

## e-FILER'S INSTRUCTIONS MINOR'S SETTLEMENT

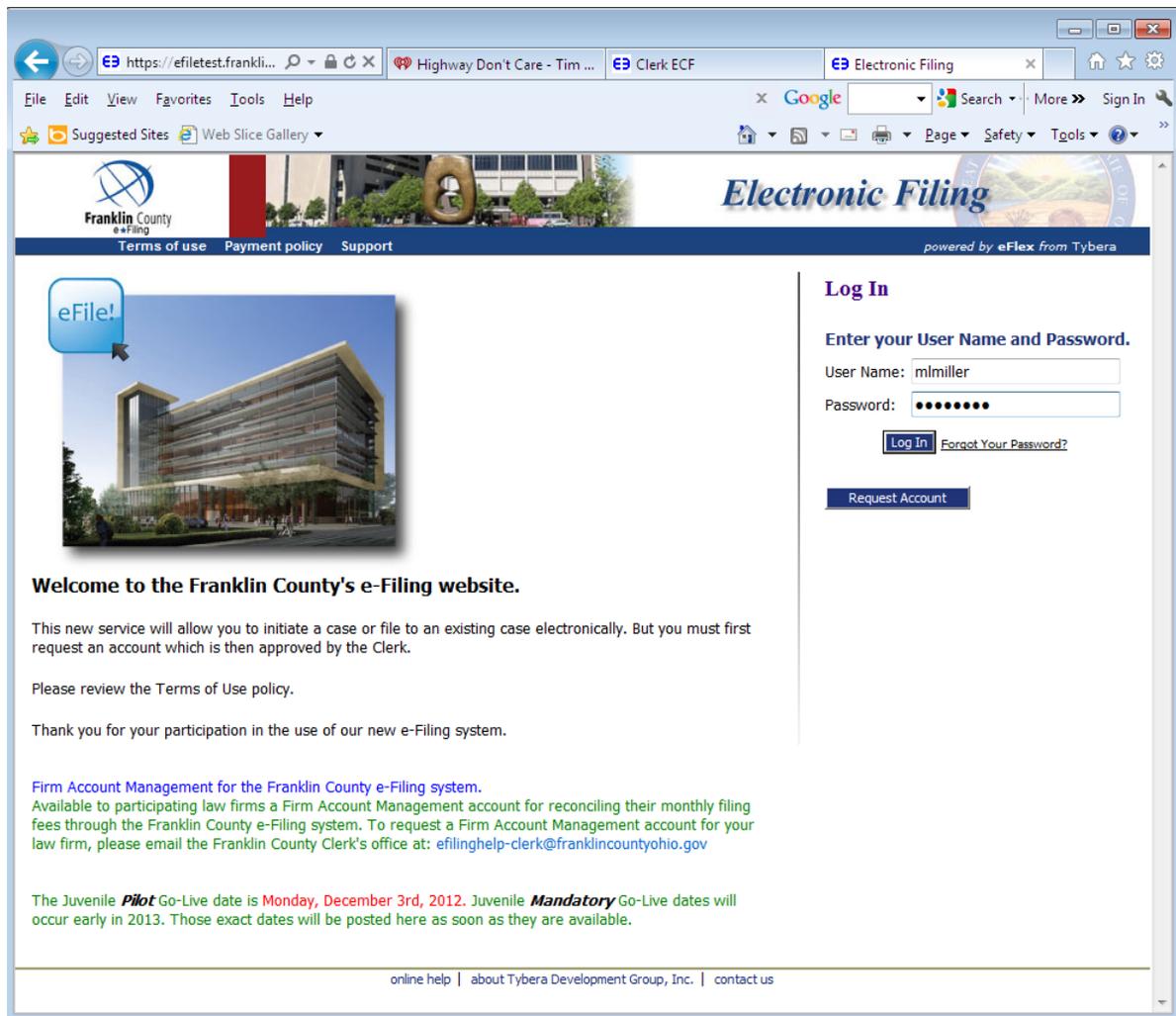
Before submitting a *Proposed Entry Setting Hearing* or a *Proposed Entry Continuing Hearing*, you will need to choose your hearing date.

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.

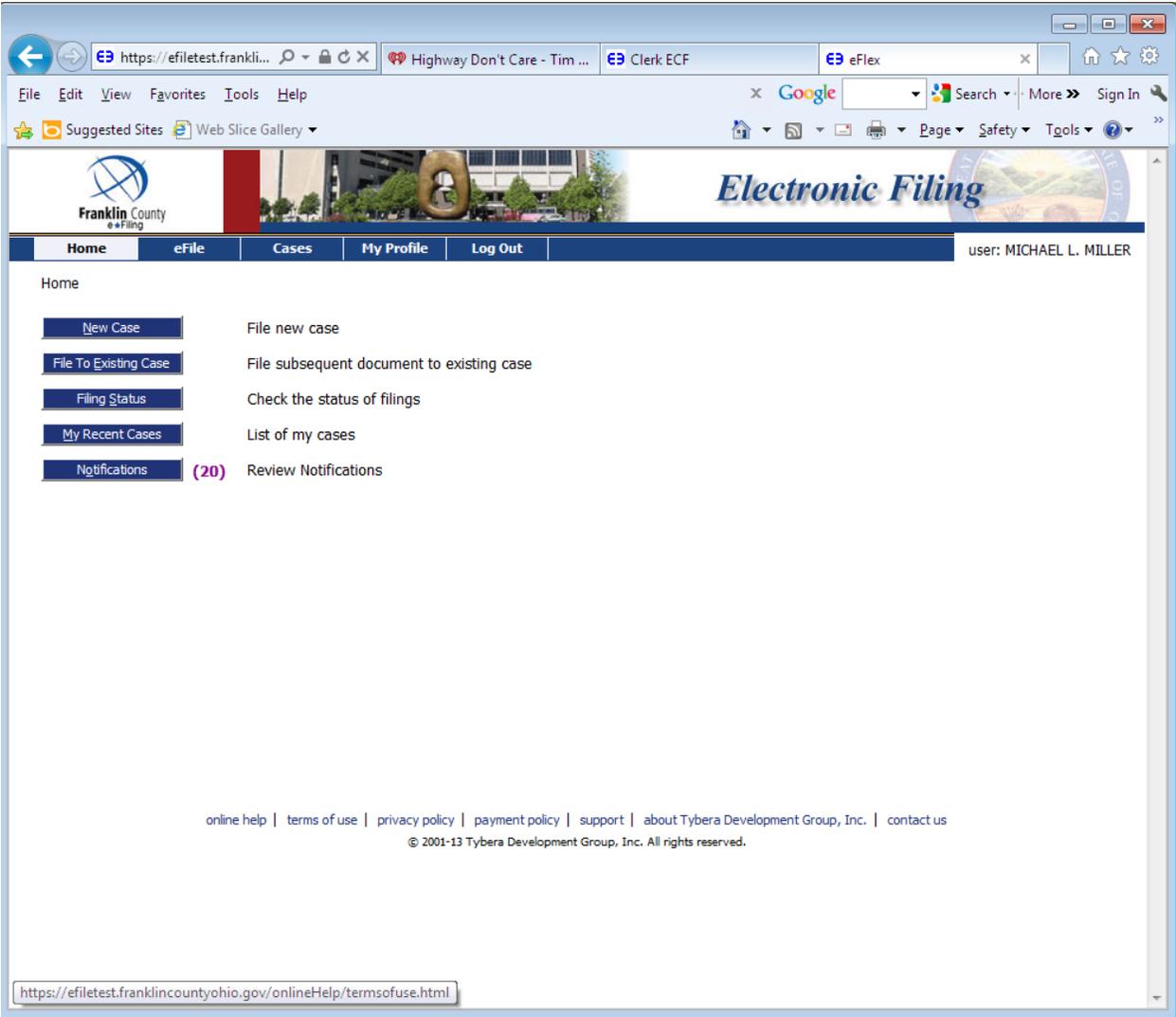
### [e-Hearing Locator](#)

## e-FILER'S INSTRUCTIONS MINOR'S SETTLEMENT

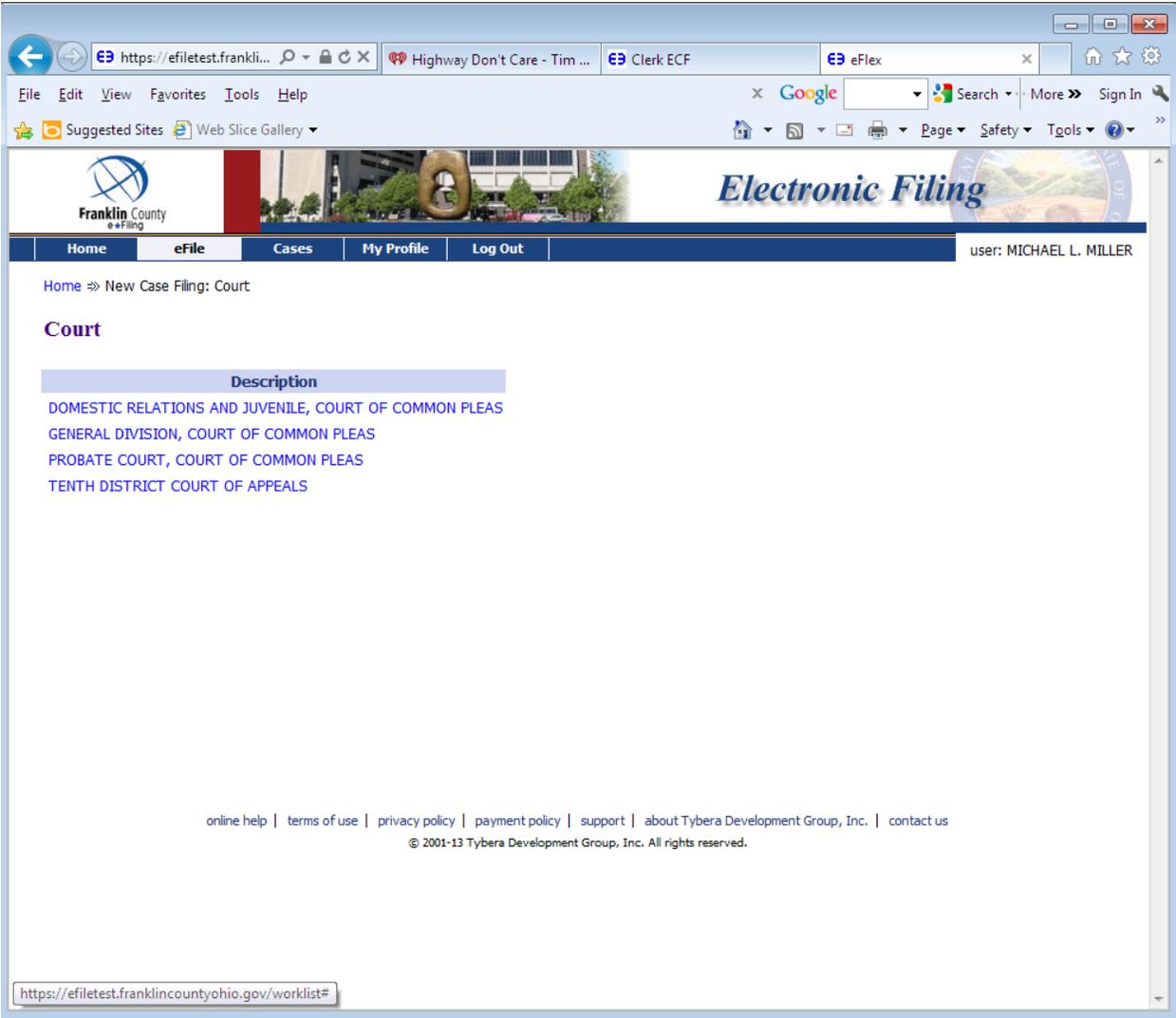
Log into the e-File System.



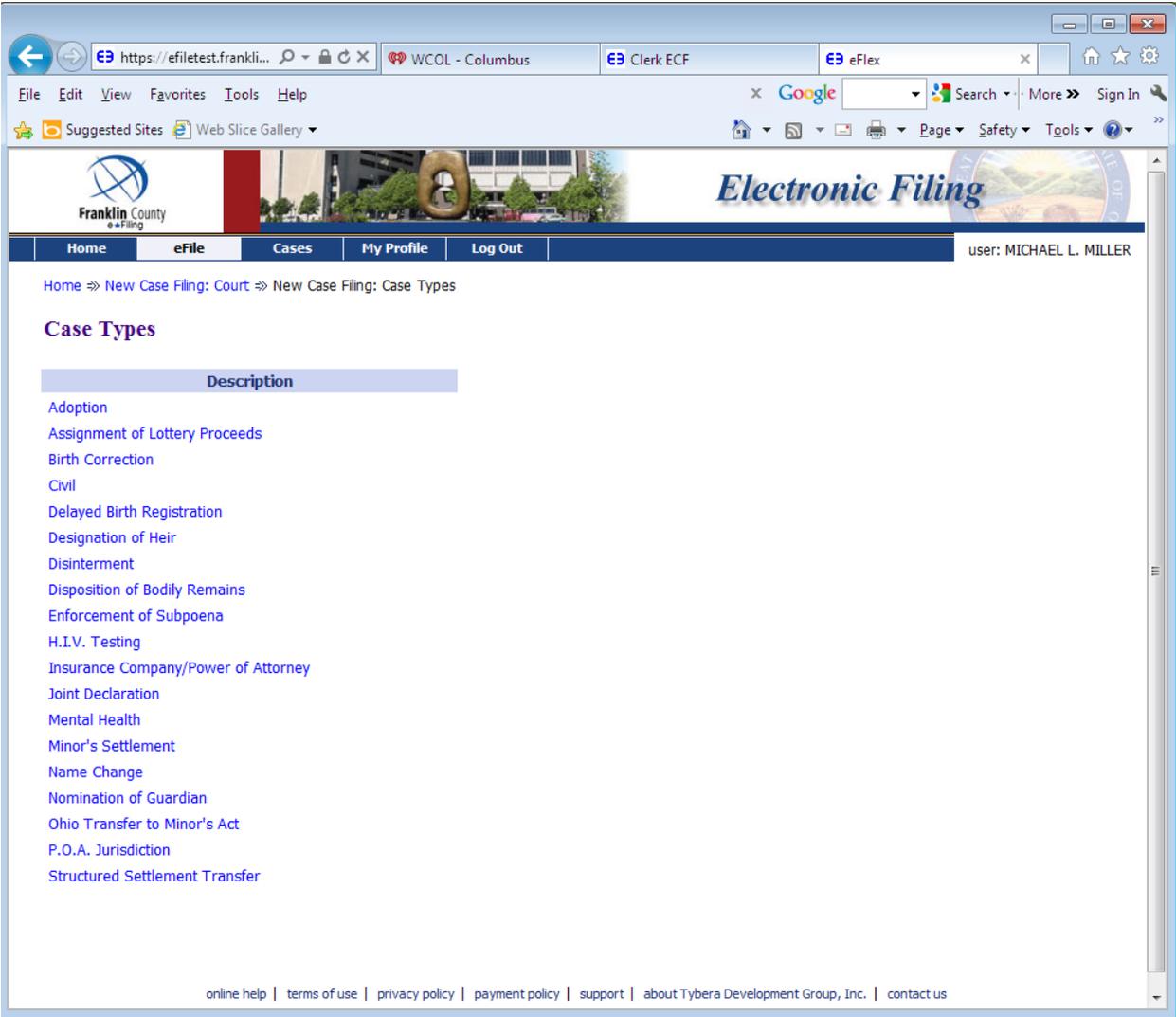
### Choose New Case



Choose Probate Court, Court of Common Pleas



### Choose Minor's Settlement



### Choose Add My Parties

The screenshot shows a web browser window with the URL <https://efiletest.franklin...>. The browser tabs include 'WCOL - Columbus', 'Clerk ECF', and 'eFlex'. The page header features the Franklin County eFiling logo and the text 'Electronic Filing'. A navigation menu contains 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The user is identified as 'MICHAEL L. MILLER'. The breadcrumb trail is 'Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Initiation'. The main heading is 'Case Initiation: Minor's Settlement'. Below this is a text input field for 'Filer Reference No' with the instruction '(Enter your office reference number - if applicable)'. There are two buttons: 'Add My Parties' (highlighted) and 'Add Other Parties'. Below these is a table with the following structure:

Participant Name	Role	Attorney(s) for Party
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At the bottom of the table area are three buttons: 'Back', 'Save to Draft', and 'Next'. 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 the copyright notice '© 2001-13 Tybera Development Group, Inc. All rights reserved.'

Enter Petitioner's name and address

The screenshot shows a web browser window displaying the Franklin County eFiling application. The browser's address bar shows the URL <https://efiletrain...>. The application's navigation menu includes Home, eFile, Cases, My Profile, and Log Out. The user is logged in as 'user: MI'. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Case Types » Case Initiation » Add a Party.

The 'Add a Party' form contains the following fields and sections:

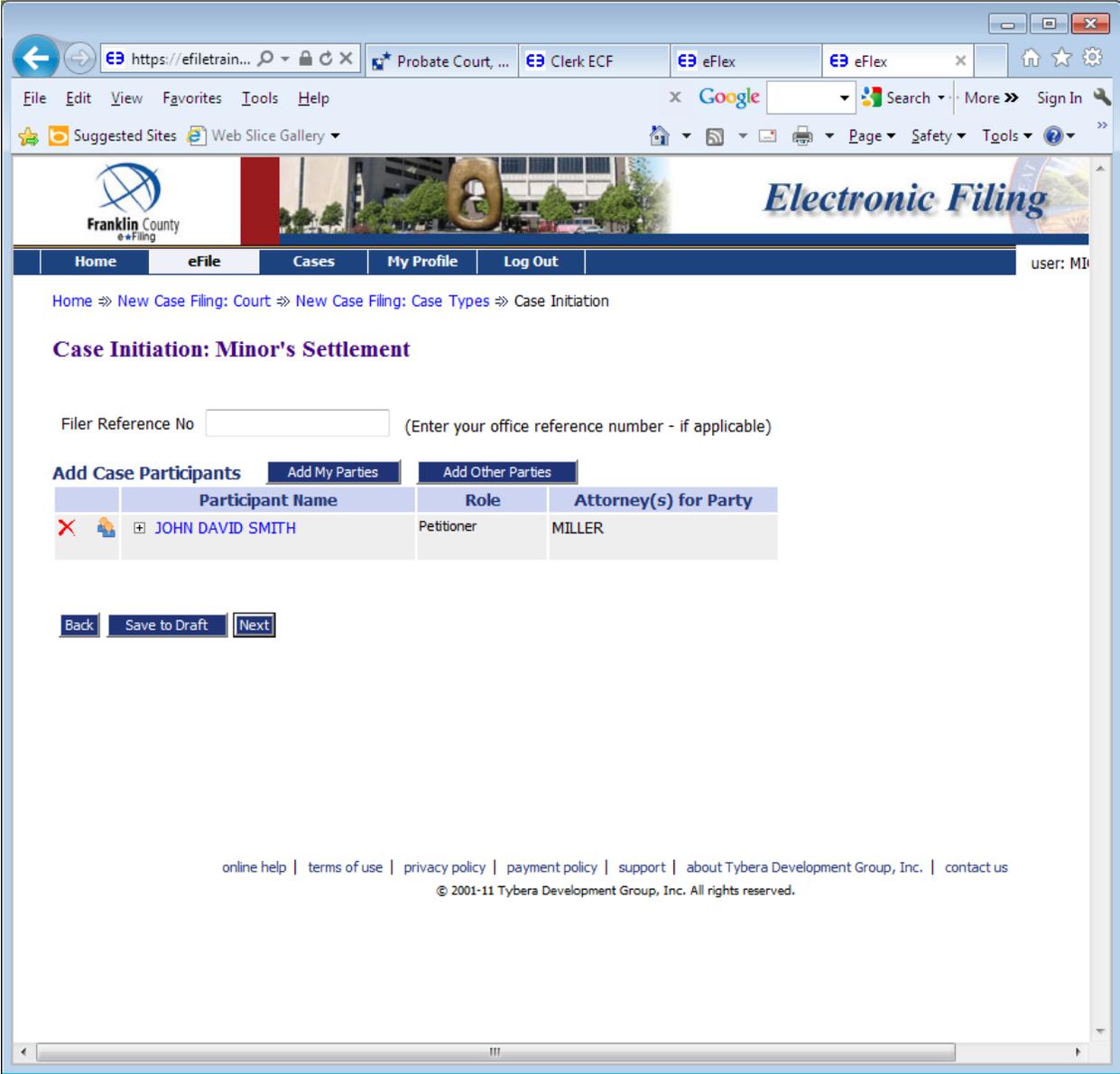
- Party Type:** A dropdown menu set to 'Petitioner'.
- Name Fields:** First Name (JOHN), Middle Name (DAVID), Last Name (\* SMITH), Suffix, and Phone (\* 614-555-5555).
- Address Fields:** Physical or Last Known Address, Address Line 1 (\* 373 S HIGH ST), Address Line 2, City (\* COLUMBUS), State (\* Ohio), and Zip / Postal Code (\* 43215).
- Attorney(s) for this Party:** A table with columns for Last Name, Supreme Court No., and Delete. One entry is visible: MILLER with Supreme Court No. 000025561 and a red 'X' in the Delete column. Below the table are input fields for Last Name (\*), Supreme Court No. (\*), and an Add button.

At the bottom of the form are 'Back' and 'Next' buttons.

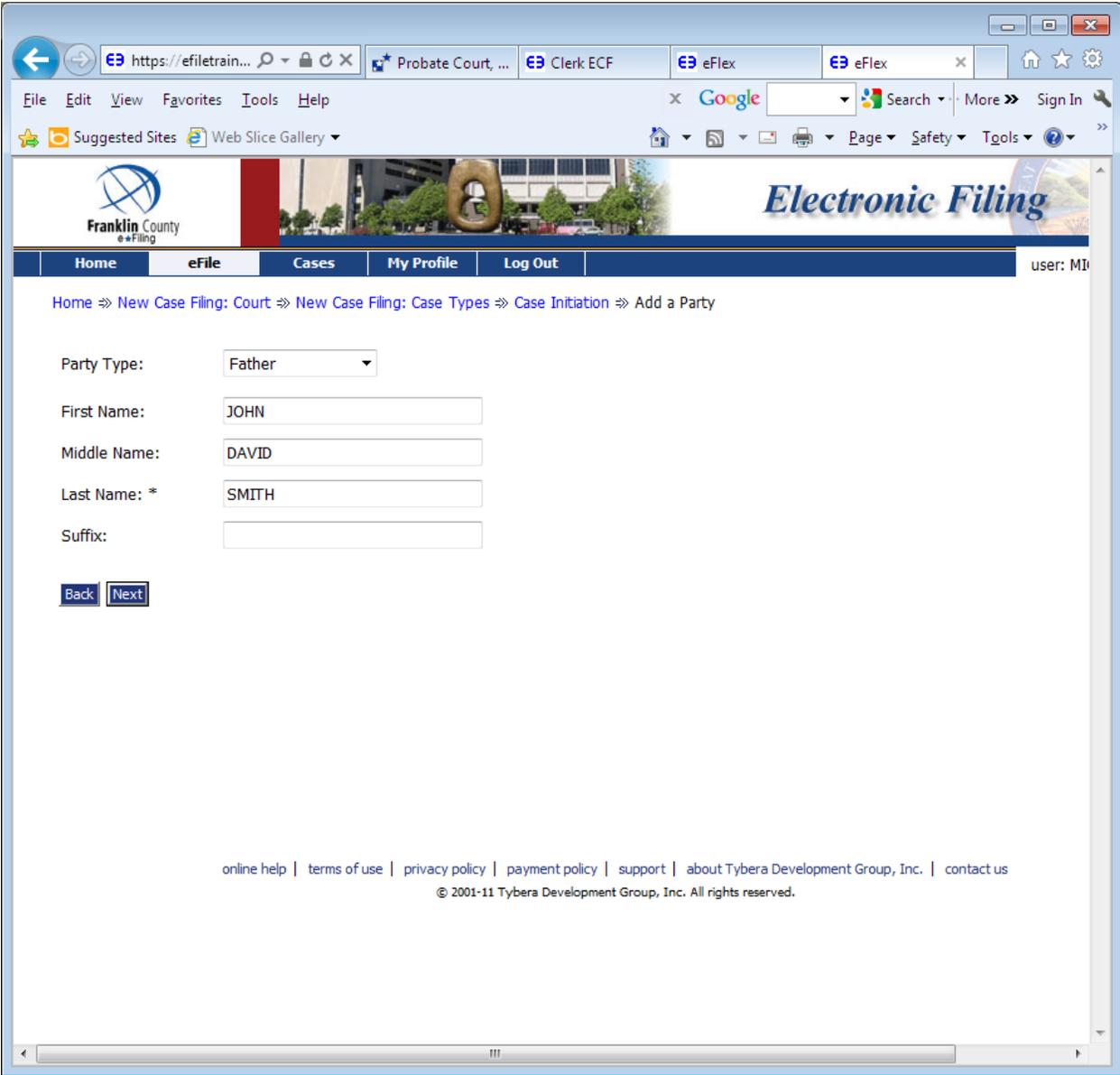
Choose the Next button

You will be taken back to the Case Initiation: Minor's Settlement page

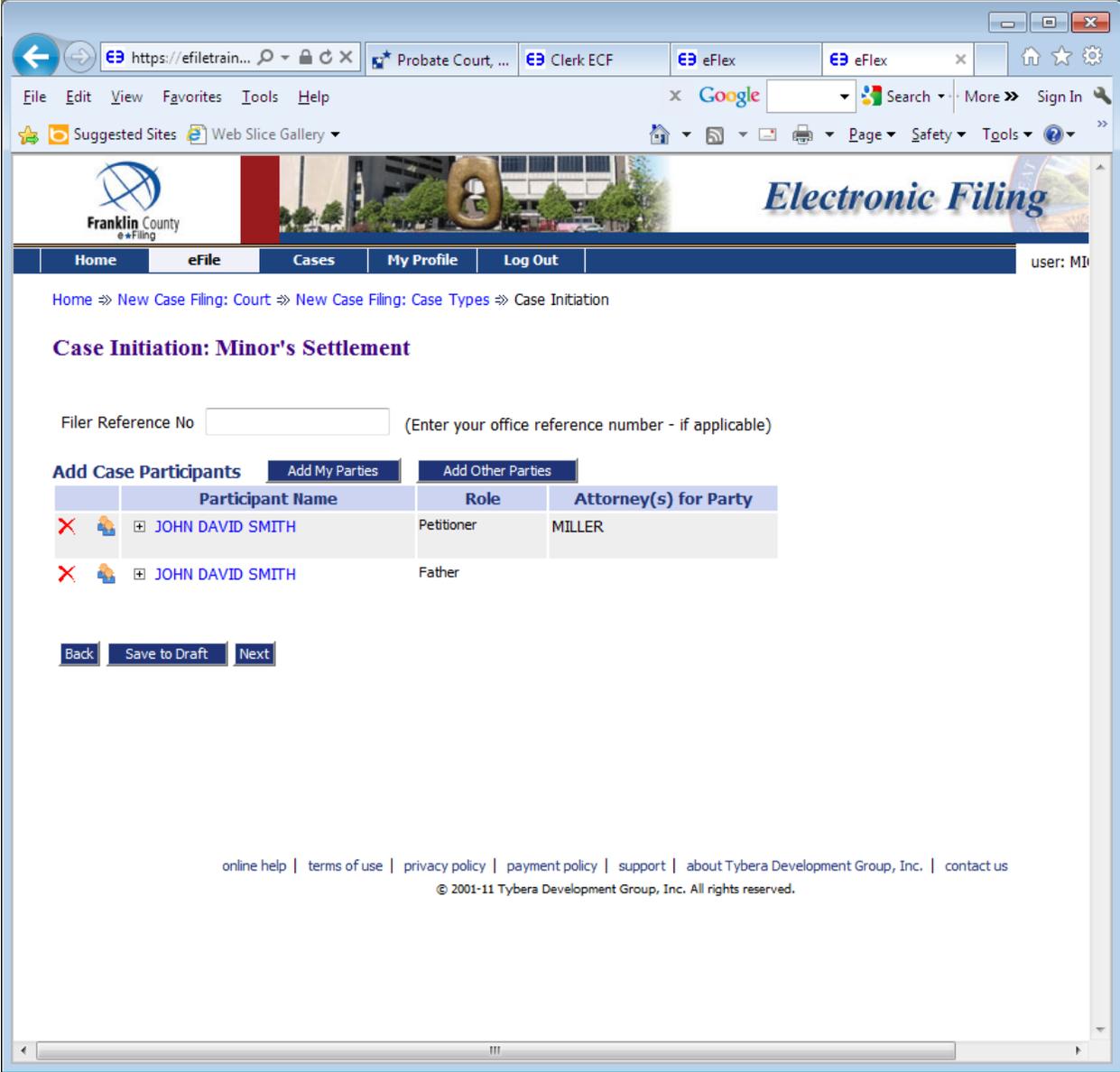
Choose Add Other Parties



Enter the Father's name



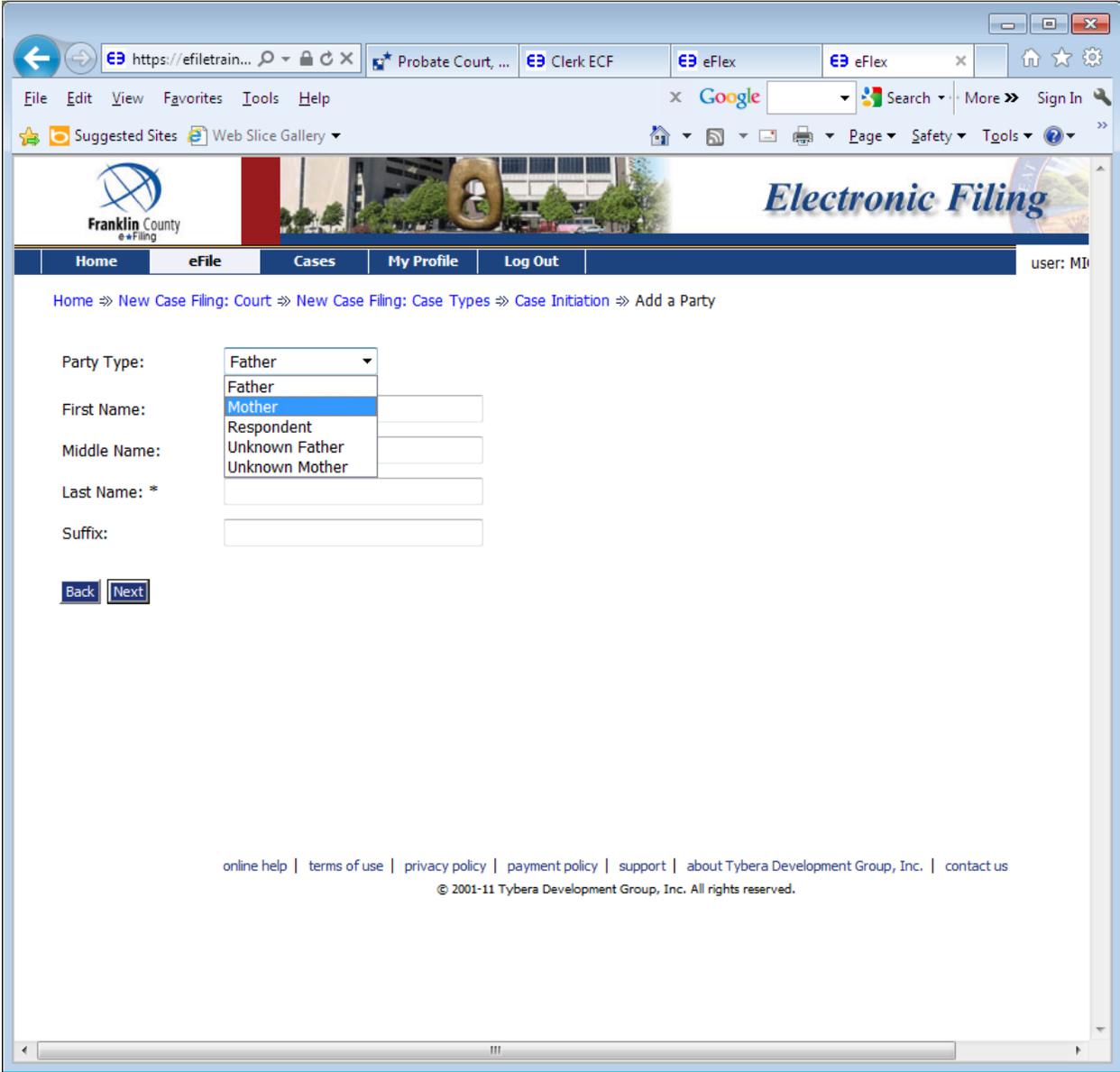
Choose Next

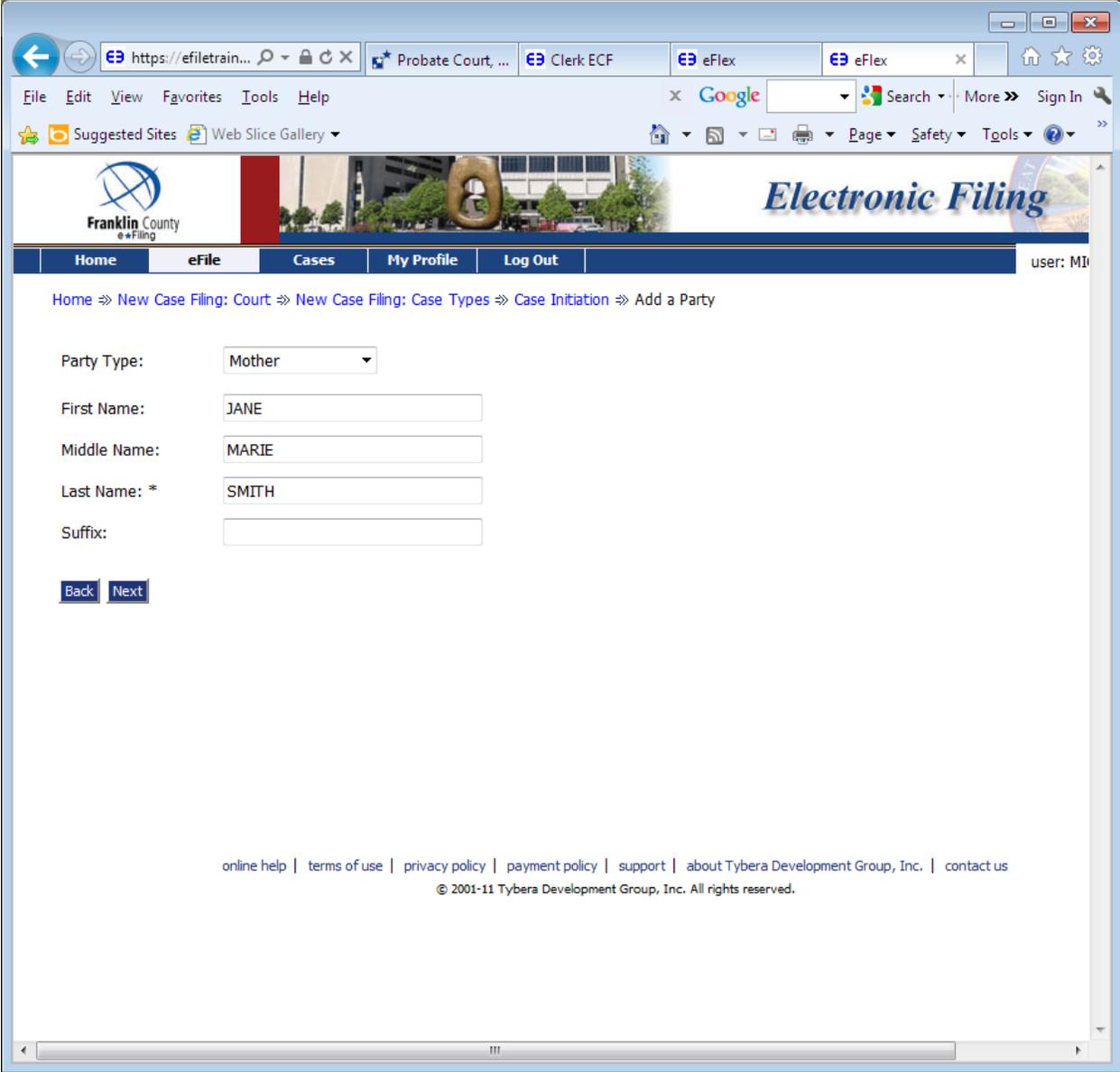


Choose Add Other Parties

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.

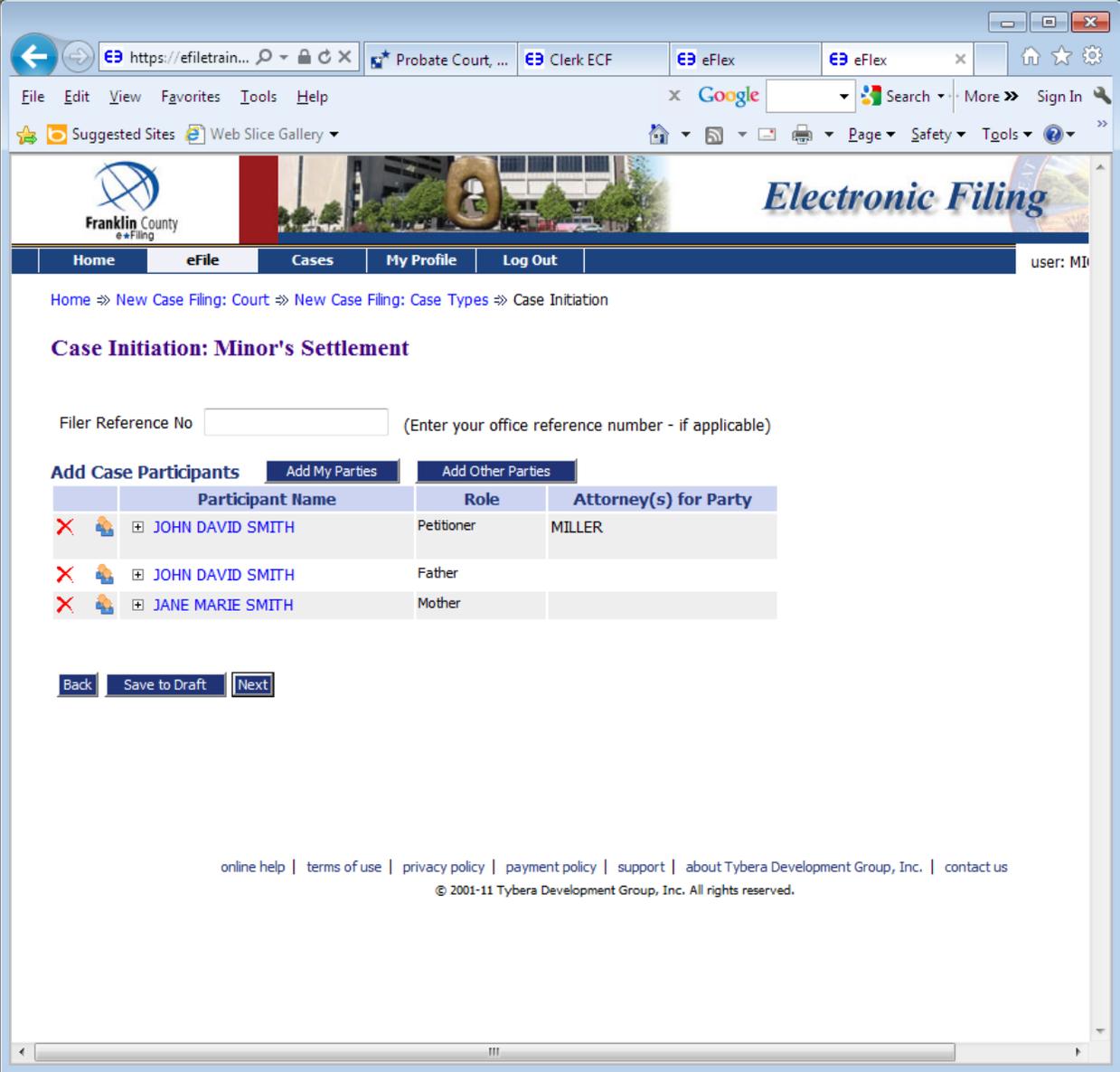
Enter the Mother's name





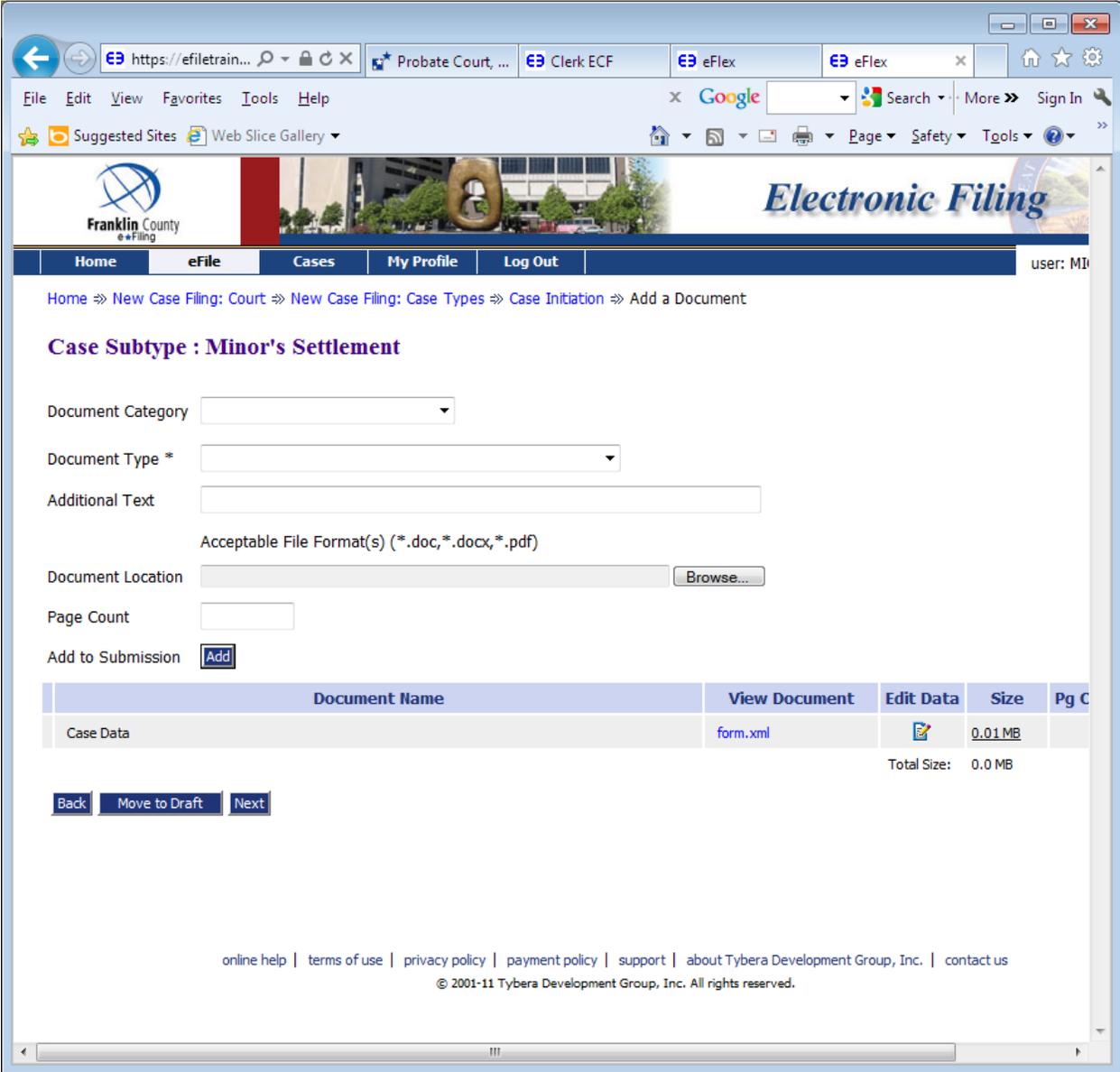
Choose Next

You will be taken back to the Case Initiation screen.



Choose the Next button

You will be taken to the Add a Document page



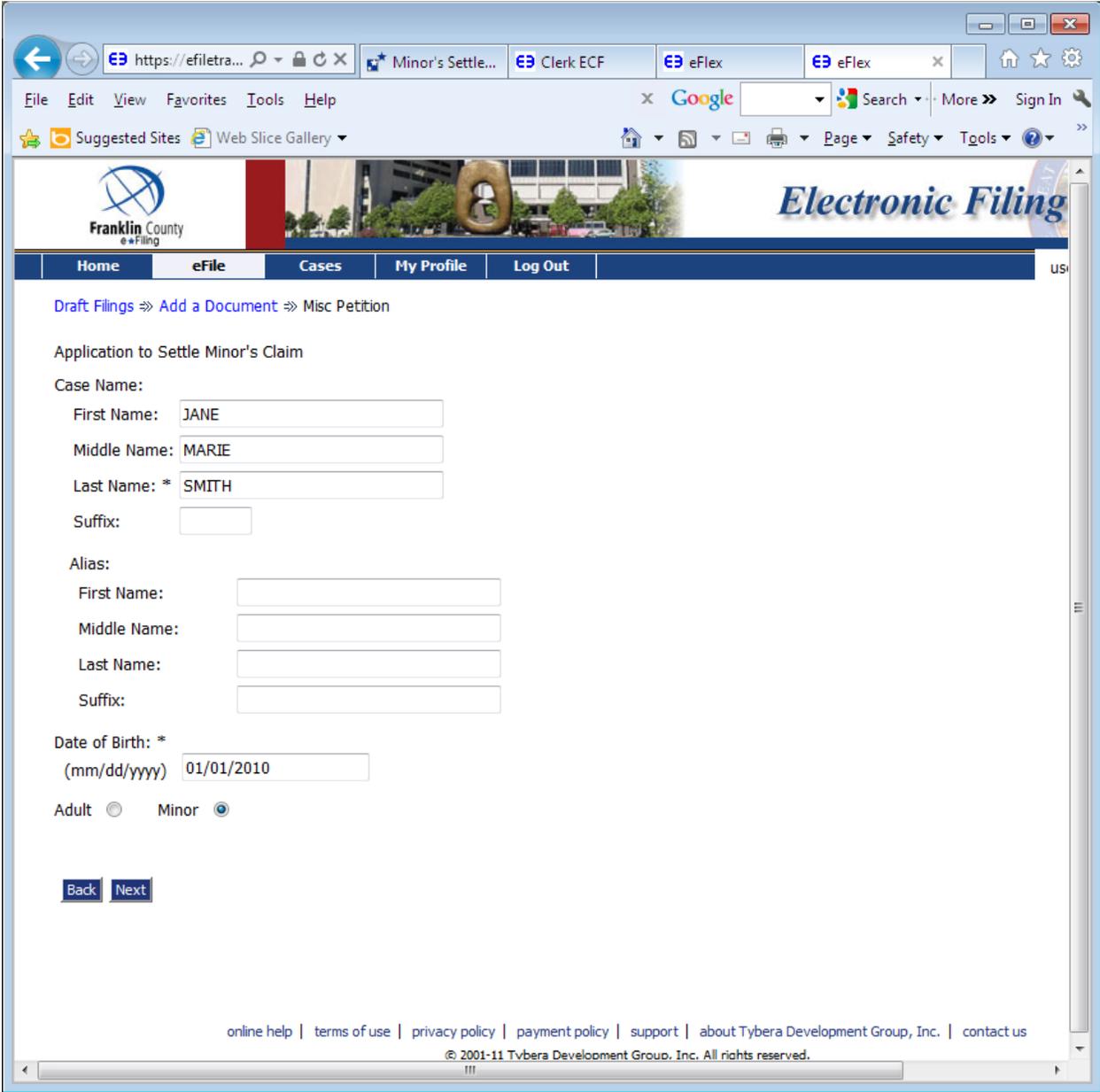
Choose Document Category: Applications/Motions

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.



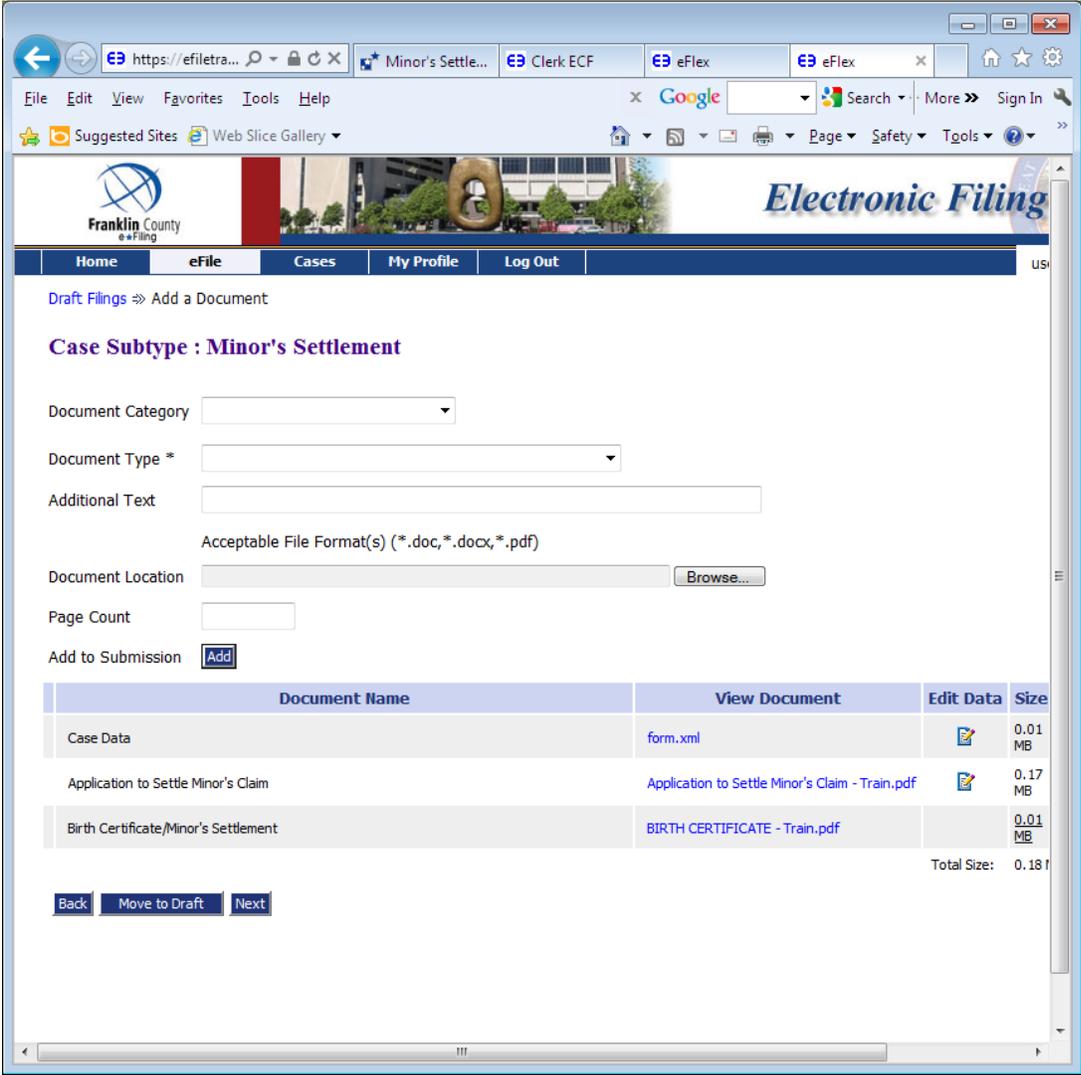
You will be taken back to the Case Type Minor's Settlement page. Now you need to upload the birth certificate.

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



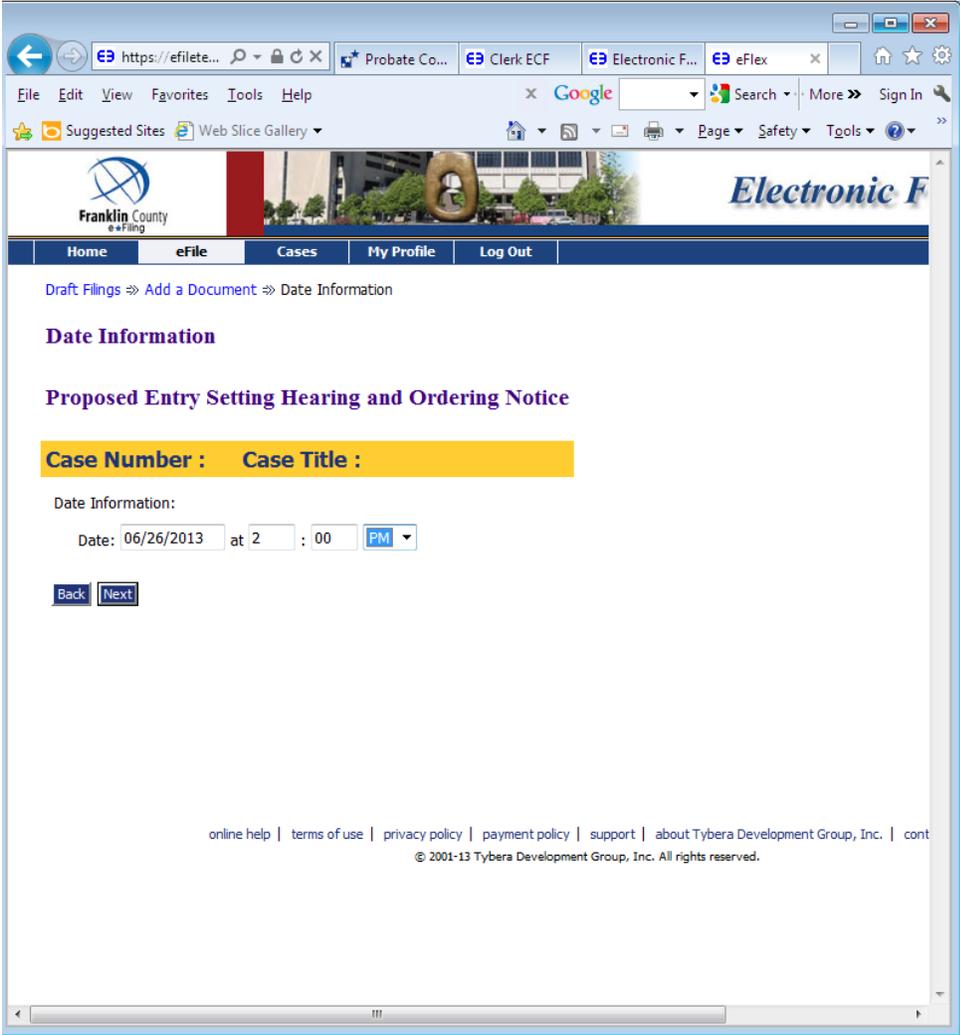
The birth certificate will show up under the Application.

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

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Draft Filings » Add a Document

**Case Subtype : Minor's Settlement**

Document Category

Document Type \*

Additional Text

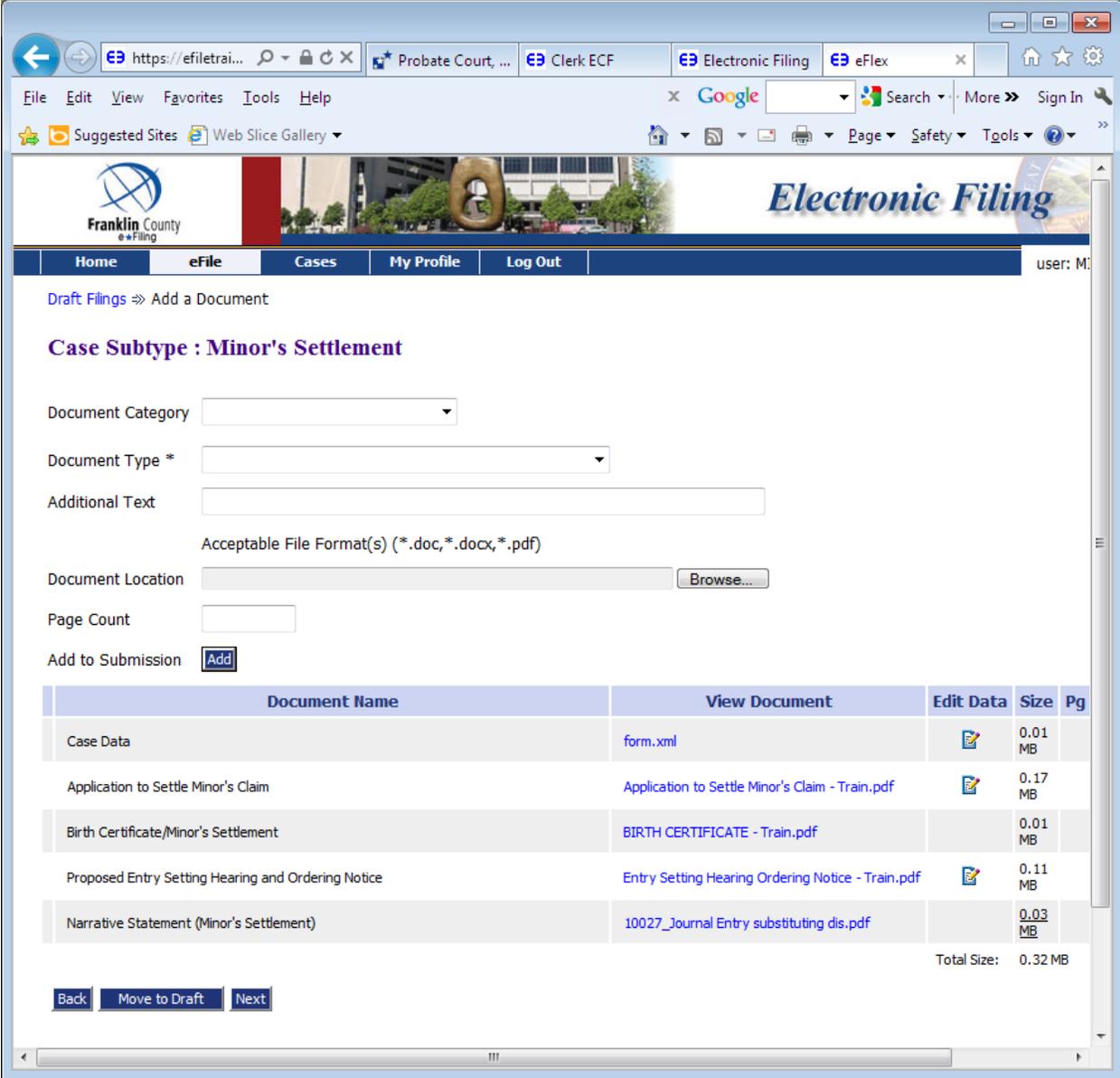
Acceptable File Format(s) (\*.doc,\*.docx,\*.pdf)

Document Location

Page Count

Add to Submission

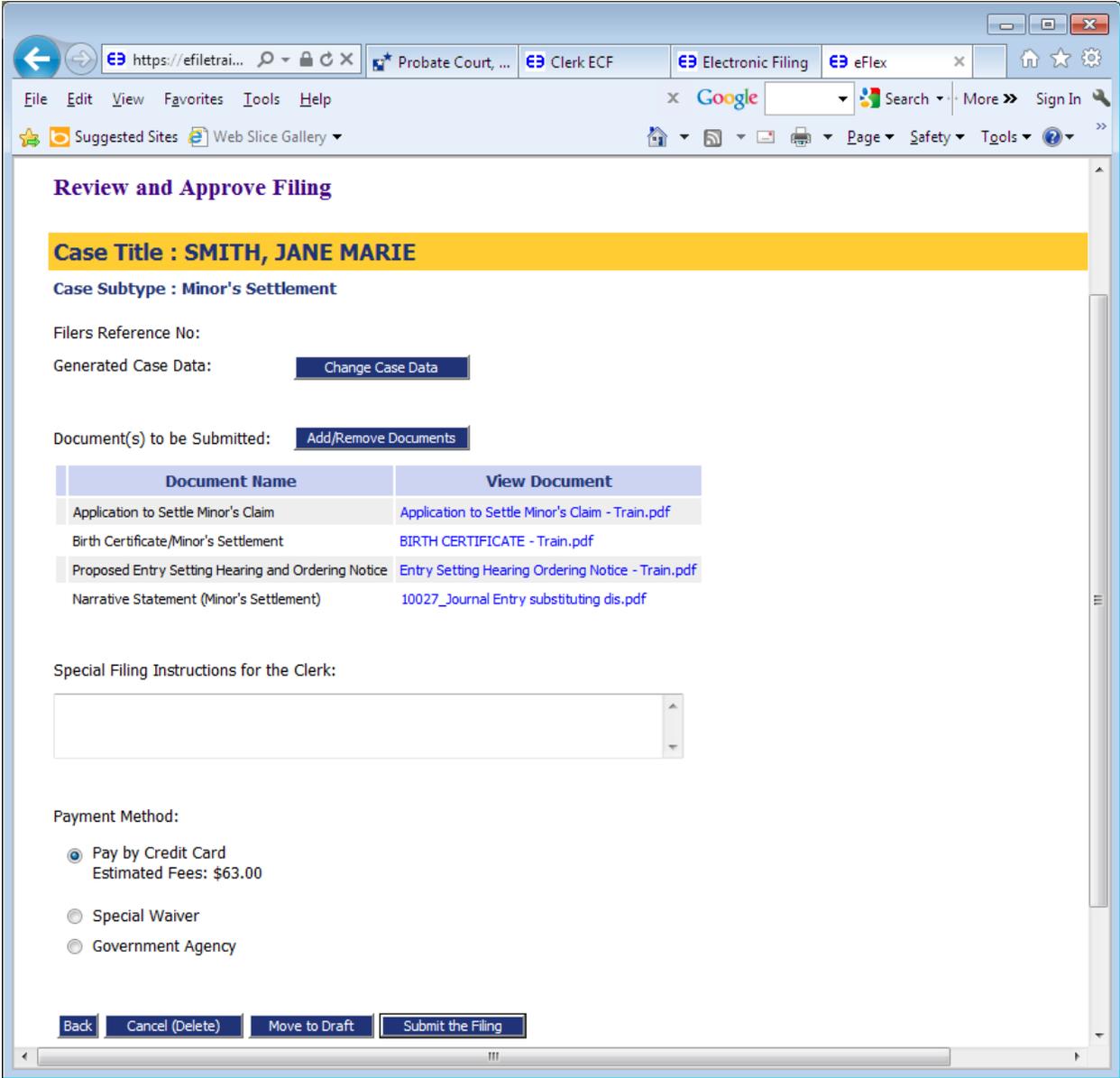
Document Name	View Document	Edit Data	Size
Case Data	<a href="#">form.xml</a>		0.01 MB
Application to Settle Minor's Claim	<a href="#">Application to Settle Minor's Claim - Train.pdf</a>		0.17 MB
Birth Certificate/Minor's Settlement	<a href="#">BIRTH CERTIFICATE - Train.pdf</a>		0.01 MB
Proposed Entry Setting Hearing and Ordering Notice	<a href="#">Entry Setting Hearing Ordering Notice - Train.pdf</a>		0.11 MB
			Total Size: 0.29 MB



You will notice under the light blue line you should be able to see all four documents you uploaded. These are all required filings 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.

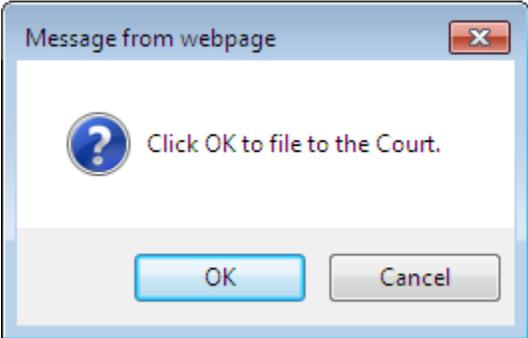
Choose the Next button

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.

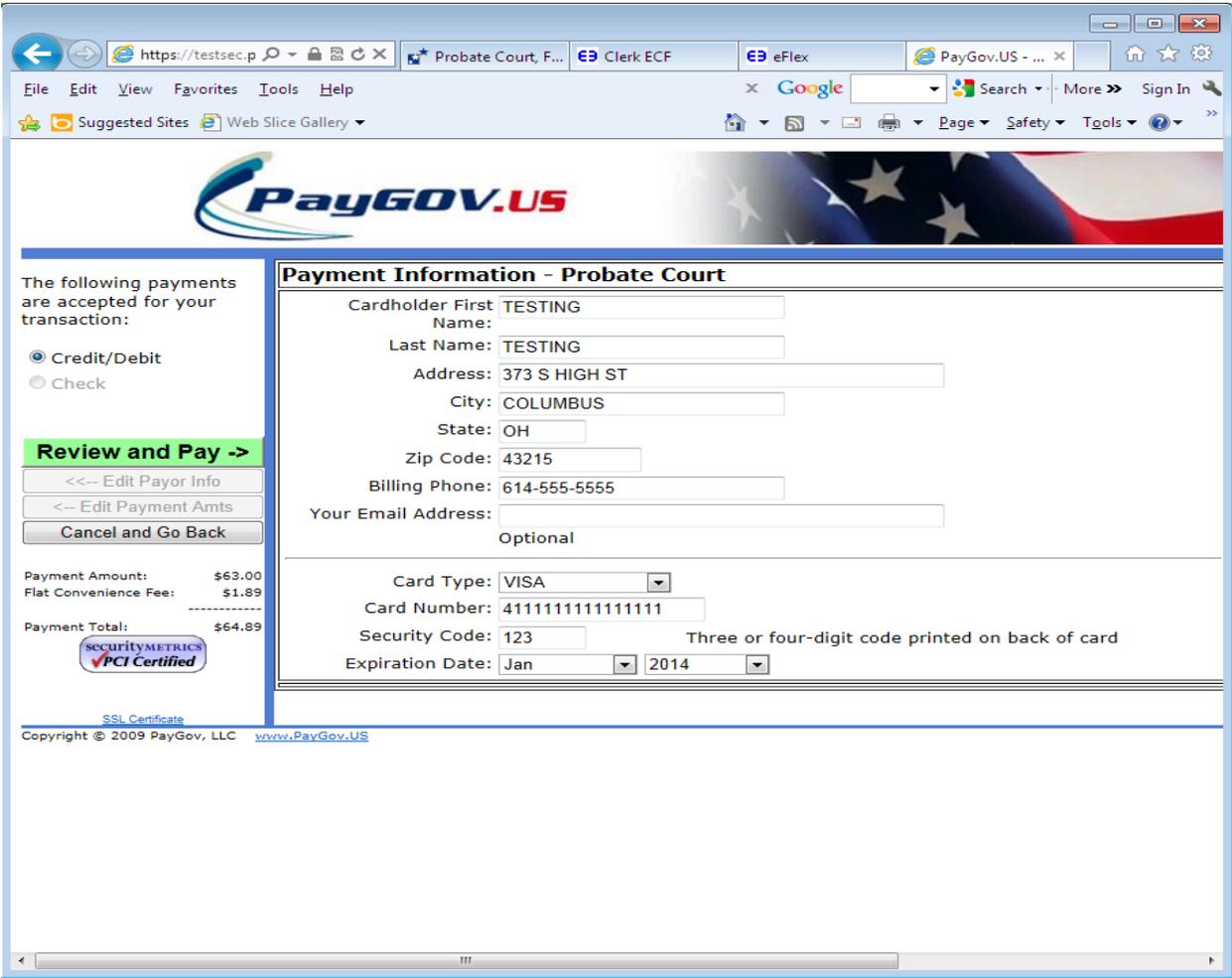


If the documents are correct and you are ready to submit, make sure the Pay by Credit Card radio button is chosen, and then choose the Submit the Filing button.

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

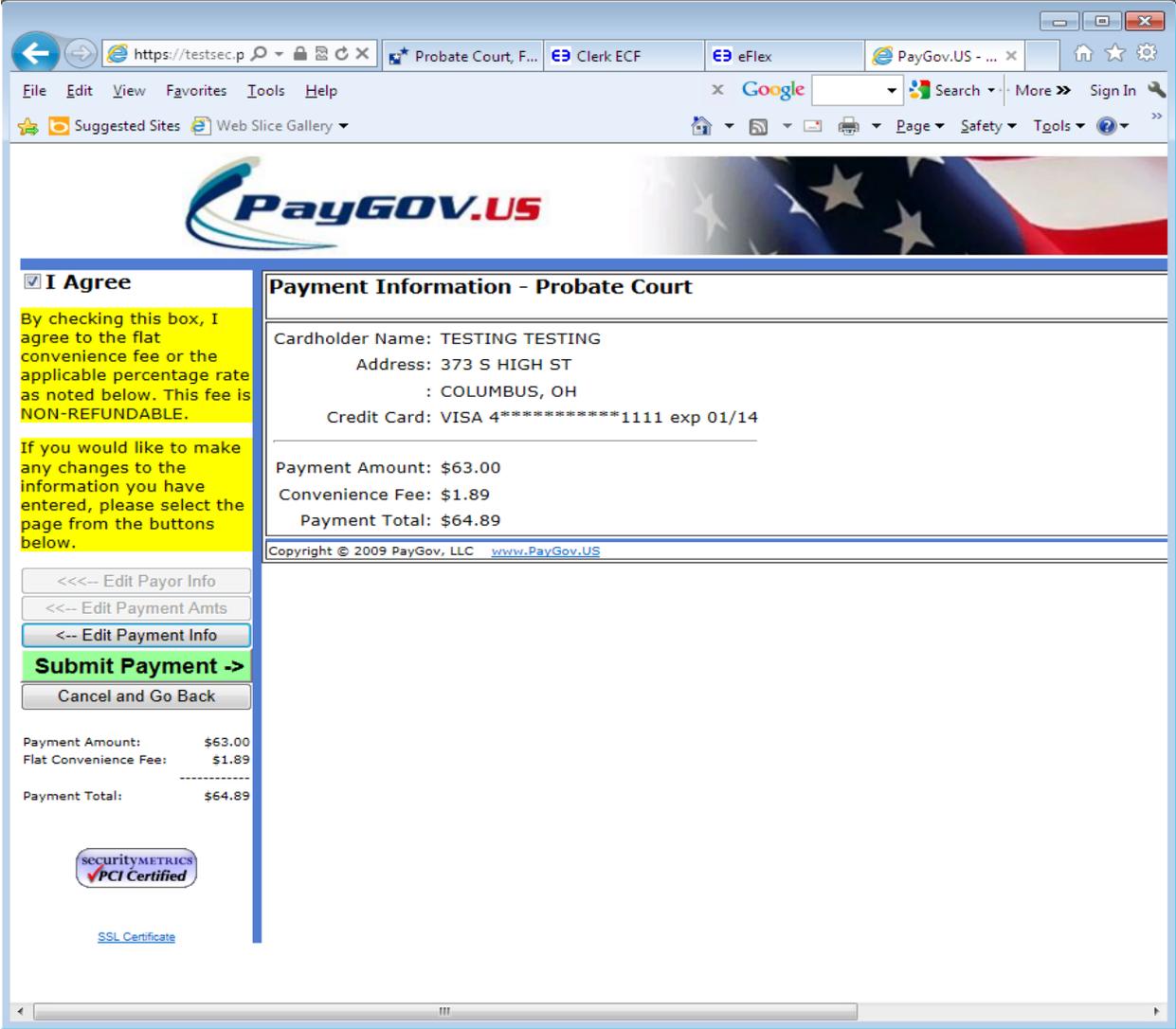


Once you choose the OK button, you will be taken to the Pay.Gov screen to submit your credit card information.



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.

The screenshot shows a web browser window with the URL <https://testsec.p...> and several tabs open, including 'Probate Court, F...', 'Clerk ECF', 'eFlex', and 'PayGov.US'. The browser's address bar shows the URL, and the menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The browser's toolbar includes a search bar with 'Google' and 'Search' buttons, and various utility icons like 'Home', 'Print', 'Page', 'Safety', and 'Tools'. The main content area features the 'PayGOV.US' logo and a navigation menu with the following items:

- 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.
- [<<<< Edit Payor Info](#)
- [<<< Edit Payment Amts](#)
- [<< Edit Payment Info](#)
- [Submit Payment ->](#)**
- [Cancel and Go Back](#)

The 'Payment Information - Probate Court' section displays the following details:

Cardholder Name: TESTING TESTING  
Address: 373 S HIGH ST  
: COLUMBUS, OH  
Credit Card: VISA 4\*\*\*\*\*1111 exp 01/14

Payment Amount: \$63.00  
Convenience Fee: \$1.89  
Payment Total: \$64.89

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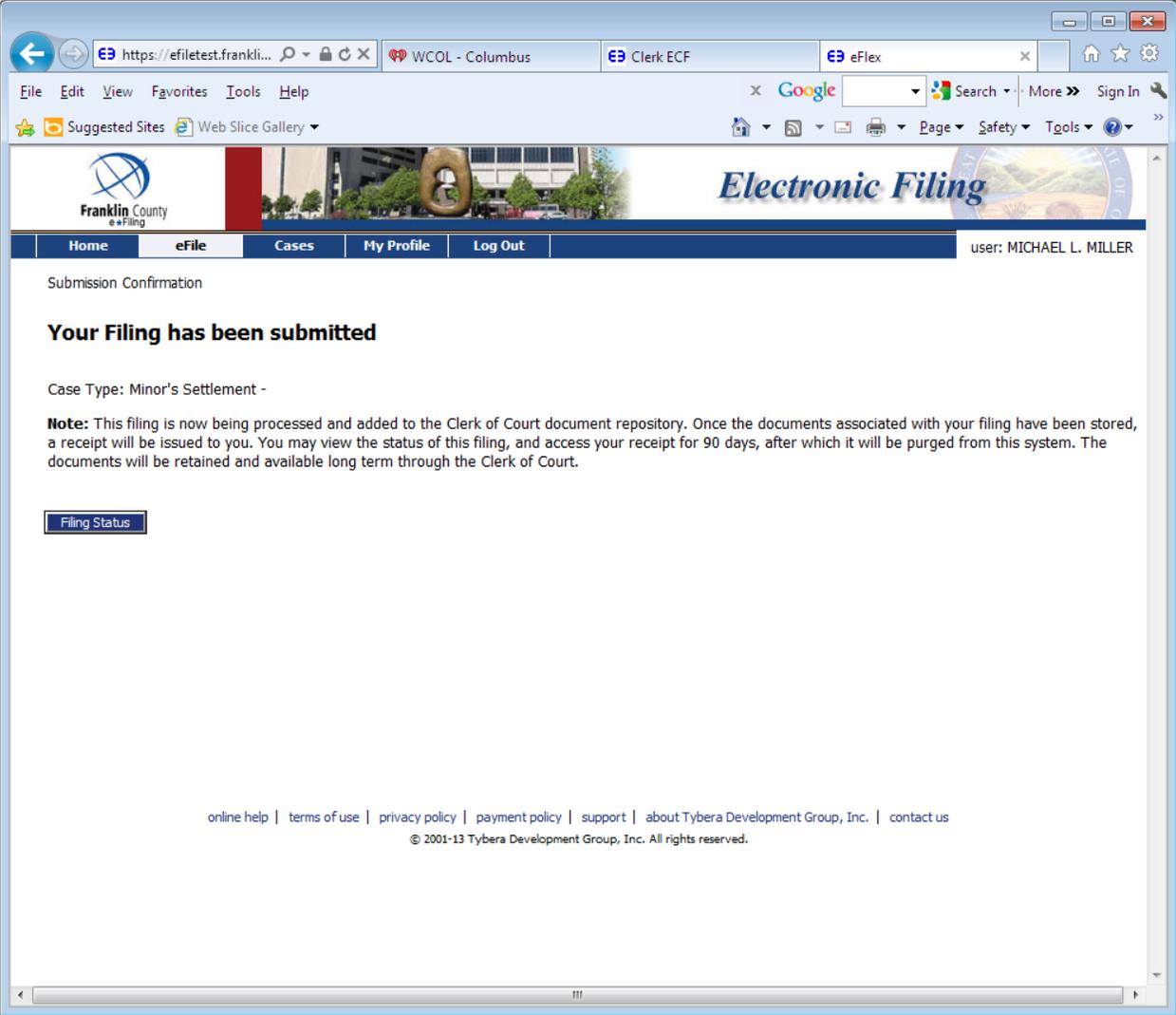
Payment Summary:

Payment Amount:	\$63.00
Flat Convenience Fee:	\$1.89
Payment Total:	\$64.89

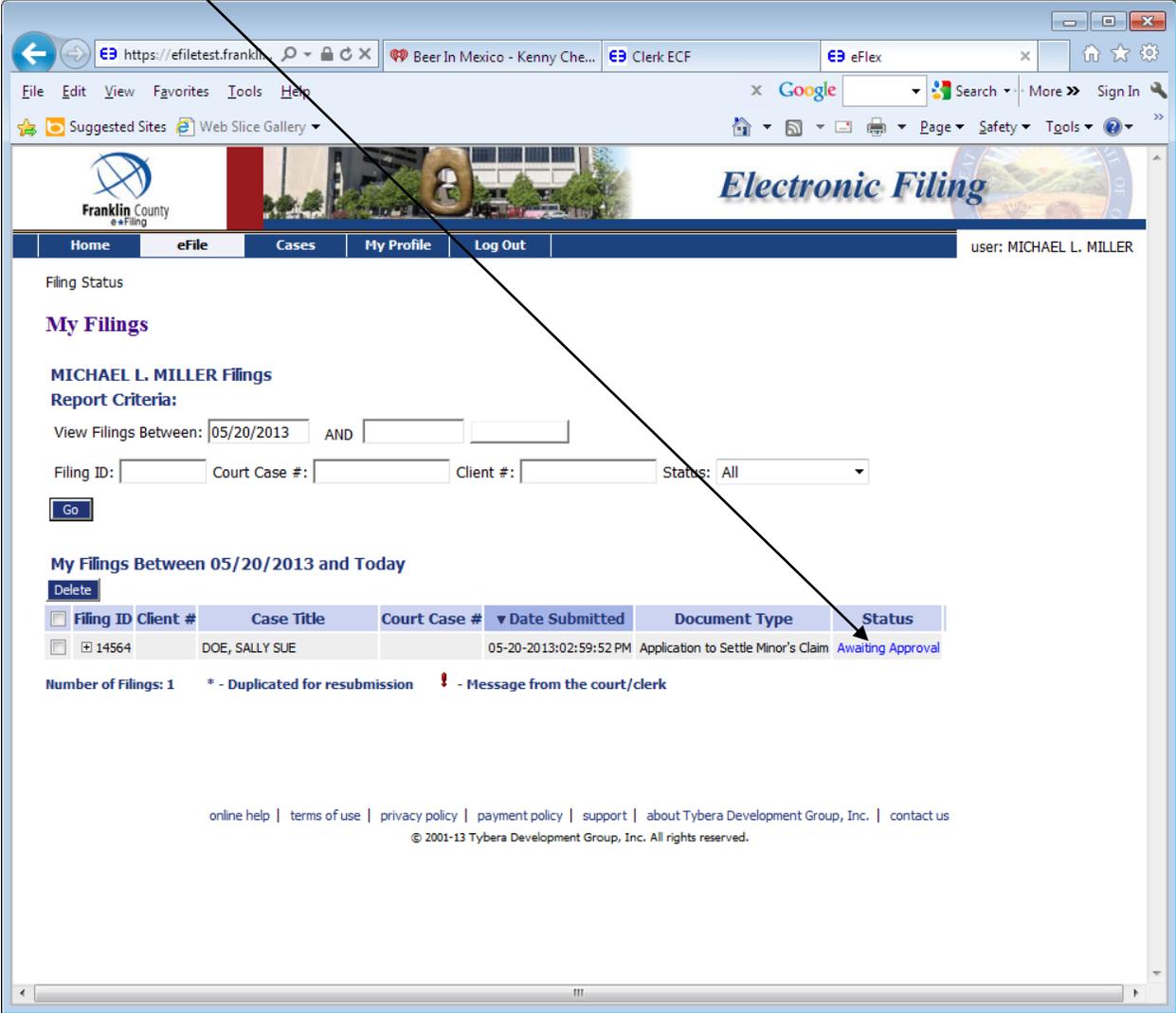
securityMETRICS  
✓ PCI Certified

[SSL Certificate](#)

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.



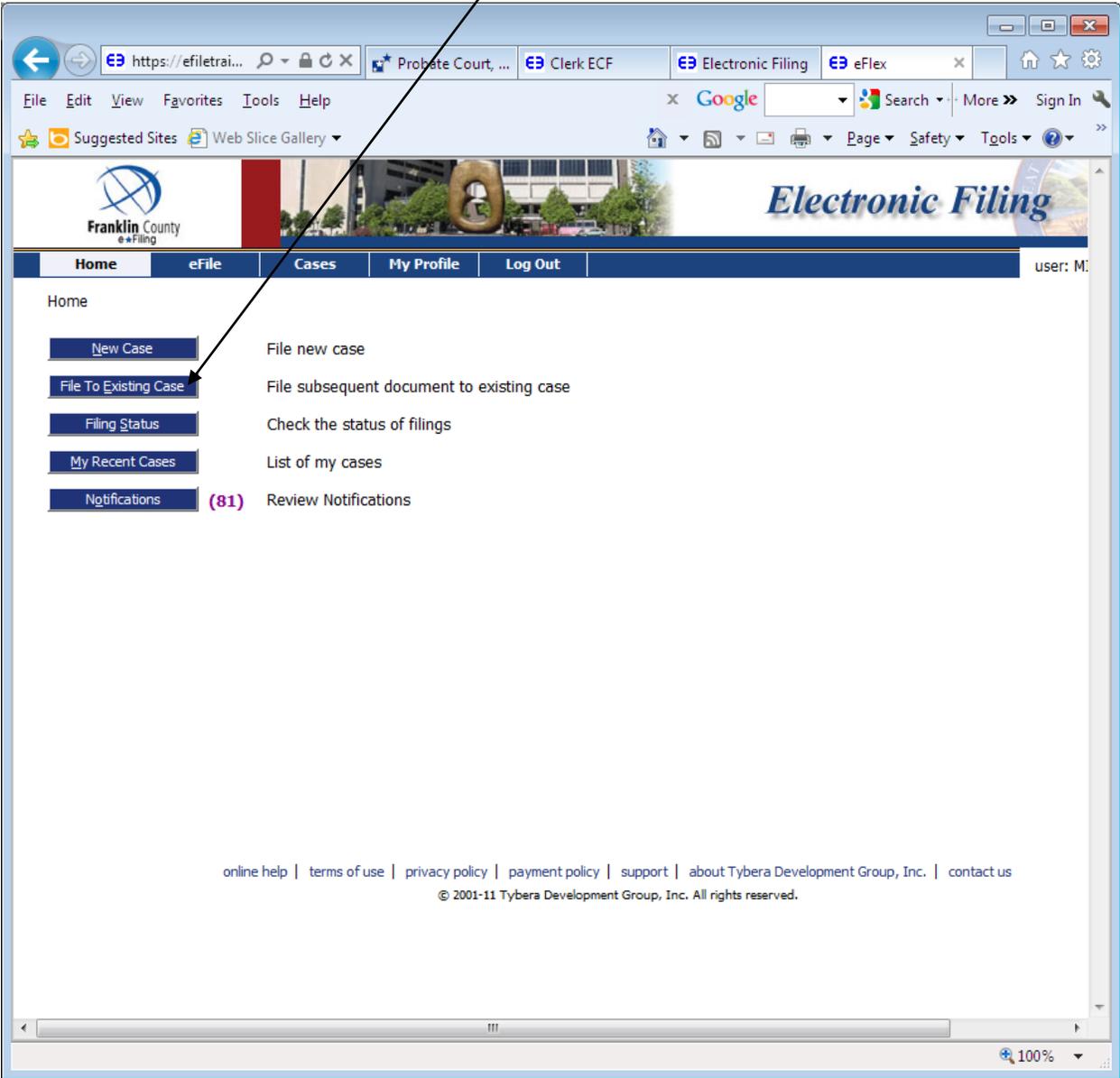
Until the clerk approves or rejects your submitted document the filing status should say Awaiting Approval.



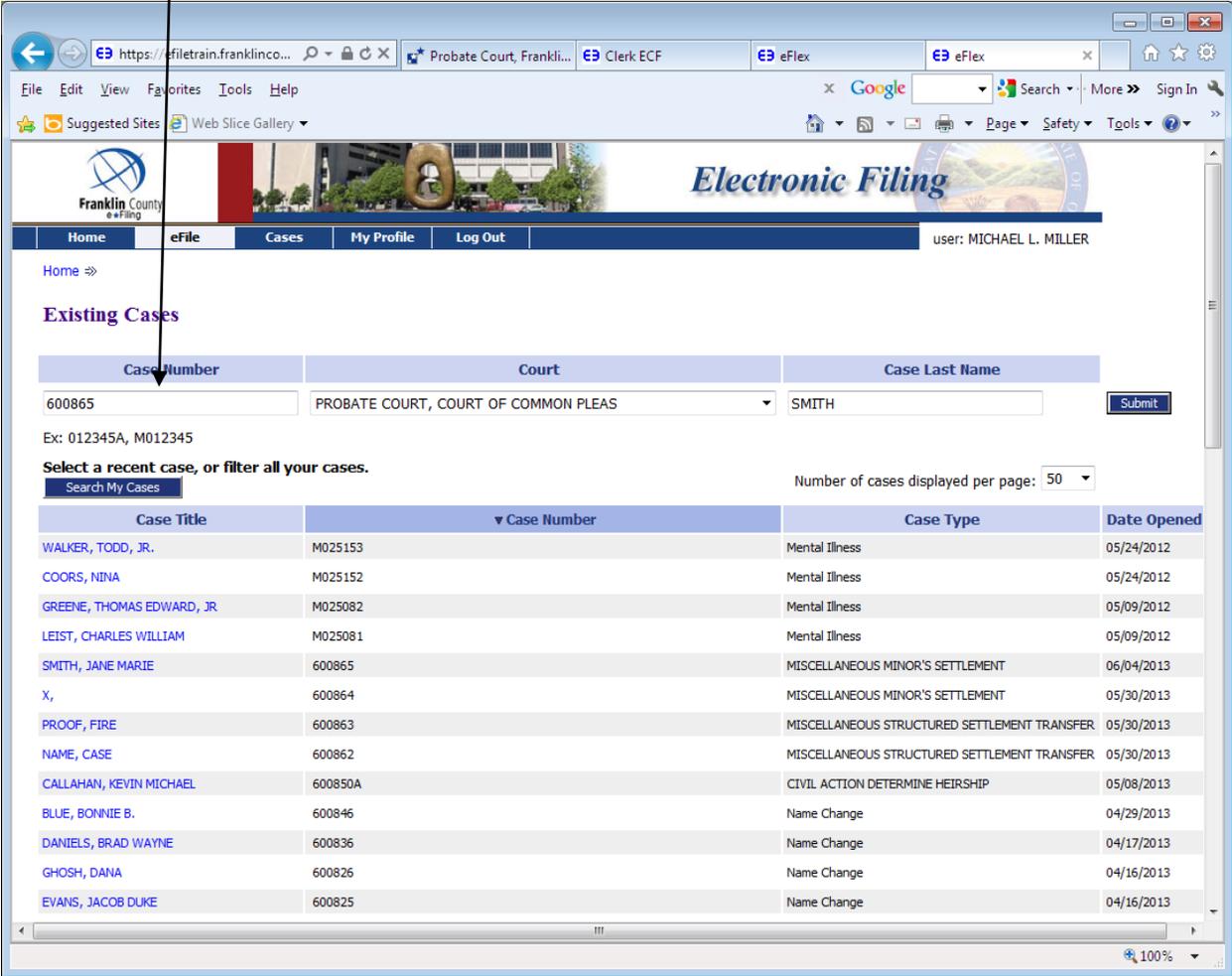
### FILING TO AN EXISTING CASE

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.

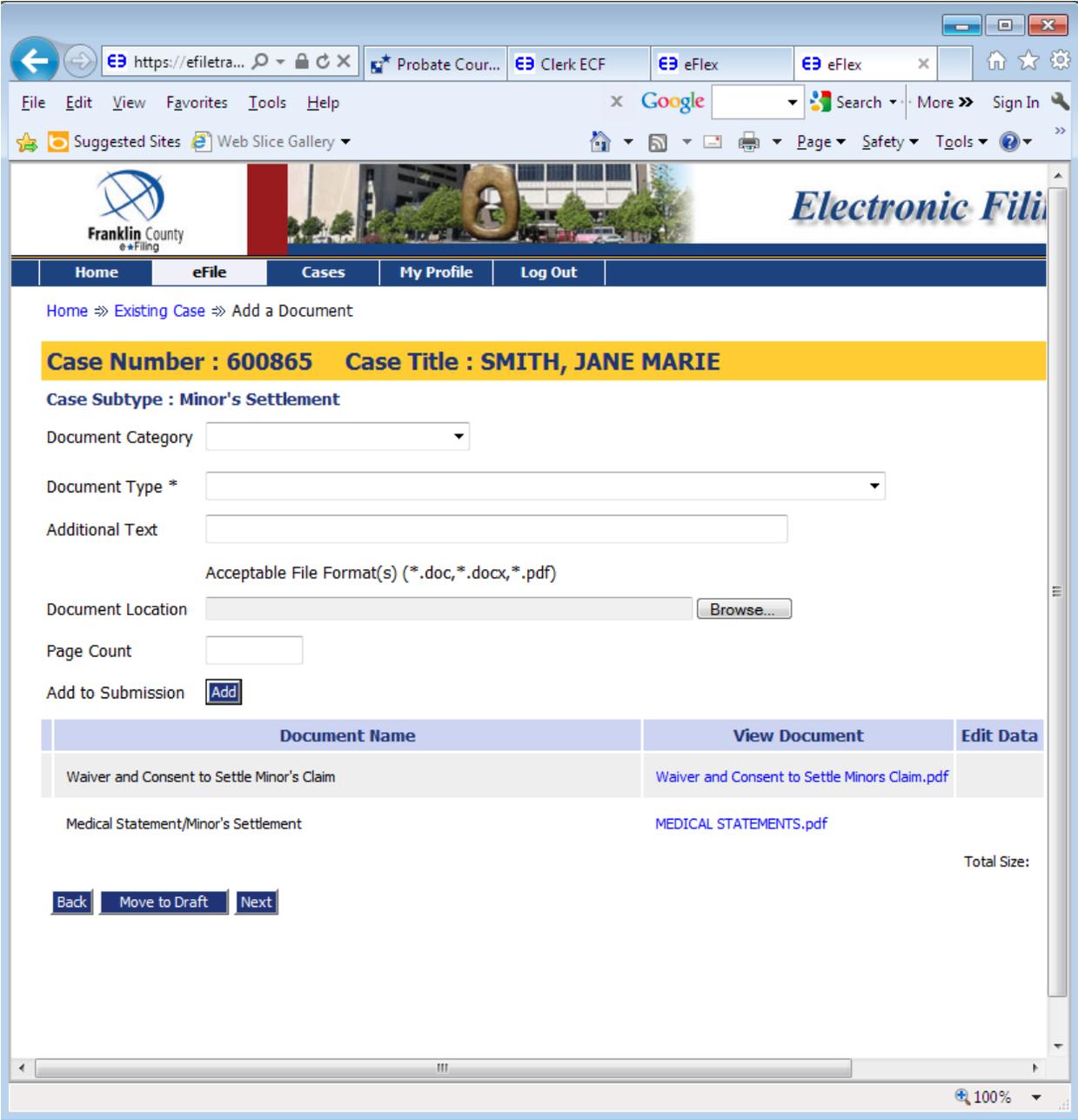
From the Home page, choose File to Existing Case.



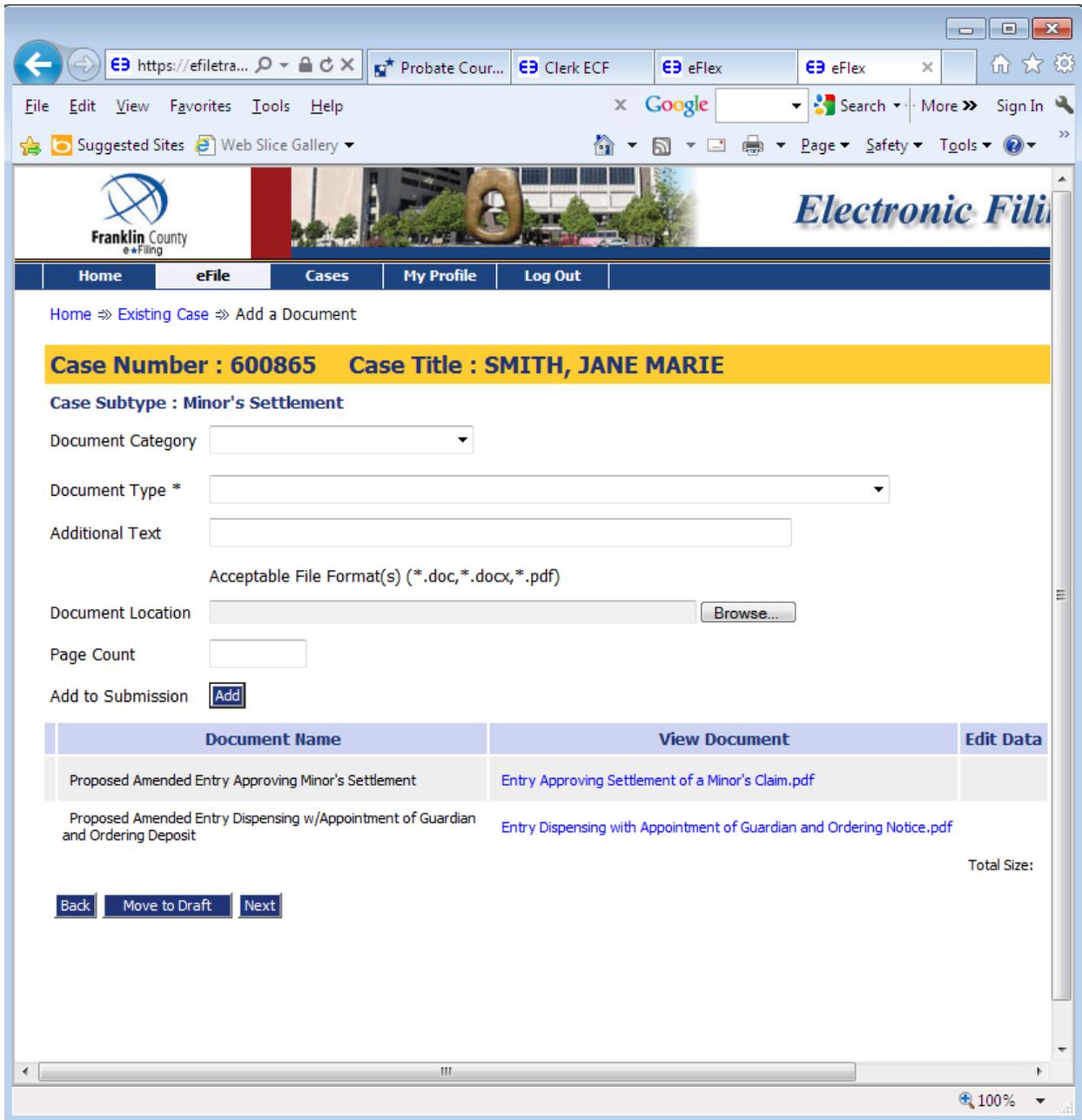
If your case shows up under Search My Cases, all you need to do is click on the link to the name under Case Title. If your case does not show up under Search My Cases, enter the case number, make sure the Court is on Probate Court and enter the last name of the case, then choose the Search button.



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.



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.



## **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

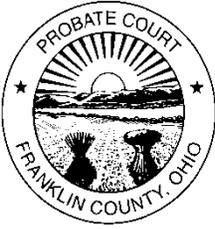
Document Type: Certified Copy

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, 22<sup>ND</sup> FLOOR, COLUMBUS, OHIO 43215-6311

[www.franklincountyohio.gov/probate](http://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. Please read these instructions carefully, as you will be required to follow this procedure for all future requests to expend funds.

- You must submit an Application to Expend Funds - 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**, Application for Authority to Expend Funds From Custodial Account, and **25.9**, Application for Authority to Expend Funds, to be used in all trust cases, can be found on the Court's website at: <http://www.franklincountyohio.gov/probate/forms.cfm>  
**Failure to include the bank name and last 4 digits of account number on the Entry will result in the application being denied.**
- Payment is due at the time application is filed. - 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.
- Requests for expenditures WILL NOT be reviewed at the Magistrate duty desk.
- Applications to expend funds will be reviewed by a committee on a weekly basis. Please allow sufficient time for the Court to review your application.
- Applications are to be submitted directly to the docketing and cashier clerk. 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