

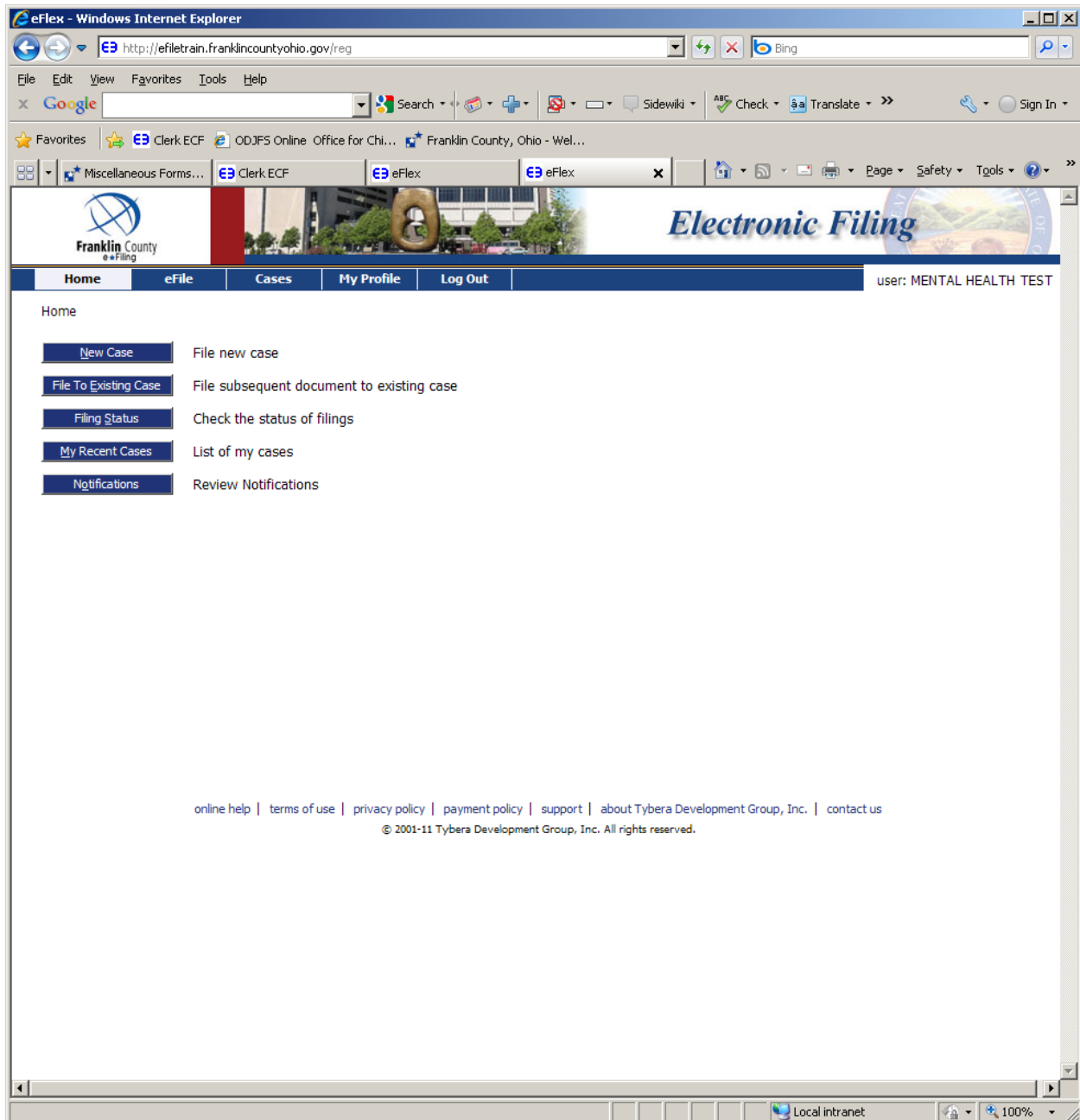
MENTAL HEALTH CASE INITIATION MANUAL

Before logging into the e-Filing System, please read the Administrative Order found on the Court's homepage at www.franklincountyohio.gov/probate .

LOG IN

The screenshot shows a Windows Internet Explorer browser window displaying the Franklin County e-Filing website. The address bar shows the URL <http://efiletrain.franklincountyohio.gov/worklist>. The browser's Favorites bar includes links for 'Miscellaneous Forms...', 'Clerk ECF', 'eFlex', and 'Electronic Filing'. The website header features the Franklin County e-Filing logo, navigation links for 'Terms of use', 'Payment policy', and 'Support', and the text 'Electronic Filing powered by eFlex from Tybera'. The main content area is split into two columns. The left column contains an 'eFile!' logo, a photograph of a modern building, and the text: 'Welcome to the Franklin County's e-Filing website. This new service will allow you to initiate a case or file to an existing case electronically. But you must first request an account which is then approved by the Clerk. Please review the Terms of Use policy. Thank you for your participation in the use of our new e-Filing system.' The right column is titled 'Log In' and contains the text 'Enter your User Name and Password.' followed by input fields for 'User Name:' and 'Password:'. Below these fields are buttons for 'Log In', 'Forgot Your Password?', and 'Request Account'. At the bottom of the page, there are links for 'online help', 'about Tybera Development Group, Inc.', and 'contact us'. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

To file an affidavit, choose the 'New Case' button.



Choose 'Probate Court, Court of Common Pleas'

The screenshot displays the eFlex web application interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL <http://efiletrain.franklincountyohio.gov/worklist>. The page features a navigation menu with the following items: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as 'user: MENTAL HEALTH TEST'. The main content area is titled 'Court' and includes a 'Description' section with the following links: [PROBATE COURT, COURT OF COMMON PLEAS](#) and [TENTH DISTRICT COURT OF APPEALS](#). The footer contains the following text: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#). © 2001-11 Tybera Development Group, Inc. All rights reserved.

Choose Case Type 'Mental Health'

Home eFile Cases My Profile Log Out user: MENTAL HEALTH TEST

Home >> New Case Filing: Court >> New Case Filing: Case Types

Case Types

Description
Adoption
Civil
Mental Health

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Choose the appropriate Case Subtype

eFlex - Windows Internet Explorer

http://efiletrain.franklincountyohio.gov/worklist

File Edit View Favorites Tools Help

Google Search Sidewiki Check Translate Sign In

Favorites Clerk ECF ODJFS Online Office for Chi... Franklin County, Ohio - Wel...

Miscellaneous Forms... Clerk ECF eFlex eFlex

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MENTAL HEALTH TEST

Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Subtype

Case Subtype

Description

[Mental Illness](#)

[Mental Retardation](#)

[Back](#)

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Done Local intranet 100%

At Case Initiation: Mental Illness, choose 'Add Respondent'

The screenshot shows a web browser window titled "eFlex - Windows Internet Explorer" with the address bar displaying "http://efiletrain.franklincountyohio.gov/worklist". The browser's address bar includes a search box with "Google" and various utility icons like "Search", "Sidewiki", "Check", and "Translate". The browser's Favorites bar shows "Clerk ECF", "ODJFS Online Office for Chi...", and "Franklin County, Ohio - Wel...". The browser's tabs include "Miscellaneous Forms...", "Clerk ECF", and "eFlex". The browser's status bar shows "Done" and "Local intranet".

The main content area of the web application features a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is logged in as "user: MENTAL HEALTH TEST". The breadcrumb trail reads "Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation". The page title is "Case Initiation: Mental Illness".

Below the page title, there is a form for "Filer Reference No" with a text input field and the instruction "(Enter your office reference number - if applicable)".

There are two buttons: "Add Case Participants" and "Add Respondent". The "Add Respondent" button is highlighted.

Below the buttons, there is a table with the following structure:

Participant Name	Role	Attorney(s) for Party
------------------	------	-----------------------

At the bottom of the page, there are three buttons: "Back", "Save to Draft", and "Next".

At the very bottom of the page, there is a footer with the following text: "online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us" and "© 2001-11 Tybera Development Group, Inc. All rights reserved."

Enter respondent's Name, Alias if applicable, DOB, SSN, Address and County of Residence. If the respondent is homeless, check homeless.

Choose the 'Next' button.

The screenshot shows a web browser window displaying the eFlex application. The browser's address bar shows the URL: <http://efiletrain.franklincountyohio.gov/worklist>. The browser's title bar reads "eFlex - Windows Internet Explorer".

The application interface includes a navigation menu with the following items: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "user: MENTAL HEALTH TEST".

The main content area displays a breadcrumb trail: Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation » Add a Party.

The form for adding a party contains the following fields and values:

- Party Type: Respondent (dropdown menu)
- First Name: JOHN
- Middle Name: H
- Last Name: * DOE
- Suffix: (empty)
- Alias:
 - First Name: (empty)
 - Middle Name: (empty)
 - Last Name: (empty)
 - Suffix: (empty)
- Date of Birth: 01/01/1975
- SSN: 123-45-6789
- Homeless:
- Address Line 1: 1234 MAIN ST
- Address Line 2: (empty)
- City: COLUMBUS
- State: Ohio (dropdown menu)
- Zip / Postal Code: 43215 - (empty)
- County: * FRANKLIN COUNTY (dropdown menu)

At the bottom left of the form area, there are two buttons: "Back" and "Next".

The footer of the page contains the following links: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#).

This will take you back to the Case Initiation page.

The screenshot shows a web browser window titled "eFlex - Windows Internet Explorer" with the address bar displaying "http://efiletrain.franklincountyohio.gov/worklist.#". The browser's address bar includes a search box with "Google" and a "Bing" search engine icon. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Search", "Sidewiki", "Check", "Translate", and "Sign In". The browser's Favorites bar includes "Clerk ECF", "ODJFS Online Office for Chi...", and "Franklin County, Ohio - Wel...". The browser's tabs include "Miscellaneous Forms...", "Clerk ECF", "eFlex", and "eFlex". The browser's status bar includes "Local intranet" and "100%".

The web application interface features a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is logged in as "user: MENTAL HEALTH TEST". The breadcrumb trail is "Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Subtype >> Case Initiation". The main heading is "Case Initiation: Mental Illness".

There is a text input field for "Filer Reference No" with a placeholder "(Enter your office reference number - if applicable)".

There are two buttons: "Add Case Participants" and "Add Other Parties".

	Participant Name	Role	Attorney(s) for Party
X	JOHN H DOE	Respondent	

There are three buttons: "Back", "Save to Draft", and "Next".

At the bottom of the page, there is a footer with links: "online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us". Below the links is the copyright notice: "© 2001-11 Tybera Development Group, Inc. All rights reserved."

Choose 'Add Other Parties'.

Under 'Party Type' enter the Affiant's name. This is the person who signs the Affidavit of Mental Illness.

Choose next.

The screenshot shows a web browser window displaying the eFlex application. The address bar shows the URL: <http://efiletrain.franklincountyohio.gov/worklist>. The browser's address bar contains a search engine (Google) and various utility icons. The page header includes the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu at the top contains links for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "user: MENTAL HEALTH TEST".

The main content area shows a breadcrumb trail: Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation » Add a Party. Below this, there is a form for adding a party:

- Party Type:
- First Name:
- Middle Name:
- Last Name: *
- Suffix/Professional Designation:

At the bottom of the form are two buttons: "Back" and "Next".

At the bottom of the page, there is a footer with links for online help, terms of use, privacy policy, payment policy, support, about Tybera Development Group, Inc., and contact us. Below these links is the copyright notice: © 2001-11 Tybera Development Group, Inc. All rights reserved.

Choose Add Other Parties

Choose 'Party Type' Hospital, if applicable.



From the 'Party Name' dropdown box choose the hospital, if applicable.

Choose Next



Choose Add Other Parties

Choose Pre-screener, if applicable



From the 'Party Name' dropdown box, choose the pre-screener

Choose Next



This will take you back to the Case Initiation screen. All parties are now listed. Click on the + box next to the participant's name to check the information. If you find any errors, you can click on the participant's name and it will allow you to edit the information.

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation

Case Initiation: Mental Illness

Filer Reference No (Enter your office reference number - if applicable)

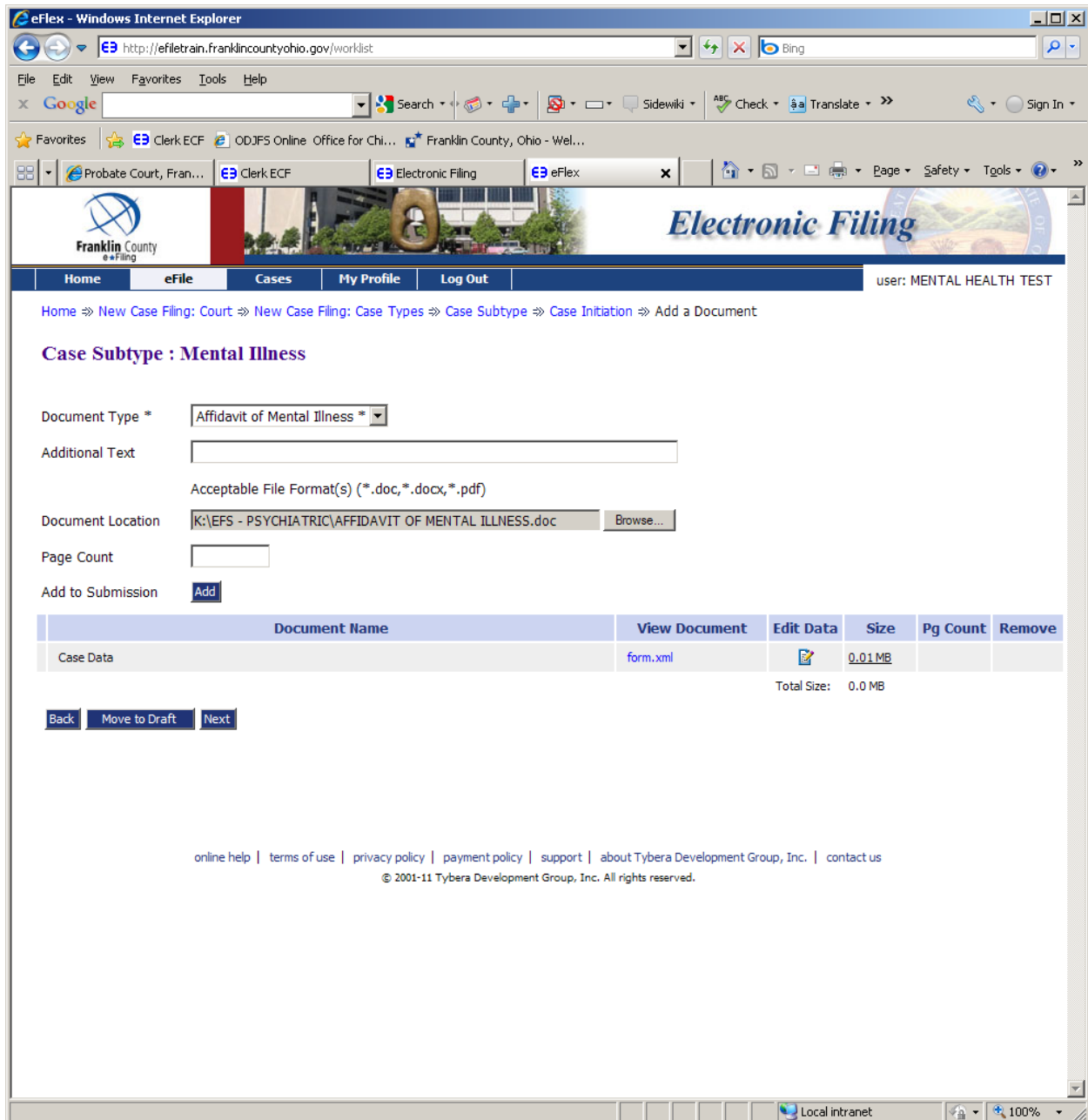
Add Case Participants Add Respondent Add Other Parties

	Participant Name	Role	Attorney(s) for Party
X	JANE DOE	Respondent	
X	TERRI LAYMAN	Affiant	
X	OSU HARDING	Hospital	
X	BEVERLY ECK, NETCARE	Pre-screener	

Back Save to Draft Next

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If all information is correct for Respondent and Other Parties, click on the 'Next' button and this will take you to the 'Add a Document' screen.



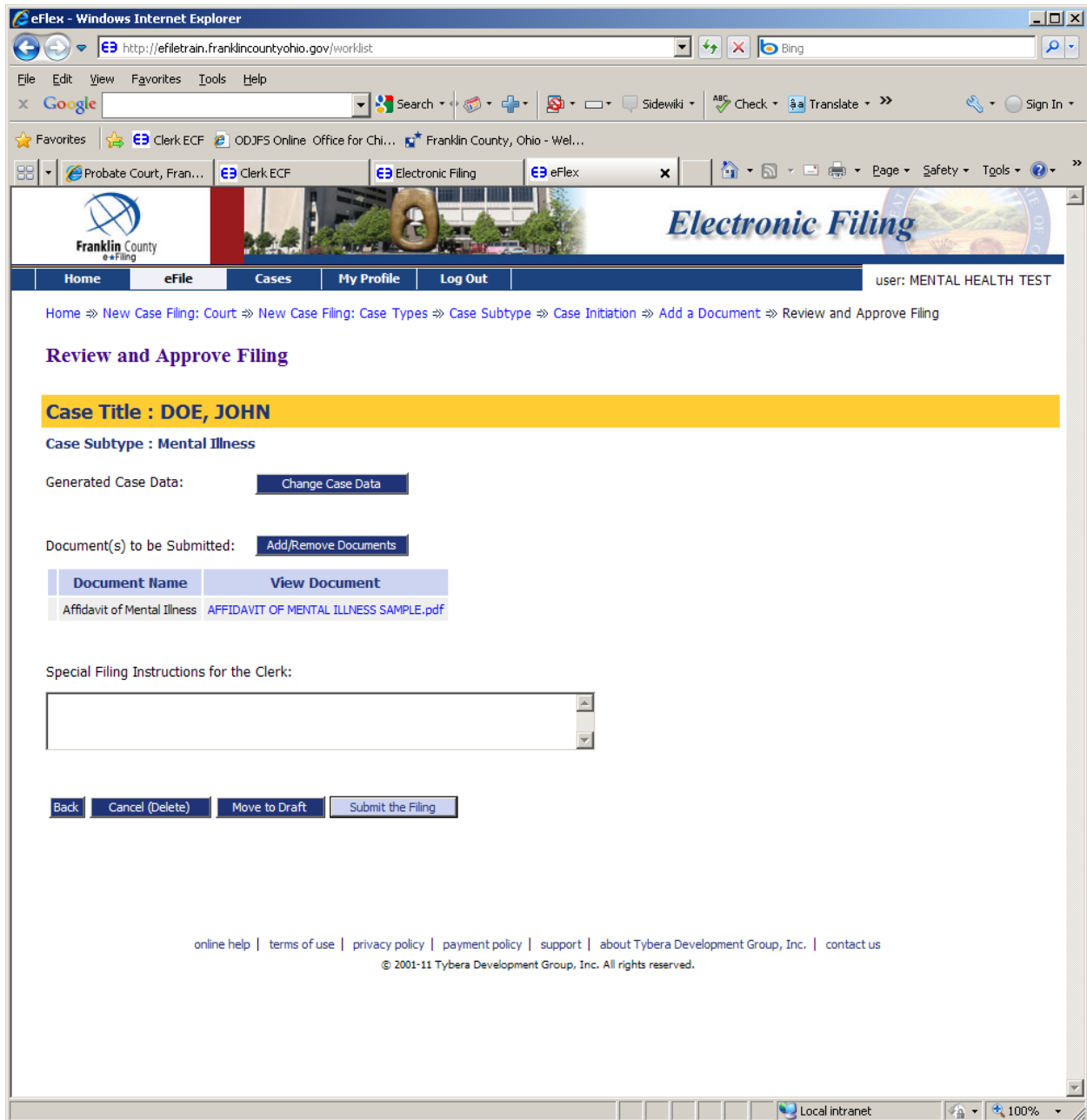
At case initiation, you will only be able to choose 'Document Type' of Affidavit of Mental Illness. The Affidavit must be signed by the affiant and notarized. You will need to scan the document and save it as a .pdf or word document on your network.

Click on the 'Browse' button to browse where you saved the Affidavit of Mental Illness. If it was saved as a .pdf you will not need to enter the page count. If the Affidavit was

saved as a word document you will need to enter the number of pages. Once this is done, click on the Add to Submission button, 'Add'.

The Affidavit will appear below the blue line, 'Document Name'. Under the 'View Document' column, click on the link to make sure you uploaded the correct document.

Once you are satisfied that you are ready to submit your document, click on the 'Next' button. You will be taken to the Review and Approve Filing page.



This gives you one more chance to check your party information, and the documents you uploaded to make sure you are ready to submit. If all is well, click on the 'Submit the Filing' button. A window will open telling you to 'Click OK to file to the Court.'



Click 'OK'.

Once the Affidavit of Mental Illness is submitted to the Court, it is automatically approved for filing only. A magistrate will review the Affidavit. If the Affidavit meets all the statutory requirements, the magistrate will submit an Entry Approving Affidavit of Mental Illness. If the Affidavit does not meet the statutory requirements, the magistrate will submit an Entry Denying Affidavit of Mental Illness and order the case expunged.

Because Mental Commitment cases are confidential, the only way you will know if the Affidavit was accepted by the Court is if your follow-up filings have been 'filed'.

If you receive a rejection of a filing from the Court, be sure to read the reason the Court rejected your submittance. It is possible that the Affidavit was accepted but there was a problem with the follow up filings.

FOLLOW UP FILINGS

You will receive an e-mail like the samples below stating that your Affidavit of Mental Illness was received by the Probate Court, and a second e-mail stating the Affidavit has been accepted by the Probate Court. At this point, accepted does not mean that the Court has *approved* your Affidavit only that it has been 'filed'.

First e-mail:

To: MENTAL HEALTH TEST blbishop@franklincountyohio.gov
From: efiling@franklincountyohio.gov
Date: 2012-06-12 15:25:36.09
Subject: Your electronic filing, Re: Filing ID 12181 - DOE, JOHN - Affidavit of Mental Illness, was received by PROBATE COURT, COURT OF COMMON PLEAS.

Case Type: Mental Illness

Document Type: Affidavit of Mental Illness

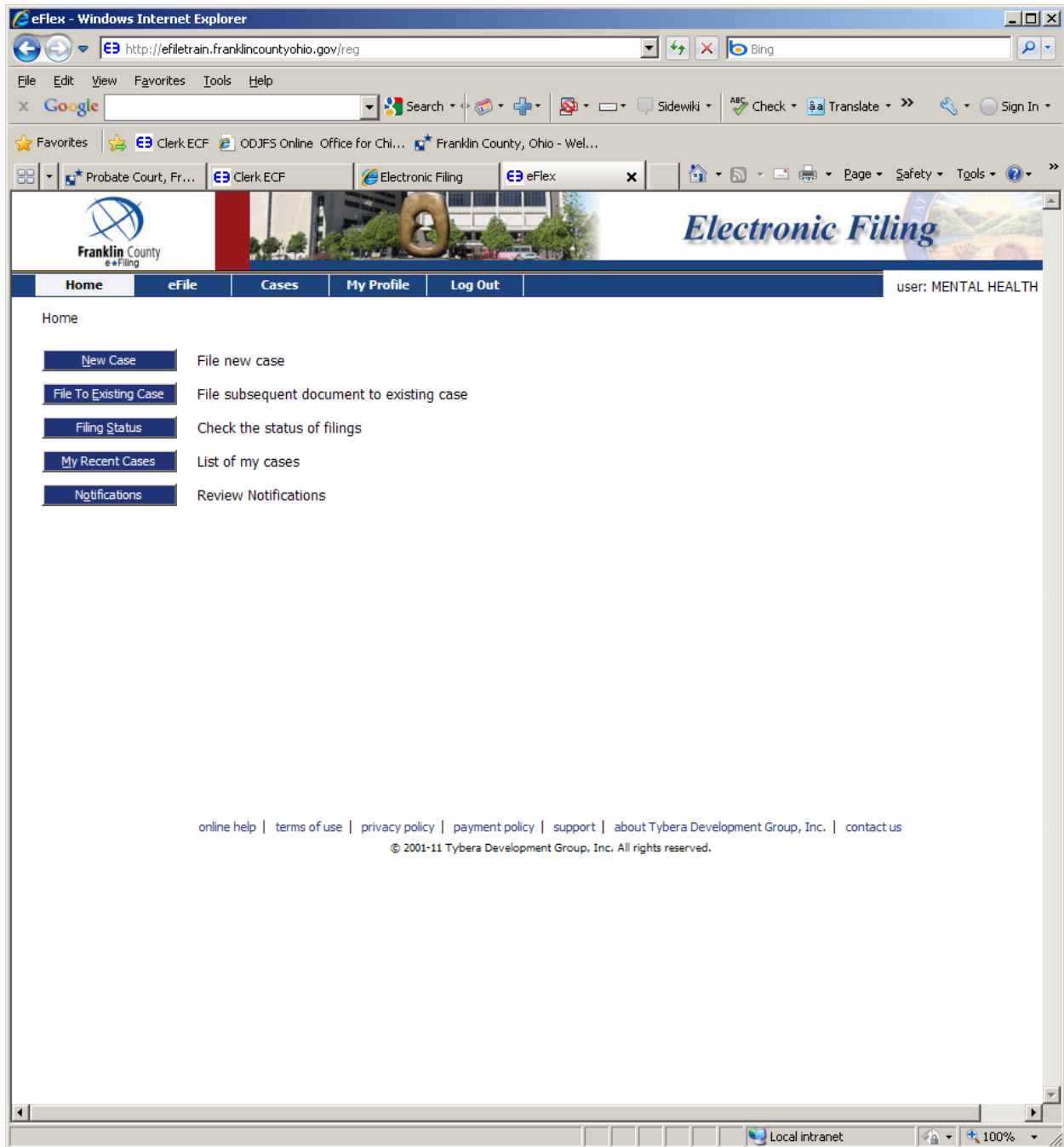
Second e-mail: This e-mail will give you the case number M025221 and the case name, Doe, John, as seen in the sample below.

To: MENTAL HEALTH TEST blbishop@franklincountyohio.gov
From: efiling@franklincountyohio.gov
Date: 2012-06-12 15:25:36.09
Subject: Your electronic filing, Re: M025221 - DOE, JOHN - Affidavit of Mental Illness, was accepted by PROBATE COURT, COURT OF COMMON PLEAS.

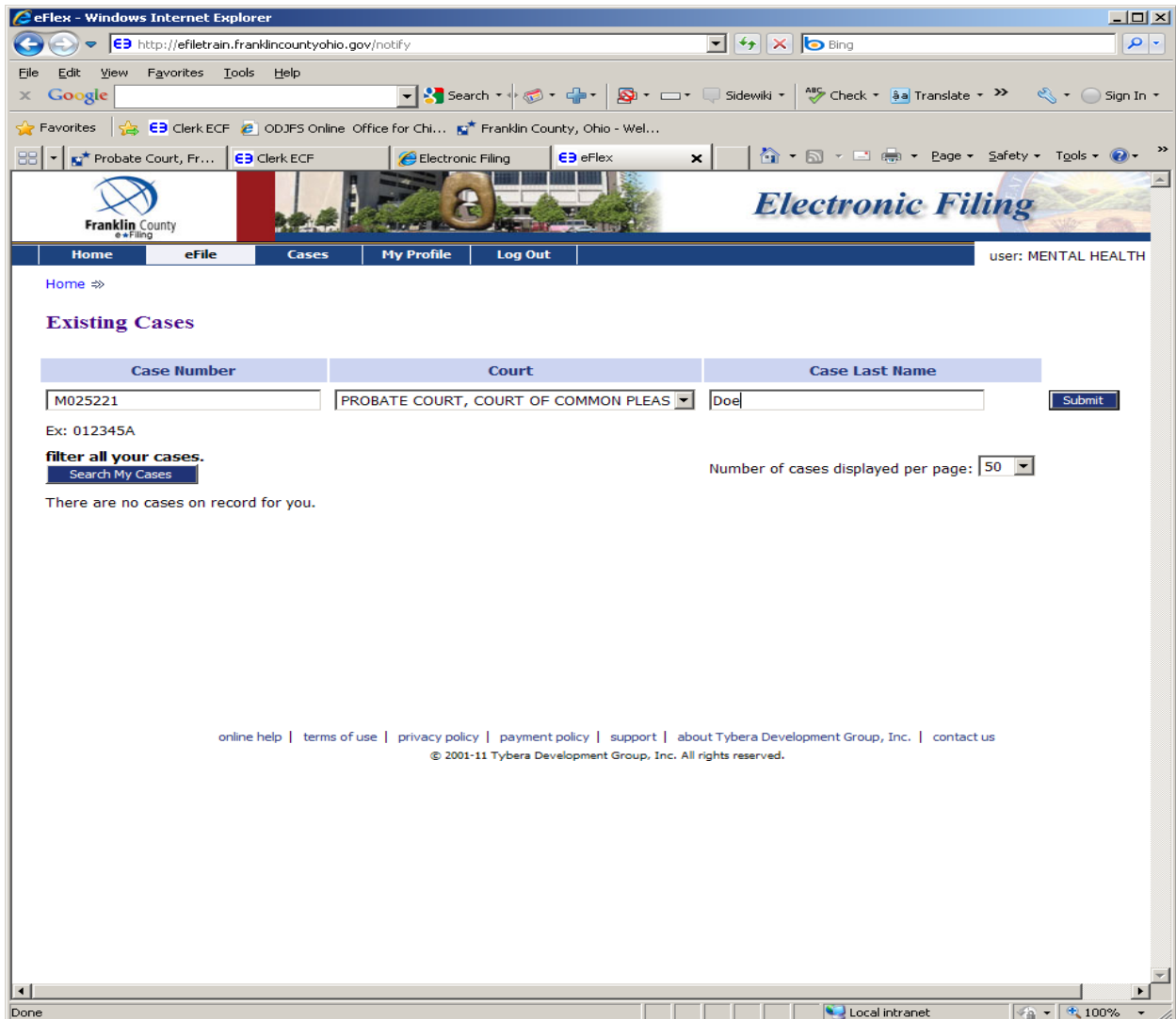
Case Number: M025221
Case Type: Mental Illness
Document Type: Affidavit of Mental Illness
Reason(s) for null: (none provided)

You have received the assigned case number so you may now submit your follow-up filings, such as Case History, Special Pick Up, and Application for Emergency Admission, Bed Letter or Application for Forced Meds, etc.

From your home page you will choose 'File to Existing Case'



On the Existing Cases screen, enter the case number, choose Probate Court, Court of Common Pleas and enter the last name of the case.



Click on 'Submit'

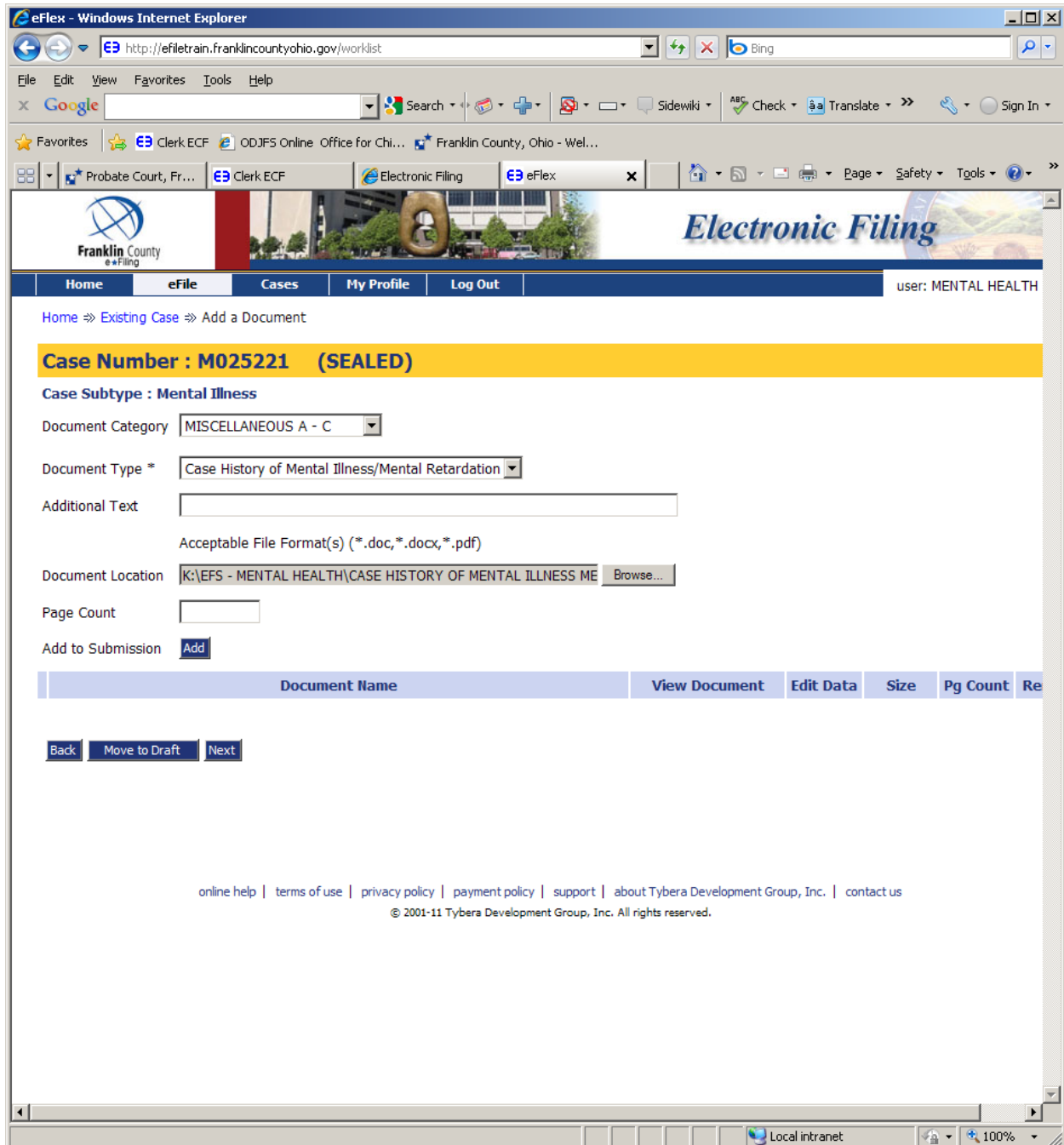
You are on the Add a Document page.

The screenshot shows a web browser window titled "eFlex - Windows Internet Explorer" with the address bar displaying "http://efiletrain.franklincountyohio.gov/notify". The browser's address bar, menu bar, and toolbar are visible. The page content includes a header for "Franklin County eFiling" with a logo and a banner for "Electronic Filing". A navigation menu contains "Home", "eFile", "Cases", "My Profile", and "Log Out", with the user name "user: MENTAL HEALTH" displayed. The breadcrumb trail is "Home >> Existing Case >> Add a Document". The main content area features a yellow banner for "Case Number : M025221 (SEALED)" and "Case Subtype : Mental Illness". Below this are form fields for "Document Category", "Document Type *", "Additional Text", "Document Location" (with a "Browse..." button), and "Page Count". An "Add" button is present under "Add to Submission". A table with columns "Document Name", "View Document", "Edit Data", "Size", and "Pg Count" is shown, but it is currently empty. At the bottom of the form area are "Back", "Move to Draft", and "Next" buttons. The footer contains links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact us", along with a copyright notice: "© 2001-11 Tybera Development Group, Inc. All rights reserved." The browser's status bar at the bottom shows "Local intranet" and a zoom level of "100%".

Choose a Document Category that best describes what you are going to submit or you may choose All. In this example, I chose Miscellaneous A-C.

Choose a Document Type that best describes the document you are going to submit. In this example, I chose Case History of Mental Illness/Mental Retardation.

Click on the Browse button and upload your document.



Once you have uploaded all the documents you are going to submit, click on the 'Next' button at the bottom of the page.

The screenshot shows the eFlex web application interface within a Windows Internet Explorer browser window. The address bar shows the URL: http://efiletrain.franklincountyohio.gov/updocs. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar contains a search box with the text "Google" and a search button. The browser's toolbar includes buttons for Back, Forward, Stop, Refresh, Home, Print, and a search box. The browser's Favorites bar shows several links: Clerk ECF, ODJFS Online Office for Chi..., Franklin County, Ohio - Wel..., Probate Court, Fr..., Clerk ECF, Electronic Filing, and eFlex. The browser's status bar shows "Done" and "Local intranet".

The eFlex application interface features a navigation menu with links for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "user: MENTAL HEALT". The main content area displays the following information:

- Home » Existing Case » Add a Document
- Case Number : M025221 (SEALED)**
- Case Subtype : Mental Illness
- Document Category: [Dropdown menu]
- Document Type *: [Dropdown menu]
- Additional Text: [Text input field]
- Acceptable File Format(s) (*.doc,*.docx,*.pdf)
- Document Location: [Text input field] [Browse...]
- Page Count: [Text input field]
- Add to Submission: [Add]

A table displays the list of documents:

Document Name	View Document	Edit Data	Size	Pg Count
Case History of Mental Illness/Mental Retardation	CASE HISTORY OF MENTAL ILLNESS MENTAL RETARDATION.pdf		0.01 MB	1
Special Pickup Information	SPECIAL PICK UP INFORMATION.pdf		0.01 MB	1
			Total Size:	0.02 MB

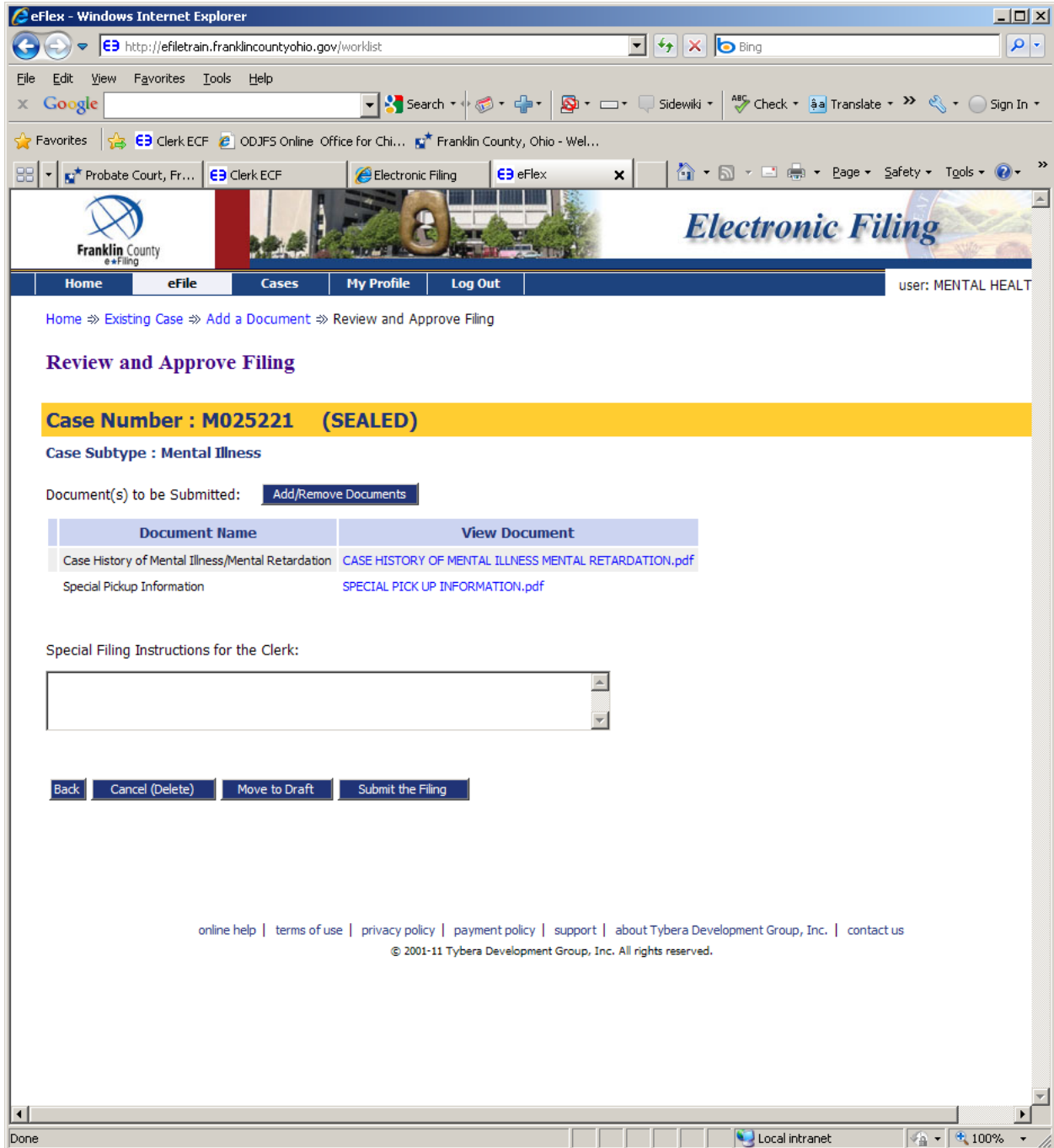
At the bottom of the document list, there are three buttons: Back, Move to Draft, and Next.

The footer of the page contains the following text:

online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us
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This will take you to the Review and Approve Filing page. This gives you one last chance to View Documents, or to add additional documents.

If this is all you wish to submit, click on the 'Submit the Filing' button and Click OK to file to the Court.



You will again receive an e-mail stating your submitted document(s) was received by Probate Court.

To: MENTAL HEALTH TEST bbishop@franklincountyohio.gov
From: efiling@franklincountyohio.gov
Date: 2012-06-14 09:03:19.96
Subject: Your electronic filing, Re: M025221 - DOE, JOHN - Case History of Mental Illness/Mental Retardation, was received by PROBATE COURT, COURT OF COMMON PLEAS.

Case Number: M025221

Case Type: Mental Illness

Document Type: Case History of Mental Illness/Mental Retardation

Document Type: Special Pickup Information

The clerk will look at your subsequent filings and if the magistrate approved your Affidavit of Mental Illness, the clerk will approve your subsequent filings. You will get an e-mail when your filings are approved.

If the magistrate denied your Affidavit of Mental Illness, the clerk will also deny your subsequent filings with a note telling you that the Affidavit was denied.