

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

ANTHONY J. RUSSO, PRESIDING JUDGE

LAURA J. GALLAGHER, JUDGE

E-FILE GUIDELINES

TRANSFER OF STRUCTURED SETTLEMENTS (TSS)

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General Guidelines and Documents

Documents to Submit with Your E-Filing

☐ *Application for Approval of Transfer of Structured Settlement Payments*

Typed with signature of Transferee and should include the following supporting documents:

- *Proposed Purchase Contract*
- *Disclosure Statement(s) (must be signed by the Payee)*

Label multiple statements for clarity if needed.

- *Statement of Professional Representation, or*

Waiver of Right to Seek Independent Professional Advice (must be signed by the Payee)

☐ *Additional supporting documents not listed above, as applicable. See page 9.*

BEFORE YOU FILE...

Prior Settlement(s) Retain the Same Case Number: *Applicants should review the Probate Court's existing docket (and their own records) for prior transfers of settlement(s) under the same Payee name. **Settlements sharing the same Payee shall be filed under the same case number.***

TSS Applications submitted 'new' with an existing case on record with Probate Court will be rejected and must be resubmitted on the existing case.

All prior transfer requests, whether approved or denied, in the four years preceding the submitted pending Application must be noted in the Application and may affect your Application.

Minors under the age of eighteen (18) may be identified in the Application without personal identifiers but must be identified with full names and date of birth using Form 45D. Applications submitted without personal identifiers must include Form 45D or will be rejected as incomplete.

E-File Account Setup

If you have a registered E-File Account, [Login](#) with your email address and password at the **Gateway** home page and continue to page 4 – *Document Preparation and Signatures*.

If you do not have an E-File Account, [register here first](#) for account approval.

Application Procedures and Additional Information

The Application and supporting documents must be prepared by the Applicant or an attorney, and submitted to the Court for filing, along with the filing fee. Once the documents have been accepted for filing, the Court will review the filing for approval.

The Court may require additional documentation.

- A hearing is required. A Notice of Hearing will be emailed to the Applicant and/or attorney with instructions regarding the hearing format (online via Zoom, by phone, or in person at Court).
- Any incorrect information and/or any changes made to your Application AFTER the initial filing date MAY DELAY the Court proceedings.
- **If the Application is granted, the Court will email signed copies of the executed Court Order to the Transferee within 7-10 business days. Upon request, the Court will issue certified copies of the Order by regular mail.**

Notification of Filing Status

Notification your filing has been **Accepted** or **Rejected** will be sent to your email. Rejected filings email will include instructions to correct the submission.

Corrected rejected filings may be resubmitted within 72 hours. After 72 hours, you must start the filing again with a new confirmation number.

Document Preparation and Signatures

There are no standard forms available on the Court's website for Transfers of Structured Settlement (TSS) cases.

Applications and supporting documents must be prepared and submitted as PDF document files per Local Rules 57, 57.1, and 57.2. Handwritten, illegible, or unclear PDFs will be rejected.

New cases shall leave the Case Number line blank. Filings with an existing case (same Payee) should be filed on the existing case and the case number entered on the caption lines.

Note: If there are any related underlying Probate Court cases, please reference the underlying related case plainly in the body of the Application (e.g., case number of related wrongful death estate case).

Signatures on Applications and pleadings for E-File may be submitted in the following ways:

- As an ink signature, the signed document then converted to a scanned PDF copy, or
- As an **E-Signature**, formatted by typing **/S/** in front of the **typed name** on signature lines, or

The applicant states that the applicant will cause notice of the application to be published once in a newspaper of general circulation in this county at least thirty (30) days before the hearing on this application. In addition, notice will be given by the applicant to any non-consenting parent or alleged parent, whose addresses are known, by certified mail, return receipt requested.

_____ Attorney for Applicant	_____ Applicant's Signature
_____ Typed or Printed Name	_____ Typed or Printed Name

12345 Main Street

- 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 for the Application but must be presented if requested by a hearing officer reviewing the document.

File a New TSS Case

New Application and New Payee

Go to the [Electronic Filing System Home Page](#). Select the blue **E-File Gateway Login** button.

Probate Court
Cuyahoga County, Ohio

Judge Anthony J. Russo, Presiding Judge
Judge Laura J. Gallagher
CUYAHOGA COUNTY PROBATE COURT

Home Topics Forms Docket & Index Search E-Filing Court News Court Costs Resource Center Court Programs

Probate Court Electronic Filing System Home Page

- Registration is required. You must have a valid email address and agree to the [Terms of Use](#)
- Read the [Policies and Procedures](#) and [E-File User's Guide](#) for standards and technical help
- For assistance, contact the E-File Help Desk at probate_efile@cuyahogacounty.us or (216) 443-8948

E-Filings Available E-File Filing Guides **E-File Gateway Login** E-File Account Registration E-File FAQs

[Top of Page](#)

Login using your **Login ID** (email address) and your **Password**.

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

Home

To use the Probate Court E-File Gateway, log in with your registered email address and password.
Not registered? Create an account using the link provided.

Login Email Address

Password

Login

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

On the Welcome screen, select the **E-Filing** Tab, then click **File A New Case...**



For **Case Category** select *CIVIL/MISCELLANEOUS*.

For **Type of Filing** select *APPL. FOR APPROVAL OF TRANSFER OF STRUCT. SETTLEMENT*

For **Case Title** type the full legal name (first, middle, last) of the **Payee**.

The screenshot shows the 'NEW CASE FILING' screen. The 'Case Setup' step is highlighted in the progress bar. The form contains three fields: 'Case Category' (CIVIL/MISCELLANEOUS), 'Type of Filing' (APPL. FOR APPROVAL OF TRANSFER OF STRUCT. SETTLEMENT), and 'Case Title' (OLIVER HAZARD PERRY). The 'Case Title' field has a character limit of 200. At the bottom are buttons for 'Save and Proceed', 'Save', and 'Cancel'.

Selecting **Save** assigns a **Confirmation** number and saves your work to your account with an **Incomplete** status. (Use this option if you wish to stop here and continue your filing later.)

Selecting **Save and Proceed** stores your filing, assigns a **Confirmation** number, and advances you to the **ADD PARTY MEMBERS** screen.

Add Party Members

ADD PARTY MEMBERS and click **Save Party** for each **Case Party Role** before adding the next.

Transferee – Change the radio button from 'Person' to 'Company,' then enter the full name and address of the Transferee (company or corporate entity) identified on the *Application*.

Payee – enter the full legal name (first, middle, last) and address of the Payee.

Annuity Issuer – enter the company or corporate entity name of the Annuity Issuer.

Application	Party Roles in Gateway
<i>Transferee (Applicant)</i>	<i>Transferee</i>
<i>Payee</i>	<i>Payee</i>
<i>Annuity Issuer</i>	<i>Annuity Issuer</i>

Case Party Role information **MUST** match the information on the *Application*.

The screenshot shows the 'ADD PARTY MEMBERS' form. At the top, a blue header bar contains the text 'ADD PARTY MEMBERS'. Below this is a light blue box with instructions: '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.' The form fields include: 'Case Party Role' (dropdown menu set to 'TRANSFEEE'), three radio buttons for 'Person', 'Company' (selected), and 'Agency'; 'Company Name' (text field with 'SLASH ESS SLASH AND ASSOCIATES'); 'Phone Type' (dropdown menu set to 'WORK') and 'Phone Number' (text field with '(216)443-8948'); 'Copy Address' (dropdown menu set to '-- Select Address --') with checkboxes for 'Foreign Address' and 'Unknown Address'; 'Address Type' (dropdown menu set to 'WORK ADDRESS'); 'Address Line 1' (text field with '1 W. LAKESIDE AVE.'); 'Address Line 2' (text field with 'SUITE 123'); 'City' (text field with 'CLEVELAND'); 'State' (dropdown menu set to 'OHIO') and 'Zip Code' (text field with '44113'). At the bottom are two buttons: 'Save Party' and 'Clear Party'. A red callout box with a pointer to the 'I am representing this party member' checkbox contains the text 'Check Box (Attorney for Transferee)'.

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: TRANSFEEE
☐ Person ☒ Company ☐ Agency

Company Name: SLASH ESS SLASH AND ASSOCIATES

Phone Type: WORK Phone Number: (216)443-8948

Copy Address: -- Select Address --
☐ Foreign Address ☐ Unknown Address

Address Type: WORK ADDRESS

Address Line 1: 1 W. LAKESIDE AVE.
Address Line 2: SUITE 123
City: CLEVELAND
State: OHIO Zip Code: 44113

Save Party Clear Party

☒ I am representing this party member

Check Box
(Attorney for
Transferee)

Note: The attorney usually represents the Transferee but not the Payee nor Annuity Issuer roles.

See the next page for a **sample setup** of the case party roles before you proceed to Add Documents. View the **Party Role Review** at the bottom of the **Add Party Members** screen.

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

PARTY ROLE REVIEW

ANNUITY ISSUER:
[New Party](#)

BATTLE OF LAKE ERIE ANNUITIES
2 SECOND ST
SUITE 456
CLEVELAND, OH 44113
(216) 443 - 8948



PAYEE:
[New Party](#)

OLIVER HAZARD PERRY
1 MAIN
CLEVELAND, OH 44113
(216) 443 - 8948



TRANSFeree:
[New Party](#)

(REPRESENTED BY ONLY (1210121))
SLASH ESS SLASH AND ASSOCIATES
1 W. LAKESIDE AVE.
SUITE 123
CLEVELAND, OH 44113
(216) 443 - 8948




Edit Party Role


Delete Party Role

[Save and Proceed](#)

[Cancel](#)

Use **Edit** or **Delete** icons to make changes to party role names or contact information.

If setup is correct, select **Save and Proceed** to advance to the [Add Documents](#) screen.

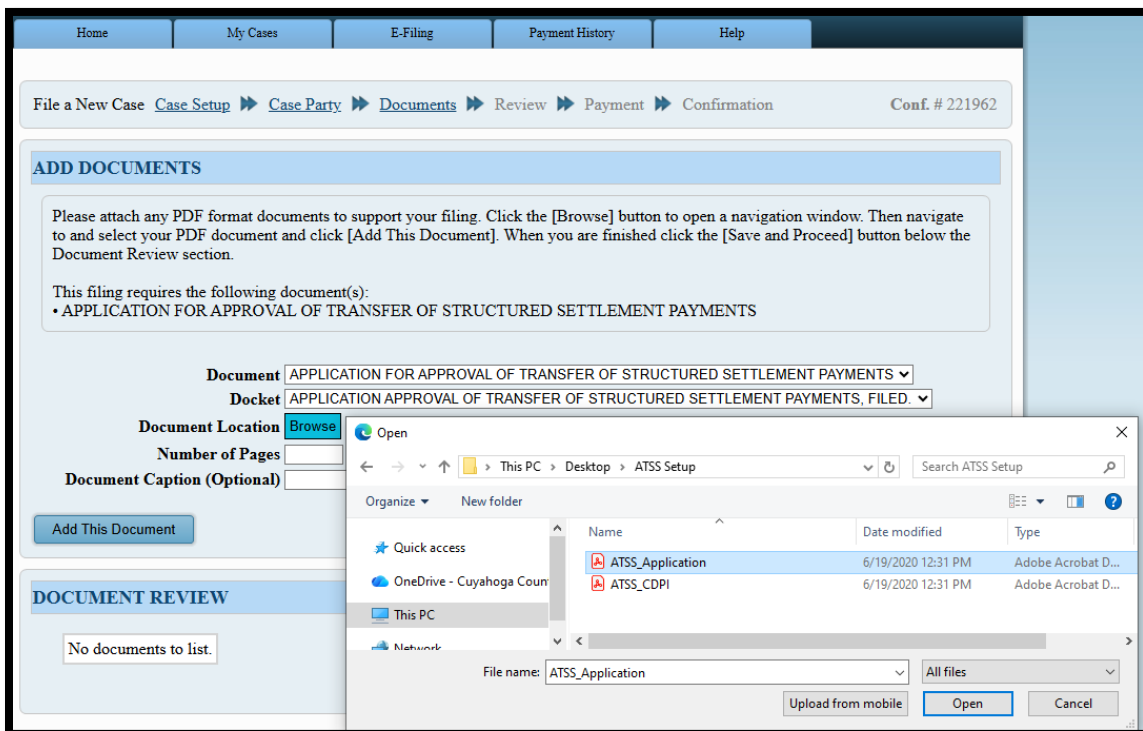
Add Documents and Final Review

At the **ADD DOCUMENTS** screen, upload each of the following required documents:

Separate PDFs Saved on your PC or Device	Docket codes in menu
<i>Application for Approval of Transfer of Structured Settlement Payments</i> <i>(Submit these documents as one PDF with the Application as the first page.)</i> • <i>Proposed Purchase Contract</i> • <i>Disclosure Statement(s)</i> • <i>Statement of Professional Representation, or</i> • <i>Waiver of Right to Seek Independent Professional Advice</i>	<i>Application for Approval of Transfer of Structured Settlement Payments</i>
<i>Additional supporting documents</i> <i>Form 45D</i>	<i>Supplemental Document</i> <i>Confidential Disclosure of Personal Identifiers</i>

Browse and locate on your PC or device your saved PDF files.

Enter the number of pages in the area provided. Then select **Add This Document**.



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

Repeat the steps as necessary to upload supporting documents.

[File a New Case](#) [Case Setup](#) ➤ [Case Party](#) ➤ [Documents](#) ➤ [Review](#) ➤ [Payment](#) ➤ [Confirmation](#) Conf. # 221962

ADD DOCUMENTS

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.

This filing requires the following document(s):

- APPLICATION FOR APPROVAL OF TRANSFER OF STRUCTURED SETTLEMENT PAYMENTS

Document APPLICATION FOR APPROVAL OF TRANSFER OF STRUCTURED SETTLEMENT PAYMENTS ▼

Docket APPLICATION APPROVAL OF TRANSFER OF STRUCTURED SETTLEMENT PAYMENTS, FILED. ▼

Document Location [Browse](#)

Number of Pages (max 9999)

Document Caption (Optional)

[Add This Document](#)

DOCUMENT REVIEW

View	Docket	Pages	File Name	Document Caption	Remove
	APPLICATION FOR APPROVAL OF TRANSFER OF STRUCTURED SETTLEMENT PAYMENTS	19	ATSS_Application.pdf		
	CONFIDENTIAL DISCLOSURE OF PERSONAL IDENTIFIERS	1	ATSS_CDPL.PDF		
	SUPPLEMENTAL DOCUMENTS FILED	5	ATSS_Supp Docs.pdf		

[Save and Proceed](#)



Remove
Document

Remove PDFs to make changes or corrections by selecting the red 'X' icon under Document Review.

Re-upload edited PDFs again using the ADD DOCUMENTS feature.

Note on Rejected Filings

If your filing is rejected and needs correction to documents, access the filing by its confirmation number on the *Welcome Screen* after login, choose to "Edit This Filing" and proceed to the **Add Documents** screen.

Scroll down to the **Document Review** to remove individual uploads for correction. Select the red "X" icon to remove individual documents.

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

At the **FILING REVIEW** screen, select [EDIT](#) to make corrections.

[File a New Case](#) [Case Setup](#) [Case Party](#) [Documents](#) [Review](#) [Payment](#) [Confirmation](#) Conf. # 221962

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: CIVIL/MISCELLANEOUS
Type of Filing: APPL. FOR APPROVAL OF TRANSFER OF STRUCT. SETTLEMENT

PARTY ROLE REVIEW [EDIT](#)

ANNUITY ISSUER:
[New Party](#)

BATTLE OF LAKE ERIE ANNUITIES
2 SECOND ST
SUITE 456
CLEVELAND, OH 44113
(216) 443 - 8948

PAYEE:
[New Party](#)

OLIVER HAZARD PERRY
1 MAIN
CLEVELAND, OH 44113
(216) 443 - 8948

TRANSFeree:
[New Party](#)

(REPRESENTED BY ONLY (1210121))
SLASH ESS SLASH AND ASSOCIATES
1 W. LAKESIDE AVE.
SUITE 123
CLEVELAND, OH 44113
(216) 443 - 8948

DOCUMENT REVIEW [EDIT](#)

View	Docket	Pages	File Name
	APPLICATION FOR APPROVAL OF TRANSFER OF STRUCTURED SETTLEMENT PAYMENTS	19	ATSS_Application.pdf
	CONFIDENTIAL DISCLOSURE OF PERSONAL IDENTIFIERS	1	ATSS_CDPLPDF
	SUPPLEMENTAL DOCUMENTS FILED	5	ATSS_Supp Docs.pdf

NOTE FOR CLERK

Note to Clerk: (max 500 characters)

[Save and Proceed](#)

Note: The **NOTE FOR CLERK** area can be used to make brief requests or notes to the E-File Department. It is NOT to be used for testimony or to ask questions of hearing officers.

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

Payment

Payment of \$85.00 is authorized at the time of submission, including an additional \$2.95 for credit/debit card convenience fees. Your credit or debit card will be charged after your E-Filing has been accepted. Cards are not charged for rejected or canceled submissions.

Submit the filing on behalf of the **TRANSFeree** party role.

Complete your card billing information.

The name on the credit/debit card **MUST MATCH** the Registered Account Name.

Third party payments will NOT be accepted. Attorneys who wish to file with a third-party firm card may contact the E-File Department by phone to setup an E-Firm account (one-time setup).

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.

If you receive the error "There was a problem connecting to the payment server," select F5 from your keyboard to refresh the screen.

Filing Charges	\$85.00
Convenience Fee	\$2.95
Total Deposit Required	\$87.95

On Behalf of: SLASH ESS SLASH AND ASSOCIATES (TRANSFeree) 

Payment Type ☒ Credit Card ☐ Debit Card

Bill To

First Name THOMAS **Last Name** SAWYER **Suffix** -- Select --

Country UNITED STATES

Address Line 1 1 W. LAKESIDE AVE.

Line 2 SUITE 123

City CLEVELAND

State OHIO

Zip 44113

Card Number 123456789876543 (without dashes or spaces)

Expiration (Month/Year) JAN / 2029 (YYYY year format)

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



Review your information, then select **SUBMIT** to send your filing to the Court for review. A confirmation of submission will display. **Print a copy for your records.**

Sample Submission Confirmation screen pending Court review...

[File a New Case](#) [Case Setup](#) [Case Party](#) [Documents](#) [Review](#) [Payment](#) [Confirmation](#) Conf. # 221962

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. #: 221962
Date/Time Submitted: 11/07/2025 17:18:44

Case Category: CIVIL/MISCELLANEOUS
Type of Filing: APPL. FOR APPROVAL OF TRANSFER OF STRUCT. SETTLEMENT
Case Title: OLIVER HAZARD PERRY

PARTY ROLE INFORMATION

ANNUITY ISSUER: [New Party](#) BATTLE OF LAKE ERIE ANNUITIES
2 SECOND ST
SUITE 456
CLEVELAND, OH 44113
(216) 443 - 8948

PAYEE: [New Party](#) OLIVER HAZARD PERRY
1 MAIN
CLEVELAND, OH 44113
(216) 443 - 8948

TRANSFeree: [New Party](#) [\(REPRESENTED BY ONLY \(1210121\)\)](#)
SLASH ESS SLASH AND ASSOCIATES
1 W LAKESIDE AVE.
SUITE 123
CLEVELAND, OH 44113
(216) 443 - 8948

DOCUMENT INFORMATION

Docket	Pages	File Name
APPLICATION FOR APPROVAL OF TRANSFER OF STRUCTURED SETTLEMENT PAYMENTS	19	ATSS_Application.pdf
CONFIDENTIAL DISCLOSURE OF PERSONAL IDENTIFIERS	1	ATSS_CDPI.PDF
SUPPLEMENTAL DOCUMENTS FILED	5	ATSS_Supp Docs.pdf

PAYMENT

Filed on behalf of: SLASH ESS SLASH AND ASSOCIATES (TRANSFeree)

Filing Cost: \$85.00
Convenience Fee: \$2.95
Total Confirmed: **\$87.95**

Payment Type: Credit Card
Credit Card Number: *****6543
Submitted/Authorized Date: 11/7/2025

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

Your E-Filing now has a status of **Received** and cannot be edited while under review by the Court. Your filing can be **Canceled** from the E-File System through the **My Filings** tab.

Users will be notified by email if a filing has been **Accepted** or **Rejected**.

Hearing Notices will include instructions as to the hearing format (online, telephonic, or in person).

Filing on an Existing TSS Case

*Applicants should review the Probate Court's existing docket (and their own records) for prior transfers of settlement(s) under the same Payee name. **Settlements sharing the same Payee shall be filed under the same case number.***

TSS Applications submitted 'new' with an existing case on record with Probate Court will be rejected and must be resubmitted on the existing case.

Login using your **Login ID** (email address) and your **Password**.

The screenshot shows the login page for the Cuyahoga County Probate Court E-Filing Gateway. At the top left is the Probate Court logo. The header text reads "CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY". Below the header is a "Home" link. The main content area contains the following text: "To use the Probate Court E-File Gateway, log in with your registered email address and password. Not registered? Create an account using the link provided." Below this text are two input fields: "Login Email Address" and "Password". A "Login" button is positioned below the password field. At the bottom of the login area are two links: "Create an account" and "Forgot Password".

Searching for Existing Cases

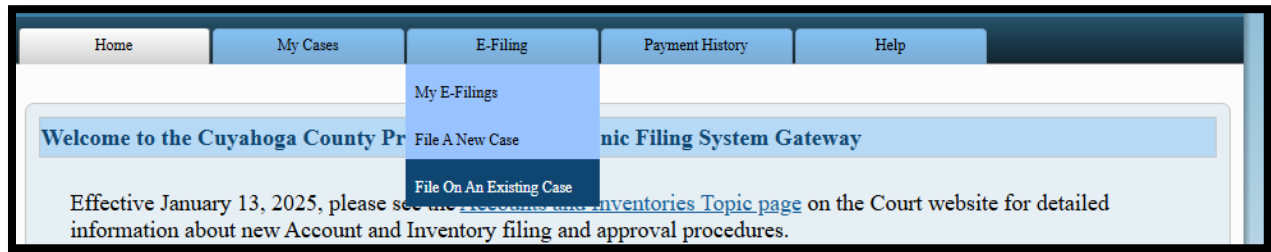
On the Welcome screen, there are multiple ways to search for existing cases. If you are already a party to an existing case, you can find the case listed under the **My Cases** tab.

The screenshot shows the "My Cases" tab in the e-filing system. At the top is a navigation bar with tabs: "Home", "My Cases", "E-Filing", "Payment History", and "Help". Below the navigation bar is a "MY CASES SEARCH" section. This section contains a "Case Number" field with a dropdown arrow, "From" and "To" date pickers, and checkboxes for "Open Cases" (checked) and "Closed Cases" (unchecked). A "Search Cases" button is located to the right of these fields. Below the search section is a table listing cases.

Case Number	Filed	Status	Case Title	Judge	View Case	New E-File	New PO
2025MSC301979	11/12/2025	OPEN	THE STRUCTURED SETTLEMENT FOR THE BENEFIT OF OLIVER HAZARD PERRY	ANTHONY J RUSSO			

From the **My Cases** tab, you can access a summary of the case (C) or E-File on it (E).

Another way to find and file on an existing case is to select the **E-Filing** Tab, and from the menu, choose **File On An Existing Case**...



On the next screen, search by Case or by Party. The example below is a case number search using only the numeric portion of the existing case.

The image shows the 'Case Search' page. The 'Case Search' tab is selected in the top navigation bar. Below the navigation bar, there is a blue banner with the text 'Message for Wednesday, November 12, 2025'. Below the banner, there is a message: 'Please be aware that all historical marriage information is designated with a year of 1900. However, that is not the year of the marriage. The record will provide you with the journal and page number. You can then come down to the court to get more information. If you are searching for a historical non marriage case filed prior to 1975, please contact the Court at pccpc@cuyahogacounty.us or call (216) 443-8764 or (216) 443-8792. Please be aware that this site may not be fully functional on some mobile devices and/or tablets.' Below the message, there is a section titled 'Search by Case'. In this section, there are three input fields: 'Case Year' (empty), 'Case Category' (dropdown menu with '<Select Category>' selected), and 'Case Number' (text box with '301979' entered). A red arrow points to the 'Case Number' field. Below the input fields, there is a blue button labeled 'Search By Case Number'.

From the displayed results of names, select any party from the prior TSS case...

Search Results				
Name	Case Number	Address	Role	Alias
RONALD RAMSEY	1900ML301979		GROOM	
MARY PHILLIPS	1900ML301979		BRIDE	
SLASH ESS SLASH AND ASSOCIATES	2025MSC301979	1 W. LAKESIDE AVE.	TRANSFEREE	
OLIVER HAZARD PERRY	2025MSC301979	1 MAIN	PAYEE	
BATTLE OF LAKE ERIE ANNUITIES	2025MSC301979	2 SECOND ST	ANNUITY ISSUER	

The next screen is the **Case Summary** of the existing case.

Case Summary

Full case copies are now available by clicking on the **REQUEST FULL CASE COPY** button on the bottom left of the summary screen.

Online copy requests can be submitted at any time. Online copy requests are processed during normal Court business hours and will be sent out by regular mail. Your submission page is proof the Court received your request. Your credit card will not be charged until the Court approves your request. You will receive an email once the request has been processed.

Full case copies are **NOT** certified copies of the case. If you need a certified copy of a complete case, please call the Court for more information and to make your request. **However, if you would like to order a certified copy of your marriage record please click on the REQUEST FULL CASE COPY button on the bottom left of the summary screen.**

For cases after 2011, many of the docket images are available online to print out and a full case copy request may not be needed.

For a full case copy, you will be charged \$10.00 plus a convenience fee of \$2.00. However, for larger case files, the Court has discretion to charge the cost of copying at 10 cents per page and the cost of mailing.

Case Number: 2025MSC301979

Case Title: THE STRUCTURED SETTLEMENT FOR THE BENEFIT OF OLIVER HAZARD PERRY

Case Type: APPL. FOR APPROVAL OF TRANSFER OF STRUCT. SETTLEMENT

Filing Date: WEDNESDAY, NOVEMBER 12, 2025

Judge: ANTHONY J RUSSO

Case Status: OPEN

Status Date: WEDNESDAY, NOVEMBER 12, 2025

Case Tools

Request Full Case Copy 

Submit E-Filing: 

View Printer Friendly Version: 

Select the **Submit E-Filing (E)** from the Case Tools at bottom.

The next screen displays the **ADD PARTY MEMBERS** screen to begin filing on the existing case and shows your pending filing confirmation number at the top-right of the screen.

File on an Existing Case [Case Party](#) ➤ [Documents](#) ➤ Review ➤ Payment ➤ Confirmation Conf. # 221965

EXISTING CASE FILING

Case Number: 2025MSC301979
Case Title: THE STRUCTURED SETTLEMENT FOR THE BENEFIT OF OLIVER HAZARD PERRY
Case Filed: 11/12/2025
Type: APPL. FOR APPROVAL OF TRANSFER OF STRUCT. SETTLEMENT
Judge: RUSSO/ANTHONY/J

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add a new or modified party member to the filing. You can add an unlimited number of party members this way. You may also indicate that an existing party member is your client. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role -- Select Party Role -- ☒ I am representing this party member

Review Existing Party Members

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

PARTY ROLE REVIEW

ANNUITY ISSUER:	BATTLE OF LAKE ERIE ANNUITIES 2 SECOND ST SUITE 456 CLEVELAND, OH 44113 (216) 443 - 8948	Claim Party
PAYEE:	OLIVER HAZARD PERRY 1 MAIN CLEVELAND, OH 44113 (216) 443 - 8948	Claim Party
TRANSFeree:	(REPRESENTED BY ONLY (1210121)) SLASH ESS SLASH AND ASSOCIATES 1 W. LAKESIDE AVE. SUITE 123 CLEVELAND, OH 44113 (216) 443 - 8948	

Review the existing parties.
DO NOT ADD DUPLICATES. In most instances, there will be no reason to add additional parties beyond the existing Transferee, Payee, and Annuity Issuer.

[Save and Proceed](#)
[Cancel](#)

Attorneys may already be associated with the Transferee from previous Applications and will see their name and Bar ID highlighted above the Transferee's name (e.g. **REPRESENTED BY ONLY (1210121)**). If this relationship is established and displayed, select **SAVE AND PROCEED**.

TRANSFEE:	(REPRESENTED BY ONLY (1210121)) SLASH ESS SLASH AND ASSOCIATES 1 W. LAKESIDE AVE. SUITE 123 CLEVELAND, OH 44113 (216) 443 - 8948
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If an attorney is not yet associated with the Transferee, they may select the **Claim Party** if it is available to establish the filing association with the Transferee.

TRANSFEE:	(REPRESENTED BY ONLY (1210121)) SLASH ESS SLASH AND ASSOCIATES 1 W. LAKESIDE AVE. SUITE 123 CLEVELAND, OH 44113 (216) 443 - 8948	Claim Party
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Save and Proceed **Cancel**

Example: Attorney *Tom Sawyer* claims Transferee *Slash Ess Slash And Associates*, the screen refreshes, and *REPRESENTED BY SAWYER* and attorney Bar ID is added to the display (along with attorney named *Only*) confirming the association to the Transferee.

TRANSFEE:	(REPRESENTED BY SAWYER (3575399)) (REPRESENTED BY ONLY (1210121)) SLASH ESS SLASH AND ASSOCIATES 1 W. LAKESIDE AVE. SUITE 123 CLEVELAND, OH 44113 (216) 443 - 8948	Unclaim Party
------------------	--	----------------------

Claimed Party **Save and Proceed** **Cancel**

If the *Transferee*, *Payee*, and *Annuity Issuer* party roles are correct with updated information, select **SAVE AND PROCEED** to advance to the **ADD DOCUMENTS** screen...

Add Documents and Final Review

At the **ADD DOCUMENTS** screen, upload your **new Application** (all forms in a single PDF with the Application as the first page). *Form 45D* should be uploaded separately in the same submission.

Other common pleadings (notices, motions, affidavits, etc.) filed after the Application should be uploaded using available dedicated codes from the document menu. Examples listed below.

Proposed orders should be uploaded as individual PDFs but sent in the same submission as the related motion or pleading.

Separate PDFs Saved on your PC or Device	Docket codes in menu
<i>Application for Approval of Transfer of Structured Settlement Payments</i> (Submit these documents as one PDF with the Application as the first page.) • <i>Proposed Purchase Contract</i> • <i>Disclosure Statement(s)</i> • <i>Statement of Professional Representation, or</i> • <i>Waiver of Right to Seek Independent Professional Advice</i>	<i>Application for Approval of Transfer of Structured Settlement Payments</i>
<i>Additional supporting documents</i>	<i>Supplemental Document</i>
<i>Form 45D</i>	<i>Confidential Disclosure of Personal Identifiers</i>
<i>Notice of Proposed Transfer</i>	<i>Notice of Proposed Transfer</i>
<i>Notice of Dismissal</i>	<i>Notice of Dismissal</i>
<i>Affidavit of Notice</i>	<i>Proof of Service of Notice Of Hearing/Affidavit of Service of Notice</i>
<i>Proposed Order</i>	<i>Proposed Order</i>
<i>Amended Application (for Approval...)</i>	<i>Amended Application</i>

Browse and locate on your PC or device your saved PDF files. Enter the number of pages in the area provided. Then select **Add This Document**.

Added document(s) will display in the **DOCUMENT REVIEW** area at the bottom of the screen.

Repeat the steps as necessary to upload supporting documents (e.g. *Form 45D*).

When all documents are uploaded, proceed to the **Final Review** screen.

At the **FILING REVIEW** screen, select [EDIT](#) to make corrections.

[File a New Case](#) [Case Setup](#) [Case Party](#) [Documents](#) [Review](#) [Payment](#) [Confirmation](#) Conf. # 221962

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: CIVIL/MISCELLANEOUS
Type of Filing: APPL. FOR APPROVAL OF TRANSFER OF STRUCT. SETTLEMENT

PARTY ROLE REVIEW [EDIT](#)

ANNUITY ISSUER:
[New Party](#)

BATTLE OF LAKE ERIE ANNUITIES
2 SECOND ST
SUITE 456
CLEVELAND, OH 44113
(216) 443 - 8948

PAYEE:
[New Party](#)

OLIVER HAZARD PERRY
1 MAIN
CLEVELAND, OH 44113
(216) 443 - 8948

TRANSFeree:
[New Party](#)

(REPRESENTED BY ONLY (1210121))
SLASH ESS SLASH AND ASSOCIATES
1 W. LAKESIDE AVE.
SUITE 123
CLEVELAND, OH 44113
(216) 443 - 8948

DOCUMENT REVIEW [EDIT](#)

View	Docket	Pages	File Name
	APPLICATION FOR APPROVAL OF TRANSFER OF STRUCTURED SETTLEMENT PAYMENTS	19	ATSS_Application.pdf
	CONFIDENTIAL DISCLOSURE OF PERSONAL IDENTIFIERS	1	ATSS_CDPLPDF
	SUPPLEMENTAL DOCUMENTS FILED	5	ATSS_Supp Docs.pdf

NOTE FOR CLERK

Note to Clerk: (max 500 characters)

[Save and Proceed](#)

Note: The **NOTE FOR CLERK** area can be used to make brief requests or notes to the E-File Department. It is NOT to be used for testimony or to ask questions of hearing officers.

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

Payment

Payment for new or Amended Applications of \$85.00 is authorized at the time of submission, including an additional \$2.95 for credit/debit card convenience fees.

Other filings with fees and related convenience fee will also display on this screen.

Your credit or debit card will be charged after your E-Filing has been accepted. Cards are not charged for rejected or canceled submissions.

Submit the filing on behalf of the **TRANSFeree** party role.

Complete card billing information. The name on the credit/debit card **MUST MATCH** the Registered Account Name. **Third party payments will NOT be accepted.** Attorneys who wish to file with a third-party firm card may contact the E-File Department by phone to set up an E-Firm account.

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.**

If you receive the error "There was a problem connecting to the payment server," select F5 from your keyboard to refresh the screen.

Filing Charges	\$85.00
Convenience Fee	\$2.95
Total Deposit Required	\$87.95

On Behalf of: SLASH ESS SLASH AND ASSOCIATES (TRANSFeree) 

Payment Type ☒ Credit Card ☐ Debit Card

Bill To

First Name THOMAS **Last Name** SAWYER **Suffix** -- Select --

Country UNITED STATES

Address Line 1 1 W. LAKESIDE AVE.

Line 2 SUITE 123

City CLEVELAND

State OHIO

Zip 44113

Card Number 123456789876543 (without dashes or spaces)

Expiration (Month/Year) JAN / 2029 (YYYY year format)

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



Review your information, then select **SUBMIT** to send your filing to the Court for review.
Print a copy of the submission confirmation screen for your records.

Help and Contact Information

For procedural questions (about TSS cases), or to speak to a Magistrate	General Magistrate's Office (216) 443-8979
To pay back costs owed on cases (via credit or debit card), or for questions about case billing	Clerk's Office (216) 443-8785 Press '0' after the prompt to speak to a cashier clerk
For copy requests	Quality Assurance Department (216) 443-8793
For help with your E-File User account and E-Filing	E-File Department (216) 443-8948 probate_efile@cuyahogacounty.us