



PROBATE COURT OF FRANKLIN COUNTY, OHIO

How to Add an Additional Deposit to a Case in eFlex

Step 1: Log into the eFlex System

1. Navigate to the Franklin County Probate Court eFlex portal (<https://efile.franklincountyoh.tyberacloud.net/>).
2. Enter your username and password.
3. Click **Login**.



Electronic Filing

powered

Welcome to eFiling

Please Log In

Username

Password

Notice

I have read and agree to the Notice of Redaction Responsibility.

[Log In](#)

[Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

If you have not signed in before, please request a user account.

[Request Account](#)



We encourage you to stay informed about our eFiling updates. Explore the new interface. For the latest information, [visit our page](#).



PROBATE COURT OF FRANKLIN COUNTY, OHIO

Step 2: Add deposit onto the Existing Case or draft filings

1. From the **Main Menu**, click on **File into Existing Case**. Or alternatively if you need to include the additional deposit into a draft filing select Draft Filings and locate the filing you wish to add the deposit to.
2. If filing to existing case, after clicking Existing Case enter the **Case Number**, specify Probate Court from the court selection drop down list then click **eFile**.
3. Click the correct case from the search results to open it.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out ? user: TEST PROSE

Home

New Case	File new case
Existing Cases	Perform case actions: eFile, Search, View History, Service List
My Filings (1)	Check the status of my filings There are 1 filing(s) awaiting payment processing finalization that require your attention.
Draft Filings (16)	Finish filing an incomplete filing
Notifications	Review your Notifications

Step 3: Add Document

1. At the **Add Document** screen:
 - Under **Document Category**, select **All**.
 - Under **Document Type**, select **Additional Deposit**.
 - Press the blue “Add” button.



PROBATE COURT OF FRANKLIN COUNTY, OHIO

- Specify the amount of the deposit to be added.
 - The amount of deposit to be added must be specified in the following format: XX.XX (eg. For a deposit of \$100.00 you would enter 100.00).
 - Once deposit amount is specified click the “Next” button

Case Sub Types : Full Administration Without Will

Document Category

Document Type *

Additional Text

Page Count

Acceptable File Format Type(s) (*.doc,*.docx,*.pdf)

Document Location No file selected.

Add to Submission

Document Name	View Document	Edit Data
---------------	---------------	-----------

Additional Deposit

Case Number : Case

Amount to be Collected:



PROBATE COURT OF FRANKLIN COUNTY, OHIO

Step 4: Enter the Payment Information

1. After adding the document, press the “Next” button to proceed to the file and submit where fees are displayed.
2. The system should automatically apply the correct fee associated with the **Additional Deposit** document type.

Case Sub Types : Full Administration Without Will

Document Category

Document Type *

Additional Text

Page Count

Acceptable File Format Type(s) (*.doc,*.docx,*.pdf)

Document Location No file selected.

Add to Submission

You need to add a notice of case association to the filing if you want to be registered as an filer on the case and receive notifications.

Document Name	View Document	Edit Data
Additional Deposit		<input type="checkbox"/> <input checked="" type="checkbox"/> 0.0

Total Size: 0.0

←



PROBATE COURT OF FRANKLIN COUNTY, OHIO

Case Sub Types : Full Administration Without Will

Client #

You need to add a notice of case association to the filing if you want to be registered as an efiler on the case and receive n

Estimated Fees: \$179.00

Pay by Credit Card

Special Waiver

Government Agency

Document(s) to be Submitted:

[Add/Remove Documents](#)

Document Name	View Document
Additional Deposit	

Special Filing Instructions for the Clerk:

[Back](#)

[Cancel \(Delete\)](#)

[Move to Draft](#)

[Submit the Filing](#)

Step 5: Review and Submit the Filing

1. Review all filing details to ensure accuracy.
2. Choose your payment method.
3. Click **Submit Filing**.