

Instructions for Completing and Filing a General Purpose Motion Cuyahoga County Probate Court Estate (EST) and Guardianship (GRD) Cases

If you have a pending case and would like the Court to take a particular action in your case or allow you to do something related to your case, you may use this **General Purpose Motion** to make the request. The motion must be supported by an explanation and the reason(s) you believe the Court should take the action or allow you to do something related to the case.

Caption: **For estate cases:** on the line labeled "IN RE:" write the name of the deceased person. Write the Case Number and Judge assigned in the spaces provided.

For guardianship cases: on the line labeled "IN RE:" write the name of the incompetent or minor person. Write the Case Number and Judge assigned in the spaces provided.

Paragraph 1: Write your name after "Now comes . . ." and describe the action you want the Court to take.

Paragraph 2: Write the reason(s) you believe the Court should take the requested action.

Signature: Sign your name on the first line, then print your name on the second line. Complete address and telephone number on the following lines.

Filing the Motion

You must file the motion with the Probate Court Clerk's Office, located in Room 115 on the first floor of the Old Courthouse, 1 W. Lakeside Ave, Cleveland, OH 44113. The cost of the motion is \$20.00 cash, certified check, money order, or credit card. Personal checks will not be accepted. (Note: Credit card payments include a convenience fee.)

Certificate of Service

You must mail a copy of the motion to all other parties on the case. If the other parties have a lawyer who has appeared on their behalf regarding the pending matter, you must send a copy of the motion to that lawyer. To certify that you have sent copies of the motion to all parties, you must attach a Certificate of Service to the motion. A **Certificate of Service form** is included with the blank motion packet. Indicate in the spaces provided how you served the copy of your motion and the names and addresses of the parties you served, then sign the Certificate.