

# PROBATE COURT OF CUYAHOGA COUNTY, OHIO

## E-FILE GUIDELINES – REPORT OF DISTRIBUTION (MINOR or ADULT CLAIM)

### Documents to Submit with Your E-Filing:

- Report of Distribution* ([Form 22.4 – Minor's Claim](#)) OR ([Form 22.7 – Adult's Claim](#)) with additional documents in support of distributions.

**Attach the signed *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.  
All forms **MUST** be typed.

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### Additional Documents: (Submit all that apply to your case. Upload separately from the Report.)

- Verification of Receipt and Deposit* ([Form 22.3 – Minor](#)) OR ([Form 22.3B – Adult](#))  
(If required by Order of the Court)
- [Attorney's Notice of Appearance](#) (If joining the case with this filing)

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**Parties MUST sign the Report of Distribution with an E-Signature OR in ink.**

**E-Signature Format: Type /S/ before your name on the signature line.**

/S/Attorney Name

Attorney for Applicant

/S/Applicant Name

Applicant

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### Filing Status and Notification of Hearing:

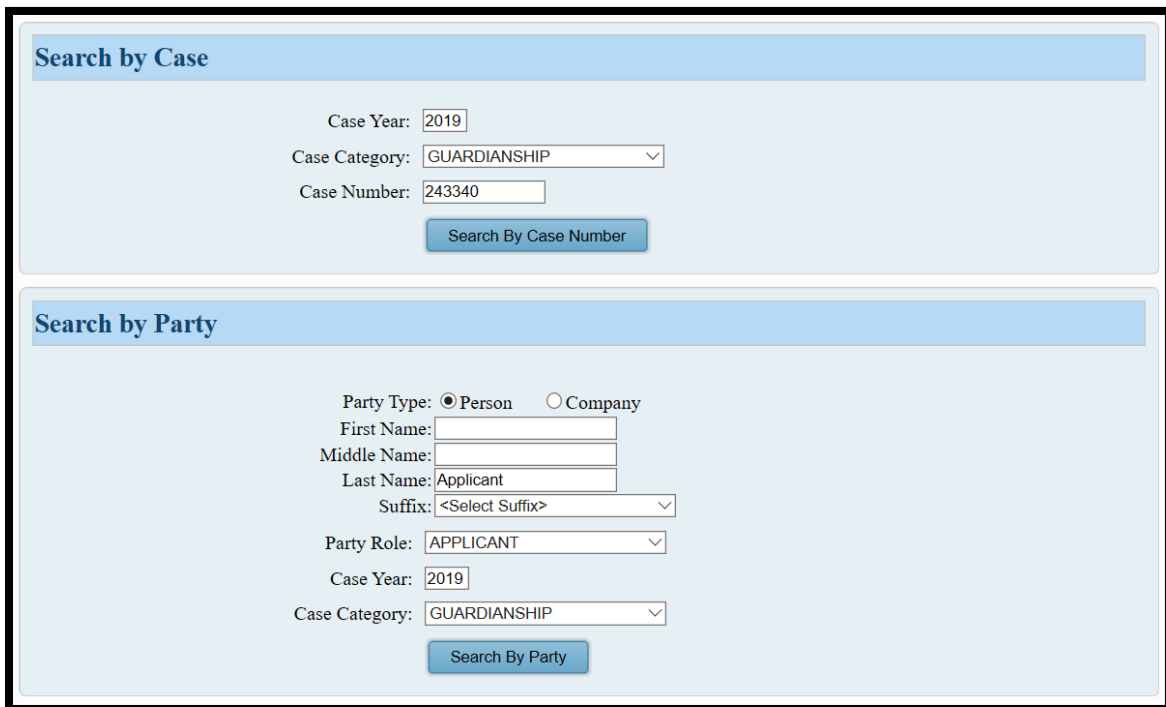
- If the filing is accepted, you will receive notification by email.
- If an additional hearing is scheduled, you will receive a Notice of Hearing by email or by regular mail within 3-5 business days.
- If the filing is not accepted, you will receive notification of the reason for rejection by email. 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, find the E-Filing tab and select **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'll find it under **MY OPEN CASES** or the **MY CASES** tab.

Click on the **HIGHLIGHTED NAME** of your case from your **Search Results**.




## CUYAHOGA COUNTY PROBATE COURT WEB DOCKET

[Home](#)   [New Search](#)   [Modify Search](#)

### Search Results

Name	Case Number	Address	Role	Alias
<a href="#">TEST ONLY APPLICANT</a>	2019GRD243340	1 W. LAKESIDE AVENUE	APPLICANT	
<a href="#">TEST ONLY MINOR</a>	2019GRD243340	1 W. LAKESIDE AVENUE	WARD	

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





## CUYAHOGA COUNTY PROBATE COURT WEB DOCKET

[Home](#)   [New Search](#)   [Summary](#)   [Costs](#)   [Docket](#)   [Events](#)   [Parties](#)   [Requirements](#)   [Service](#)

### Case Summary

**Case Number:** 2019GRD243340  
**Case Title:** THE GUARDIANSHIP OF TEST ONLY MINOR  
**Case Type:** MINOR'S SETTLEMENT  
**Filing Date:** TUESDAY, JULY 23, 2019  
**Judge:** LAURA J GALLAGHER  
**Case Status:** OPEN  
**Status Date:** TUESDAY, JULY 23, 2019

Case Tools

[Submit E-Filing:](#)       [View Printer Friendly Version:](#) 

From the **ADD PARTY MEMBERS** screen, scroll to the **PARTY ROLE REVIEW**.

**PARTY ROLE REVIEW** Claim this party as yourself

<b>APPLICANT:</b>	TEST ONLY APPLICANT 1 W. LAKESIDE AVENUE SUITE 123 CLEVELAND, OH 441130000 (216) 443 - 8948	<b>Claim Party</b>
<b>WARD:</b>	TEST ONLY MINOR 1 W. LAKESIDE AVENUE SUITE 123 CLEVELAND, OH 441130000 (216) 443 - 8948	<b>Claim Party</b>

**Save and Proceed** **Cancel**

For **Minor's Claims** – Identify yourself as **APPLICANT** or **GUARDIAN**, then click **Claim Party** .

For **Adult Claims** – Identify yourself as **GUARDIAN**, then click **Claim Party** .

- **Attorneys newly joining case:** claim your client as **APPLICANT** or **GUARDIAN**.

**PARTY ROLE REVIEW**

<b>APPLICANT:</b>	<b>(E-FILE USER ONLY)</b> TEST ONLY APPLICANT 1 W. LAKESIDE AVENUE SUITE 123 CLEVELAND, OH 441130000 (216) 443 - 8948	<b>Unclaim Party</b>
<b>WARD:</b>	TEST ONLY MINOR 1 W. LAKESIDE AVENUE SUITE 123 CLEVELAND, OH 441130000 (216) 443 - 8948	

**Claimed Party**

**Save and Proceed** **Cancel**

- After your name appears above the party you represent, select **Save and Proceed**

<p><u>If the APPLICANT or GUARDIAN party roles are missing, or</u></p> <p><u>If your name is NOT listed as APPLICANT or GUARDIAN</u></p>	<p><b>STOP!</b></p> <p>Contact the E-File Help Desk at (216) 443-8948 for assistance</p>
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From the **ADD DOCUMENTS** screen:

Select **REPORT OF DISTRIBUTION (Minor or Adult)**.

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.)

The screenshot shows the 'ADD DOCUMENTS' section of a web application. At the top, there are navigation tabs: Home, My Cases, E-Filing, Payment History, and Help. Below these is a breadcrumb trail: File on an Existing Case > Case Party > Documents > Review > Payment > Confirmation, with 'Conf. # 7105' on the right. A section titled 'EXISTING CASE FILING' contains the following case details: Case Number: 2019GRD243340, Case Title: THE GUARDIANSHIP OF TEST ONLY MINOR, Case Filed: 07/23/2019, Type: MINOR'S SETTLEMENT, and Judge: GALLAGHER/LAURA/J. Below this is the 'ADD DOCUMENTS' section, which includes a text box with instructions: 'Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.' The form fields are: Document (REPORT OF DISTRIBUTION MINOR'S CLAIM), Docket (REPORT OF DISTRIBUTION MINOR'S CLAIM.), Document Location (Browse Report\_2019 App for Settlement Minor Claim.pdf), and Number of Pages (4, with a note '(max 9999)'). An 'Add This Document' button is at the bottom.

Select **Add This Document** to store the *Report of Distribution* in the **DOCUMENT REVIEW** area.

Repeat the process and upload separately any additional required documents (e.g. *Verification of Receipt and Deposit, Attorney's Notice of Appearance*).

The screenshot shows the 'DOCUMENT REVIEW' section. It features a table with the following columns: View, Docket, Pages, File Name, and Remove. The table contains one row: a magnifying glass icon, 'REPORT OF DISTRIBUTION MINOR'S CLAIM', '4', 'Report\_2019 App for Settlement Minor Claim.pdf', and a red 'X' icon. A 'Save and Proceed' button is located at the bottom right of the screen.

**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.

Home My Cases E-Filing Payment History Help

File on an Existing Case Case Party Documents Review Payment Confirmation Conf. # 7105

### 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. #:** 7105  
**Case Number:** 2019GRD243340  
**Case Title:** THE GUARDIANSHIP OF TEST ONLY MINOR  
**Case Filed:** 7/23/2019  
**Type:** MINOR'S SETTLEMENT  
**Judge:** GALLAGHER/LAURA/J

### FILING REVIEW [EDIT](#)

**Docket Type:** REPORT OF DISTRIBUTION MINOR'S CLAIM

<b>APPLICANT:</b> <a href="#">Claimed Party</a>	(E-FILE USER ONLY) TEST ONLY APPLICANT 1 W. LAKESIDE AVENUE SUITE 123 CLEVELAND, OH 441130000 (216) 443 - 8948
<b>WARD:</b>	TEST ONLY MINOR 1 W. LAKESIDE AVENUE SUITE 123 CLEVELAND, OH 441130000 (216) 443 - 8948

### DOCUMENT REVIEW

View	Docket	Pages	File Name
	REPORT OF DISTRIBUTION MINOR'S CLAIM	4	Report_2019 App for Settlement Minor Claim.pdf

[Save and Proceed](#)

If your *Report* and supporting documents and typed information are correct, select

[Save and Proceed](#)

At the **PAYMENT** screen:

Select the correct party role to associate to your filing:

for **Minor's Claims** – select the **APPLICANT** or **GUARDIAN**

for **Adult Claims** – select the **GUARDIAN**

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

The screenshot shows a web interface titled "PAYMENT". At the top, there is a blue header with the word "PAYMENT" in white. Below the header, there is a light blue box containing 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 another light blue box with the text: "Filings submitted with No Payment Due will by default be filed on behalf of yourself, or your newly added or newly claimed case party." In the center, there is a red message: "No Payment Due. Click [Submit Filing] to finish this E-Filing." Below the message is a table with the following content:


Filing Charges	\$0.00
Convenience Fee	\$0.00
<b>Total Deposit Required</b>	<b>\$0.00</b>

Below the table, there is a label "On Behalf of:" followed by a dropdown menu showing "TEST ONLY APPLICANT (APPLICANT)". In the bottom right corner, there is a blue button labeled "Submit Filing". In the bottom left corner, there is a circular logo for "Entrust" with the text "SECURED BY" and "e-FILE" around it.


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.



**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. # 7105

### 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. #:** 7105  
**Date/Time Submitted:** 07/23/2019 13:42:08

**Case Number:** 2019GRD243340  
**Case Title:** THE GUARDIANSHIP OF TEST ONLY MINOR  
**Case Filed:** 7/23/2019  
**Type:** MINOR'S SETTLEMENT  
**Judge:** GALLAGHER/LAURA/J

### FILING INFORMATION

**Docket Type:** REPORT OF DISTRIBUTION MINOR'S CLAIM

### FILING PARTIES CONFIRMATION

<b>APPLICANT:</b> <small>Claimed Party</small>	<small>(E-FILE USER ONLY)</small> TEST ONLY APPLICANT 1 W. LAKESIDE AVENUE SUITE 123 CLEVELAND, OH 441130000 <a href="tel:2164438948">(216) 443 - 8948</a>
<b>WARD:</b>	TEST ONLY MINOR 1 W. LAKESIDE AVENUE SUITE 123 CLEVELAND, OH 441130000 <a href="tel:2164438948">(216) 443 - 8948</a>

### DOCUMENT INFORMATION

Docket	Pages	File Name
REPORT OF DISTRIBUTION MINOR'S CLAIM	4	Report_2019 App for Settlement Minor Claim.pdf

### PAYMENT

**Filed on behalf of:** TEST ONLY APPLICANT (APPLICANT)

No Payment Processed.

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