

FRANKLIN COUNTY PROBATE COURT  
E-FILING Q & A

JULY 21, 2025



BUT FIRST,  
SOME  
NEWS....

# PROCESSING TIMES

- Please allow 2 – 3 weeks for letters of authority.
- If you have not received letters after 3 weeks, contact [probate.legal@franklincountyohio.gov](mailto:probate.legal@franklincountyohio.gov).
- If your initial filings have not been accepted, do NOT submit them again. You will be opening a duplicate case, and your costs will not be refunded.

# CERTIFIED COPIES

- The Request for Certified Copies form is no more.
- Filers will receive a set number of certified copies by mail of:
  - Letters of Authority/Guardianship (3 copies)
  - Certificate of Transfer
  - Application/Entry Transferring Motor Vehicle
  - Entry Relieving Estate from Administration
- If you want to pick up or want more certified copies, put a note in the special instructions box.
- In all other cases where you require certified copies, send an e-mail to [probate@franklincountyohio.gov](mailto:probate@franklincountyohio.gov).

# VIEWING DOCUMENTS

- You must be either Counsel of Record or a pro se Applicant
- Our IT staff is working on a way to make documents visible to everyone.
- Until this change is made, you can request documents from a case file by e-mailing [probate@franklincountyohio.gov](mailto:probate@franklincountyohio.gov)

# GUARDIANSHIPS

- We have a new workflow and a few new internal forms.
- Required Forms to open a guardianship case:
  - 17.0A APPLICATION FOR APPOINTMENT OF GUARDIAN (ADULT)
  - PC-G-17.1A Statement of Expert Evaluation\*
  - PC-G-15.0 Next of Kin of Proposed Ward
  - PC-G-17.0C Adult Guardianship Service Information
  - PC-G-17.0F Prospective Ward's Financial Information (new form)
  - Statement Concerning Court Costs (new form)
- You will be prompted to pay costs prior to receiving a hearing date.
- You cannot pick your own hearing date.
- Minor guardianships will be on the same day (currently Tues afternoons)

# TRUSTS

- We are not using the “Notice of Compliance” procedure for Trusts.
- Required Forms to open a Trust case:
  - Form 25.0, Application for Appointment of Trustee
  - Form 25.1A, Fiduciary’s Acceptance – Trustee
  - Bond documents (Form 4.2 and Bond POA)
  - Trust document (or copy of Will if Testamentary Trust)
- Once the foregoing forms have been filed – upload your LOA
- Wrongful Death/Minor’s Trust – Judge must sign original.

# GENERAL PRINCIPLES

- Smaller batches are better!
- Think about which department will be reviewing your filings.
- Pre-Appointment / Post-Appointment Distinction
- USE the Special Filing Instructions box.

Special Filing Instructions for the Clerk:

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