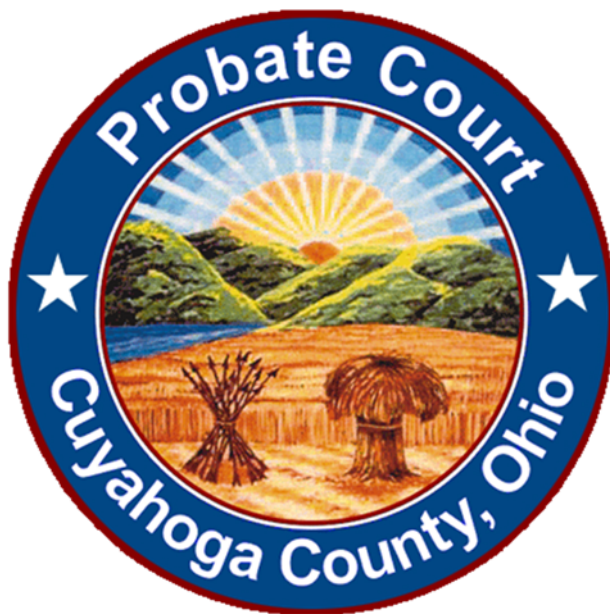


# Probate Court E-File System User Guide

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*Honorable Anthony J. Russo*

*Presiding Judge*

*Honorable Laura J. Gallagher*

*Judge*

## Introduction

This document will assist users in the electronic registration and submission process of Court filings through the Cuyahoga County Probate Court E-File System.

Attorneys and non-attorneys can electronically file their Probate Court documents after registering to use the Court's E-File System. If you should have a legal question regarding your filings, you are advised to consult a licensed Ohio attorney prior to submitting them through the Cuyahoga County Probate Court E-File System. This system is a courtesy provided by the Court for registered users only.

This guide constitutes a living document and will be updated as the Probate Court E-File System develops and changes.

If you have questions about the following guide, please direct them to the Court E-File Department.

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## Introducing E-Filing

### E-File Basics

Effective October 13, 2015, Name Change of Adult filings can be filed electronically.

Any individual may register to file pleadings on Probate Cases. However, e-filing on a case does not automatically confer party status for the registered user on the case. If you have any questions, please consult an attorney.

Registration is required. You must have a valid email address and agree to the [Terms of Use](#).

Court costs will be charged at the time of acceptance by the Court.

Electronic filings may be submitted at any time, however, they are only accepted for filing by the Court during regular Court hours of operation.

### Computer and Scanner Preparation Prior to Login

To access the Cuyahoga County Probate Court E-File System, you will need an internet connection and access to a standard internet browser such as Internet Explorer 9 or newer.

To view documents displayed on the Probate Court web docket, you will need any standard PDF (Portable Document Format) file reader software, such as Adobe Reader.

If you are using a scanner to transmit paper documents to files for upload, you will need to set your scanner to PDF file output in order to attach PDF files to your Court filings.

### Document Preparation Prior to Login

#### Document Format

Only PDF (Portable Document Format) documents will be accepted at this time.

All PDF documents must be formatted in accordance with **Ohio Rule of Superintendence 52** and any other applicable rules governing formatting as the Court may require. For a detailed review of accepted document format, see the Probate Court E-File System [Policies and Procedures](#).

Registered users are encouraged to utilize Court E-File Forms located on the [E-File Home page](#). The E-File forms have been edited to include digital and electronic signature fields.

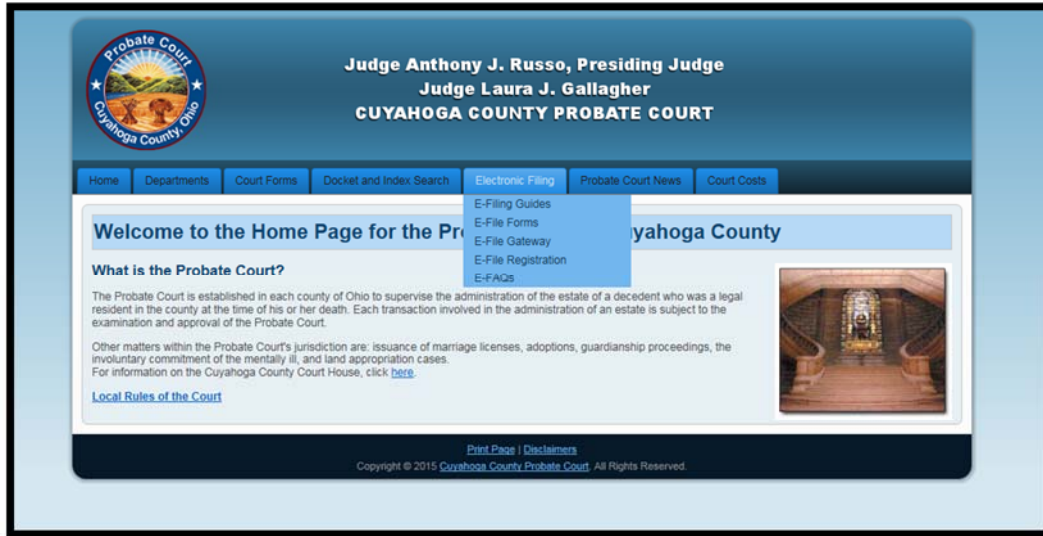
All submissions must be limited to five megabytes (5MB) in size. No combination of PDF documents in one transmission may exceed 2 gigabytes (2GB) in size.

## Getting Started

### Navigating from the Home Page

The Home Page for the Probate Court of Cuyahoga County (Probate Home Page) can be found at <http://probate.cuyahogacounty.us/>

Figure 1: Cuyahoga County Probate Court Home Page



The Probate Court Electronic Filing System Home Page (E-File Home Page) and menu can be found by selecting the blue ELECTRONIC FILING tab located at the top of the screen.

The E-File Home Page includes:

- Basic information necessary for filing
- The Probate Court E-File System Terms of Use – required for registration
- The Probate Court's E-File System Policies and Procedures
- The Court's E-File User Guide, forms and filing guides.

Figure 2: The E-File Home Page Menu

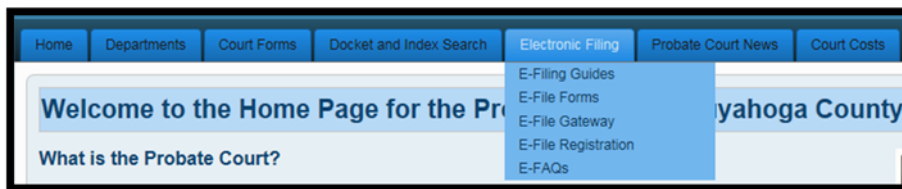


Figure 3: E-File Filing Guides

The screenshot shows the homepage of the Cuyahoga County Probate Court website. At the top left is the court's logo, which features a landscape with a sun, trees, and a field, surrounded by the text "Probate Court Cuyahoga County, Ohio". To the right of the logo, the text reads "Judge Anthony J. Russo, Presiding Judge" and "Judge Laura J. Gallagher" above "CUYAHOGA COUNTY PROBATE COURT". Below this is a navigation menu with buttons for "Home", "Departments", "Court Forms", "Docket and Index Search", "Electronic Filing", "Probate Court News", and "Court Costs". The main content area is titled "Probate Court E-File Filing Guides" and contains the text "Please follow the procedures outlined below." followed by a sub-section "Miscellaneous Case Types" and a link "Name Change - Adult Filing Guide". At the bottom of the page, there are links for "Print Page" and "Disclaimers", and a copyright notice: "Copyright © 2015 Cuyahoga County Probate Court. All Rights Reserved."

Figure 4: E-File Forms

The screenshot shows the same website as Figure 3, but with the "E-File Forms" section active. The navigation menu is the same. The main content area is titled "Probate Court Efile Forms" and features two search options: "Search by Form Topic" and "Search by Form Number". Under "Search by Form Number", there are two dropdown menus; the first is set to "Name Change" and the second is set to "Choose...". At the bottom of the page, there are links for "Print Page" and "Disclaimers", and a copyright notice: "Copyright © 2015 Cuyahoga County Probate Court. All Rights Reserved."

Figure 5: E-File FAQs

**Probate Court**  
Cuyahoga County, Ohio

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

Home | Departments | Court Forms | Docket and Index Search | Electronic Filing | Probate Court News | Court Costs

### Probate Court E-Filing Frequently Asked Questions

**How do I contact the E-File Help Desk?**  
Email: [probate\\_efile@cuyahogacounty.us](mailto:probate_efile@cuyahogacounty.us)  
Phone: (216) 443-8948

**Who can E-File?**  
Anyone with a valid email address may register to e-file. Users must agree to our Terms of Use and should reference the Probate Court's Policies and Procedures prior to using the E-File System. For technical help with document submissions or use of the E-File System, see our E-File User's Guide.  
[Top of Page](#)

**Do I need special software to E-File?**  
No. The Probate Court's E-File System can be accessed by most commercial browsers after registration with a valid email address.  
[Top of Page](#)

**Do I need special hardware to E-File?**  
No. However, paper documents you wish to submit through the Court's E-File System will need to be scanned into a computer as PDF attachable files, using a scanner or scan functions found on most commercial home printers. Please refer to your scanner or printer manual for assistance.  
[Top of Page](#)

**Can I E-File all Probate Court case types?**  
Effective October 13, 2015, Name Change of Adult filings can be filed electronically. When additional case types are available for E-File, the Court will post announcements on its homepage as well as at the E-File homepage.  
[Top of Page](#)

**Are there certain hours of the day when I can E-File?**  
You may login to your account and submit filings at any time. However, filings will not be reviewed by the Court outside of the regular business hours, 8:30 a.m. to 4:15 p.m., Monday through Friday, excepting legal holidays.  
Any document submitted after 4:15 p.m. shall be deemed to have been submitted at 8:30 a.m. on the next Court business day. Any document filed on a Saturday, Sunday, or legal holiday shall be deemed to have been submitted at 8:30 a.m. on the next Court business day.  
[Top of Page](#)

**How do I know if my submitted files were received by the Court?**  
After you submit a filing, the E-File System will display a confirmation page on your screen. This page serves as proof of receipt of your submission. It contains the date and time your filing was received, and a confirmation number you can use to help track your filing. It is recommended you print this page for your records.  
[Top of Page](#)

**My filing was rejected; does it mean I can't E-File this kind of document?**  
Filings rejected by the Court always include a rejection reason and can, in most cases, be corrected and re-submitted to the Court through the E-File System. Rejected filings can be corrected (completed, edited for consistency, etc.) and resubmitted to the Court within 72 hours from the time the rejection email was sent to your account address.  
[Top of Page](#)

Note: If you do not check your email regularly, you may miss this correction deadline and have to re-submit your filing as a new filing.



Figure 6: E-File Home Page



## Registration

You must first register before using the Probate Court E-File System.

A name, valid email address, password, security question and answer are required to complete registration.

Attorneys must provide a valid Ohio Attorney Registration Number.

If you are not an attorney, you must register to file Pro Se. A person filing Pro Se in a court is appearing or filing without the assistance of a licensed attorney.<sup>1</sup>

As part of the registration process, users must agree to the Court's Terms of Use, a copy of which is also available on the [E-File Home Page](#).

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<sup>1</sup> The Court will not accept filings by Pro Se account users who have retained an attorney. For more information, see the [Probate Court E-File System Policies and Procedures](#).

Figure 7: E-File Registration Screen

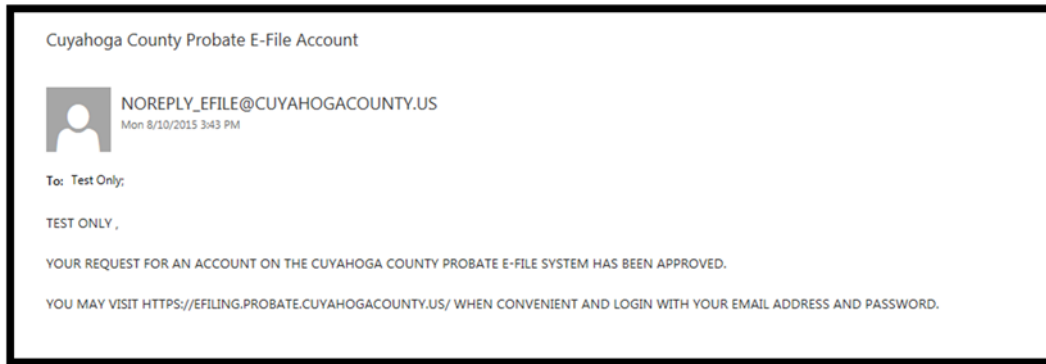
The screenshot shows the 'CREATE AN E-FILE ACCOUNT' registration form. At the top left is the Probate Court logo. The header reads 'CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY'. Below the header is a 'Home' link. The main content area is titled 'CREATE AN E-FILE ACCOUNT' and includes instructions: 'Password must be at least six (6) characters long with one (1) numeric value. Security Question answer must be at least six (6) characters long. All account submissions will be reviewed within 72 hours.' The form fields are: Name (Prefix dropdown, First name 'Test', Middle, Only), Suffix dropdown, Email address ('tonly@cuyahogacounty.us'), Enter a password (masked with dots), Confirm password (masked with dots), Choose a security question (dropdown menu with 'WHAT IS THE NAME OF YOUR FIRST PET?'), Security question answer ('spike1'), and checkboxes for 'I am an attorney' (checked), 'I am pro se', and 'I agree to the terms of use'. At the bottom are 'Clear', 'Cancel', and 'Submit' buttons. A footer contains 'Contact Us | Disclaimer', 'Copyright © 2015 PROWARE. All Rights Reserved.', and 'Test Build 1.5.0810'.

Upon submission of an account request, the Cuyahoga County Probate Court will review the request within 72 hours. **You will be notified by email** with the results of your account request. As soon as your account has been approved, you may begin to submit filings.

Figure 8: Notification of User Account Request

The screenshot shows a 'SUBMISSION SUCCESSFUL' notification message. At the top left is the Probate Court logo. The header reads 'CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY'. Below the header is a 'Home' link. The main content area is titled 'SUBMISSION SUCCESSFUL' and contains the text: 'Thank you for requesting use of the Cuyahoga County Probate Court Electronic Filing System. Your submission will be reviewed within the next 72 hours. You will receive an email confirmation with your credentials upon approval.' Below the text is an 'OK' button. A footer contains 'Contact Us | Disclaimer', 'Copyright © 2015 PROWARE. All Rights Reserved.', and 'Test Build 1.5.0810'.

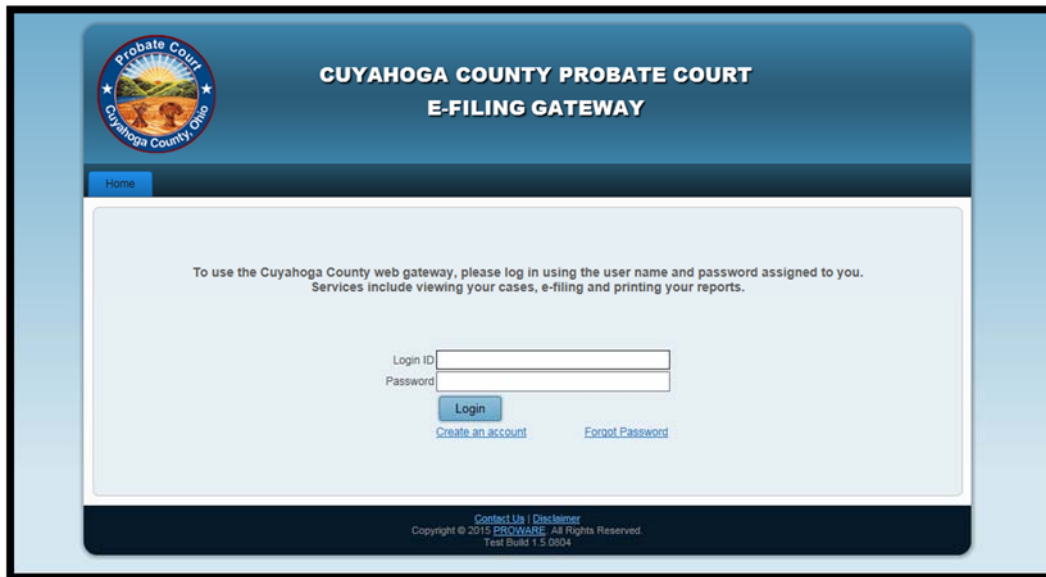
Figure 9: Sample Email Notification of User Account Acceptance



## Login

From the E-File Home Page, select E-File Gateway and login using your email address and password provided in the registration process.

Figure 10: E-File Gateway Login Screen



## Working with the E-File Gateway

After login, the E-File Gateway Home Page displays your filings submitted in the last seven days and information about open cases.

This page is also where the Probate Court will display news and updates about the E-File System.

The blue Gateway tabs give access to a variety of functions and information:

- **Home** allows you to navigate to E-File forms and other Court sites
- **My Cases** displays your filings that have become cases
- **E-Filing** displays all your filings and allows you to create new filings
- **Payment History** displays a printable list of your payment history

Figures 11 – 19 describe the E-File Gateway Home Page tabs and functions in detail:

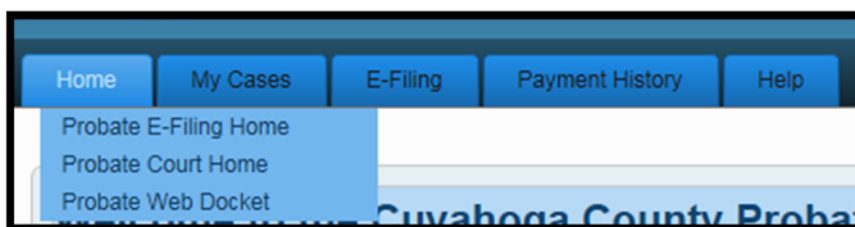
Figure 11: E-File Gateway Home Page



### “Home” Tab

The Home tab provides quick links to the Probate E-File Home Page, the Probate Court Home Page and the Probate Court Web Docket.

Figure 12: E-File Gateway Home Tab Menu Options



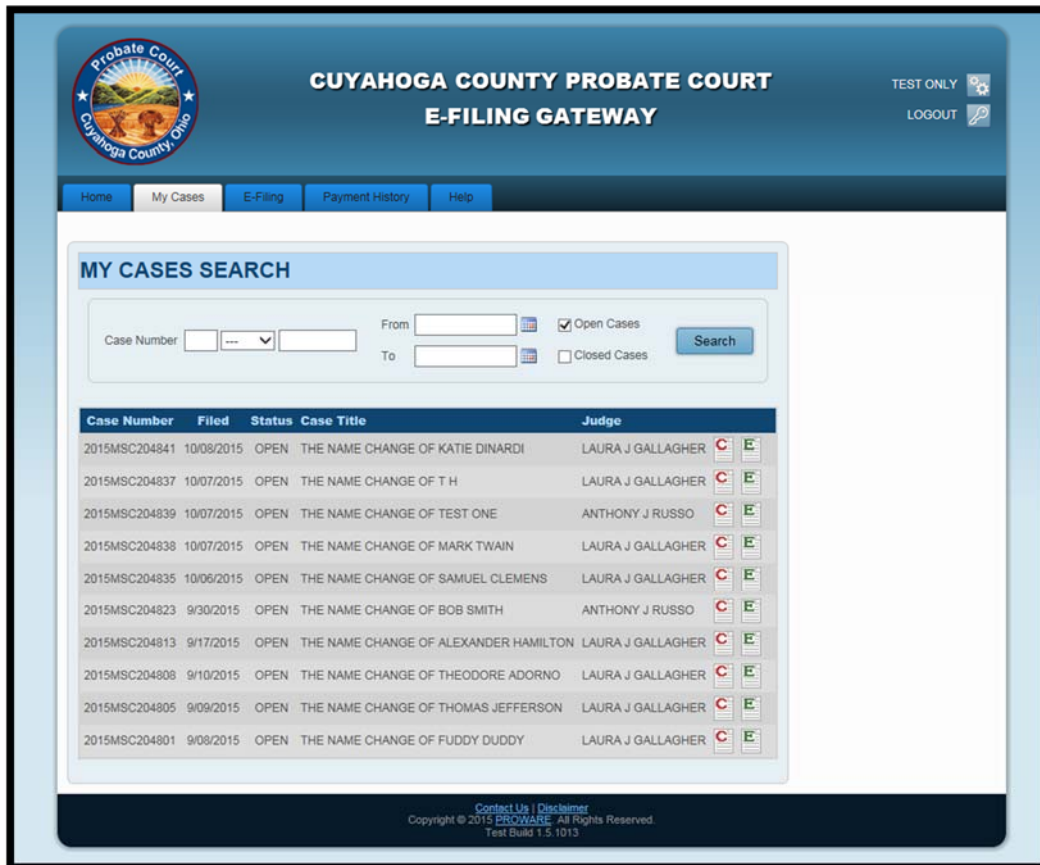
## “My Cases” Tab

Your approved filings display on the “My Cases” screen.<sup>2</sup>

The Case Number, File Date, Status, Case Title and Judge are all displayed. You can also go to the case information on the Probate Court Web Docket or start an e-filing on the case from this screen.

Use filters at the top of the “My Cases” page to help you refine and organize your searches.

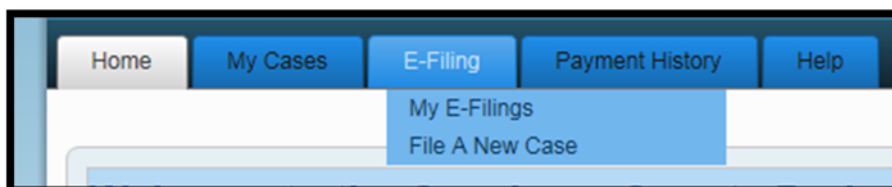
Figure 13: “My Cases” Tab



## “E-Filing” Tab

Under the “E-Filing” tab, you can view your e-filings or submit a new case filing.

Figure 14: E-File Gateway E-Filing Tab Menu Options



<sup>2</sup> If you are an attorney, and wish the My Cases screen to display both your E-Filed and non E-Filed cases, please submit a request in writing to the Court. Once the request is processed, all of your cases with the Court, even those that have not been e-filed, will display under the My Cases screen.

Select “My E-Filings” to view a list of all the e-filings on your account. For detailed information about “My E-Filings” displays, see figures 11-15.

For created cases, or filings on existing cases, the case number will be displayed. There will also be a “Filed” Date, which is the date the filing was submitted to the Court, NOT the date it was accepted by the Court. There is also a status indicator, the confirmation ID number, the filing type and the case title of the filing.

You can use the different criteria at the top of the “My E-Filings” page to filter and search for e-filings.

You can also create a new e-filing by selecting the button at the bottom of the “My E-Filings” page.

Figure 15: E-File Gateway E-Filing Tab

**CUYAHOGA COUNTY PROBATE COURT  
E-FILING GATEWAY**

Home My Cases **E-Filing** Payment History Help

TEST ONLY  
LOGOUT

### MY E-FILINGS SEARCH

From:  To:

New Cases  
 Filings  
 Proposed Orders

Confirmation #

Filing Status: -- Select Filing Status --

Case Number	Filed	Status [?]	Conf. #	Filing Type	Case Title
2015MSC204838	10/08/2015		303	NAME CHANGE ADULT	THE NAME CHANGE OF MARK TWAIN
2015MSC204841	10/08/2015		302	NAME CHANGE ADULT	THE NAME CHANGE OF KATIE DINARDI
			300	NAME CHANGE ADULT	OK
2015MSC204839	10/07/2015		297	NAME CHANGE ADULT	THE NAME CHANGE OF TEST ONE
2015MSC204835	10/06/2015		294	NAME CHANGE ADULT	THE NAME CHANGE OF SAMUEL CLEMENS
2015MSC204801	10/01/2015		287	NAME CHANGE ADULT	THE NAME CHANGE OF FUDDY DUDDY
	10/02/2015		285	NAME CHANGE ADULT	bob smith
			282	NAME CHANGE ADULT	BLAH
			281	NAME CHANGE ADULT	BLAH
			269	NAME CHANGE ADULT	TOM SAWYER
2015MSC204813	9/29/2015		258	NAME CHANGE ADULT	THE NAME CHANGE OF ALEXANDER HAMILTON
			247	NAME CHANGE ADULT	WOODY ALLEN
2015MSC204804	9/25/2015		246	NAME CHANGE ADULT	THE NAME CHANGE OF JOHN ADAMS
			218	NAME CHANGE ADULT	OK
2015MSC204823	9/10/2015		211	NAME CHANGE ADULT	THE NAME CHANGE OF BOB SMITH

1 2

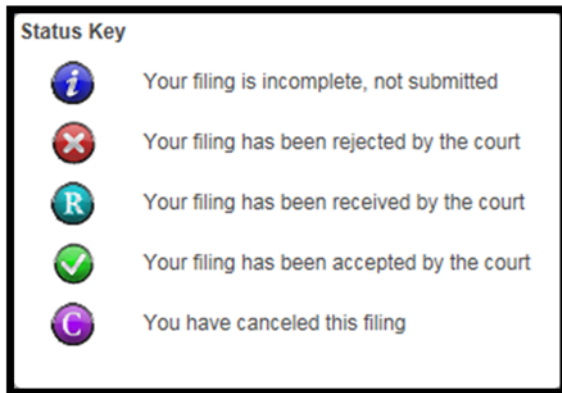
Contact Us | Disclaimer  
 Copyright © 2015 PROWARE. All Rights Reserved.  
 Test Build 1.5.1013

## E-Filing Status

There are five different statuses for an e-filing:

- “In Progress” means the e-filing was started but never finished or submitted to the court.
- “Rejected” means the e-filing was not accepted by the Court. A rejection reason will be in the email response provided from the Court. If an e-filing has been rejected, you have 72 hours from the time of rejection to correct the e-filing and resubmit to the Court. Otherwise a new e-filing will be required.
- “Received” means the e-filing was submitted successfully to the Court and the Court has received the e-filing for review.
- “Accepted” means the e-filing was filed with the Court and is now official Court record.
- “Canceled” means the e-filing was canceled by the user after submission and before acceptance by the Court.

Figure 16: E-Filing Status Key

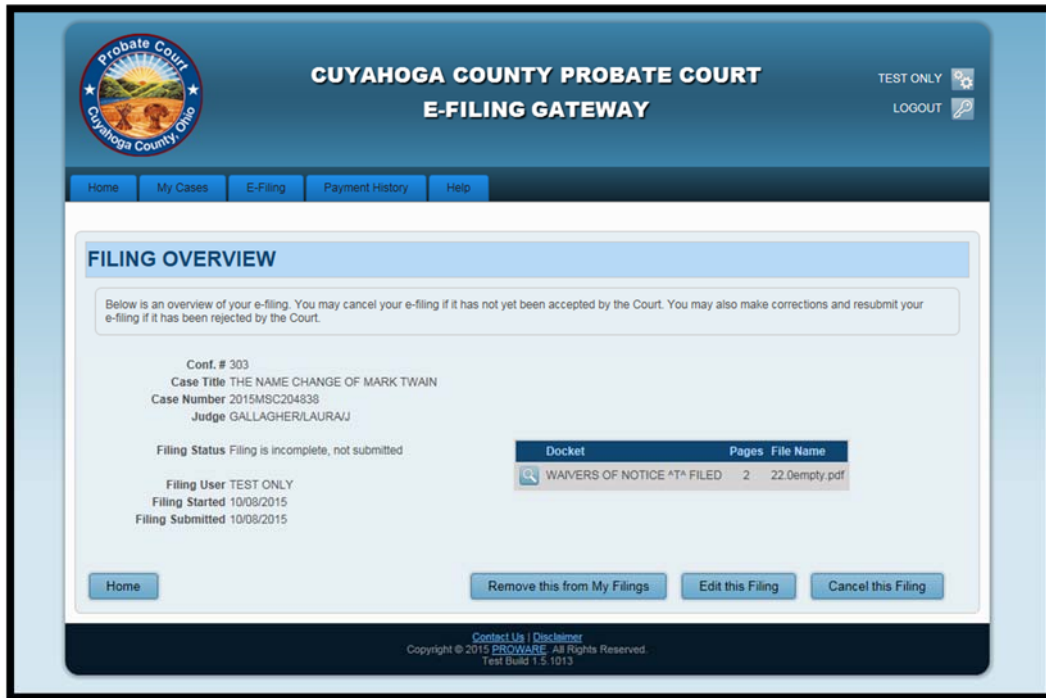


### To View Filing/Submission Status and Details

Click on the confirmation number on either the “E-File Gateway Home Page” or from “My E-Filings” to see details about the e-filing. Details include the Case Title, Case Number, Judge, E-Filing Status, Filing Start Date, Filing Submitted Date (not the date the filing was accepted by the Court), any attached documents, charges and fees.

If an “In Progress” e-filing has not been submitted to the Court, the e-filing can be cancelled, edited or removed. If you cancel the filing, it will still display in your “My E-Filings” list, if you remove the e-filing, it will no longer display in any area of the E-File Gateway.

Figure 17: E-Filing Overview – In Progress

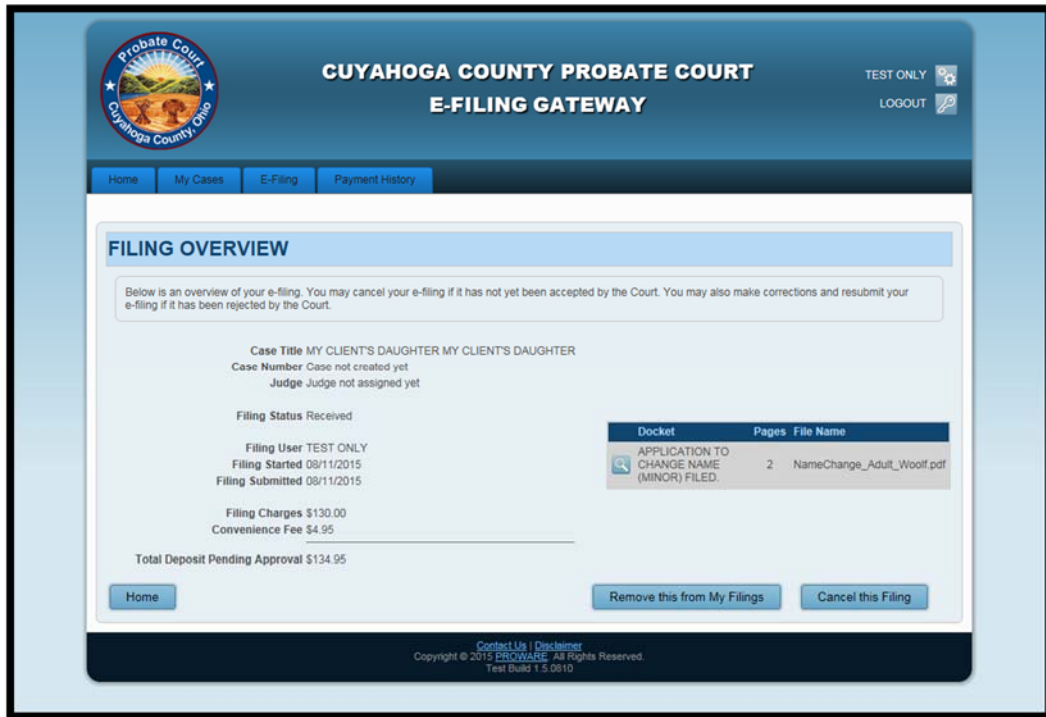


A “Received” filing can only be cancelled or removed. Once an e-filing has been received by the Court, it cannot be edited. If changes need to be made please cancel or remove the e-filing and submit a new one.

If you cancel the filing, it will still appear in your “My E-Filings” list. If you remove the filing, it will no longer appear in any area of the E-File Gateway.



Figure 18: E-Filing Overview – Received by the Court



### “Payment History” Tab

The “Payment History” screen will display charges made on e-filings accepted by the Court which require Court costs.

The Case Number, Filed, Conf. #, Filing Type, Deposit, Convenience Fee, Pay Type (payment method), Authorization, Receipt Date and Receipt Nbr are displayed on the Payment History screen.

You can use the different criteria at the top of the “Payment History” page to filter and search for charges.

Figure 19: E-File Gateway "Payment History" Tab

**CUYAHOGA COUNTY PROBATE COURT  
E-FILING GATEWAY**

TEST ONLY   
LOGOUT

Home My Cases E-Filing **Payment History** Help

### PAYMENT HISTORY

Case Number:   From:    
To:  Confirmation #:  **Search**

Case Number	Filed	Conf. #	Filing Type	Deposit	Conv. Fee	Pay Type	Pay Account	Authorization	Receipt Date	Receipt Nbr
2015MSC204804	9/09/2015	208	EXISTING CASE	\$50.00	\$2.00	cc	1111			
2015MSC204804	10/07/2015	206	EXISTING CASE	\$50.00	\$2.00	cc	1111			
2015MSC204813	9/10/2015	205	NEW CASE	\$130.00	\$4.95	cc	1111	6063665	9/17/2015	155000003170
2015MSC204806	9/09/2015	203	NEW CASE	\$130.00	\$4.95	cc	1111	6063560	9/10/2015	155000003163
2015MSC204838	10/07/2015	202	NEW CASE	\$130.00	\$4.95	cc	1111	6064226	10/07/2015	155000003210
2015MSC204805	9/09/2015	201	NEW CASE	\$130.00	\$4.95	cc	1111	6063478	9/09/2015	155000003160
2015MSC204804	9/09/2015	190	NEW CASE	\$130.00	\$4.95	cc	1111	6063477	9/09/2015	155000003159

Page Total: \$778.75  
Grand Total: \$1,665.55

1 2

**Export**

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Test Build 1.5.1013

## Initiating a New Case

You can initiate a new case e-filing from the “E-Filing” tab menu, either through the “My E-Filings” page or the “File a New Case” page. **Specific filing guides are provided on the E-File Home Page.**

## Defining Basic New Case Information

On the “New Case Filing” screen you must select a Case Category, a Type of Filing, and a Case Title for your filing. A Case Title is chosen by you to assist you in identifying your case. The Note to Clerk area is optional.

Figure 20: Define the New Case E-Filing by Selecting a Case Category, Case Type and Inputting a Case Title

The screenshot displays the 'NEW CASE FILING' interface. At the top, the Cuyahoga County Probate Court logo and 'E-FILING GATEWAY' are visible. A navigation bar includes 'Home', 'My Cases', 'E-Filing', and 'Payment History'. A breadcrumb trail shows the current path: 'File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation'. The main form area is titled 'NEW CASE FILING' and contains a header instruction: 'Enter the New Case Information below. When you are finished entering the data please click the [Save & Proceed] button to continue to the next screen.' The form fields are: 'Case Category' (dropdown menu set to 'CIVIL/MISCELLANEOUS'), 'Type of Filing' (dropdown menu set to 'NAME CHANGE ADULT'), 'Case Title' (text input field containing 'JOHN ADAMS' with a character count '(max 200 characters)'), and 'Note to Clerk' (text input field with a character count '(max 500 characters)'). At the bottom of the form are three buttons: 'Save and Proceed', 'Save', and 'Cancel'. The footer of the page includes 'Contact Us | Disclaimer', 'Copyright © 2015 PROBATE All Rights Reserved', and 'Test Environment'.

“Save and Proceed” will save the case information and move you to the next area of the filing.

“Save” will save the case information you have completed up to that point.

“Cancel” will exit the filing and take you to the E-File Home Page. This will cancel your filing if you have not already selected “Save and Proceed” or “Save”.

## Adding Case Parties

After adding basic case information, add case parties. Ensure the parties and information you enter match the parties and information on your application.

Select the party role and indicate whether the party is a person or company. Once all the required information is input, please select the “Save Party” button on the middle left of the screen to add the party to the e-filing. Do this as many times as needed for each party role until all requirements for the filing are met.

NOTE: Different information will be required based on the party role selected. Specific party requirements for the different filings are provided in the guides located on the E-File Home Page

Figure 21: Adding Case Parties – Person



The screenshot shows the 'ADD PARTY MEMBERS' section of the Cuyahoga County Probate Court E-Filing Gateway. The page header includes the court logo, the title 'CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY', and links for 'TEST ONLY' and 'LOGOUT'. A navigation bar contains 'Home', 'My Cases', 'E-Filing', and 'Payment History'. A breadcrumb trail reads: 'File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation'. The main form area is titled 'ADD PARTY MEMBERS' and contains the following fields and options:

- Party Role: -- Select Party Role -- (dropdown menu)
- I am representing this party member
- Person  Company
- First Name: [text input]
- Middle Name: [text input]
- Last Name: [text input]
- Suffix: [dropdown menu]
- Date of Birth: [text input]
- Phone Type: -- Phone Type -- (dropdown menu), Area Code: [text input], Phone Number: [text input]
- Foreign Address  Unknown Address
- Address Type: -- Select Address Type -- (dropdown menu)
- Address Line 1: [text input]
- Address Line 2: [text input]
- City: [text input]
- State: -- Select State -- (dropdown menu), Zip Code: [text input]
- Country: UNITED STATES (dropdown menu)

A 'Save' button is located below the form fields. Below the form is a 'PARTY ROLE REVIEW' section with the text: 'No persons have been added to this list yet. You may add one above.' At the bottom right of the review section are 'Save and Proceed' and 'Cancel' buttons. The footer contains the text: 'Contact Us | Feedback Copyright © 2015 PROWARE All Rights Reserved. Test Build 1.5.0002'.

Figure 22: Adding Case Parties – Company

The screenshot shows the 'ADD PARTY MEMBERS' form in the Cuyahoga County Probate Court E-Filing Gateway. The form is titled 'ADD PARTY MEMBERS' and includes a navigation breadcrumb: 'File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation'. Below the title, there is a text 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 & Proceed] button below the party member review section.' The form fields include: 'Party Role' (dropdown menu), 'Person' and 'Company' radio buttons, 'Company Name' (text field), 'Phone Type' (dropdown), 'Area Code' (text field), 'Phone Number' (text field), 'Foreign Address' and 'Unknown Address' checkboxes, 'Address Type' (dropdown), 'Address Line 1' (text field), 'Address Line 2' (text field), 'City' (text field), 'State' (dropdown), 'Zip Code' (text field), and 'Country' (dropdown menu set to 'UNITED STATES'). A 'Save' button is located below the form. Below the form is a 'PARTY ROLE REVIEW' section with the text: 'No persons have been added to this list yet. You may add one above.' At the bottom right of the review section are 'Save and Proceed' and 'Cancel' buttons. The footer contains 'Contact Us | Disclaimer', 'Copyright © 2015 PROCLAIMER. All Rights Reserved.', and 'Test Build 1.5.0902'.

Once the party has been successfully added, you will see your party information displayed near the bottom of the screen in the “Party Role Review” area. You can edit the party information by selecting the edit button . You can remove the party by selecting the delete button .

NOTE: If you are identified by a single name only please type it in the Last Name field.

Figure 23: "Party Role Review" Area

**PARTY ROLE REVIEW**

**NEW NAME1:** JONATHAN ANDRES  
123 ALPHABET STREET  
OHIOLAND, OH 12345  
USA  
(216) 555 - 5555

**OLD NAME1:** JOHN ADAMS  
123 ALPHABET STREET  
OHIOLAND, OH 12345  
USA  
(216) 555 - 5555

Save and Proceed Cancel

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Test Build 1.5.0010

Once all parties have been added, select "Save and Proceed" to move onto the next area of the e-filing.

### Adding Documents on a New Case

After you add parties, you must add the documents for the E-Filing.

Figure 24: Add a Document

Probate Court  
Cuyahoga County, Ohio

**CUYAHOGA COUNTY PROBATE COURT  
E-FILING GATEWAY**

TEST ONLY  
LOGOUT

Home My Cases E-Filing Payment History

File a New Case Case Setup Case Party Documents Review Payment Confirmation

**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 & Proceed] button below the Document Review section.

This filing requires the following document(s):

- APPLICATION TO CHANGE NAME (ADULT) FILED.

DocumentDocketFile Path  
APPLICATION TO CHANGE NAME (ADULT) ▼  
APPLICATION TO CHANGE NAME (ADULT) FILED ▼

Browse...

Number of Pages  (max 9999)

Add This Document

**DOCUMENT REVIEW**

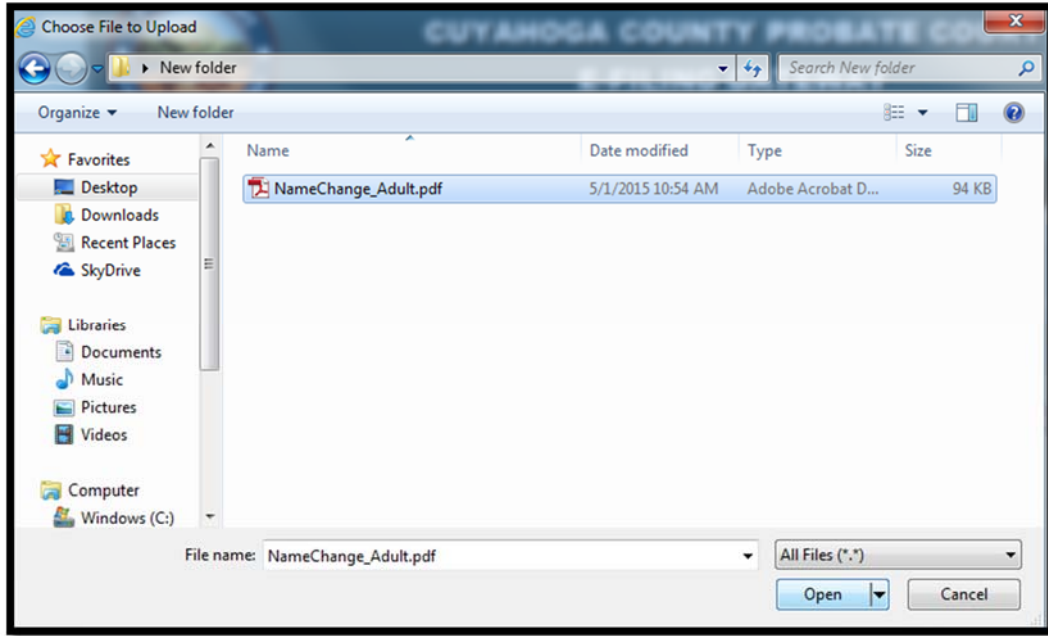
No documents to list.

Save and Proceed

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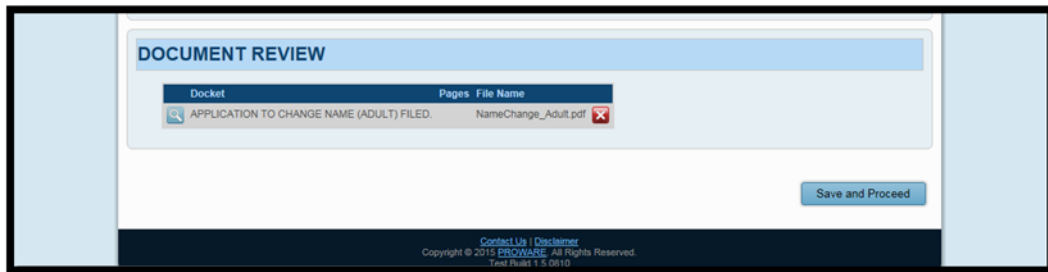
Please select “Browse” and locate the PDF file that will be used for the filing. Highlight the document and select “Open.” From the Gateway Add Documents screen, enter the Number of Pages and select “Add the Document” to attach to the E-Filing. Only PDF documents will be allowed.

Figure 25: Browse for Document



After you have added the document, it displays in the “Document Review” area.

Figure 26: “Document Review” Area



Select “Save and Proceed” to continue.

### Adding Supplemental Documents to a New Case Filing

To add supplemental documents to a new case filing select the Supplemental Documents Filed as the document.

Figure 27: Adding Supplemental Documents

Probate Court  
Cuyahoga County, Ohio

**CUYAHOGA COUNTY PROBATE COURT  
E-FILING GATEWAY**

TEST ONLY  
LOGOUT

Home My Cases E-Filing Payment History

File a New Case Case Setup Case Party Documents Review Payment Confirmation

### 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 & Proceed] button below the Document Review section.

This filing requires the following document(s):  
• APPLICATION TO CHANGE NAME (ADULT) FILED.

DocumentDocket: APPLICATION TO CHANGE NAME (ADULT)  
SUPPLEMENTAL DOCUMENT(S) FILED  
SUPPLEMENTAL DOCUMENT(S) FILED

Number of Pages:  (max: 9999)

### DOCUMENT REVIEW

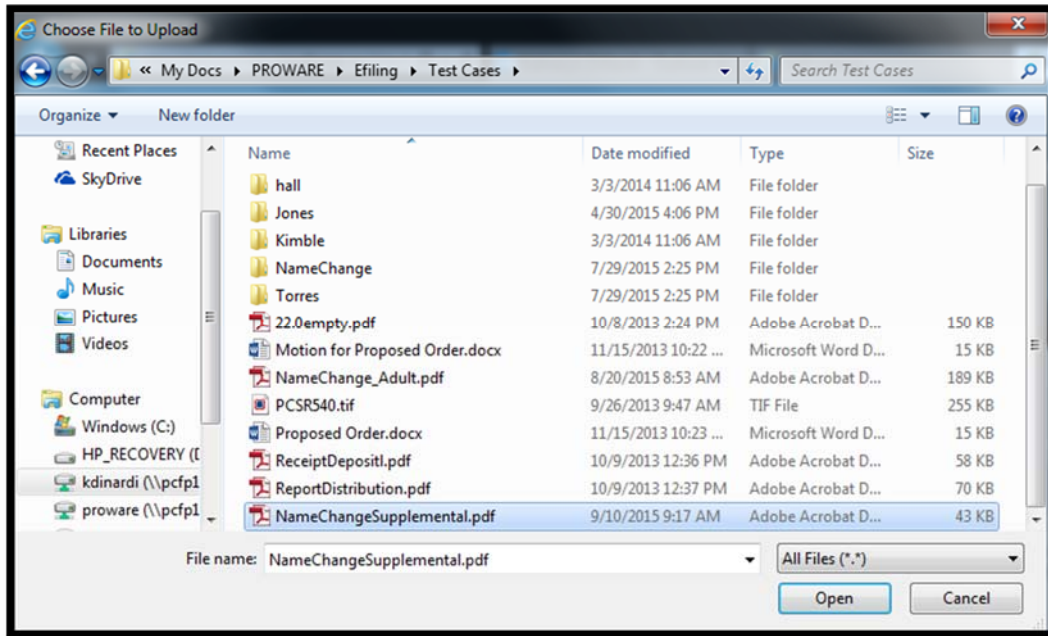
Docket	Pages	File Name
APPLICATION TO CHANGE NAME (ADULT) FILED.	4	NameChange_Adult.pdf

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Test Build 1.5.0910

Please select “Browse” and locate the PDF file that will be used for the filing. Highlight the document and select “Open.” From the Gateway Add Documents screen, enter the Number of Pages and select “Add the Document” to attach to the E-Filing. Only PDF documents will be allowed.

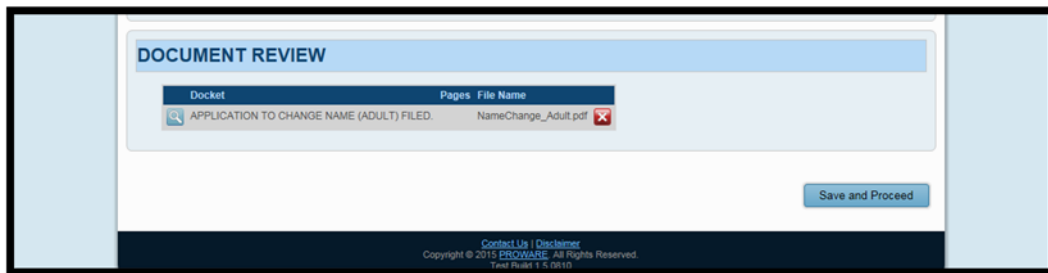


Figure 28: Browse for Document



After you have added the document, it displays in the “Document Review” area.

Figure 29: “Document Review” Area



Select “Save and Proceed” to continue.

### Review the New Case E-Filing

After the documents have been attached, please review all the information entered. Please refer to the specific filing instructions provided on the E-File Home Page to ensure all information is entered correctly and all required documents are attached.

Figure 30: New Case Information Review

Probate Court  
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT  
E-FILING GATEWAY

TEST ONLY  
LOGOUT

Home My Cases E-Filing Payment History

File a New Case Case Setup Case Party Documents Review Payment Confirmation

### 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. After updating any data please return to this page to review any changes. If the data below is correct click the [Save & Proceed] button to continue.

Case Category: CIVIL/MISCELLANEOUS  
Type of Filing: NAME CHANGE ADULT

### PARTY ROLE REVIEW

NEW NAME1: JONATHAN ADAMS  
4 FOURTH ST  
CLEVELAND, OH 44114  
USA  
(216) 123 - 4567

OLD NAME1: JOHN ADAMS  
4 FOURTH ST  
CLEVELAND, OH 44114  
USA  
(216) 123 - 4567

### DOCUMENT REVIEW

Docket	Pages	File Name
APPLICATION TO CHANGE NAME (ADULT) FILED.	4	NameChange_Adult_TestOnly.pdf

Save and Proceed

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Select the “Edit” button to update information or make corrections.

If all information is correct, select “Save and Proceed” to continue.

### Payment of New Case E-Filing

Once review of the E-Filing is complete, payment may be required. Only credit or debit cards are accepted through the E-File Gateway, and the card must be in the name of the registered user.

**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.**

Figure 31: Payment Screen

Probate Court  
Cuyahoga County Ohio

**CUYAHOGA COUNTY PROBATE COURT  
E-FILING GATEWAY**

TEST ONLY  
LOGOUT

Home My Cases E-Filing Payment History

File a New Case Case Setup Case Party Documents Review Payment Confirmation

### PAYMENT

Enter your credit card information below and click the [Submit] button. Your card will be charged for the amount shown in the total box and your E-File will be submitted for review.

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.

Filing Charges \$130.00  
Convenience Fee \$4.95  
Total Deposit Required \$134.95

Payment Type  Credit Card  Debit Card

**Bill To**

First Name JOHN Last Name ADAMS

Address Line 1 4 FOURTH STREET

Line 2 APT. 444

City CLEVELAND

State OHIO Zip 44114

Card Number 4111111111111111 (without dashes or spaces)

Expiration (Month/Year) JAN 2019

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

**Submit**

Security Notice: Cuyahoga Probate Court only stores the last four (4) digits of the credit card along with the amount and the authorization number. If using a bank account transfer, only the amount and authorization number are stored.

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Please fill out all the information for the credit or debit card that will be charged, review your information, then select “Submit.”

Your submitted E-Filing now has a status of “Received” (See Figure 12) and cannot be edited while under review. However, it can be cancelled or removed from the E-File System through the “My Filings” tab.

### Filing Confirmation

Once the filing is submitted a confirmation page displays. Please print a copy for your records. This is your receipt for the submission. The confirmation will have the case, party, document and payment information.

You will receive an email from the Court indicating whether your filing has been rejected or accepted.

Figure 32: E-Filing Confirmation


The screenshot displays the E-Filing Confirmation page with the following sections:

- Navigation:** Home, My Cases, E-Filing, Payment History
- Progress:** File a New Case, Case Setup, Case Party, Documents, Review, Payment, Confirmation
- FILING CONFIRMATION:**
  - Message: Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.
  - Conf. #: 190
  - Date/Time Submitted: 09/09/2015 09:51:16
  - Case Category: CIVIL/MISCELLANEOUS
  - Type of Filing: NAME CHANGE ADULT
  - Case Title: JOHN ADAMS JOHN ADAMS
- PARTY ROLE INFORMATION:**
  - NEW NAME1:** JONATHAN ADAMS, 4 FOURTH ST, CLEVELAND, OH 44114, USA, (216) 123 - 4567
  - NON-PARTY3:** JOHN ADAMS, 4 FOURTH STREET, APT. 444, CLEVELAND, OH 44114
  - OLD NAME1:** JOHN ADAMS, 4 FOURTH ST, CLEVELAND, OH 44114, USA, (216) 123 - 4567
- DOCUMENT INFORMATION:**

Docket	Pages	File Name
APPLICATION TO CHANGE NAME (ADULT) FILED.	4	NameChange_Adult_TestOnly.pdf
- PAYMENT:**
  - Filing Cost: \$130.00
  - Convenience Fee: \$4.95
  - Total Withdrawn: \$134.95
  - Payment Type: Credit Card
  - Credit Card Number: \*\*\*\*\*1111
  - Payment Date: 9/9/2015
- Buttons:** Print, Home

Select "Home" to take you back to the E-File Gateway Home Page.

## E-Filing on an Existing Case

To electronically file documents on existing cases, please select the  from the “Home” tab, or the “My Cases” tab.


E-Filings may also be submitted on any existing case from the Probate Web Docket located on the “Home” tab menu.

### Existing Case Filing Information

The “Existing Case Filing” screen has three areas, the “Existing Case Filing” information area, which includes the case number, title, date filed, case category and Judge assigned to your case.

The “Add Filing” area is where you will select the Document Type, Filing Document and Number of Pages. The Note to Clerk field is optional.

Figure 33: “Existing Case Filing” Information Screen



The screenshot displays the 'EXISTING CASE FILING' screen of the Cuyahoga County Probate Court E-Filing Gateway. The page features a blue header with the court's logo and name, and a navigation bar with tabs for Home, My Cases, E-Filing, and Payment History. A progress bar at the top indicates the current step: 'File on an Existing Case' (Filing) >> Review >> Payment >> Confirmation.

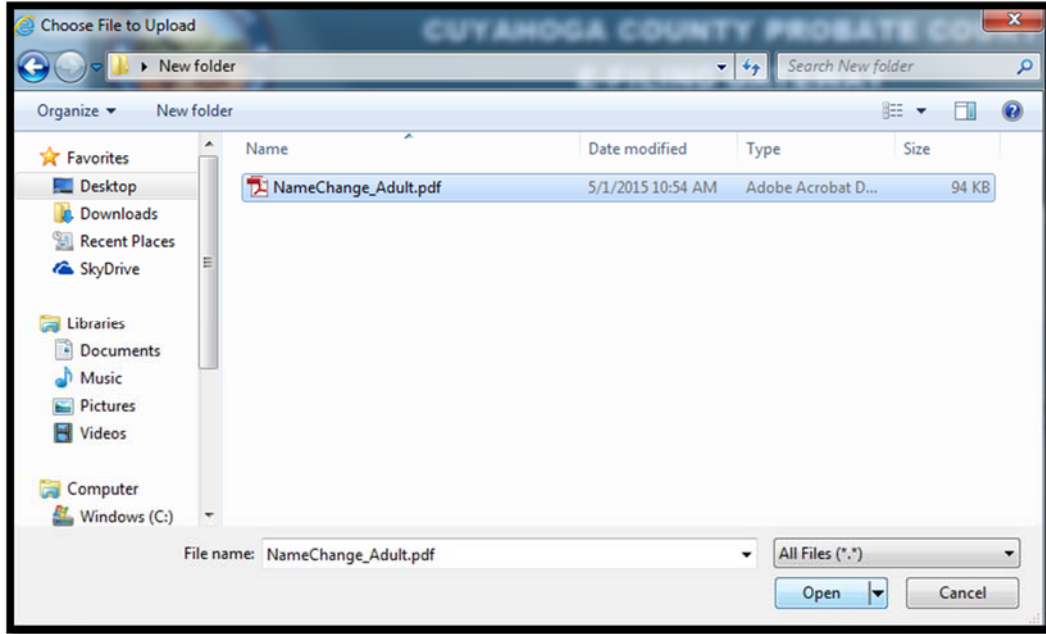
The main content area is divided into three sections:

- EXISTING CASE FILING:** This section contains a text box with instructions: 'Enter the filing information below. In the Filing Parties section please select which parties you are filing on behalf of. You may be prompted for additional information. When you are finished entering the data please click the [Save & Proceed] button.' Below this, case details are listed: Case Number 2015MSC204804, Case Title THE NAME CHANGE OF JOHN ADAMS, Case Filed 09/09/2015, Case Category CIVIL/MISCELLANEOUS, and Judge RUSSO/ANTHONY/J.
- ADD FILING:** This section includes a 'Document Type' dropdown menu (currently set to '-- Select Document Type --'), a 'Filing Document' dropdown menu, a 'Note to Clerk' text field (with a '(max 500 characters)' label), a 'File Path' text field with a 'Browse...' button, and a 'Number of Pages' text field (with a '(max 9999)' label). An 'Add This Filing' button is located at the bottom of this section.
- FILING REVIEW:** This section provides a summary of the filing information: 'Filing Party None added yet', 'Note to Clerk None added yet', and 'No documents have been added to this filing yet. You may add one above.' Below this, a 'No documents to list.' text box is present. A 'Save and Proceed' button is located at the bottom right of this section.

The footer of the page contains the text: 'Contact Us | Disclaimer', 'Copyright © 2015 PROQUEST. All Rights Reserved.', and 'Test Build 1.5.0902'.

Please select “Browse” and locate the PDF file that will be used for the filing. Select the document, select “Open” and then “Add the Document” to attach to the E-Filing. Only PDF documents will be allowed.

Figure 34: Browse for Document



After you have added the document, you will see it display in the “Document Review” area.

Figure 35: "Filing Review" Area

Probate Court  
Cuyahoga County Ohio

**CUYAHOGA COUNTY PROBATE COURT  
E-FILING GATEWAY**

TEST ONLY  
LOGOUT

Home My Cases E-Filing Payment History

File on an Existing Case [Filing](#) >> [Review](#) >> [Payment](#) >> Confirmation

### EXISTING CASE FILING

Enter the filing information below. In the Filing Parties section please select which parties you are filing on behalf of. You may be prompted for additional information. When you are finished entering the data please click the [Save & Proceed] button.

Case Number 2015MSC204904  
Case Title THE NAME CHANGE OF JOHN ADAMS  
Case Filed 9/9/2015  
Case Category CIVIL/MISCELLANEOUS  
Judge RUSSO/ANTHONY/J

### ADD FILING

Document Type -- Select Document Type --  
Filing Document  
Note to Clerk (max 500 characters)  
File Path Browse...  
Number of Pages (max 9999)

[Add This Filing](#)

### FILING REVIEW

Filing Party None added yet  
Note to Clerk None added yet

Document	Pages	File Name
APPLICATION TO AMEND CHANGE OF NAME OF ADULT	4	NameChange_Adult_TestOnly.pdf

[Save and Proceed](#)

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Select "Save and Proceed" to continue.

### Existing Case Filing Review

After the documents have been attached, please review all the information entered and select "Save and Proceed" to continue.

Figure 36: "Existing Case Filing Review" Screen



Select the "Edit" button to update information or make corrections.

If all information is correct, select "Save and Proceed" to continue.

### Payment of Existing Case E-Filing

Once review of the E-Filing is complete, payment may be required. Only credit or debit cards are accepted through the E-File Gateway.

**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.**



Figure 37: Payment Screen

Please fill out all the information for the credit or debit card that will be charged, review your information, then select “Submit.”

Your submitted E-Filing now has a status of “Received” (See Figure 12) and cannot be edited while under review. However, it can be cancelled or removed from the E-File System through the “My Filings” tab.

### Existing Case Filing Confirmation

Once the filing is submitted a confirmation page displays. Please print a copy for your records. This is your receipt for the submission. The confirmation will have the case, party, document and payment information.

You will receive an email from the Court indicating whether your filing has been rejected or accepted.

Figure 38: Existing Case Filing Confirmation

Home My Cases E-Filing Payment History

File on an Existing Case > Filing > Review > Payment > Confirmation

### EXISTING CASE FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Conf. #: 208  
Date/Time Submitted: 09/09/2015 16:04:30  
Case Number: 2015MSC204804  
Case Title: THE NAME CHANGE OF JOHN ADAMS  
Case Filed: 9/9/2015  
Judge: RUSSO/ANTHONY/J

### FILING INFORMATION

Filing Attorney: ONLY/TEST/

### FILING PARTIES CONFIRMATION

### DOCUMENT INFORMATION

Docket	Pages	File Name
APPLICATION TO AMEND CHANGE OF NAME OF ADULT	1	NameChange_Adult_TestOnly.pdf

### PAYMENT

Filing Cost: \$50.00  
Convenience Fee: \$2.00  
Total Withdrawn: \$52.00  
Payment Type: Credit Card  
Credit Card Number: \*\*\*\*\*1111  
Payment Date: 9/9/2015

Print Home

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Select “Home” to take you back to the E-File Gateway Home Page.

## Rejected Filings

If an E-Filing is rejected, you will have 72 hours from the timestamp of the rejection email to edit your filing and resubmit it to the Court. If not resubmitted within 72 hours, a new E-Filing will be required.

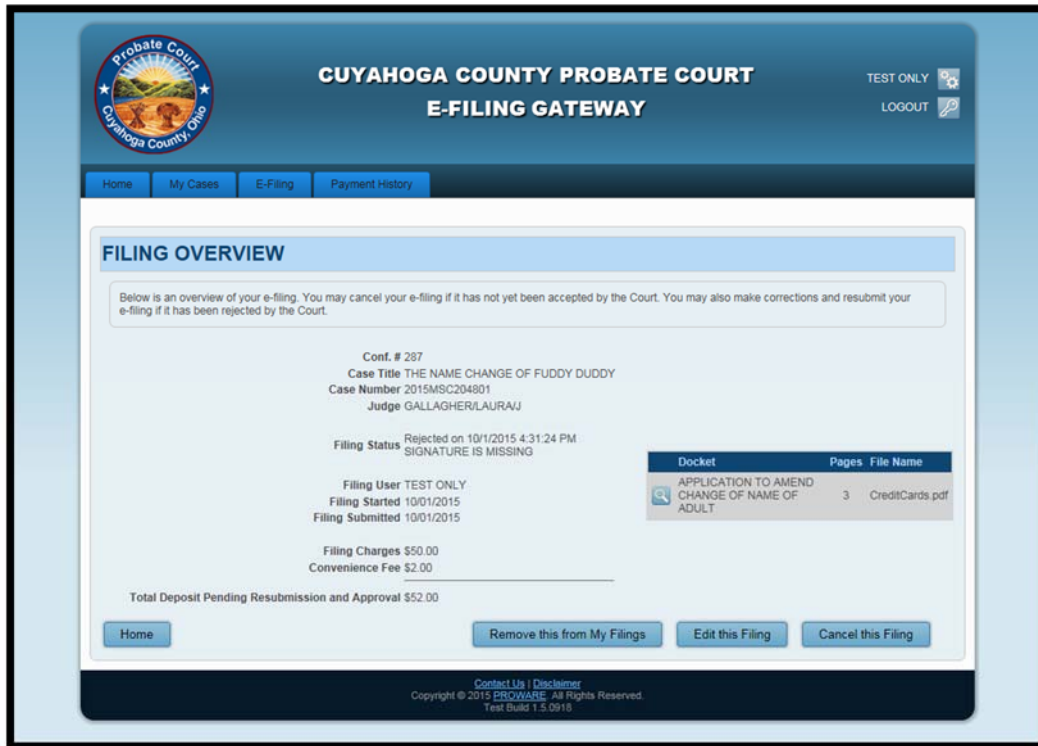
The reason(s) for your rejection will be included in the email response sent from the Court. Review the rejection reason(s), and correct your filing type(s) or document(s) as necessary.

If the reason for your rejection was an invalid form of payment, resubmit valid credit or debit card information.

## Editing Rejected Filings



From the E-Filings screen, select the confirmation number of the rejected filing to view the “Filing Overview.”

Figure 39: Filing Overview





Select the “Edit This Filing” button to view the filing review pages.


For new case filings ONLY, if your party information is incorrect:


- Select the edit button  in the “Party Role Review” area.
- Edit the information
- Select “Save Party”
- You can remove the party by selecting the delete button .

For all filings, if your filing type selection(s) are incorrect:

- Open the original electronic document(s) using the Preview button 
- Re-save the original version
- Delete the document(s) from the filing by selecting the delete button 
- Select the appropriate filing type
- Reattach the original electronic document. The document(s) **must** be reattached
- Select “Save and Proceed” to review the filing.

For all filings, if your document(s) need editing:

- Open the original electronic document(s) using the Preview button 
- Correct the document(s)
- Re-save the new version

- Delete the incorrect document(s) from the filing by selecting the delete button 
- Attach the corrected document(s) with the same filing selections
- Select “Save and Proceed” to review the filing

NOTE: Documents that cannot be edited (unalterable electronic format) require a new document that must be rescanned in the E-File System.

Figure 40: “New Case Filing”




The screenshot shows the 'NEW CASE FILING' form on the Cuyahoga County Probate Court E-Filing Gateway. The page header includes the court's logo, name, and 'E-FILING GATEWAY' title. A navigation bar contains 'Home', 'My Cases', 'E-Filing', and 'Payment History'. A breadcrumb trail reads: 'File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation'. The main form area is titled 'NEW CASE FILING' and contains a text box with instructions: 'Enter the New Case Information below. When you are finished entering the data please click the [Save & Proceed] button to continue to the next screen.' Below this are four input fields: 'Case Category' (dropdown menu with 'CIVIL/MISCELLANEOUS' selected), 'Type of Filing' (dropdown menu with 'NAME CHANGE ADULT' selected), 'Case Title' (text box with 'JOHN ADAMS' and a character limit of '(max: 200 characters)'), and 'Note to Clerk' (text box with a character limit of '(max: 500 characters)'). At the bottom right of the form are three buttons: 'Save and Proceed', 'Save', and 'Cancel'. The footer contains contact information and a disclaimer: 'Contact Us | Disclaimer Copyright © 2015 PROWARE All Rights Reserved. Test Build 1.5.0902'.

Figure 41: "Existing Case Filing"



## CUYAHOGA COUNTY PROBATE COURT

### E-FILING GATEWAY

[TEST ONLY](#) 
  
[LOGOUT](#) 

[Home](#)
[My Cases](#)
[E-Filing](#)
[Payment History](#)

File on an Existing Case [Filing](#) ▶ [Review](#) ▶ [Payment](#) ▶ Confirmation

### EXISTING CASE FILING

Enter the filing information below. In the Filing Parties section please select which parties you are filing on behalf of. You may be prompted for additional information. When you are finished entering the data please click the [Save & Proceed] button.

**Case Number** 2015MSC204813  
**Case Title** THE NAME CHANGE OF ALEXANDER HAMILTON  
**Case Filed** 9/17/2015  
**Case Category** CIVIL/MISCELLANEOUS  
**Judge** GALLAGHER/LAURA/J

### ADD FILING

Document Type:

Filing Document:


Note to Clerk:  (max 500 characters)

File Path:

Number of Pages:  (max 9999)

### FILING REVIEW


Filing Party None added yet  
Note to Clerk None added yet

Document	Pages	File Name
 APPLICATION FOR ATTORNEY FEES	1	Minor Settlement_Graham.pdf 

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 Test Build 1.5.0918

## Managing User Profiles

### User Profile Properties

Once logged into your account, the user properties are located in the upper right hand corner of the E-File Gateway next to the user's name .

To view or edit your user properties

You can view or edit information in your user properties. To edit information, click the appropriate button.

Figure 42: Edit User Properties – My Settings

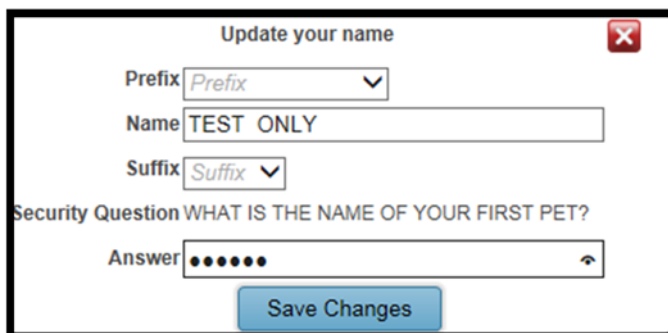


The screenshot shows the 'MY SETTINGS' page of the Cuyahoga County Probate Court E-Filing Gateway. The page header includes the court logo, the title 'CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY', and a 'TEST ONLY' indicator with a gear icon and a 'LOGOUT' button. A navigation bar contains 'Home', 'My Cases', 'E-Filing', and 'Payment History'. The main content area is titled 'MY SETTINGS' and contains the instruction: 'Select the buttons below to make changes to your user properties.' Below this, the user's current information is displayed: 'User Type: ATTORNEY', 'Bar ID: 0000222', 'Name: TEST ONLY', and 'Email: tonly@cuyahogacounty.us'. There are four buttons for editing: 'Update Name', 'Update Email Address', 'Change Password', and 'Change Security Q/A', along with a 'Back' button. The footer contains contact information and a disclaimer: 'Copyright © 2015 PROWARE. All Rights Reserved. Test Build 1.5.0918'.

### Update Name

To update your name, you must answer your security question.

Figure 43: Update Profile Name



The screenshot shows a dialog box titled 'Update your name' with a close button in the top right corner. It contains the following fields: 'Prefix' with a dropdown menu showing 'Prefix', 'Name' with a text input field containing 'TEST ONLY', 'Suffix' with a dropdown menu showing 'Suffix', and 'Security Question' with the text 'WHAT IS THE NAME OF YOUR FIRST PET?'. Below the security question is an 'Answer' field with six dots and a refresh icon. A 'Save Changes' button is located at the bottom of the dialog.

## Update Email Address

To update your email address, you must answer the security question.

Figure 44: Update Email Address

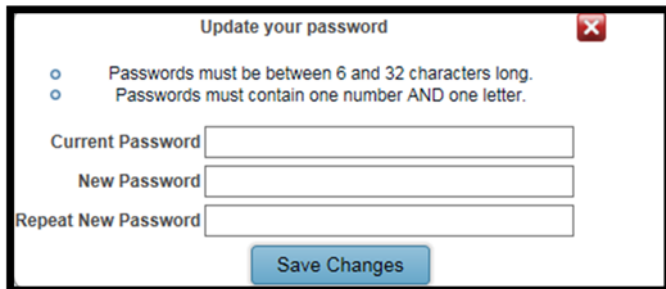


The screenshot shows a form titled "Update your email" with a close button in the top right corner. The form contains the following fields: "New Email" (text input), "Confirm Email" (text input), "Security Question" (a dropdown menu currently displaying "WHAT IS THE NAME OF YOUR FIRST PET?"), and "Answer" (text input). A "Save Changes" button is located at the bottom center of the form.

## Change Password

To change your password, you must enter your current password.

Figure 45: Change Password Screen



The screenshot shows a form titled "Update your password" with a close button in the top right corner. The form includes two bullet points: "Passwords must be between 6 and 32 characters long." and "Passwords must contain one number AND one letter." Below these are three text input fields: "Current Password", "New Password", and "Repeat New Password". A "Save Changes" button is positioned at the bottom center.

## Change Security Question and/or Answer


To change your security question and/or answer, you must enter your current password.

Figure 46: Change Security Question/Answer



The screenshot shows a form titled "Update your security question and answer" with a close button in the top right corner. The form contains: a "Security Question" dropdown menu (displaying "WHAT IS THE NAME OF YOUR FIRST PET?"), an "Answer" text input field, and a "Current Password" text input field. A "Save Changes" button is located at the bottom center.

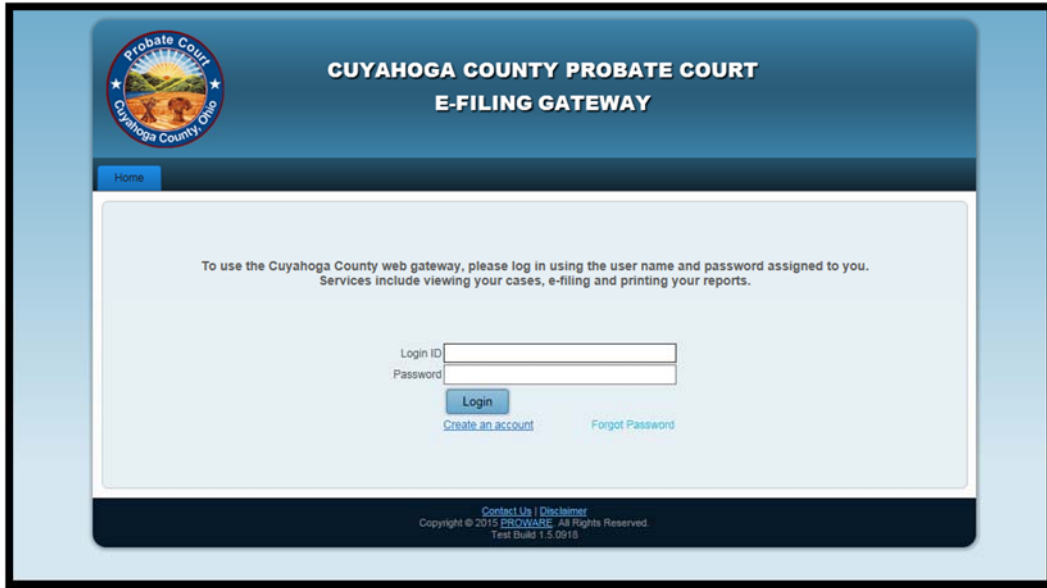
## Logging Out

Select the "Logout" button  that is located in the upper right hand corner of the E-File Gateway.

## Resetting Forgotten Password

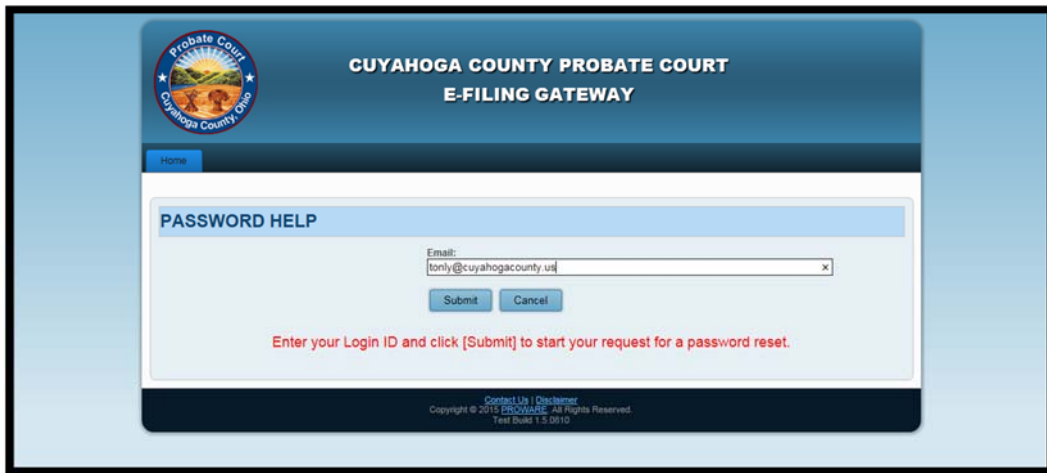
If you forget your password you can select the "Forgot Password" option located on the login screen.

Figure 47: Forgot Password Link



You will need to input your registered email address, then click "Submit."

Figure 48: Inputting Registered Email Address



Answer your security question, then click "Submit."



Figure 49: Answer Security Question

Probate Court  
Cuyahoga County, Ohio

### CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY

Home

#### PASSWORD HELP

Email:

Security Question  
WHAT IS THE NAME OF YOUR FIRST PET?

Answer

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Test Build 1.5.0010

Figure 50: Password Reset Email Sent Successfully

Probate Court  
Cuyahoga County, Ohio

### CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY

Home

**A password reset email has been sent to your email address. Please check your email and follow the provided instructions. The password reset link is only valid for 15 minutes.**

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

Login ID

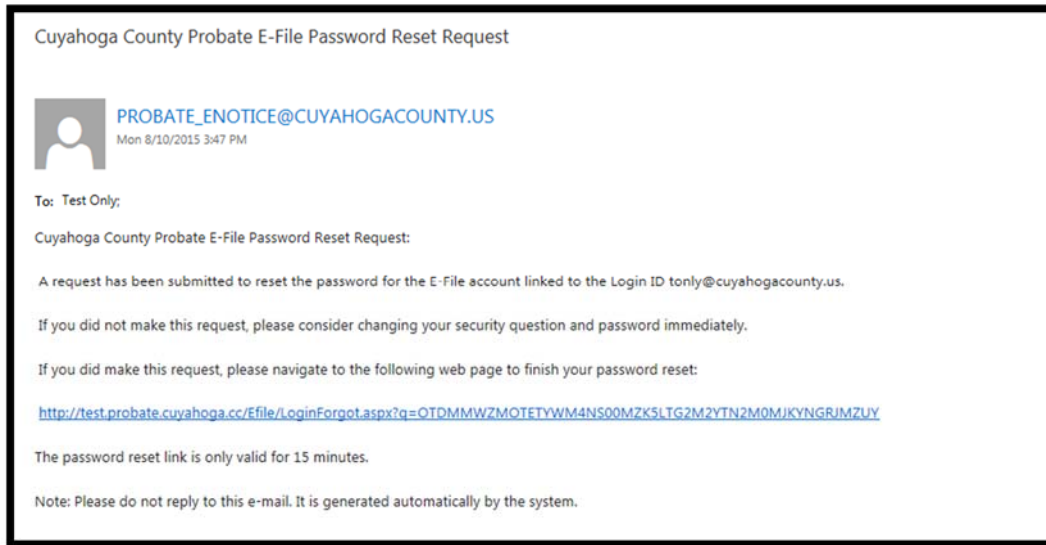
Password

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

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Test Build 1.5.0004

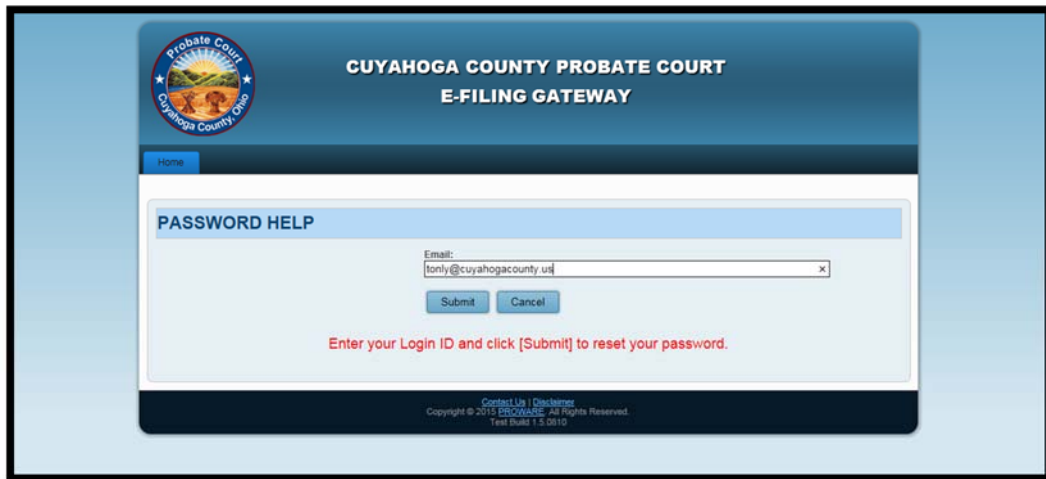
You will receive an email with a reset password link that is **only valid for 15 minutes**.

Figure 51: Sample Email with Password Reset Link



In your email, click the password reset link to access the “Password Help” screen and enter your email address. Click “Submit.”

Figure 52: From the Reset Link, Input Registered Email Address



Then type your new password twice. Click “Submit.”

Figure 53: Input New Password

The screenshot shows the 'CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY' interface. At the top left is the court's logo. Below the header is a 'Home' link. A red error message reads 'Please provide your email.' Below this is a 'PASSWORD HELP' section with a form. The form includes an 'Email:' field with the text 'tonly@cuyahogacounty.us', a 'New Password' field with masked characters, and a 'Confirm New Password' field also with masked characters. There are 'Submit' and 'Cancel' buttons at the bottom of the form. At the very bottom of the page, there is small text: 'Contact Us | Disclaimer Copyright © 2015 PROWARE. All Rights Reserved. Test Build 1.3.0010'.

After successfully updating your password, you may now login with the new password.

Figure 54: Password Update Successful, Please Login

The screenshot shows the 'CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY' interface. At the top left is the court's logo. Below the header is a 'Home' link. A red message reads 'Password successfully updated'. Below this is a paragraph: 'To use the Cuyahoga County web gateway, please log in using the user name and password assigned to you. Services include viewing your cases, e-filing and printing your reports.' Below the text are two input fields: 'Login ID' and 'Password'. There is a 'Login' button, and two links: 'Create an account' and 'Forgot Password'. At the very bottom of the page, there is small text: 'Contact Us | Disclaimer Copyright © 2015 PROWARE. All Rights Reserved. Test Build 1.3.0010'.

## E-File Gateway Additional Information

### Session Timeout

After 20 minutes of inactivity, the session times out and you will be required to re-login. Any activity after the timeout will not be stored in the E-File System.

A timeout will also occur if you leave the Gateway for more than 20 minutes. Upon returning to the Gateway, you must login again.

### Account Status

E-File Gateway accounts become active when approved and maintain that status while in use. However, if there has been no activity on the account for one full year, the account will become inactive and the account holder will have to contact the Court to reactivate their account.

### Account Passwords

E-File Gateway account passwords expire every six months.

Passwords must be between 6 and 32 characters long and contain one number and one letter.

### Expired E-Filings

In Progress filings will be deleted after 60 days.

Rejected filings can be corrected within 72 hours of receipt of the rejection email.

Rejected filings that have not been resubmitted will be deleted after 60 days.

Cancelled filings will be deleted after 60 days.