

PROBATE COURT e-Filing System

ADDITIONAL DEPOSIT INSTRUCTIONS

Follow the below steps when the e-Filing System gives you an 'Error' message requiring an additional deposit.

See 'Error' message below in red.

The screenshot shows a web browser window displaying the eFiling system interface. The browser title is "eFiling - Windows Internet Explorer" and the address bar shows "http://efiletest.franklincountyohio.gov/worklist". The page header includes the Franklin County eFiling logo and the text "Electronic Filing". The user is logged in as "Michael L. Miller". The main content area shows the "Review and Approve Filing" page for Case Number 600276A, Case Title SHAW, CHERYL, and Case Subtype Land Sale. A red error message states: "Error: IF YOU ARE A PLAINTIFF OR REPRESENT A PLAINTIFF SUBMIT A 'FILING OF BEHALF OF: PLAINTIFF/PLAINTIFF'S ATTORNEY'. OTHERWISE AN ADDITIONAL DEPOSIT OF 125.00 IS REQUIRED." Below the error message, there is a table of documents to be submitted, including an "Amended Complaint for Land Sale" (104 page document for e-Filing.pdf). At the bottom of the page, there are buttons for "Back", "Cancel (Delete)", "Move to Draft", and "Submit the Filing". A red arrow points to the "Back" button.

Click on the 'back' button.

This will take you back to the 'Add a Document' page.

The screenshot shows the eFlex web application interface in a Windows Internet Explorer browser. The browser address bar shows the URL: <http://efiletest.franklincountyohio.gov/worklist>. The page title is "eFlex - Windows Internet Explorer".

The application header includes the Franklin County e-Filing logo and the text "Electronic Filing". Below the header is a navigation menu with options: Home, eFile, Cases, My Profile, and Log Out. The user is identified as "user: Michael L. Miller".

The main content area shows the "Add a Document" page for an existing case. The case details are displayed in a yellow banner: **Case Number : 600276A Case Title : SHAW, CHERYL**. Below this, the "Case Subtype" is set to "Land Sale".

The form includes the following fields and controls:

- Document Category:
- Document Type:
- Additional Text:
- Acceptable File Format(s) (*.doc,*.docx,*.pdf)
- Document Location:
- Page Count:
- Add to Submission:

An error message is displayed in red text: **Error: IF YOU ARE A PLAINTIFF OR REPRESENT A PLAINTIFF SUBMIT A 'FILING OF BEHALF OF: PLAINTIFF/PLAINTIFF'S ATTORNEY'. OTHERWISE AN ADDITIONAL DEPOSIT OF 125.00 IS REQUIRED.**

A table lists the documents currently in the case:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Amended Complaint for Land Sale	104 page document for e-Filing.pdf		0.59 MB	104	

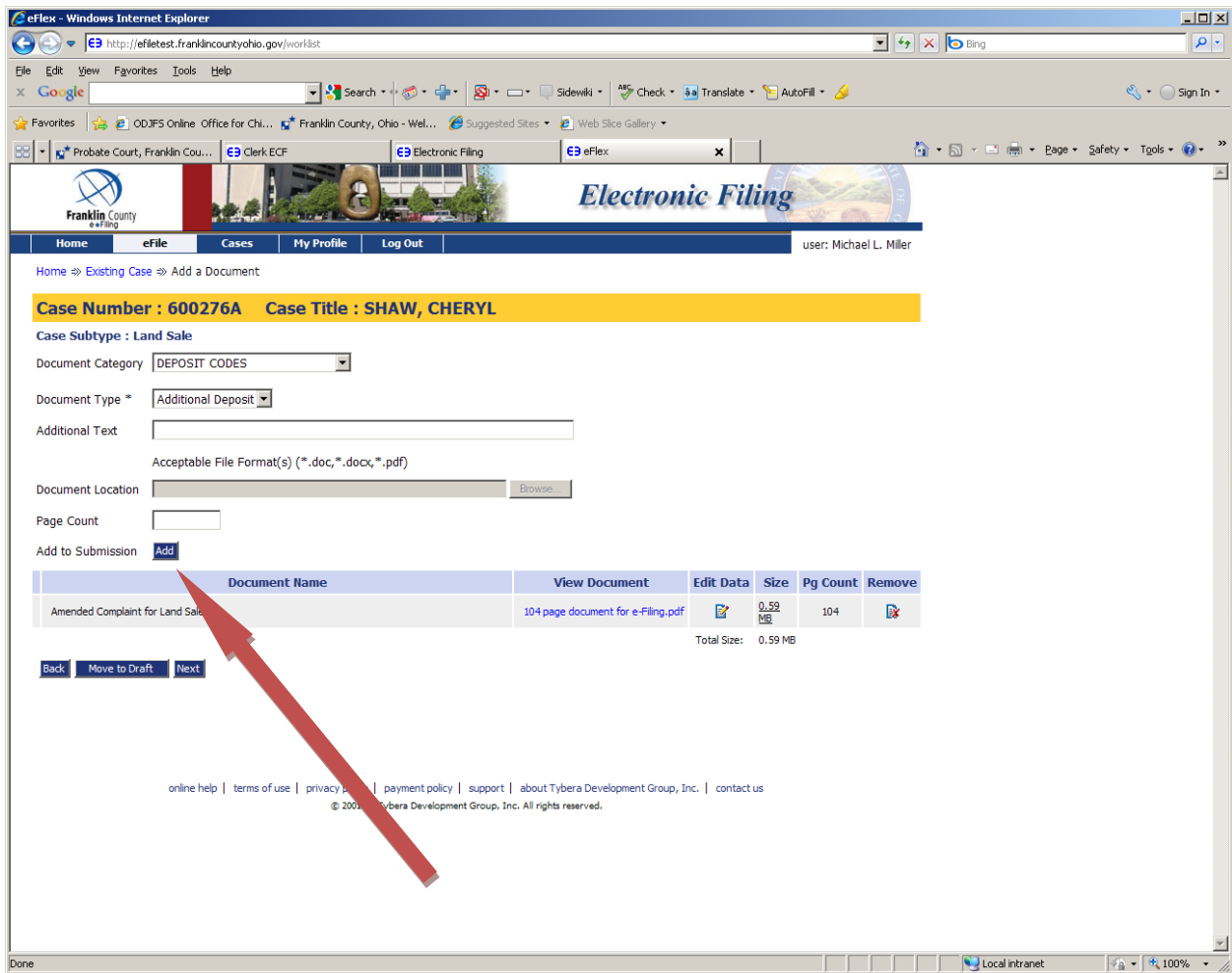
Total Size: 0.59 MB

Navigation buttons:

Footer text: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)
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Choose 'Document Category': Deposit Codes

Choose 'Document Type': Additional Deposit



At 'Add to Submission': Click 'Add'

This will advance you to a page where you will enter the deposit amount. Enter the amount you wish to deposit in dollars and cents. (Example: 150.00) The amount you enter must be at least the amount as shown in the error message.

If you are the Plaintiff or represent the Plaintiff you may add more than the amount the e-Filing System says you need to submit. The Plaintiff or the Plaintiff's attorney may use the deposit for future filings. Other parties cannot use this deposit and must pay each time they submit if there is a cost associated with their document.

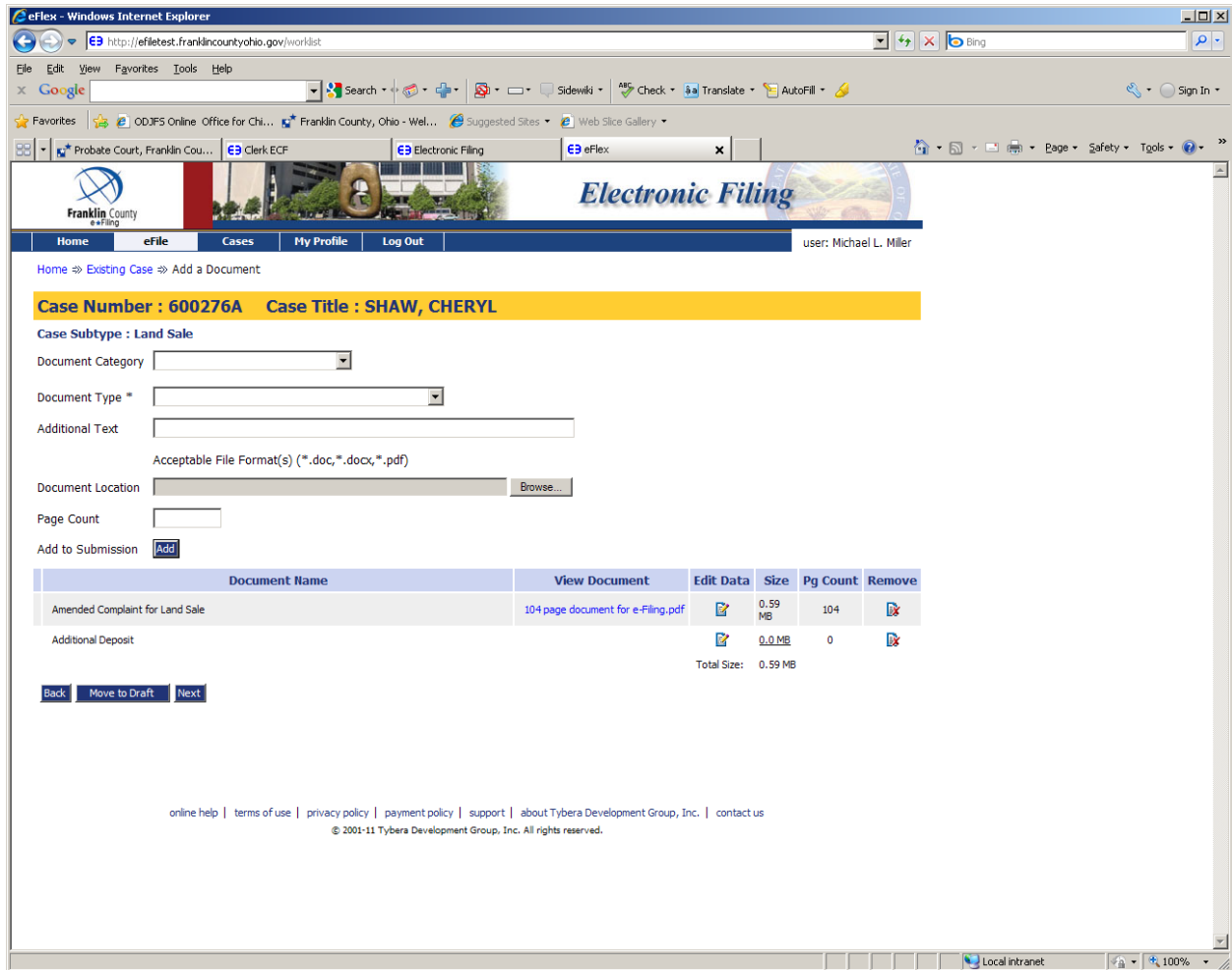


Click on the 'Next' button.

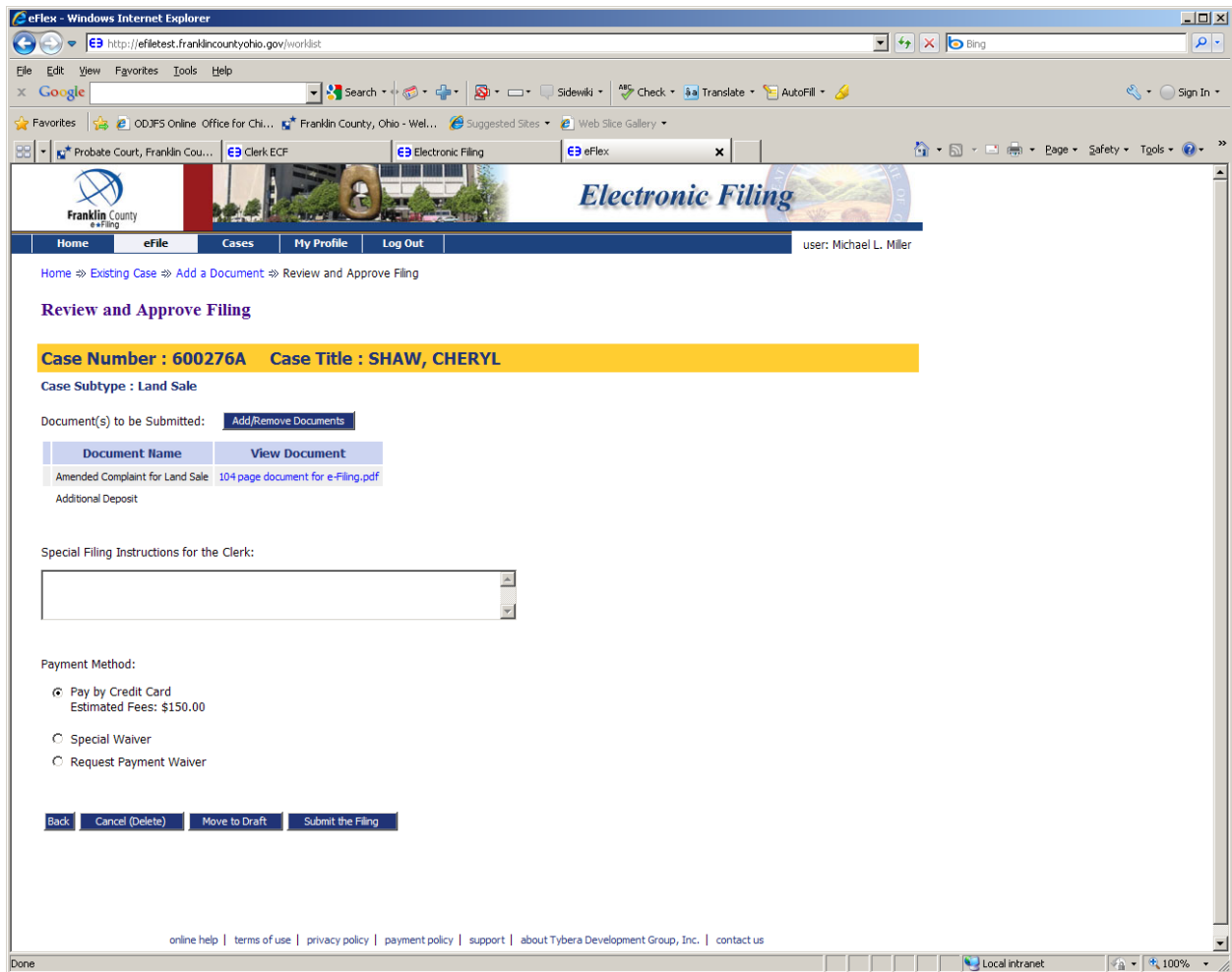
This will take you back to the 'Add a Document' page. At the bottom half of the page, where you see your document(s) listed, you will now see 'Additional Deposit'.

In the column to the right of 'Additional Deposit', under 'Edit Data', you can click on the icon to change the dollar amount.

Choose the 'Next' button.



This will take you back to the 'Review and Approve Filing' page. If you have added all your documents and are finished, choose the 'Submit the Filing' button at the bottom of the page.



You will be asked to click 'OK' to file to the Court.



This will take you to the credit/debit vendor website. Enter your credit card information. Once all information has been added, choose the green 'Review and Pay' button.

The screenshot shows a web browser window titled "PayGov.US - Payment Information - Windows Internet Explorer". The address bar shows "https://testsec.paygov.us/api/postapi.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, navigation, and security. The browser's address bar shows several tabs, including "Probate Court, Franklin Cou...", "Clerk ECF", "Electronic Filing", and "PayGov.US - Payment In...".

The main content area features the PayGov.US logo at the top left, with a stylized American flag graphic to its right. Below the logo, a message states: "The following payments are accepted for your transaction:" followed by two radio button options: "Credit/Debit" (selected) and "Check".

A prominent green button labeled "Review and Pay ->" is positioned below the payment options. Below this button are three smaller buttons: "<<- Edit Payor Info", "<- Edit Payment Amts", and "Cancel and Go Back".

To the left of the main form, a summary of payment amounts is displayed:

Payment Amount:	\$150.00
Flat Convenience Fee:	\$4.50
Payment Total:	\$154.50

Below the summary are two security logos: "SECURITY METRICS VPCI Certified" and "GODADDY.COM SECURED".

The main form is titled "Payment Information - Probate Court" and contains the following fields:

- Cardholder First Name:
- Last Name:
- Address:
- City:
- State:
- Zip Code:
- Billing Phone:
- Your Email Address:
- Optional:
- Card Type:
- Card Number:
- Security Code: Three or four-digit code printed on back of card
- Expiration Date:

At the bottom of the page, the copyright notice reads: "Copyright © 2009 PayGov, LLC www.PayGov.US". The browser's status bar at the bottom shows "Done" and "Internet" with a zoom level of 100%.

If the charges are correct, click the 'I agree' box then click the 'Submit Payment' button.

PayGov.US - Review Payment Information - Windows Internet Explorer

Address bar: <https://testsec.paygov.us/enduser/transact4.aspx?ttid=11310>

Page Title: PayGov.US - Review Payment Information

PayGOV.US

I Agree

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is NON-REFUNDABLE.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

Buttons:
<<<< Edit Payor Info
<<< Edit Payment Amts
<< Edit Payment Info
Submit Payment ->
Cancel and Go Back

Payment Information - Probate Court

Cardholder Name: testing testing
Address: 373 s high st
: columbus, oh
Credit Card: VISA 4*****1111 exp 05/12

Payment Amount: \$175.00
Convenience Fee: \$5.25
Payment Total: \$180.25

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Payment Summary:

Payment Amount:	\$175.00
Flat Convenience Fee:	\$5.25
Payment Total:	\$180.25

securityMETRICS
PCI Certified

GODADDY.COM
SECURED
CLICK TO VERIFY
SSL Certificate

Done Internet 100%