

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

NEW CASE GUIDELINES – E-FILE SUCCESSOR CUSTODIAN

Documents to Submit with Your E-Filing:

- [Application for Appointment of Successor Custodian \(Form 16.6\)](#) (Application **MUST** be typed complete with ink signature or **E-Signature** of Applicant.)
- [Consent to Application for Appointment of Successor Custodian \(Form 16.7\)](#) (Consenting non-applicant parent or guardian signature **MUST** be ink-signed and notarized.)
- Documents identifying the custodial assets of the minor (i.e. bank statement, etc.)
- Copy of birth certificate of minor
- Copy of death certificate of deceased custodian, **OR**
Notice of resignation of acting custodian, **OR**
A Certified Order of guardianship if the Acting Custodian is under guardianship

If Consent is NOT submitted with your E-Filing...

The Applicant MUST bring to the hearing one (1) of the two (2) following:

1. *Consent to Application for Appointment of Successor Custodian (Form 16.7)* ink-signed by non-applicant consenting parent(s) or guardian, and notarized
2. Proof of Certified Mail Service of the Notice of Hearing to non-consenting parent or legal guardian.

If the address of the non-applicant parent or legal guardian is unknown, service should be attempted at the LAST KNOWN ADDRESS. At the hearing, the Court will inquire as to your attempts to locate the parent or guardian.

(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 applicant/attorney.)

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

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

Filing Status and Notification of Hearing:

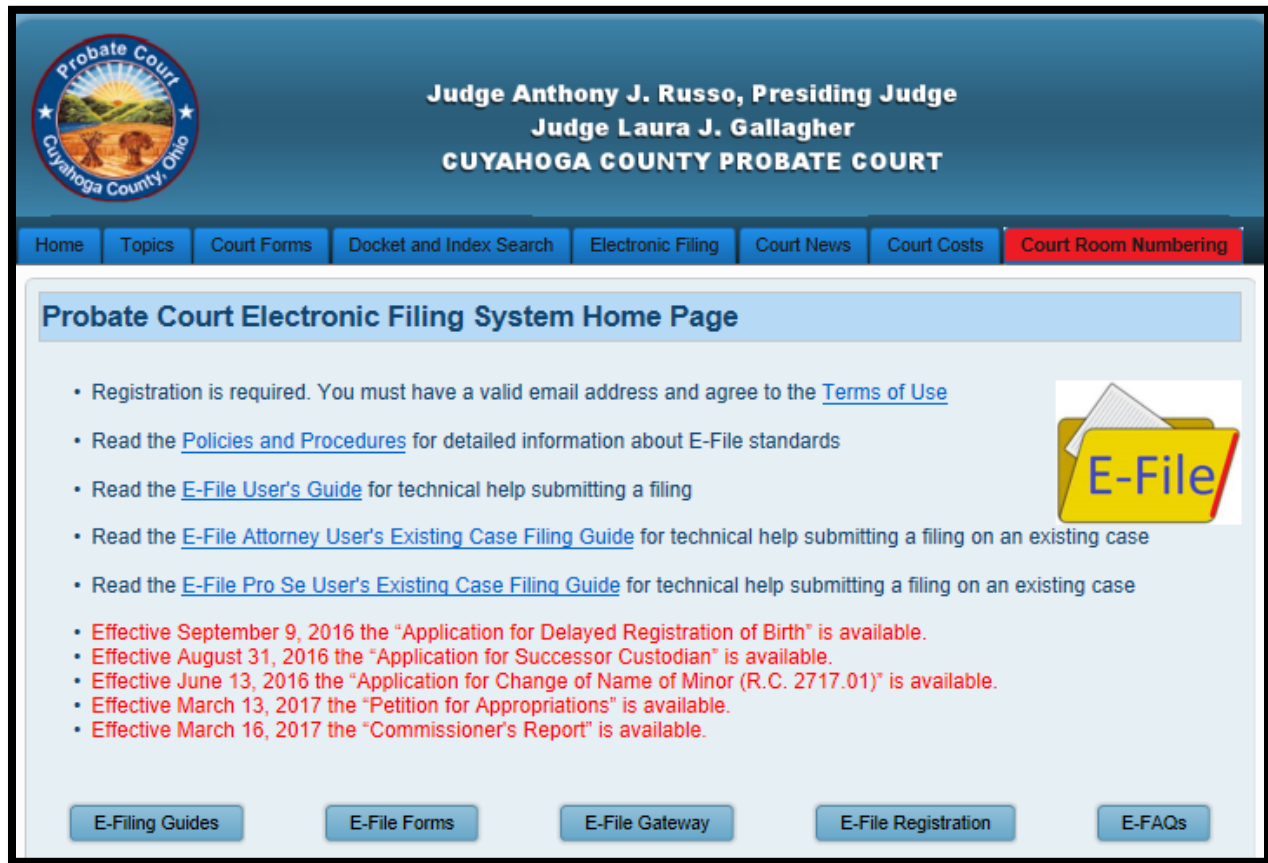
- If the filing is accepted, you will receive notification by email.
- If a hearing is scheduled, you will receive a Notice of Hearing by regular mail within 3 - 5 business days.
- If the filing is **NOT** accepted, you will receive notification of the reason for rejection by email.
Corrected filings may be resubmitted within 72 hours. After 72 hours, you must file a new case.

Electronic Signature Format:

Applicants and Attorneys **MUST** sign documents in ink **OR** use an electronic conformed signature (**E-Signature**).
Type **“/S/”** in front of your typed name on the signature line:

_____ Attorney for Applicant	/S/John W. Doe Applicant's Signature
_____ Typed or Printed Name	John W. Doe Typed or Printed Name
	12345 Main Street

Navigate your web browser to the [Probate Court Electronic Filing System Home Page](http://probate.cuyahogacounty.us/efiling.aspx):
<http://probate.cuyahogacounty.us/efiling.aspx>



Under the blue **Court Forms** tab, select **E-File Forms**.



From the **E-File Forms** screen, locate the **Guardianships of Minor** drop-down menu, then find the [Application for Appointment of Successor Custodian \(Form 16.6\)](#).

Complete the *Application for Appointment of Successor Custodian (Form 16.6)* and save it to your PC. **Documents must be TYPED. Handwritten applications will be rejected.**

(Scan or save to your PC any supporting documents listed on [Page 1](#) of this guide.)

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
ANTHONY J. RUSSO, Presiding Judge
LAURA J. GALLAGHER, Judge

IN RE: _____,

CASE NO. _____

APPLICATION FOR APPOINTMENT OF SUCCESSOR CUSTODIAN
[R.C. 5814.07]

Applicant states that _____ was named as a custodian under the Ohio Transfer to Minors Act (R.C. 5814.01 to 5814.09) for _____ a minor, born on _____ as to the following described bank account(s) and/or brokerage account(s):

(List name of financial institution(s), type of account(s), and account number(s))

Once your documents are ready (including your signature), go to the [Electronic Filing Home Page](#).

Login at the **E-File Gateway** if you have an account, then continue to page 5.

If you do not have an E-File Account, select **E-File Registration** to create one. Notice of account approval will be sent to your email.

After you receive confirmation by email, access the [E-File Gateway login page](#). **Login** using your **Login ID** (email address) and your **Password**.

Home

To use the Cuyahoga County web gateway, please log in using the user name and password registered to you.
Services include viewing your cases, e-filing and printing your reports.

Login ID: ONLYSAMPLE@CUYAHOGACOUNTY.U
Password: ●●●●●●

Login

[Create an account](#) [Forgot Password](#)

At the **Welcome** screen, find the **E-Filing** tab and select **File A New Case...**



At the **NEW CASE FILING** screen:

For **Case Category** select *GUARDIANSHIP OF MINOR*

For **Type of Filing** select *SUCCESSOR CUSTODIAN*

For **Case Title** type the Full Current Name of the minor.

Note to Clerk is an optional field for brief notes or questions for the E-File clerk.
(**DO NOT** use this field to present facts or questions relevant to your hearing.)

A screenshot of the 'NEW CASE FILING' screen. At the top, a breadcrumb trail reads 'File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation'. The main heading is 'NEW CASE FILING'. Below it, a light blue box contains the instruction: 'Enter the New Case Information below. When you are finished entering the data please click the [Save and Proceed] button to continue to the next screen.' The form has four fields: 'Case Category' with a dropdown menu set to 'GUARDIANSHIP', 'Type of Filing' with a dropdown menu set to 'SUCCESSOR CUSTODIAN', 'Case Title' with a text input containing 'GARRETT AUGUSTUS MORGAN' and a '(max 200 characters)' label, and 'Note to Clerk' with an empty text input and a '(max 500 characters)' label. At the bottom right, there are three buttons: 'Save and Proceed', 'Save', and 'Cancel'.

Tip: Click **Save** to store your work with an **Incomplete** status and **Confirmation** number. (Use this option if you wish to stop here and complete your filing at a later time.)

Click **Save and Proceed** to store your filing, assign a **Confirmation** number, and advance to the **ADD PARTY MEMBERS** screen.

Complete **ADD PARTY MEMBERS** and click **Save Party** for each **Case Party Role**.
 The following roles are REQUIRED for *Application for Successor Custodian*.

Case Party Role on Web	Application Fields (Form 16.6)
<i>Applicant</i>	<i>Applicant</i>
<i>Minor (21 years or younger)</i>	<i>Minor</i>

Case Party Role information must match the information on the *Application (Form 16.6)*.
Enter all names complete without abbreviations or initials.

Note: Under the *Transfers to Minors Act*, a "Minor" is a person who has not attained the age of twenty-one years (21 years).
 See the *Ohio Revised Code chapter 5814.09 (C)(D)* for further information regarding delivery of custodial property to Minors.

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role: MINOR ▼

Person Company

Prefix: Prefix ▼

First Name: GARRETT

Middle Name: AUGUSTUS

Last Name: MORGAN

Suffix: Suffix ▼

Date of Birth: 01/01/2016 Date of Death:

Alias First:

Alias Middle:

Alias Last:

Phone Type: CELL ▼ Phone Number: (216)123-4567

Copy Address: MORGAN/SYDNEY/ ▼

Foreign Address Unknown Address

Address Type: HOME ADDRESS ▼

Address Line 1: 1 MAIN STREET

Address Line 2: APARTMENT 1

City: CLEVELAND

State: OHIO ▼ Zip Code: 44113

Save Party

I am representing this party member

Check Box
(If Attorney)

Use **PARTY ROLE REVIEW** to proofread your information before selecting **Save and Proceed**.

PARTY ROLE REVIEW

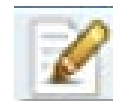
(REPRESENTED BY SAMPLE) ✎ ✕

APPLICANT1: SYDNEY MORGAN
 1 MAIN STREET
 APARTMENT 1
 CLEVELAND, OH 44113
 (216) 123 - 4567

MINOR1: GARRETT AUGUSTUS MORGAN ✎ ✕

1 MAIN STREET
 APARTMENT 1
 CLEVELAND, OH 44113
 (216) 123 - 4567

Save and Proceed Cancel

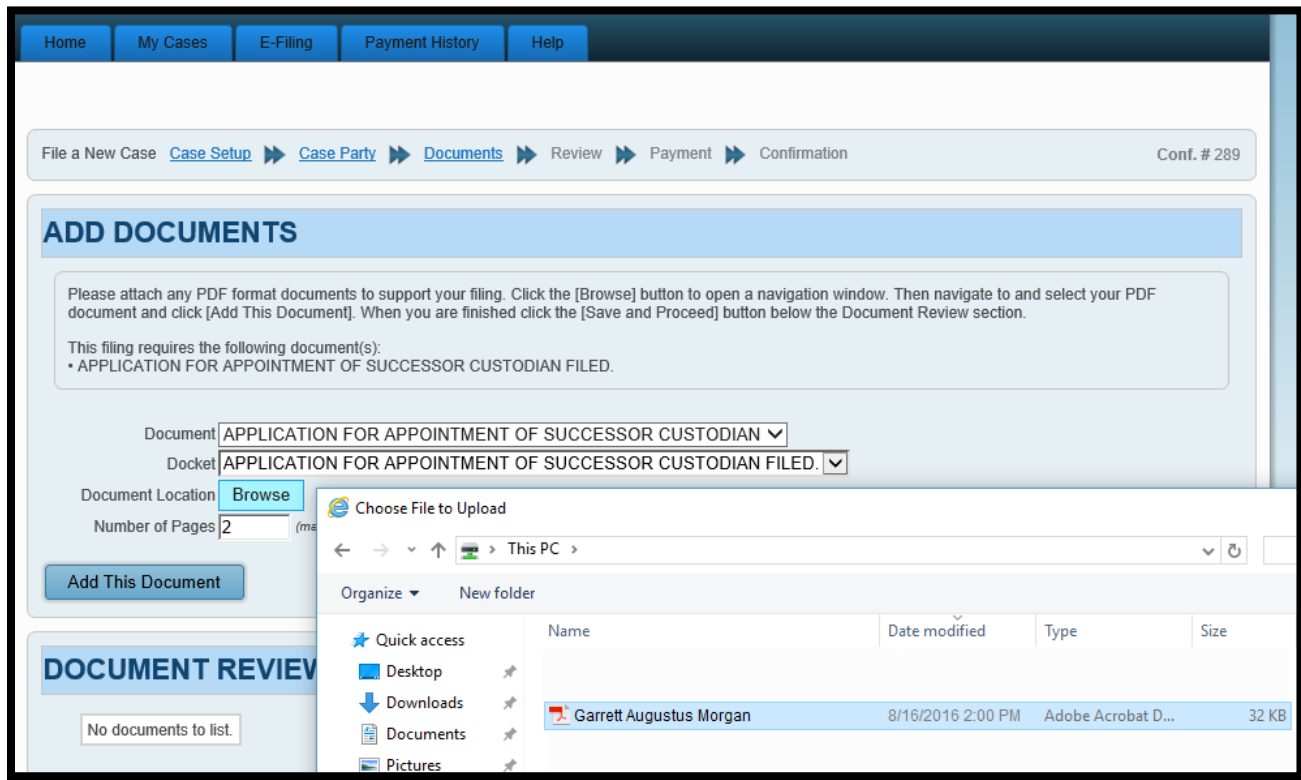


Edit Party Role



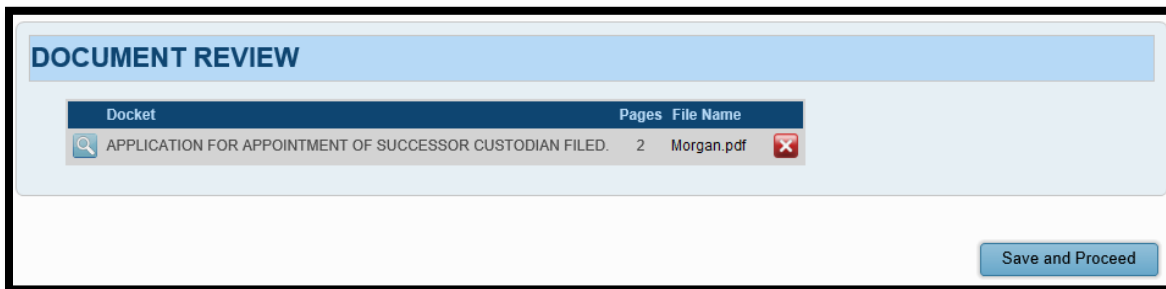
Delete Party Role

After you **ADD PARTY MEMBERS**, you must **ADD DOCUMENTS** for the filing.
(Refer to [Page 1](#) of this guide for a list of required documents.)



Browse and locate the PDF files saved on your computer.
Enter the **Number of Pages** in your uploaded file in the area provided.
Then select **Add This Document**.

Added document(s) will display in the **DOCUMENT REVIEW** area.



Remove
Document

Select **Save and Proceed** to continue to the **FILING REVIEW** screen.

At the **FILING REVIEW** screen...

Select [EDIT](#) to make corrections.

FILING REVIEW [EDIT](#)

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.

Case Category: GUARDIANSHIP
Type of Filing: SUCCESSOR CUSTODIAN

PARTY ROLE REVIEW [EDIT](#)

APPLICANT1: [\(REPRESENTED BY SAMPLE\)](#)
SYDNEY MORGAN
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44113
(216) 123 - 4567

MINOR1: GARRETT AUGUSTUS MORGAN
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44113
(216) 123 - 4567

DOCUMENT REVIEW [EDIT](#)

Docket	Pages	File Name
APPLICATION FOR APPOINTMENT OF SUCCESSOR CUSTODIAN FILED.	2	Morgan.pdf
COPY OF BIRTH CERTIFICATE FILED	1	BirthCert.pdf
SUPPLEMENTAL DOCUMENT(S) FILED	1	Bank_Statement.pdf

If all information is correct, select **Save and Proceed** to continue to the **PAYMENT** screen.

Payment is authorized at the time of submission.

Your **Credit** or **Debit Card** will be charged only **AFTER** your E-Filing has been accepted by the Court.

Complete the billing information of the Card that will be charged.

The name on the credit/debit card MUST match the Registered Account Name.
Third party payments will NOT be accepted.

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.

An additional convenience fee will be charged by Point and Pay for electronic payment. This will appear as a separate charge on your statement. The convenience fee is non-refundable outside of the same business day your electronic filing is accepted.

The name on the credit/debit card MUST match the Registered Account Name. Third party payments will NOT be accepted.

Filing Charges	\$50.00
Convenience Fee	\$2.00
Total Deposit Required	\$52.00

On Behalf of: SYDNEY MORGAN (APPLICANT) Submit the filing On Behalf of the **APPLICANT** party role.

Payment Type Credit Card Debit Card

Bill To

First Name ONLY Last Name SAMPLE Suffix -- Select --

Address Line 1 1 WEST LAKESIDE AVENUE

Line 2 SUITE 134


City CLEVELAND

State OHIO Zip 44113

Card Number 4111111111111111 (without dashes or spaces)

Expiration (Month/Year) JAN / 2018

C SV/CID Code 123 (AMX 4 digits on front, all others 3 digits on back of card)



[Submit Filing](#)

Review your card information, then select **SUBMIT FILING** to send your filing to the Court for review. A confirmation screen will display.

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

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. #: 970
Date/Time Submitted: 08/18/2017 13:10:12
Case Category: GUARDIANSHIP
Type of Filing: SUCCESSOR CUSTODIAN
Case Title: GARRETT AUGUSTUS MORGAN

PARTY ROLE INFORMATION

(REPRESENTED BY SAMPLE (1011750))

APPLICANT:
[New Party](#)
SYDNEY MORGAN
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44113
(216) 123 - 4567

MINDI:
[New Party](#)
GARRETT AUGUSTUS MORGAN
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44113
(216) 123 - 4567

DOCUMENT INFORMATION

Docket	Pages	File Name
APPLICATION FOR APPOINTMENT OF SUCCESSOR CUSTODIAN	2	Application For Successor Custodian_2017-01-31.pdf
COPY OF BIRTH CERTIFICATE	1	Birth Certificate.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Bank_Statement.pdf

PAYMENT

Filed on behalf of: SYDNEY MORGAN (APPLICANT)

Filing Cost: \$50.00
Convenience Fee: \$2.00
Total Confirmed: \$52.00
Payment Type: Credit Card
Credit Card Number: *****1111
Submitted/Authorized Date: 8/18/2017

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

You will receive an email from the Court indicating whether your filing has been **Accepted** or **Rejected**. Your E-Filing now has a status of **Received** and cannot be edited while under review by the Court. Your filing can be **Canceled** or **Removed** from the E-File System through the **My Filings** tab.

Information about Your Hearing

Once 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.

Remember to bring printed hard copies of each of the documents you submitted.

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.

(updated 4/13/2018)