

**PROBATE COURT OF CUYAHOGA COUNTY, OHIO**

**ANTHONY J. RUSSO, PRESIDING JUDGE**

**LAURA J. GALLAGHER, JUDGE**

**Attorney Request to Add E-Notice Recipients**

(Please Type)

**Probate Court E-File Login:**

\_\_\_\_\_ (Registered E-File email address)

**Attorney Ohio Bar Number:**

**Copy Address E-Notice Recipients**

**Copy Address Recipient 1:**

\_\_\_\_\_ (name@lawfirm.com)

**Copy Address Recipient 2:**

\_\_\_\_\_ (name@lawfirm.com)

I understand that by this request the Probate Court will send copies of E-Notices to my designated recipients, in addition to my primary login address for the E-File Gateway account, on those cases I appear as attorney of record.

I agree to notify the Court in writing (email to: probate\_efile@cuyahogacounty.us) of any changes in recipient address to ensure timely receipt of hearing notices or other notices as defined in Local Rule 49.

\_\_\_\_\_  
Attorney Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Name (Please Type)

**Please scan to PDF and submit your completed request to:**

**[probate\\_efile@cuyahogacounty.us](mailto:probate_efile@cuyahogacounty.us)**

For questions or assistance with this form, please contact the **E-File Department Help Desk** at **(216) 443-8948**.  
In the building? Find us in Room 123, 1<sup>st</sup> Floor of the Cuyahoga County Probate Court.