

e-FILING INSTRUCTIONS

MISCELLANEOUS CASE SUBTYPES

Disposition of Bodily Remains

Ohio Transfer to Minors Act

P.O.A. Jurisdiction

H.I.V. Testing

Designation of Heir

Insurance Company / Power of Attorney

Structure Settlement Transfer

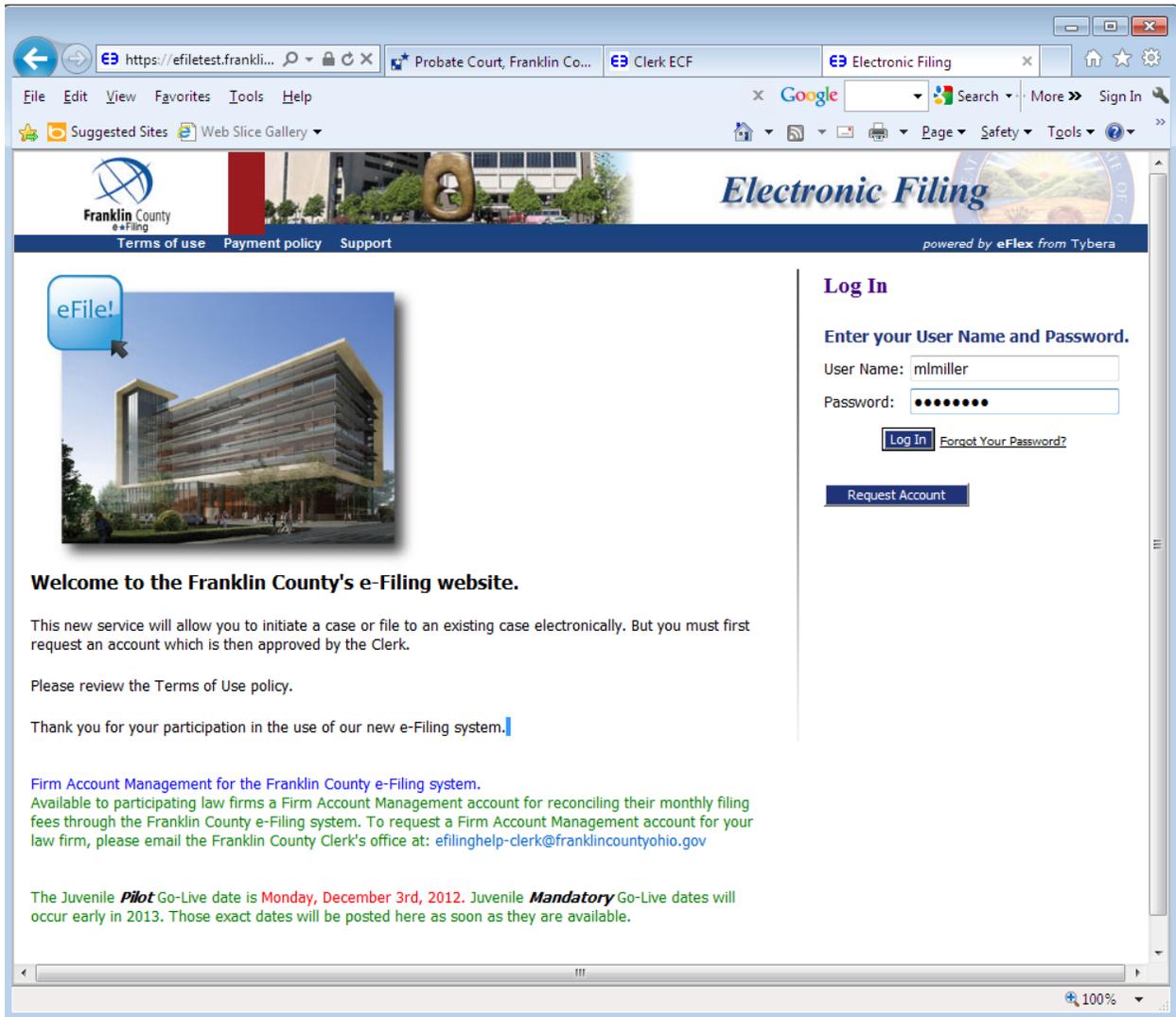
Enforcement of Subpoena

Lottery Proceeds

Nomination of Guardian

Joint Declaration

Log into the e-Filing System



The screenshot shows a web browser window displaying the Franklin County e-Filing website. The browser's address bar shows the URL <https://efiletest.franklin...>. The page features a navigation menu with links for "Terms of use", "Payment policy", and "Support". A large image of a modern building is accompanied by an "eFile!" callout. The main content area includes a "Welcome to the Franklin County's e-Filing website." section, followed by a "Log In" section with a "Request Account" button. The footer contains information about Firm Account Management and Juvenile Pilot/Mandatory Go-Live dates.

Franklin County e-Filing

Electronic Filing

powered by eFlex from Tybera

eFile!

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.

Log In

Enter your User Name and Password.

User Name:

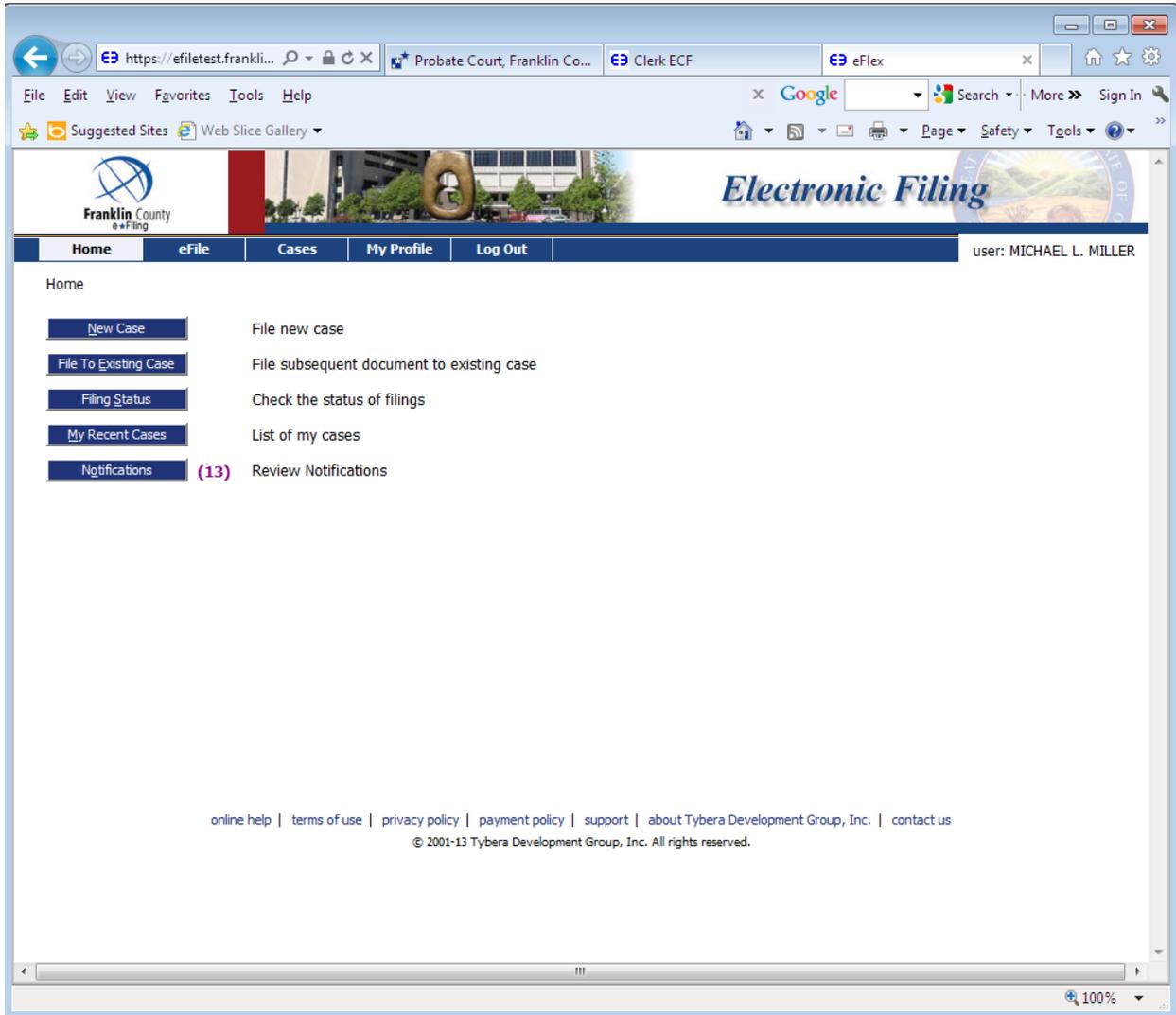
Password:

[Forgot Your Password?](#)

Firm Account Management for the Franklin County e-Filing system.
Available to participating law firms a Firm Account Management account for reconciling their monthly filing fees through the Franklin County e-Filing system. To request a Firm Account Management account for your law firm, please email the Franklin County Clerk's office at: efilinghelp-clerk@franklincountyohio.gov

The Juvenile **Pilot** Go-Live date is **Monday, December 3rd, 2012**. Juvenile **Mandatory** Go-Live dates will occur early in 2013. Those exact dates will be posted here as soon as they are available.

For this instruction manual we will choose New Case. If there is already a case number established you would choose File to Existing Case.



Choose Probate Court, Court of Common Pleas

The screenshot shows a web browser window with the URL <https://efiletest.franklin...>. The browser tabs include "Probate Court, Franklin Co..." and "Clerk ECF". 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 logged in as "MICHAEL L. MILLER".

The main content area displays "Home ⇒ New Case Filing: Court" and a section titled "Court" with a "Description" header. The description lists the following courts:

- DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS
- GENERAL DIVISION, COURT OF COMMON PLEAS
- PROBATE COURT, COURT OF COMMON PLEAS
- TENTH DISTRICT COURT OF APPEALS

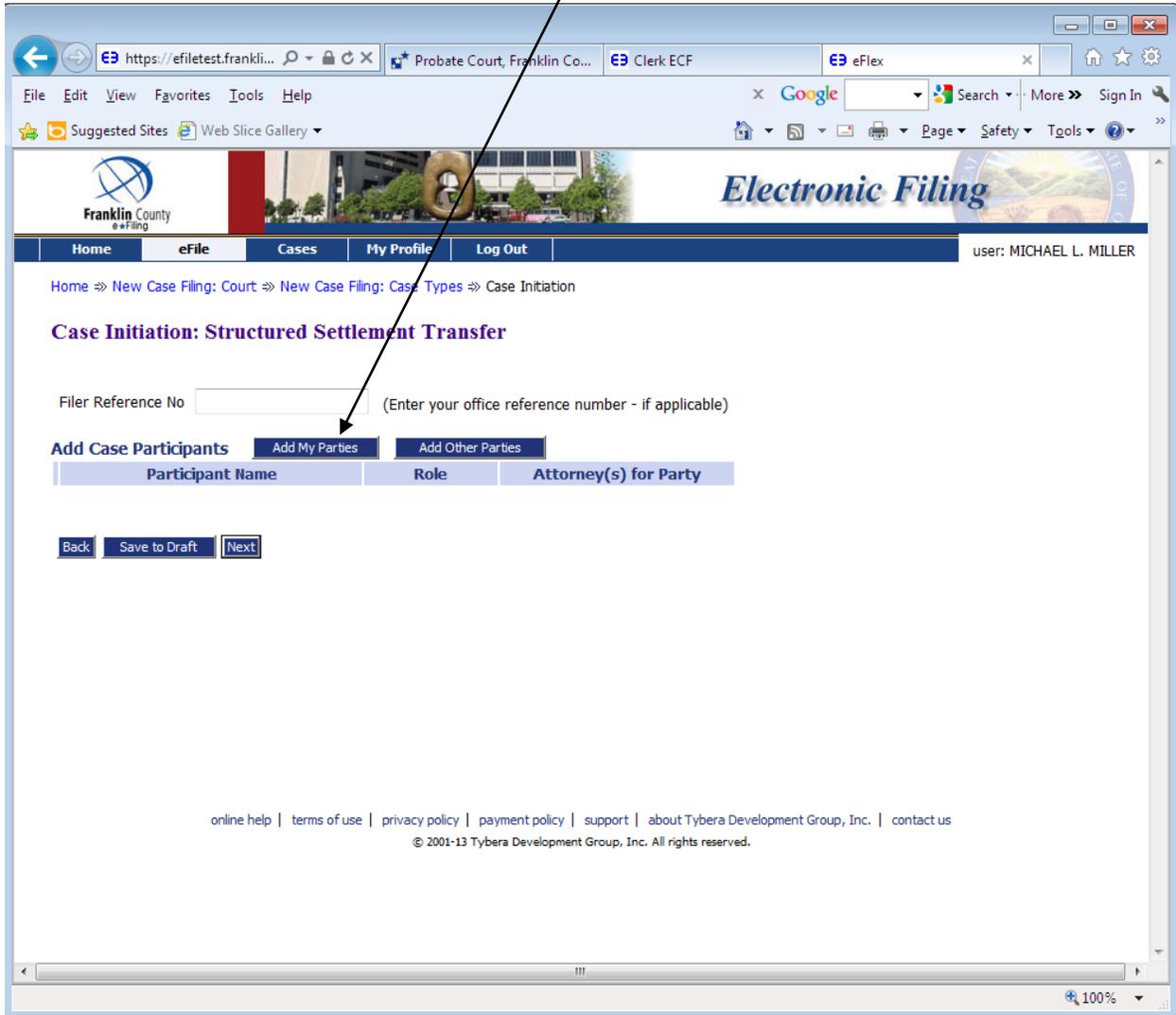
At the bottom of the page, there is a footer with links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact us". The copyright notice reads "© 2001-13 Tybera Development Group, Inc. All rights reserved." The browser's zoom level is set to 100%.

Choose the Case Type you are going to file to.

The screenshot shows a web browser window with the URL <https://efiletest.franklin...>. The browser tabs include "Probate Court, Franklin Co..." and "Clerk ECF". 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 "user: MICHAEL L. MILLER". The breadcrumb trail reads "Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types". The main heading is "Case Types". Below it is a table with a single column titled "Description". The table lists the following case types: Adoption, Assignment of Lottery Proceeds, Birth Correction, Civil, Delayed Birth Registration, Designation of Heir, Disinterment, Disposition of Bodily Remains, Enforcement of Subpoena, H.I.V. Testing, Insurance Company/Power of Attorney, Joint Declaration, Mental Health, Minor's Settlement, Name Change, Nomination of Guardian, Ohio Transfer to Minor's Act, P.O.A. Jurisdiction, and Structured Settlement Transfer.

Description
Adoption
Assignment of Lottery Proceeds
Birth Correction
Civil
Delayed Birth Registration
Designation of Heir
Disinterment
Disposition of Bodily Remains
Enforcement of Subpoena
H.I.V. Testing
Insurance Company/Power of Attorney
Joint Declaration
Mental Health
Minor's Settlement
Name Change
Nomination of Guardian
Ohio Transfer to Minor's Act
P.O.A. Jurisdiction
Structured Settlement Transfer

From the Case Initiation page, choose Add My Parties to enter a petitioner, if petitioner is different from the person filing.



Enter all required information for the petitioner.

The screenshot shows a web browser window displaying the Franklin County eFiling system. The browser's address bar shows the URL <https://efiletest.franklin...>. The page title is "Electronic Filing". The user is logged in as "MICHAEL L. MILLER". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out". The breadcrumb trail is "Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Party".

The form contains the following fields and sections:

- Party Type:** A dropdown menu set to "Petitioner".
- Personal Information:** Text boxes for "First Name" (JOHN), "Middle Name" (ALAN), "Last Name: *" (DOE), "Suffix", "Phone: *" (614-555-5555), and "Email".
- Physical or Last Known Address:** Text boxes for "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 "Last Name", "Supreme Court No.", and "Delete". One entry is visible: MILLER, 000025561, with a red "X" in the Delete column. Below the table are input fields for "Last Name: *" and "Supreme Court No.: *" and an "Add" button.

At the bottom left of the form are "Back" and "Next" buttons. The browser's status bar at the bottom right shows "100%".

Choose the Next button

From the Case Initiation page, choose Add Other Parties to enter a Father, Mother, etc. **only** for Ohio Transfer to Minors Act case types.

The screenshot shows the Franklin County eFiling system interface. The browser address bar displays the URL <https://efiletest.franklin...>. The page title is "Electronic Filing". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is logged in 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: Structured Settlement Transfer".

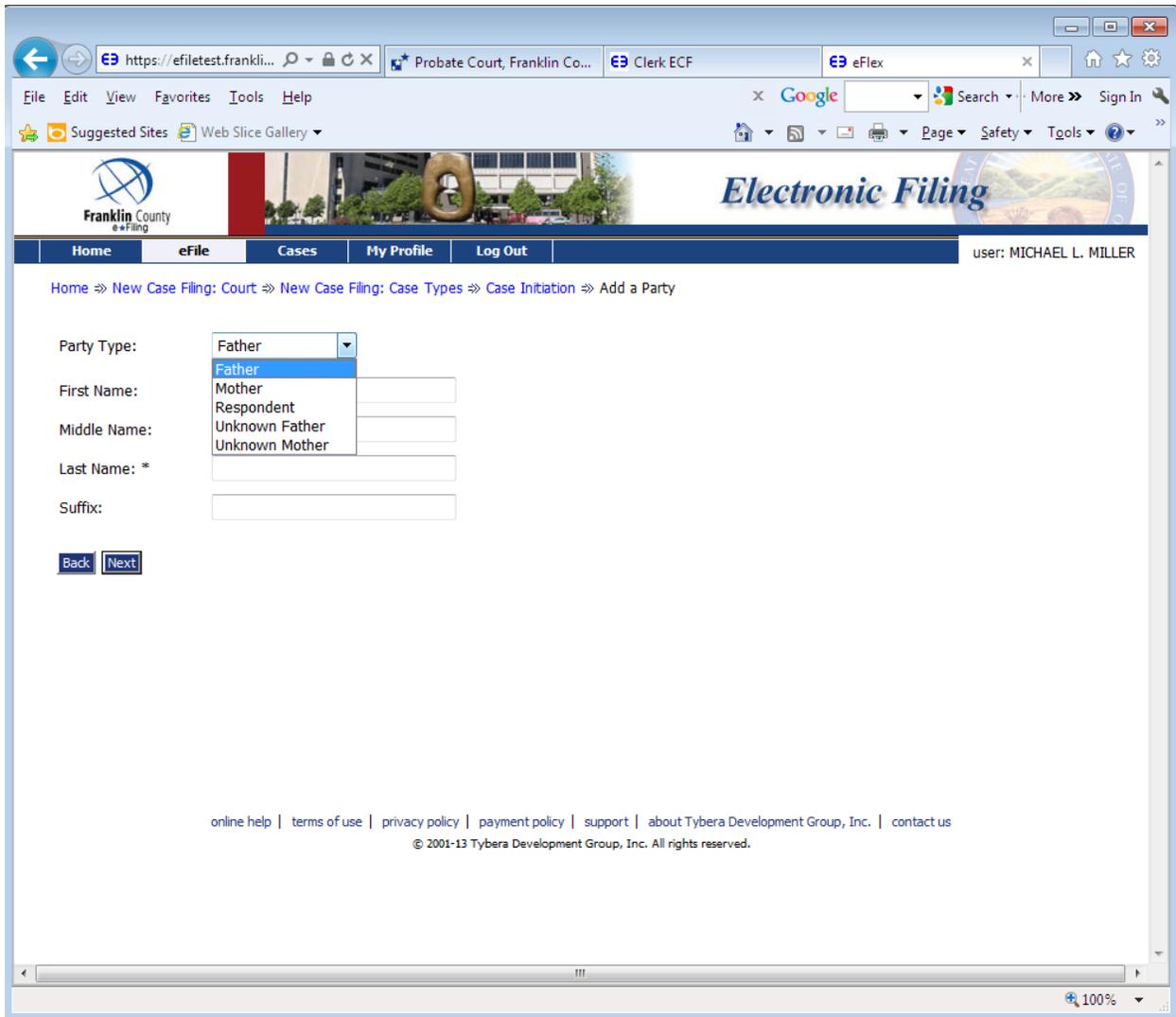
Below the heading is a "Filer Reference No" field with a placeholder "(Enter your office reference number - if applicable)".

The "Add Case Participants" section has two buttons: "Add My Parties" and "Add Other Parties". An arrow points to the "Add Other Parties" button.

Participant Name	Role	Attorney(s) for Party
JOHN ALAN DOE	Petitioner	MILLER

At the bottom of the page, there are links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact us". The copyright notice is "© 2001-13 Tybera Development Group, Inc. All rights reserved.".

From the Case Initiation page, choose Add Other Parties to List the Father, Mother, Respondent or Unknown Father or Unknown Mother **only** if you are e-Filing to an Ohio Transfer to Minors Act case type.



Choose the Next button

From the Add a Document page, choose Document Category: Petition

The screenshot shows the 'Add a Document' page in the Franklin County eFiling system. The user is logged in as MICHAEL L. MILLER. The page title is 'Case Subtype : Structured Settlement Transfer'. The 'Document Category' dropdown menu is open, with 'PETITION' selected. Other options in the menu include 'ALL', 'APPEND/ATTACH DOCUMENTS', 'APPLICATIONS/MOTIONS', 'ENTRY/ORDER', 'MISCELLANEOUS A - C', 'MISCELLANEOUS D - L', 'MISCELLANEOUS M - P', and 'MISCELLANEOUS Q - W'. The 'Document Type' is set to 'ALL'. The 'Additional Text' field is empty. The 'Document Location' is set to 'MISCELLANEOUS M - P'. The 'Page Count' is set to 'PETITION'. The 'Add to Submission' button is labeled 'Add'. Below the form is a table of existing documents:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		

Total Size: 0.0 MB

Navigation buttons: [Back](#), [Move to Draft](#), [Next](#)

Footer: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)
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Choose Document Type: Petition for Approval of Transfer of Structured Settlement Payments Rights*

Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Initiation >> Add a Document

Case Subtype : Structured Settlement Transfer

Document Category:

Document Type *:

Additional Text:

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

Document Location:

Page Count:

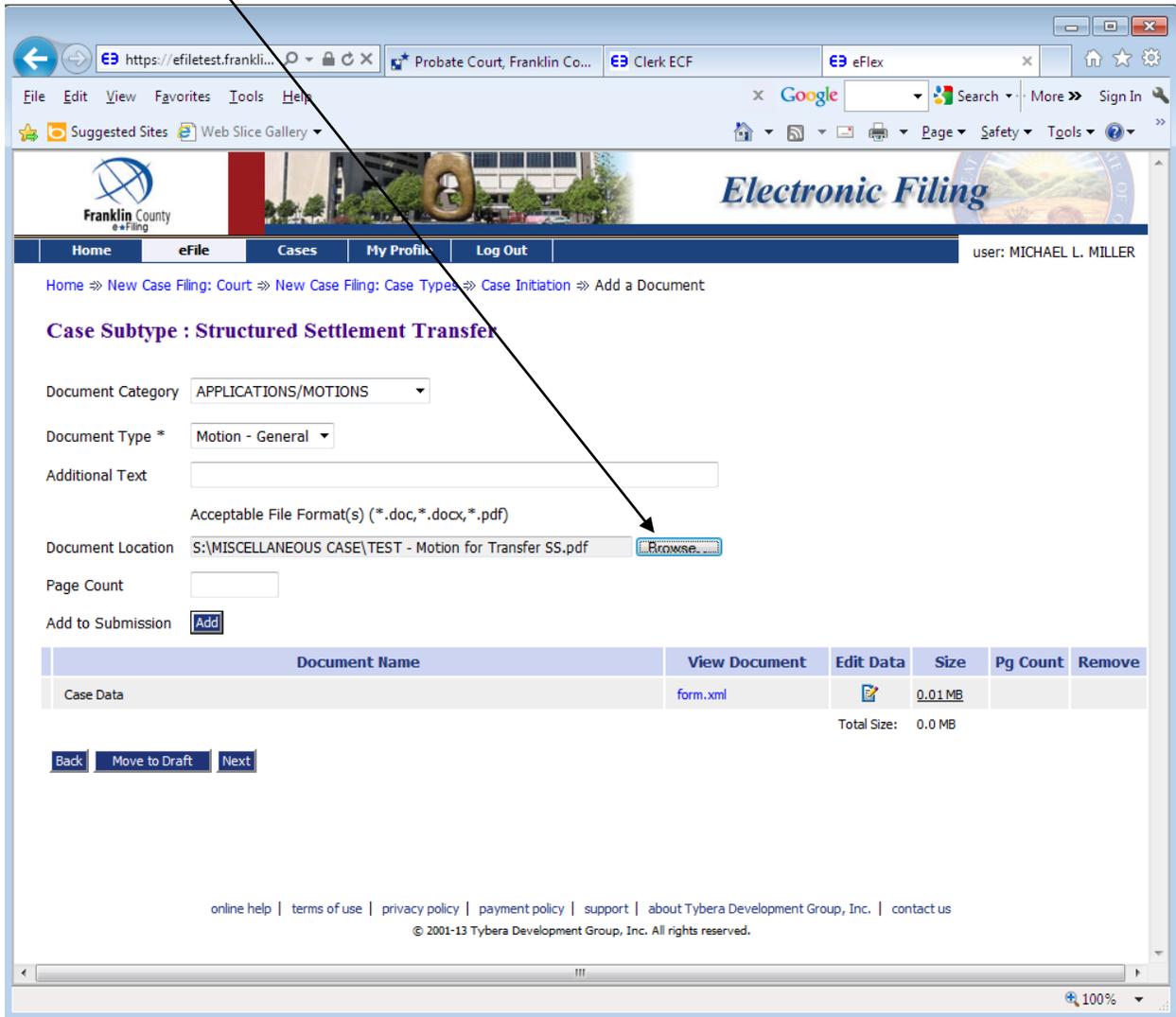
Add to Submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		

Total Size: 0.0 MB

online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us
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Choose the Browse button to find where your document is stored on your computer.



Choose the Add to Submission button

When you click on the Add to Submission button you will be taken to a docform to enter the name of the person asking for approval of the Transfer of Structured Settlement, even if name is the same as the e-Filer. This becomes the case title.

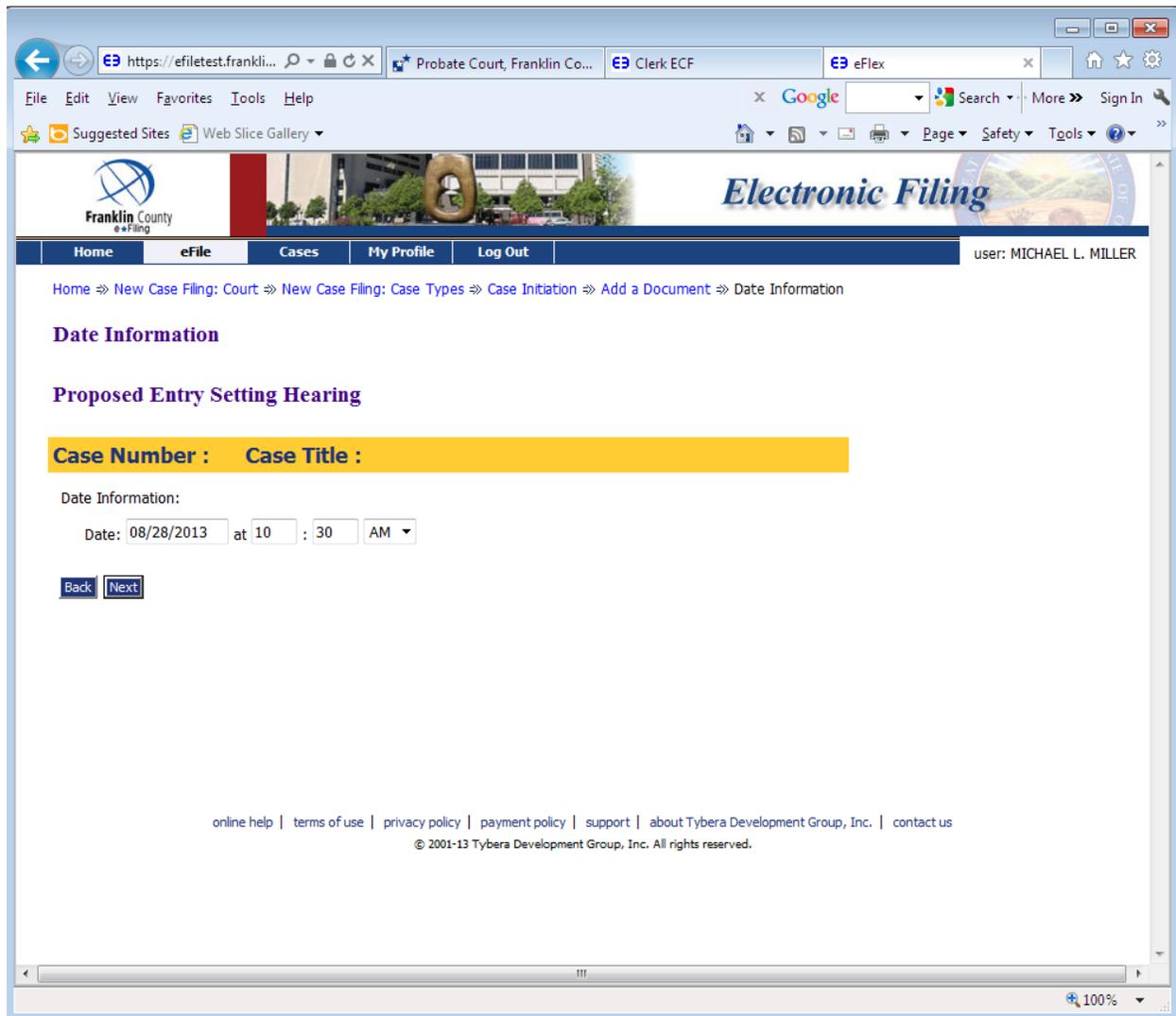
The screenshot shows a web browser window displaying the Franklin County eFiling portal. The browser's address bar shows the URL <https://efiletrain.franklin...>. The page header includes the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu contains links for Home, eFile, 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 ⇒ Add a Document ⇒ Misc Petition. The main content area is titled "Petition for Approval of Transfer of Structured Settlement Payment Rights". Under "Case Name:", there are input fields for First Name (JOHN), Middle Name (ALAN), Last Name (* DOE), and Suffix. Below this is an "Alias" section with input fields for First Name, Middle Name, Last Name, and Suffix. At the bottom of the form are "Back" 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: © 2011-11 Tybera Development Group, Inc. All rights reserved.

Choose Next

Continue this process until you have uploaded all your documents

Use the e-Hearing Locator to choose a hearing date on the Court's calendar. From the Court's website there is a link to the [e-Hearing Locator](#) and to an [instruction booklet](#).

When you upload a *Proposed Entry Setting Hearing or Proposed Entry Continuing a Hearing, you will be taken to a docform requiring you to enter a proposed date and time of the hearing.



Choose Next button

*For Structured Settlement Transfers, you will need to choose and upload two (2) Proposed Entries Setting Hearing, one for a Status Conference, and one two weeks later on the same day of the week for the actual hearing for the Structured Settlement Transfer.

Once you have uploaded all documents, you will see them listed below the blue line on the Add a Document page.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home » New Case Filing: Court » New Case Filing: Case Types » Case Initiation » Add a Document

Case Subtype : Structured Settlement Transfer

Document Category

Document Type *

Additional Text

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

Document Location

Page Count

Add to Submission

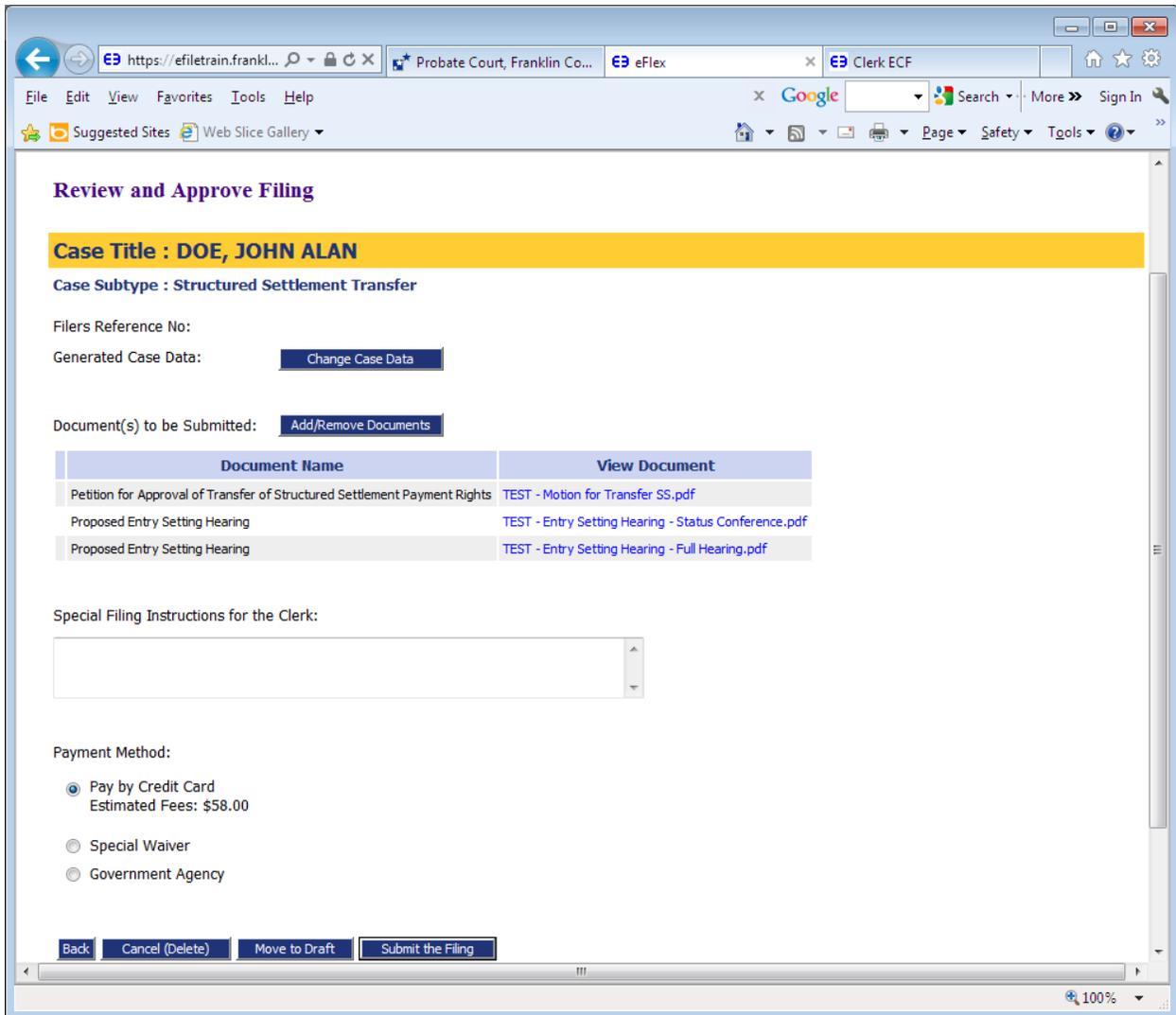
Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
Petition for Approval of Transfer of Structured Settlement Payment Rights	TEST - Motion for Transfer SS.pdf		0.01 MB	1	
Proposed Entry Setting Hearing	TEST - Entry Setting Hearing - Status Conference.pdf		0.04 MB	1	
Proposed Entry Setting Hearing	TEST - Entry Setting Hearing - Full Hearing.pdf		0.04 MB	1	

Total Size: 0.09 MB

Choose Next button

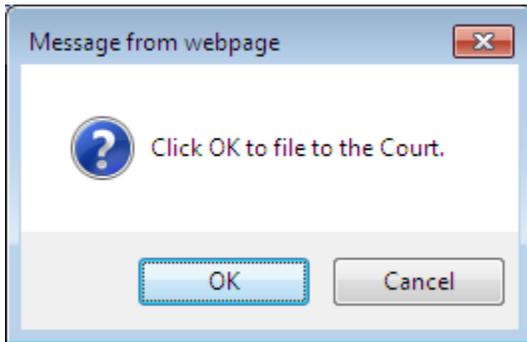
You are taken to the Review and Approve Filing page. You can look at the documents you uploaded to make sure they are correct. You may write any Special e-Filing Instructions to the clerk in the box provided.

If you are ready to submit your documents, check the Payment Method: at the bottom of the page. Make sure the radio button has been checked for the Pay by Credit Card Estimated Fees: The dollar amount will appear here.

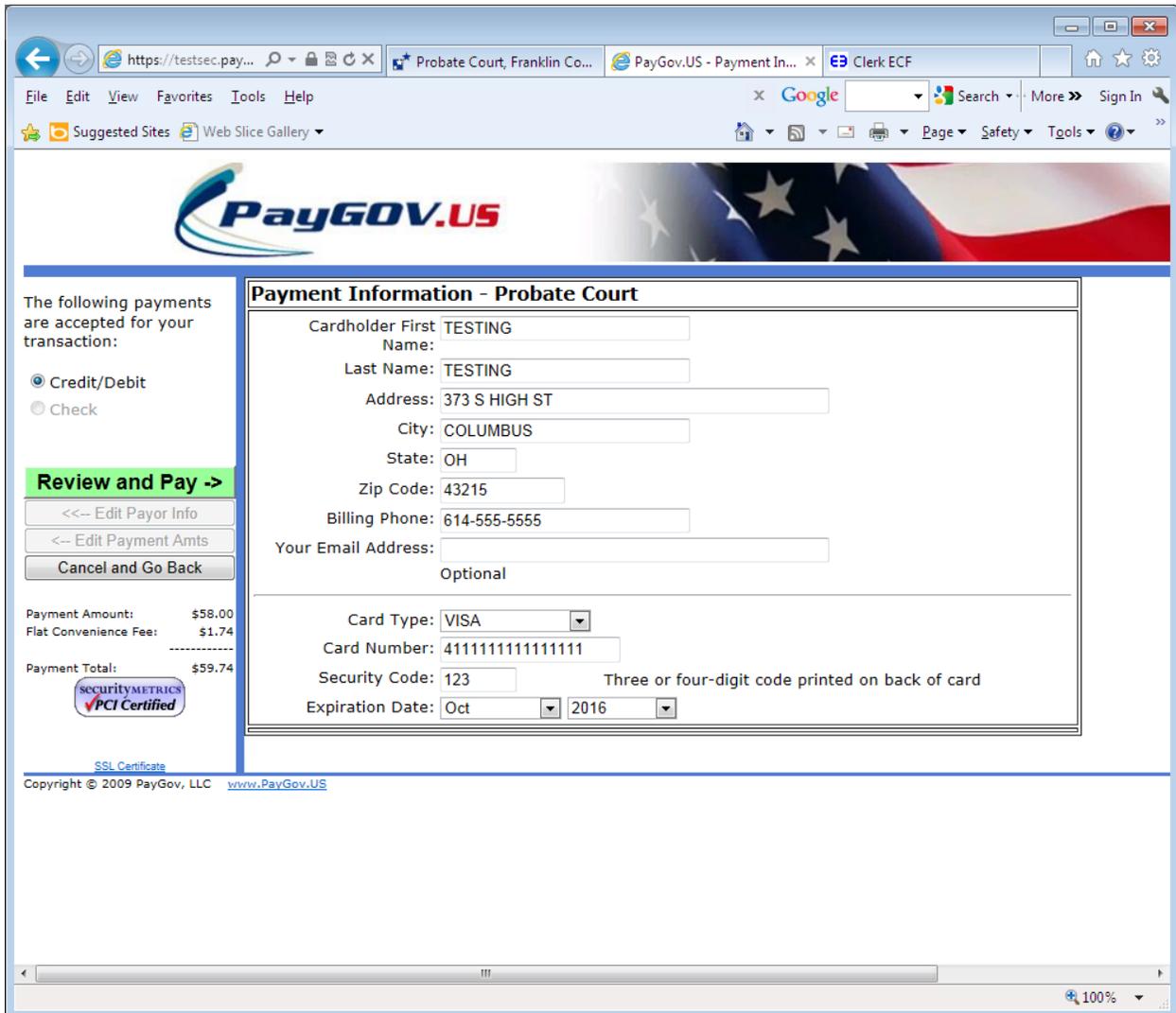


Click on Submit the Filing

The below window will pop up



When you choose OK you will be taken to PayGov.US to enter your credit card information.



Choose the green Review and Pay button

You must read the 2 paragraphs in yellow, check the box in front of "I Agree" then choose the green Submit Payments button.

PayGOV.US

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.

Payment Information - Probate Court

Cardholder Name: TESTING TESTING
Address: 373 S HIGH ST
: COLUMBUS, OH
Credit Card: VISA 4*****1111 exp 10/16

Payment Amount: \$58.00
Convenience Fee: \$1.74
Payment Total: \$59.74

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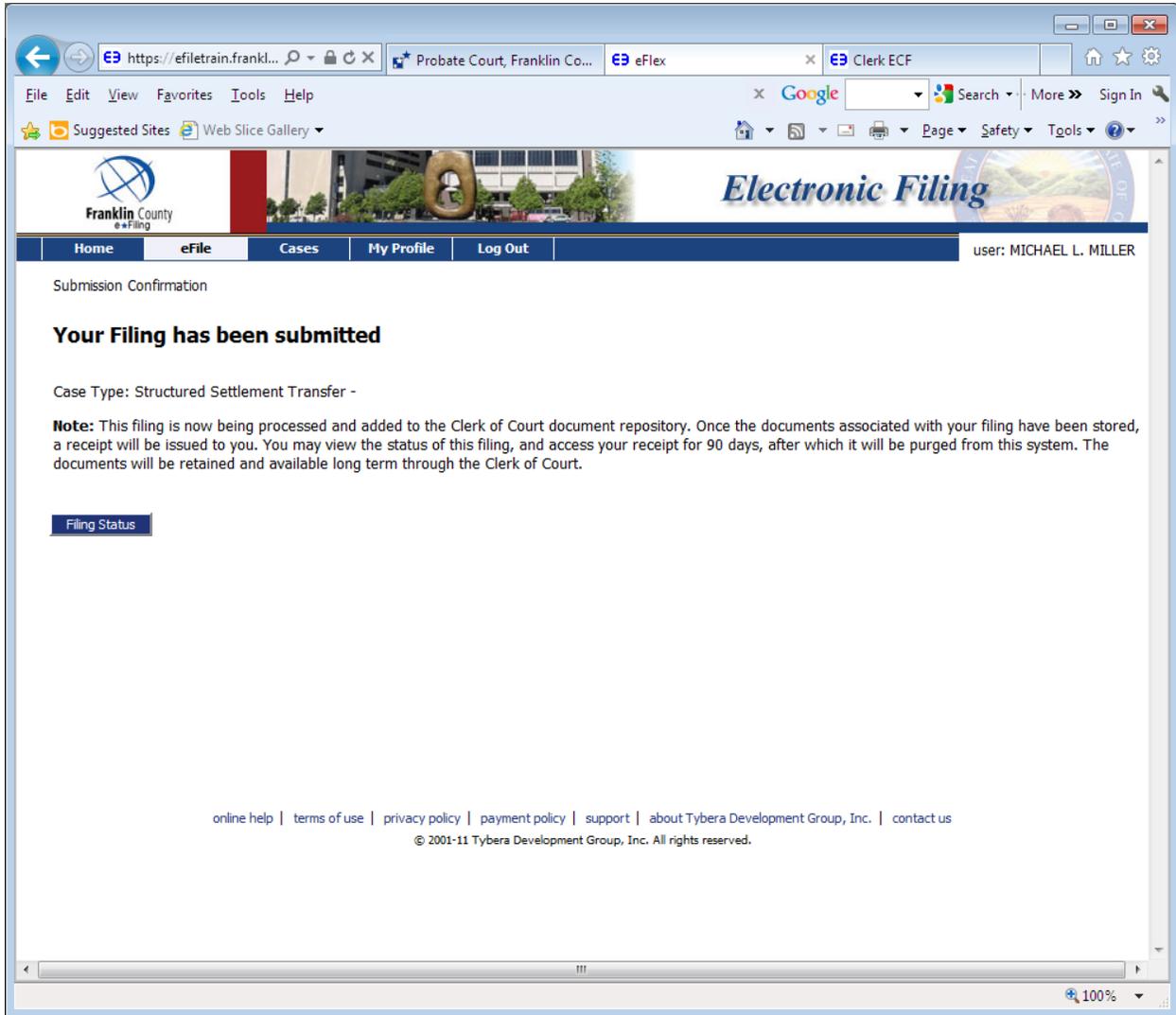
<<<< Edit Payor Info
<< Edit Payment Amts
< Edit Payment Info
Submit Payment ->
Cancel and Go Back

Payment Amount: \$58.00
Flat Convenience Fee: \$1.74
Payment Total: \$59.74

securityMETRICS
✓ PCI Certified

[SSL Certificate](#)

After submitting your payment through PayGov.US you will get the below page. If you click on the blue Filing Status button you will be able to see the status of your submission.



At the current time, the status shows this submission is Awaiting Approval of the Court.

The screenshot shows a web browser window displaying the Franklin County eFiling portal. The browser's address bar shows the URL <https://efiletrain.franklin...>. The page header includes the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu contains links for Home, efile, Cases, My Profile, and Log Out. The user is identified as "user: MICHAEL L. MILLER".

The main content area is titled "My Filings" and shows "MICHAEL L. MILLER Filings". Under "Report Criteria:", there are search filters for "View Filings Between:" (06/24/2013 AND []), "Filing ID:", "Court Case #:", "Client #:", and "Status: All". A "Go" button is present.

Below the filters, it says "My Filings Between 06/24/2013 and Today". A "Delete" button is visible. A table lists the following filing:

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
21920		DOE, JOHN ALAN		06-24-2013:04:14:24 PM	Petition for Approval of Transfer of Structured Settlement Payment Rights	Awaiting Approval

Below the table, it states "Number of Filings: 1" and includes a warning: "* - Duplicated for resubmission" and "!" - Message from the court/clerk".

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

The status will update as the documents proceed through the Court.