

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
ANTHONY J. RUSSO, PRESIDING JUDGE
LAURA J. GALLAGHER, JUDGE

GUIDELINES – E-FILE GUARDIANSHIP OF INCOMPETENT ADULT

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General Guidelines and Required Documents

E-Filed Forms MUST BE TYPED, completed fully, signed, and dated on lines provided.

- Application for Appointment of Guardian of Alleged Incompetent* ([Form 17.0 and 15.2 as one file](#))
- Next of Kin of Proposed Ward* ([Form 15.0](#)) signed and dated by the Applicant
- Affidavit of Guardian Applicant* ([Form 66.05](#)) *
*Not REQUIRED by Attorney Applicants, Lutheran Metropolitan Ministry (LMM) staff Applicants, Advocacy & Protective Services, Inc. (APSI), or Guardian Connection staff Applicants
- Statement of Expert Evaluation* ([Form 17.1](#))
(Completed by a Physician or a Clinical Psychologist. Typewritten preferred but not required.)
- Supplement for Emergency Guardian of Person* ([Form 17.1A](#)) (if applicable)

If the proposed Ward refuses medical examination, Form GD17.1R must be filed in place of Form 17.1.

- Refusal of Prospective Ward to Submit to Examination* ([Form GD17.1R](#))
(Must be typed with explanation and signed by Applicant.)
Upload separately with its own code but send with Application submission.

- Waiver of Notice and Consent* ([Form 15.1](#)) (for applicable Next of Kin of the alleged incompetent adult)
Form 15.1 may be E-Filed after a case number is issued but before your Hearing.

Appointment Procedure

1. Application for guardianship is filed in the Probate Court of the County of the ward's residence by an interested party, or on the Court's own motion.
2. Application must include a statement of the guardian's willingness to perform as guardian, a bond as required by law, and, in the case of a prospective incompetent ward, a statement of the ward's mental and physical condition from a treating physician, psychiatrist, or licensed psychologist.
3. The prospective ward, as well as the adult next of kin, are notified of the impending guardianship and date and time of hearing as prescribed by law. In the case of an incompetent proceeding, the notice and a statement of rights will be served on the prospective ward by a Court Investigator.
4. An investigation is conducted by a Court Investigator which includes an interview with the prospective ward in order to assist the Court in determining the advisability of guardianship.
5. Formal hearing is conducted by the Judge or Magistrate to determine if a guardian is necessary and whether the guardian is suitable to serve.

For more information, contact the Guardianship Department at (216) 443-8995.

Please bring to your hearing printed copies of ALL documents submitted.

Document Preparation and Signatures

Forms downloaded from the Court's web pages are fillable PDFs and **MUST be typed** complete with signatures. Handwritten forms will not be accepted. **Exception: Forms 17.1 and 17.1A.**

Signatures on Applications and pleadings may be submitted in the following ways:

- 1) As an ink signature, the signed document then converted to a scanned PDF copy, or
- 2) As an **E-Signature**, formatted by typing **/S/** in front of the **typed name** on signature lines, or
- 3) As an electronically signed or captured signature using software with audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Note: The audit track is not required with submission for forms or pleadings but must be presented if requested by a hearing officer reviewing the document.

Exception: Waivers may NOT be submitted using the E-Signature format. See details below.

Preparation and Submission of Waivers

Waivers on Guardianship pleadings may be signed and submitted via E-File in the following ways: Whenever possible, please type the party's name below the signature.

- 1) An ink-signed waiver scanned as a PDF copy, or
- 2) Electronically signed PDF waivers, using signature capture software which includes audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Attach to each electronically signed waiver its audit track in the same PDF file, behind the waiver form.

Waivers submitted without an audit track will be rejected. Electronically signed waivers may be subject to further review by hearing officers.

Upload *Waivers of Notice and Consent* using the code: **Waivers and Consent.**

Upload *all other Waivers* using the code: **Waivers of Notice.**

Notification of Filing Status

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.

New Guardianship of Adult Application Setup

1. AFTER LOGIN: **Select File a New Case** from the blue E-Filing tab

Select GUARDIANSHIP

Select one of the following: GDN INC. ESTATE ONLY
GDN INC. PERSON & ESTATE
GDN INC. PERSON ONLY

Case Title: Type the full name of the alleged incompetent adult.

[Click **Save and Proceed** to advance each screen]

2. ADD PARTY MEMBERS: **Case Party Role** information must match the information on the *Application (Form 17.0)*.

Enter all names complete without abbreviations or initials.

The following roles are REQUIRED for *Application for Guardianship of Alleged Incompetent*.

Case Party Role on Web	Application Fields (Form 17.0)
Applicant	Applicant
Ward	Alleged Incompetent

3. ADD DOCUMENTS:

Note: "Lutheran MM" codes are for use by that agency only.

Upload the signed Application: *Forms 17.0 and 15.2* in one PDF.

Select the Application code that matches the guardian powers requested on Form 17.0 (i.e., for Estate Only, Person and Estate, or Person Only Guardianship).

Upload separately the signed Next of Kin of Proposed Ward: *Form 15.0*

- Use code Next of Kin of Proposed Ward from the menu.

Upload separately the signed/notarized Affidavit of Applicant Guardian: *Form 66.05*

- Use the Affidavit code from the menu.

Upload separately the Statement of Expert Evaluation: *Form 17.1*, or

Upload separately *Form 17.1R* in place of *Form 17.1* if applicable.

- Use the dedicated codes for either of these forms from the menu.

Upload the Supplement for Emergency Guardian of Person: *Form 17.1A* if applicable.

- Use the dedicated code for this form from the menu.

Upload separately any Waivers of Notice and Consent: *Form 15.1* if applicable.

- Use the Waivers and Consent code from the menu.

4. **FILING REVIEW:** Review your data and documents for accuracy. [EDIT](#) for corrections.

5. **PAYMENT:** 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.

6. Submit the filing on behalf of the APPLICANT

Print a copy of the pending submission **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.

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

For Guardianship information, contact the Guardianship Dept. at (216) 443-8995.

New Guardianship of Adult with Settlement of Adult's Claim Setup

(Adult Settlement with Assets Greater than \$25,000.00)

1. AFTER LOGIN: Select File a New Case from the blue E-Filing tab

Select GUARDIANSHIP

Select one of the following: GDN INC. ESTATE ONLY
GDN INC. PERSON & ESTATE

Case Title: Type the full name of the alleged incompetent adult.

[Click **Save and Proceed** to advance each screen]

2. ADD PARTY MEMBERS: Case Party Role information must match the information on the Application (Form 17.0).

Enter all names complete without abbreviations or initials.

The following roles are REQUIRED for *Application for Guardianship of Alleged Incompetent*.

Case Party Role on Web	Application Fields (Form 17.0)
Applicant	Applicant
Ward	Alleged Incompetent

3. ADD GUARDIANSHIP DOCUMENTS:

Note: "Lutheran MM" codes are for use by that agency only.

Upload the signed Application: *Forms 17.0 and 15.2* in one PDF.

Select the Application code that matches the guardian powers requested on Form 17.0 (i.e., for Estate Only, Person and Estate Guardianship).

Upload separately the signed Next of Kin of Proposed Ward: *Form 15.0*

- Use code Next of Kin of Proposed Ward from the menu.

Upload separately the signed/notarized Affidavit of Applicant Guardian: *Form 66.05*

- Use the Affidavit code from the menu.

Upload separately the Statement of Expert Evaluation: *Form 17.1*, or

Upload separately *Form 17.1R* in place of *Form 17.1* if applicable.

- Use the dedicated codes for either of these forms from the menu.

Upload separately any Waivers of Notice and Consent: *Form 15.1* if applicable.

- Use the Waivers and Consent code from the menu.

4. ADD SETTLEMENT DOCUMENTS:

Upload the signed Application: *Form 22.5 including in the same PDF any narrative statement or supporting documents.*

- Use code [Application to Settle the Claim of an Adult Ward](#).

5. FILING REVIEW: Review your data and documents for accuracy. [EDIT](#) for corrections.

6. PAYMENT: 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.

7. Submit the filing on behalf of the APPLICANT

Print a copy of the pending submission **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.

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


For Guardianship information, contact the Guardianship Dept. at (216) 443-8995.

Filing on an Existing Guardianship Case

Login to the Gateway. From the E-Filing Tab: Select *File On An Existing Case*

Search your existing case by **Case Number** or search by **Party** name.

Search Results will display in a new window. Click on the [Highlighted Name](#) of your case.

Click the green  to E-File on existing cases.

1. On the **ADD PARTIES** screen (scroll to the bottom of the screen to view case parties):

If you are already Guardian filing Pro Se	
	Click CLAIM PARTY next to your name Then click SAVE and PROCEED to advance to ADD DOCUMENTS

Non-Guardian Applicants and Next of Kin filing Pro Se	
To ADD yourself as a new Applicant Note: Existing Next of Kin parties filing to become Guardian must add themselves as Applicant and file as Applicant.	Complete all fields; click SAVE PARTY Then click SAVE and PROCEED to advance to ADD DOCUMENTS

Attorneys	
To CLAIM an existing party to represent	Click CLAIM PARTY next to the party's name
<i>If your party is already represented and claimed</i> <i>(Attorney name highlighted above party)</i>	Click SAVE and PROCEED to advance directly to ADD DOCUMENTS

<p><u>If you are NOT listed as a Guardian on the case</u> (but think you should be)</p>	<p>STOP! Contact the E-File Help Desk at (216) 443-8948 for assistance</p>
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2. ADD DOCUMENTS:

Forms **MUST be typed** complete with signatures.

Exception: *Forms 17.1* and *17.1A* may be submitted handwritten.

Most pleadings have dedicated codes to select from the **ADD DOCUMENTS** screen menu. If you are uncertain which code to use, or if your pleading is not listed on pages 12 – 19, contact the E-File Help Desk for assistance before submitting the filing.

For filings by existing Guardians of Person and/or Estate

See pages 12 – 19 for guidelines for **Inventories, Accounts, Reports, and other common required pleadings** on existing guardianship cases. Then proceed to **Step 3 on page 11**.

For Successor Guardian Applications

Successor applicants usually apply after a guardian already was appointed and was removed, resigned, or deceased. Contact the Guardianship Department by phone before applying to become a Successor Guardian if a Guardian is appointed/active on a case – (216) 443-8995.

Use the forms linked below and setup instructions before proceeding to **Step 3**:

- Successor Application for Appointment of Guardian of Alleged Incompetent* ([Form 17.0S and 15.2 as one file](#)) Forms must be typed complete with signatures.

Use one of the following successor application codes:

- Application to Appoint Successor Guardian of Incompetent – Estate only
- Application to Appoint Successor Guardian of Incompetent – Person & Estate
- Application to Appoint Successor Guardian of Incompetent – Person only

Note: “Lutheran MM” codes are for use by that agency only.

- Next of Kin of Proposed Ward* ([Form 15.0](#)) signed and dated by the Applicant.
- Affidavit of Guardian Applicant* ([Form 66.05](#)) * signed and notarized.

***Not REQUIRED by Attorney Applicants, Lutheran Metropolitan Ministry staff Applicants, Advocacy & Protective Services, Inc. (APSI), or Guardian Connection staff Applicants.**

For all other filings by non-Guardians

See pages 12 – 19 for proper setup and submission. Then proceed to **Step 3 on page 11**.

3. **FILING REVIEW:** Review your data and documents for accuracy. [EDIT](#) for corrections.

4. **PAYMENT:** 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.

Existing Guardians	File on behalf of yourself as Guardian
New Applicants	File on behalf of yourself as Applicant (DO NOT file as Next-of-Kin, Other, etc.)
Attorneys	File on behalf of your client guardian, applicant, or party

Print a copy of the pending submission **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.

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

For Guardianship information, contact the Guardianship Dept. at (216) 443-8995.

Common Filings on Existing Guardianship Cases

Below are instructions to assist users with uploading groups of filings to increase efficiency in the review process and provide clarity on the Court's electronic docket.

Whenever possible, select codes provided for pleadings on the ADD DOCUMENTS screen. Contact the E-File Help Desk for further assistance or general questions about E-Filing.

For specific questions regarding Account and Inventory filings by guardians, please contact the Accounts department (216) 443-8776.

All other questions should be directed to the Guardianship department at (216) 443-8995. Have your case number available to reference.

Waivers of Notice and Consent (Form 15.1)

- Waivers (Form 15.1) from interested parties must be submitted before the hearing on the Application to become Guardian.** Multiple waivers may be uploaded separately but sent in the same confirmation submission. See page 3 for the proper setup for signatures and submission of waivers on Guardianship cases.

Guardian's Inventory (Form 15.5)

- Upload the signed and completed **Guardian's Inventory (Form 15.5)**

The Guardian **MUST** sign the form.

The Ward's assets must be listed on the guardian's inventory or an attached spreadsheet. Values of listed assets must be exact (do not round up or down).

- List business and financial institutions by name and full account numbers.
- List insurance policies, bonds, and similar assets by name including policy or account numbers, stock shares by name, number of shares, and value.
- List the address of real property owned by the Ward. Upload the County Auditor's valuation printout for the real property using the code Supplemental Document.
- List any vehicles by make, model, & VIN. Upload a commercial trade valuation for the vehicle (e.g., Kelley Blue Book or Edmunds) using the code Supplemental Document.

Submit Form 15.5 and any attached **Supplemental Documents** and/or **Form 45D** under the same confirmation number.

Note: Guardians must list complete account numbers and other asset identifiers on the Inventory. If listing partial identifiers on Form 15.5, upload separately a **Confidential Disclosure of Personal Identifiers (Form 45D)** using the code for this form, sent in the same submission as the Inventory.

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Guardian's Reports, Annual Plans, and Accounts

The following have dedicated codes in the document menu on the ADD DOCUMENTS screen. These filings should be grouped and sent under the same confirmation number.

Guardian of Person Only (upload the following 3 documents separately but send together):

- Guardian's Report ([Form 17.7](#))
- Guardian's Annual Plan of Person ([Form 27.7](#))
Attach *Ohio Individual Service Plans* (ISP) to form 27.7, if applicable
- Statement of Expert Evaluation ([Form 17.1](#))

Guardian of Estate Only (upload the Plan and Account separately but send together):

- Guardian's Annual Plan of the Estate (Form 27.8)
- Guardian's Account
 - Upload the signed **Account** ([Form 15.8](#))
Choose Docket Code: **Guardian's Partial Account** or **Guardian's Final Account**
 - Upload **Additional Pages of Accounting** as one PDF file for any computation pages separate from the Account and from any Vouchers
 - Upload **Voucher** receipts as one PDF file separate from the Account and the Additional Pages of Accounting

Guardian of Person & Estate (upload ALL the documents separately but send together):

- Guardian's Report ([Form 17.7](#))
- Guardian's Annual Plan of Person ([Form 27.7](#))
Attach *Ohio Individual Service Plans* (ISP) to form 27.7, if applicable
- Guardian's Annual Plan of Estate ([Form 27.8](#))
- Statement of Expert Evaluation ([Form 17.1](#))
- Guardian's Account
 - Upload the signed **Account** ([Form 15.8](#))
Choose Docket Code: **Guardian's Partial Account** or **Guardian's Final Account**
 - Upload **Additional Pages of Accounting** as one PDF file for any computation pages separate from the Account and any Vouchers
 - Upload any **Voucher** receipts as one PDF file separate from the Account and from any Additional Pages of Accounting

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Successor Application for Guardian of Alleged Incompetent (Form 17.0S)

If a guardian was already appointed but is resigning or has resigned, has been removed by the Court, or has died, next of kin or other interested parties may file to be appointed a successor guardian. **Contact the Guardianship Department by phone before applying to become a Successor Guardian if a Guardian is already appointed and active on a case – (216) 443-8995.**

Use the forms linked below and setup instructions on pages 9 – 10 of this guide:

- Successor Application for Appointment of Guardian of Alleged Incompetent* ([Form 17.0S and 15.2 as one file](#)) Forms must be typed complete with signatures.

Select from the document menu one of the following successor application codes:

- ***Application to Appoint Successor Guardian of Incompetent – Estate only***
- ***Application to Appoint Successor Guardian of Incompetent – Person & Estate***
- ***Application to Appoint Successor Guardian of Incompetent – Person only***

Note: “Lutheran MM” codes are for use by that agency only.

- Next of Kin of Proposed Ward* ([Form 15.0](#)) signed and dated by the Applicant.
- Affidavit of Guardian Applicant* ([Form 66.05](#)) * signed and notarized.

*Not REQUIRED by Attorney Applicants, Lutheran Metropolitan Ministry staff Applicants, Advocacy & Protective Services, Inc. (APSI), or Guardian Connection staff Applicants.

Supplement for Emergency Guardian of Person (Form 17.1A)

- For Emergency Guardianship of Person cases only:** Upload the *Supplement for Emergency Guardian of Person* ([Form 17.1A](#)) signed by a medical professional.

Application to Dispense w/Subsequent Statements of Expert Eval. (Form 17.2)

To file *Application* Form 17.2, the Guardian’s Report Addendum on page 3 of the Statement of Expert Evaluation (Form 17.1) MUST first be completed by the physician.

- Upload [Form 17.2](#) complete with signatures of the guardian and attorney, if applicable.

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[Application to Release Funds to Guardian \(Form 15.6\)](#)

- Upload the Application ([Form 15.6](#)) with copies of invoices, receipts, or with additional explanation, documentation, or estimates as needed. Select the matching code from the menu.

Optional: Upload a **Confidential Disclosure of Personal Identifiers** ([Form 45D](#)) as needed.

[Application for Authority to Expend Funds \(Form 15.7\)](#)

- Upload the Application ([Form 15.7](#)) with copies of invoices, receipts, or with additional explanation, documentation, or estimates as needed. Select the matching code from the menu.

Optional: Upload a **Confidential Disclosure of Personal Identifiers** ([Form 45D](#)) as needed.

[Application to Pay or Deliver Estate w/out Appointment of a Guardian of Estate \(Form 17.65\)](#)

- Upload the Application ([Form 17.65](#)) signed by the Guardian with supporting asset documents as one PDF using the dedicated code from the menu.
- [See the separate guide](#) for additional detailed instructions.

[Verification of Receipt and Deposit - Adult \(Form 22.3B\)](#)

- If ordered by the Court, upload the signed Verification ([Form 22.3B](#)) and attach any supporting documents, as applicable, as one PDF with the Verification as the first page. Select the matching code from the menu.

[Application to Settle the Claim of an Adult \(Form 22.5\)](#)

- If filing with a new Guardianship of Estate, see setup on pages 7-8 of this guide and file on behalf of the Applicant.
- If filing without a Guardianship of Estate, upload the Application ([Form 22.5](#)) and supporting records and/or narrative statement in one PDF with the Application as the first page. Select the matching Application code from the menu. File on behalf of the Applicant.
- If filing within an existing Guardianship of Estate, file the Application ([Form 22.5](#)) and supporting records and/or narrative statement in one PDF. File under the same Guardianship case number on behalf of the Guardian of the Estate.

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Report of Distribution of Adult's Claim (Form 22.7)

- Upload the signed and numbered Report ([Form 22.7](#)) and supporting documents in one PDF with the Report as the first page. (Include copies of receipts, checks, or other records in support of distributions made.) Select the matching code from the menu. File on behalf of the Guardian of the Estate.

Notification of Compliance with Guardian Education Requirements (Form 27.2)

- Upload the signed Notice ([Form 27.2](#)) as one PDF file. Select the matching code from the menu.

Notice/Application for Change of Address (Form 27.3)

- Upload the signed Notice ([Form 27.3](#)) as one PDF file, including the proposed Entry. Select the matching code from the menu.

Annual Registration for Guardians with Ten or More Wards (Form 27.5)

- Upload the signed Notice ([Form 27.5](#)) as one PDF file. Select the matching code from the menu.

Notification of Guardian's Receipt of Fees Other Than through Guardianship (Form 27.10)

- Upload the signed Notice ([Form 27.10](#)) as one PDF file, including the proposed Entry. Select the matching code from the menu.

Notification of Ward's Important Legal Papers (Form 27.11)

- Upload the signed Notice ([Form 27.11](#)) as one PDF file. Select the matching code from the menu.

Receipt of Guardian's Guidebook (Form 27.12)

- Upload the signed Receipt ([Form 27.12](#)) as one PDF file. Select the matching code from the menu.

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[Motion by Guardian for Real Estate Sale by Consent \(Form 28.0 and 28.1\)](#)

- Upload the signed Motion ([Form 28.0](#)) and attached signed Consent(s) ([Form 28.1](#)) as one PDF file, leaving the proposed entry section blank. Include multiple consent pages as needed in the single PDF file. Select the matching Motion code from the menu.

[Consent to Power to Sell Real Estate \(Form 28.1\)](#)

- This form should be filed as an attachment to a Motion ([Form 28.0](#)) as outlined above.

If Form 28.0 is already filed on the case, and additional Consent is required, then upload the signed Consent(s) ([Form 28.1](#)) as one PDF file, including multiple consent pages as needed. For these stand-alone additional Consents, select the **Consent to Power to Sell Real Estate** code from the menu.

[Confidential Disclosure of Personal Identifiers \(Form 45D\)](#)

Guardians must list complete account numbers and other asset identifiers on the Inventory and other financial pleadings filed at Court. If listing partial identifiers on these pleadings, upload separately a **Confidential Disclosure of Personal Identifiers** ([Form 45D](#)) using the code for this form, sent in the same submission as the pleading it references.

[Application for Direct Services Exception \(Form 66.04\)](#)

- Upload the Application ([Form 66.04](#)) signed by the Guardian with supporting certification documents as one PDF using the dedicated code from the menu.

[Affidavit of Guardian Applicant \(Form 66.05\)](#)

- This Affidavit ([Form 66.05](#)) must be signed before a Notary and filed with any new Application for Appointment of Guardian using the dedicated code from the menu.

[Notification of Exclusion of Visitation or Communication \(Form 66.09\)](#)

- Upload the Notification ([Form 66.09](#)) signed by the Guardian using the dedicated code from the menu.

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Application to Approve Qualified Income Trust (Miller Trust) (Form 75.0)

- Upload the Application ([Form 75.0](#)) with applicable boxes checked and the form signed by the Guardian. Attach a proposed copy of the Trust in the same PDF as the Application.

If applying for Guardian of the Estate, upload Forms 17.0, 15.0 and 66.05 using the codes reserved for that Application and supporting forms. Submit all documents under one confirmation number.

Motions to Amend/Correct Forms on the Existing Court Docket

- Attach the corrected form(s) behind your motion in one PDF file. (e.g., Next of Kin Form 15.0) and upload using the generic 'motion' code.
- Upload the entry page PDF separately using code **Proposed Order** and send under the same confirmation number as the motion.

Other Motions and Pleadings

- Attach the motion PDF file using dedicated motion codes available in the upload menu. If you do not see an exact match for your motion from the menu, use the generic 'motion' code.
- Upload the entry page PDF separately using code **Proposed Order** and send under the same confirmation number as the motion.

Proposed Orders and Agreed Judgment Entries

- Upload the entry page PDF using code **Proposed Order**.

Guardian's Original or Additional Bonds (CANNOT BE E-FILED)

File in person or by mail. For mailed bonds: attach a cover-letter with contact information and your case number, include the ink-signed original/additional bond with the bond agent's power of attorney attached, and mail to:

Probate Court Clerk's Office, Room 115, 1 Lakeside Ave., Cleveland, Ohio, 44113.

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Resignation of Guardian Letter

There is no standard form for this action. Guardians may type and sign the resignation, including the case number, Ward's name, and date. Then submit it as a PDF using one of the codes listed below:

- Upload the letter using the appropriate codes in the document selection menu:
 - ***Guardian's Letter of Resignation Over Estate Only***
 - ***Guardian's Letter of Resignation Over Person & Estate***
 - ***Guardian's Letter of Resignation Over Person Only***
 - ***Guardian's Letter of Resignation Over Person Only. Guardian of Estate to Continue.***

Suggestion of Death of Guardian

- Upload a Notice with case number, Guardian's name, and your contact information. Attach a copy of the Guardian's death certificate to the Notice, in the same PDF. Upload as a ***Notice***.

Performance of Guardian Comments or Complaints

- [Upload the signed form](#) with any supporting documentation in one PDF using the dedicated code from the menu.

Suggestion of Death of Ward

- Upload a Notice with case number, Ward's name, and your contact information. Attach a copy of the Ward's death certificate to the Notice, in the same PDF.

Select one of the two following codes:

- For Guardians of Person Only – select ***Suggestion of Death of Ward, Person Only***
- For Guardians of Person and Estate – select ***Suggestion of Death, Guardian of Estate to Remain Open***

Questions about uploading documents?

Uncertain about an instruction in your Rejection email?

Email the E-File Help Desk at probate_efile@cuyahogacounty.us.