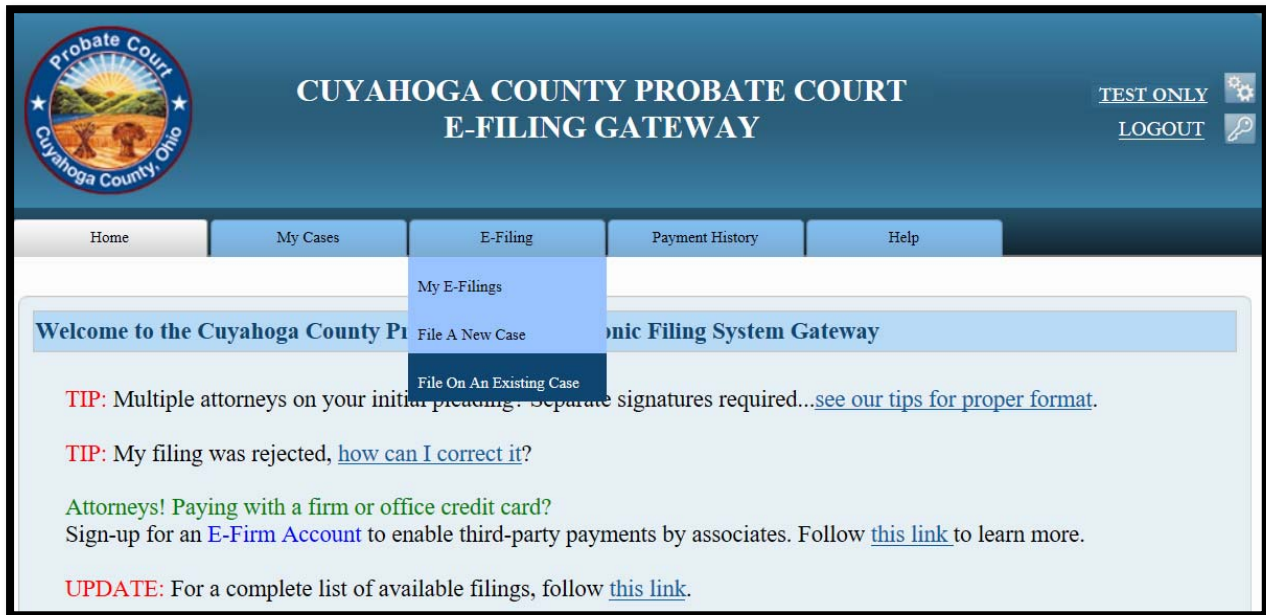
<input type="checkbox"/> The fiduciary states that there are no other assets remaining in the estate.	
<input type="checkbox"/> The fiduciary states that there are assets or claims remaining in the estate.	
<u> /S/Test Only </u>	<u> /S/Test Only </u>
Attorney for Fiduciary	Fiduciary
Attorney Registration No. <u>1234567</u>	
FORM 14.3 – REPORT OF DISTRIBUTION OF WRONGFUL DEATH AND SURVIVAL CLAIMS	
10/16/2018	

Filing Status and Notification of Hearing:

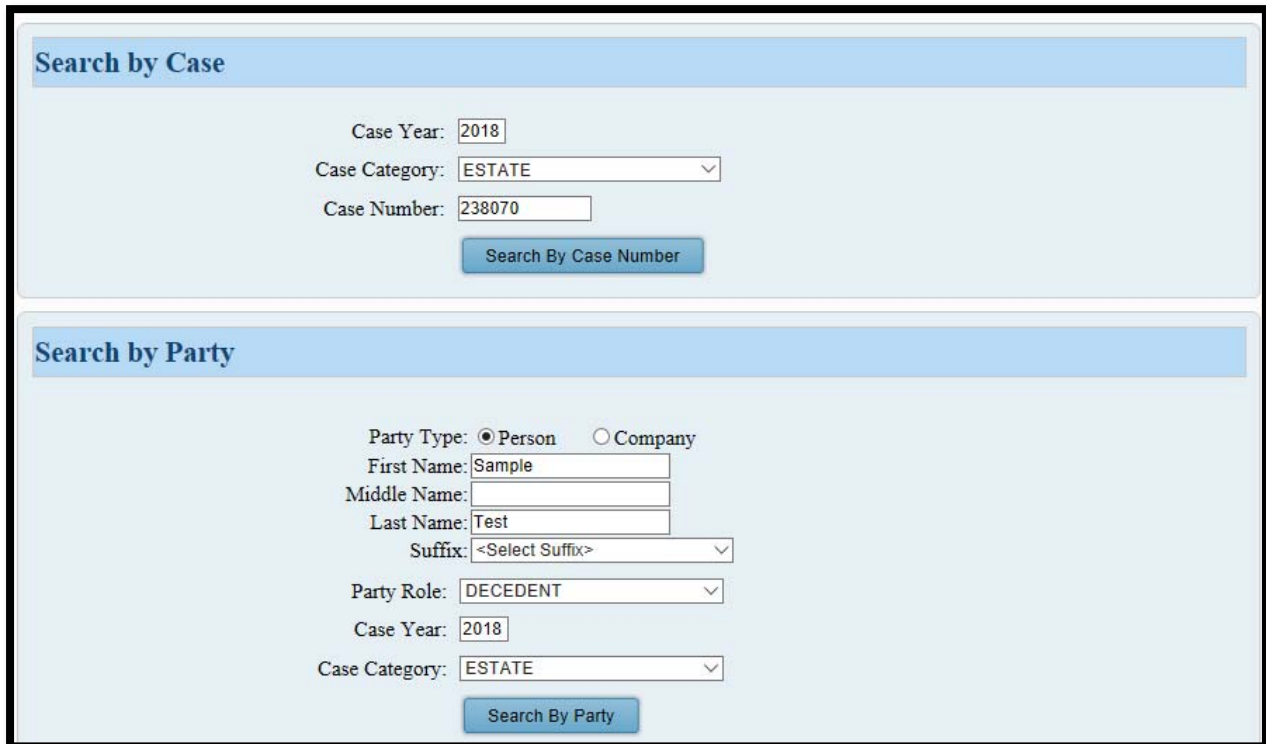
- If the filing is accepted, you will receive notification by email.
- If an additional hearing is scheduled, you will receive a Notice of Hearing by email or by regular mail within 3-5 business days.
- If the filing is not accepted, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours.

Log in to the [Probate Court E-File Gateway](#) with your Email Address and Password.

At the **Welcome** screen, select **E-Filing** and **File On An Existing Case**



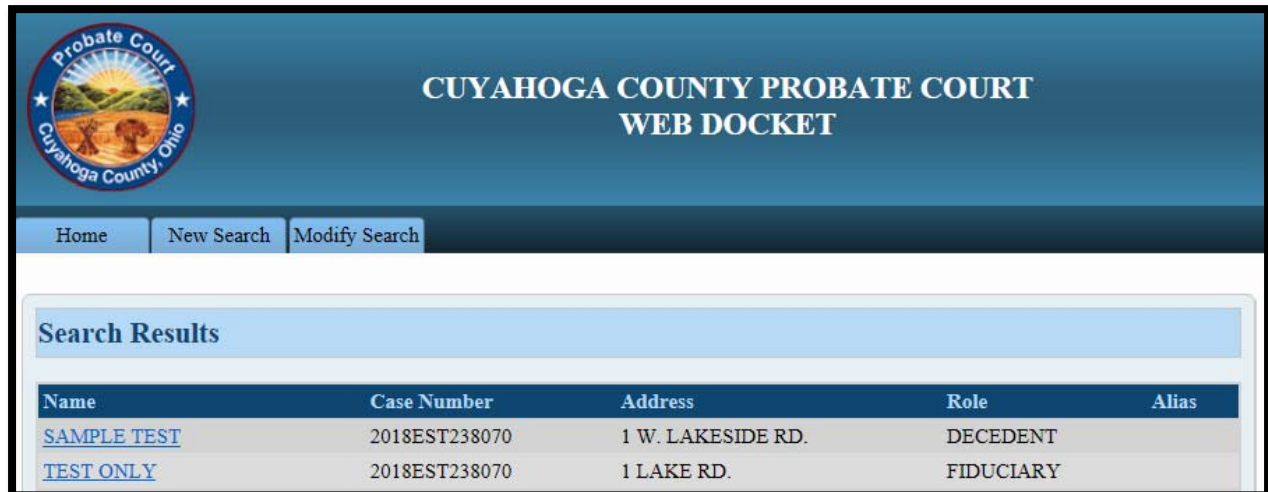
Then search by **Case Number** or **Party**.



Search results will display in a new window (example shown on Page 3).


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

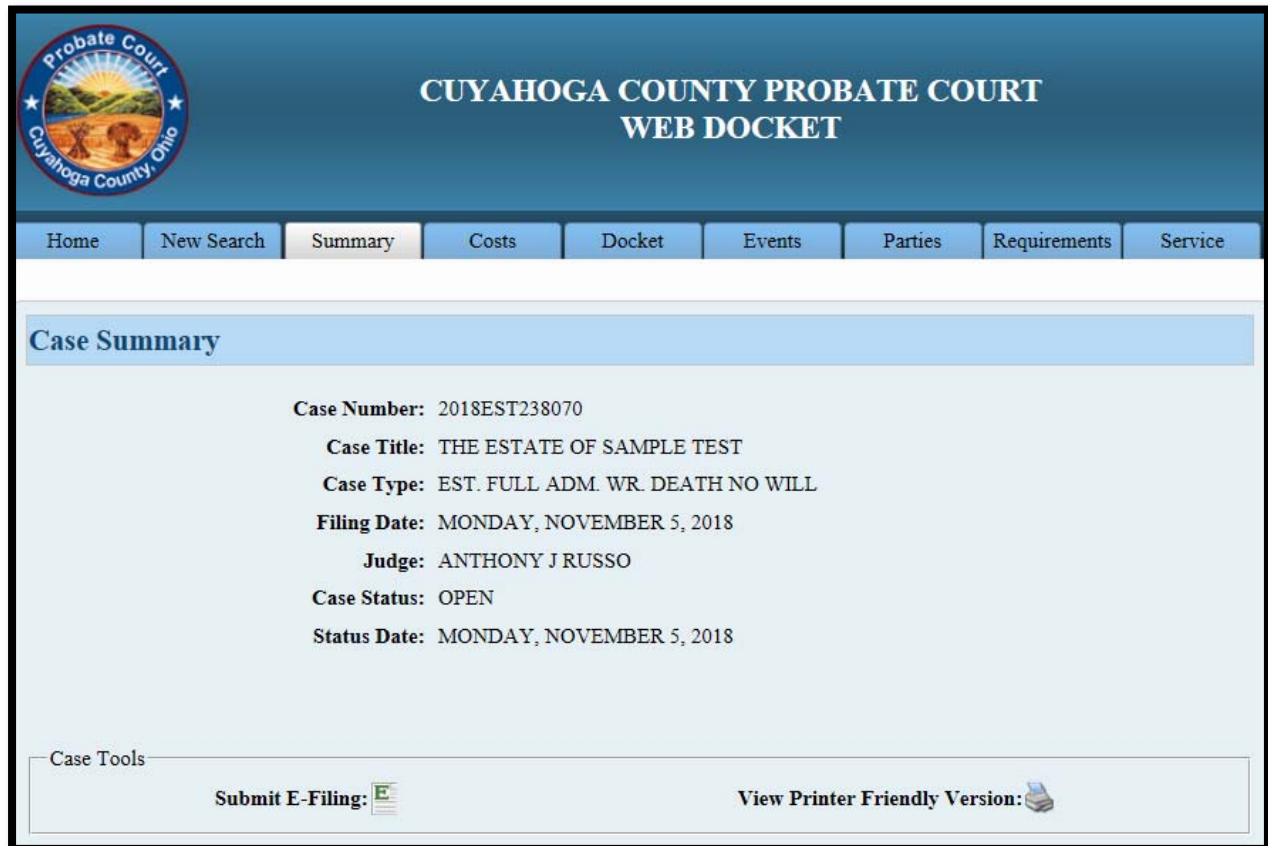
Click on the [HIGHLIGHTED NAME](#) of your case from your **Search Results**.



The screenshot shows the 'Search Results' section of the Cuyahoga County Probate Court Web Docket. It features a table with the following data:

Name	Case Number	Address	Role	Alias
SAMPLE TEST	2018EST238070	1 W. LAKESIDE RD.	DECEDENT	
TEST ONLY	2018EST238070	1 LAKE RD.	FIDUCIARY	

From the **Case Summary** screen, click on the  to Submit an E-Filing on an Existing Case.



The screenshot shows the 'Case Summary' page for case 2018EST238070. The page includes the following details:

- Case Number:** 2018EST238070
- Case Title:** THE ESTATE OF SAMPLE TEST
- Case Type:** EST. FULL ADM. WR. DEATH NO WILL
- Filing Date:** MONDAY, NOVEMBER 5, 2018
- Judge:** ANTHONY J RUSSO
- Case Status:** OPEN
- Status Date:** MONDAY, NOVEMBER 5, 2018

At the bottom of the page, there are two links: '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**.

The screenshot shows a 'PARTY ROLE REVIEW' window. It contains two main sections: 'DECEDENT' and 'FIDUCIARY'. The 'DECEDENT' section lists: SAMPLE TEST, 1 W. LAKESIDE RD., SUITE 123, CLEVELAND, OH 441130000, (216) 123 - 4567. The 'FIDUCIARY' section lists: TEST ONLY, 1 LAKE RD., APARTMENT 1, CLEVELAND, OH 441130000, (440) 123 - 4567. A blue button labeled 'Claim Party' is positioned to the right of the 'FIDUCIARY' information. A tooltip above this button reads 'Claim this party as a client'. At the bottom of the window are two buttons: 'Save and Proceed' and 'Cancel'.

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

- **Attorneys newly joining case:** claim yourself or your client as **FIDUCIARY**.
- **Pro Se Fiduciary:** claim yourself as the appointed **FIDUCIARY**.

This screenshot is similar to the previous one, but the text '(REPRESENTED BY ONLY (1234567))' is displayed in blue above the 'FIDUCIARY' information. The 'DECEDENT' and 'FIDUCIARY' details are the same as in the first screenshot. The 'Claim Party' button is no longer visible, and the 'Save and Proceed' and 'Cancel' buttons remain at the bottom.

- **Attorneys of Record** should already **display in blue** above the **FIDUCIARY**.

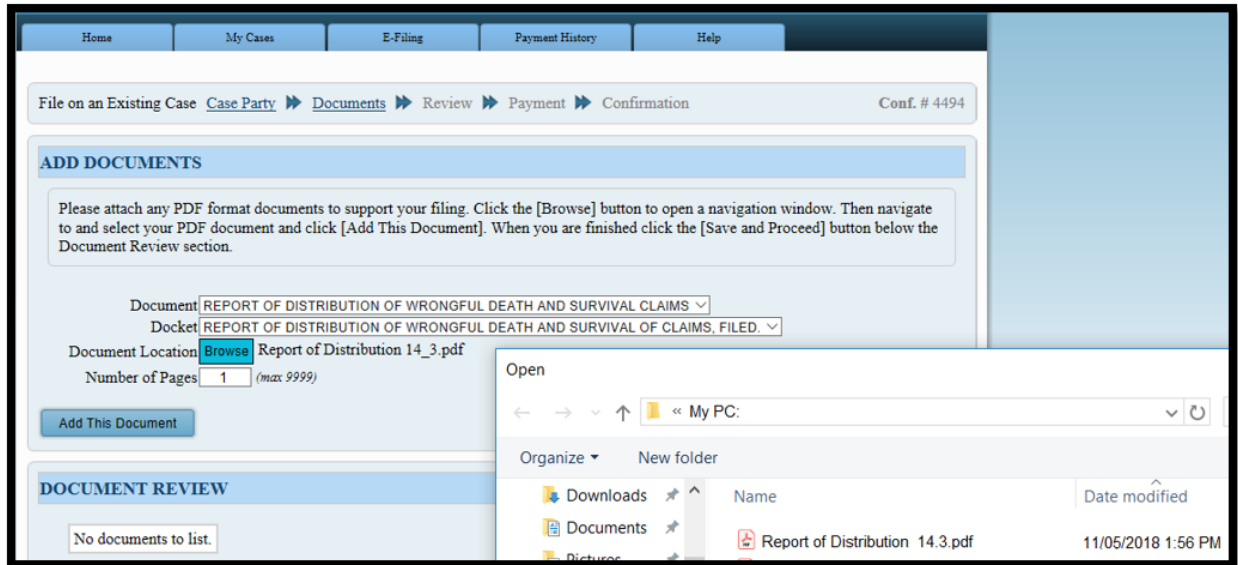
<p><u>If the FIDUCIARY party role is missing, or</u> <u>If your name is NOT listed as FIDUCIARY</u></p>	<p>STOP! Contact the E-File Help Desk at (216) 443-8948 for assistance</p>
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After your name appears above the party you represent, select **Save and Proceed**

From the **ADD DOCUMENTS** screen:

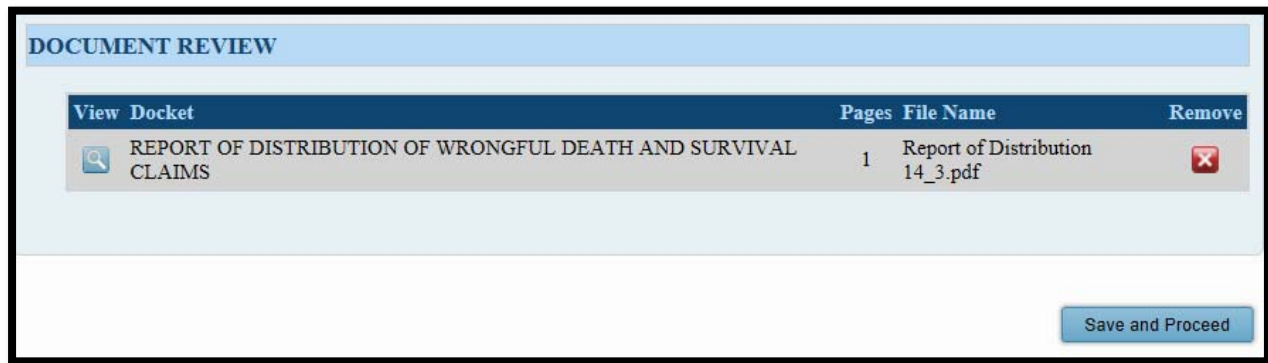
Select **REPORT OF DISTRIBUTION OF WRONGFUL DEATH AND SURVIVAL CLAIMS**.

Then click **Browse** to locate the signed Report 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 Report of Distribution in the **DOCUMENT REVIEW** area.

(Attorneys joining the case with this filing must add a separate Notice of Appearance.)



Tip: You can **VIEW** your attached documents or **REMOVE** them for edits.

Select **Save and Proceed** to advance to the final **EXISTING CASE FILING REVIEW** screen.

Review your filing on the **EXISTING CASE FILING REVIEW** screen before submission.

Tip: This is your last chance to **EDIT** your filing before submitting to the Court.

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File on an Existing Case [Case Party](#) ▶ [Documents](#) ▶ [Review](#) ▶ [Payment](#) ▶ Confirmation Conf. # 4494

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. #: 4494
Case Number: 2018EST238070
Case Title: THE ESTATE OF SAMPLE TEST
Case Filed: 11/5/2018
Judge: RUSSO/ANTHONY/J

FILING REVIEW [EDIT](#)

Filing Attorney: TEST ONLY
Docket Type: REPORT OF DISTRIBUTION OF WRONGFUL DEATH AND SURVIVAL CLAIMS

DECEDENT:	SAMPLE TEST 1 W. LAKESIDE RD. SUITE 123 CLEVELAND, OH 441130000 (216) 123 - 4567
FIDUCIARY:	(REPRESENTED BY ONLY (1234567)) TEST ONLY 1 LAKE RD. APARTMENT 1 CLEVELAND, OH 441130000

DOCUMENT REVIEW

View	Docket	Pages	File Name
	REPORT OF DISTRIBUTION OF WRONGFUL DEATH AND SURVIVAL CLAIMS	1	Report of Distribution 14_3.pdf

[Save and Proceed](#)

If your signed Report of Distribution and typed information are correct, select [Save and Proceed](#) to access the **PAYMENT** screen.

At the **PAYMENT** screen:

Be sure the correct party (**FIDUCIARY**) is selected to submit your filing.

There is NO PAYMENT DUE to file a Fiduciary's Report of Distribution.

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.

Filings submitted with No Payment Due will by default be filed on behalf of yourself, or your newly added or newly claimed case party.

No Payment Due. Click [Submit] to finish this E-Filing.

Filing Charges	\$0.00
Convenience Fee	\$0.00
Total Deposit Required	\$0.00

On Behalf of:

 **Submit Filing**

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

(See sample **EXISTING CASE FILING CONFIRMATION** on following page.)

Print a copy of the EXISTING CASE FILING CONFIRMATION screen for your records.

Home	My Cases	E-Filing	Payment History	Help
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File on an Existing Case Case Party ▶ Documents ▶ Review ▶ Payment ▶ Confirmation Conf. # 4494

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. #: 4494
Date/Time Submitted: 11/05/2018 14:06:56

Case Number: 2018EST238070
Case Title: THE ESTATE OF SAMPLE TEST
Case Filed: 11/5/2018
Judge: RUSSO/ANTHONY/J

FILING INFORMATION

Filing Attorney: ONLY/TEST/
Docket Type: REPORT OF DISTRIBUTION OF WRONGFUL DEATH AND SURVIVAL CLAIMS

FILING PARTIES CONFIRMATION

DECEDENT:	SAMPLE TEST 1 W. LAKESIDE RD. SUITE 123 CLEVELAND, OH 441130000 (216) 123 - 4567
FIDUCIARY:	(REPRESENTED BY ONLY (1234567)) TEST ONLY 1 LAKE RD. APARTMENT 1 CLEVELAND, OH 441130000

DOCUMENT INFORMATION

Docket	Pages	File Name
REPORT OF DISTRIBUTION OF WRONGFUL DEATH AND SURVIVAL CLAIMS	1	Report of Distribution 14_3.pdf

PAYMENT

Filed on behalf of: TEST ONLY (FIDUCIARY)

No Payment Processed.

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