e-FILER'S INSTRUCTIONS

MINOR'S SETTLEMENT

Before submitting a *Proposed Entry Setting Hearing* or a *Proposed Entry Continuing Hearing*, you will need to choose your hearing date.

You will need to register to use the Court's e-Hearing Locator. Please click on the link below for instructions on how to register, use the e-Hearing Locator and how to choose available hearing dates.

e-Hearing Locator

e-FILER'S INSTRUCTIONS MINOR'S SETTLEMENT

Log into the e-File System.



Choose New Case



Choose Probate Court, Court of Common Pleas



Choose Minor's Settlement

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Choose Add My Parties



Enter Petitioner's name and address

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Choose Add Other Parties

If either Father's or Mother's name is 'Unknown' choose Unknown Mother or Unknown Father from the dropdown list. You will not be able to complete your filings without associating both parents to the child.

Enter the Mother's name

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You will be taken to the Add a Document page

Choose Document Category: Applications/Motions

Choose Document Type: Application to Settle Minor's Claim*

Choose the Browse button to locate where you have the document stored on your computer

Choose the Add to Submission button. This will take you to a docform to fill in required information regarding the minor in this action. You will need to enter the minor's entire name and date of birth.

Once this information has been entered, choose the Next button.

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You will be taken back to the Case Type Minor's Settlement page. Now you need to upload the birth certificate.

Choose Document Category: Miscellaneous A – C

Choose Document Type: Birth Certificate/Minor's Settlement*

Choose the Browse button to locate where you have the document stored on your computer

Choose the Add to Submission button

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The birth certificate will show up under the Application.

Choose Document Category: PROPOSED ENTRY/ORDER

Choose Document Type: Entry Setting Hearing and Ordering Notice*

Choose the Browse button to locate where you have the document stored on your computer

Choose the Add to Submission button – you will be taken to the docform shown below to enter the date and time of the hearing. Once this information is entered, choose the Next button and you will be taken back to the Add a Document page.



Choose the Next button.

You will be taken back to the Case SubType Minor's Settlement page. Now you need to upload the Narrative Statement.

Choose Document Category: Miscellaneous M – P

Choose Document Type: Narrative Statement*

Choose the Browse button to locate where you have the document stored on your computer

Choose the Add to Submission button

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You will notice under the light blue line you should be able to see all four documents you uploaded. These are all <u>required filings</u> for Case Initiation in a Minor's Settlement. If you have any other documents you wish to submit you may do so now. Please do not upload the *Proposed* Entry Approving Settlement of a Minor's Claim or the *Proposed* Entry Dispensing with Appointment of Guardian and Ordering Deposit until a few days prior to your hearing.

Choose the Next button

You will be taken to the Review and Approve Filing page. This gives you a final chance to look at the documents you uploaded to be sure they are correct prior to submitting them for filing.

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Special Filing Instructions for the Clerk: Payment Method: Pay by Credit Card Estimated Fees: \$63.00 Special Waiver Government Agency		*			
Special Filing Instructions for the Clerk: Payment Method: Pay by Credit Card Estimated Fees: \$63.00 Special Waiver Government Agency Back Cancel (Delete) Move to Draft	Submit the Filing	Ť			

If the documents are correct and you are ready to submit, make sure the Pay by Credit Card radio button is chosen, and then choose the Submit the Filing button.

A window will open asking you to Click OK to file to the Court.



Once you choose the OK button, you will be taken to the Pay.Gov screen to submit your credit card information.

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SSL Certificate Copyright © 2009 PayGov, LLC w	ww.PayGov.US						
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Enter all information then choose the green Review and Pay button.

You will be taken to the below page. Read the paragraphs highlighted in yellow, then click on the box in front of the words I Agree.



Choose the green Submit Payment button.



You will be taken to the below page, Your Filing has been submitted. The blue Filing Status button will let you know the status of your filing.



Until the clerk approves or rejects your submitted document the filing status should say Awaiting Approval.



FILING TO AN EXISTING CASE

Use the following steps in filing additional documents to your Minor's Settlement after the case has been approved by the Court and a case number has been issued.

From the Home page, choose File to Existing Case.



If your case shows up under Search My Cases, all you need to do is click on the link to the name under Case Title. If your case does not show up under Search My Cases, enter the case number, make sure the Court is on Probate Court and enter the last name of the case, then choose the Search button.

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600865	PROBATE COURT, COURT OF COMMON PLEAS	▼ SMITH	Submit			
Select a recent case, or filter all	your cases.	Number of cases displayed pe	r page: 50 🔻			
Case Title	▼ Case Number	Case Type	Date Opened			
WALKER, TODD, JR.	M025153	Mental Illness	05/24/2012			
COORS, NUMA	M025152	Mental Illiness	05/24/2012			
LEIST, CHARLES WILLTAM	M025081	Mental Illness	05/09/2012			
SMITH, JANE MARIE	600865	MISCELLANEOUS MINOR'S SETTLEM	NT 06/04/2013			
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PROOF, FIRE	600863	MISCELLANEOUS STRUCTURED SET	LEMENT TRANSFER 05/30/2013			
NAME, CASE	600862	MISCELLANEOUS STRUCTURED SET	LEMENT TRANSFER 05/30/2013			
CALLAHAN, KEVIN MICHAEL	600850A	CIVIL ACTION DETERMINE HEIRSHIP	05/08/2013			
BLUE, BONNIE B.	600846	Name Change	04/29/2013			
DANIELS, BRAD WAYNE	600836	Name Change	04/17/2013			
GHOSH, DANA	600826	Name Change	04/16/2013			
EVANS, JACOB DUKE	600825	Name Change	04/16/2013			
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You will be taken to the Add a Document page to upload any other documents you need to submit for your case: Waiver and Consent to Settle Minor's Claim, Medical Statements, etc.

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Home ⇒ Existing Case ⇒ Add a Document		
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Case Subtype : Minor's Settlement		
Document Category -		
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Additional Text		
Acceptable File Format(s) (*.doc,*.docx,*.pdf)		
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A few days prior to your hearing, you need to upload your *Proposed* Entry Approving Settlement of Minor's Claim and *Proposed* Entry Dispensing with Appointment of Guardian and Ordering Deposit, if money to be deposited in a Custodial Account.

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Home ⇒ Existing Case ⇒ Add a Document		
Case Number : 600865 Case Title :	SMITH, JANE MARIE	
Case Subtype : Minor's Settlement		
Document Category -		
Document Type *	•	
Additional Text		
Acceptable File Format(s) (*.doc,*.d	ocx,*.pdf)	
Document Location	Browse	E
Page Count		
Add to Submission Add		
Document Name	View Document	Edit Data
Proposed Amended Entry Approving Minor's Settlement	Entry Approving Settlement of a Minor's Claim.pdf	
Proposed Amended Entry Dispensing w/Appointment of Guardian	Entry Dispensing with Appointment of Guardian and Ordering Notice.pdf	
and Ordering Deposit	,	Total Size:
Back Move to Draft Next		
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Paying for Certified Copies Prior to Hearing

For convenience, you can upload the cost for certified copies you will need after the hearing.

Choose Document Category: Miscellaneous A – C Document Type: Certified Copy Add to Submission

You will need to do this for as many certified copies that you will need.

Once you have uploaded your documents and as many certified copies needed, choose the Next button.

This will take you to the Review and Approve Page. Choose Submit the Filing and OK to be taken to Pay.Gov to make your payment. See instructions starting on page 20 of this document if you need help with Pay.Gov.



Robert G. Montgomery, Judge

Franklin County Probate Court 373 SOUTH HIGH STREET, 22ND FLOOR, COLUMBUS, OHIO 43215-6311 www.franklincountyohio.gov/probate Phone: (614) 525-3894 Fax: (614) 525-7422

February 15, 2012

Dear account fiduciary or custodian,

This letter is to inform you that **beginning** April 1, 2012; the Court will institute a change in procedure for all requests to expenditures from Court-controlled custodial accounts. <u>Please read these instructions</u> <u>carefully, as you will be required to follow this procedure for all future requests to expend funds.</u>

- <u>You must submit an Application to Expend Funds</u> This **must** include a detailed description of the exact amount of money you are requesting and what the expenditure is for. You will be required to submit all documentation which supports your request at the time of filing. *Applications without sufficient documentation may be denied*.
- Forms 15.7A, <u>Application for Authority to Expend Funds From Custodial Account</u>, and 25.9, <u>Application for Authority to Expend Funds</u>, to be used in all trust cases, can be found on the Court's website at: <u>http://www.franklincountyohio.gov/probate/forms.cfm</u>
 Failure to include the bank name and last 4 digits of account number on the Entry will result in the application being denied.
- <u>Payment is due at the time application is filed.</u> The cost is \$16.00. This charge includes the filing fee for an application of up to four pages, the entry approving or denying the application, and a certified copy of the entry. If your Application and supporting documents exceed four pages, you will be required to pay an additional \$1.00 per page over four. Payment may be made only via cash or money order. No personal checks are accepted. A copy of the application and entry will be mailed to the address of record for the applicant. Please verify that the Court has your current address.
- <u>Requests for expenditures WILL NOT be reviewed at the Magistrate duty desk.</u>
- <u>Applications to expend funds will be reviewed by a committee on a weekly basis</u>. Please allow sufficient time for the Court to review your application.
- <u>Applications are to be submitted directly to the docketing and cashier clerk</u>. You may submit your application in person, or mail in your request at the address listed above, **to the attention of Magistrate / App to Expend**. If you submit your application through the mail, payment should be made by money order.

Thank you for your cooperation in this matter.

Robert G. Montgomery Franklin County Probate Judge