

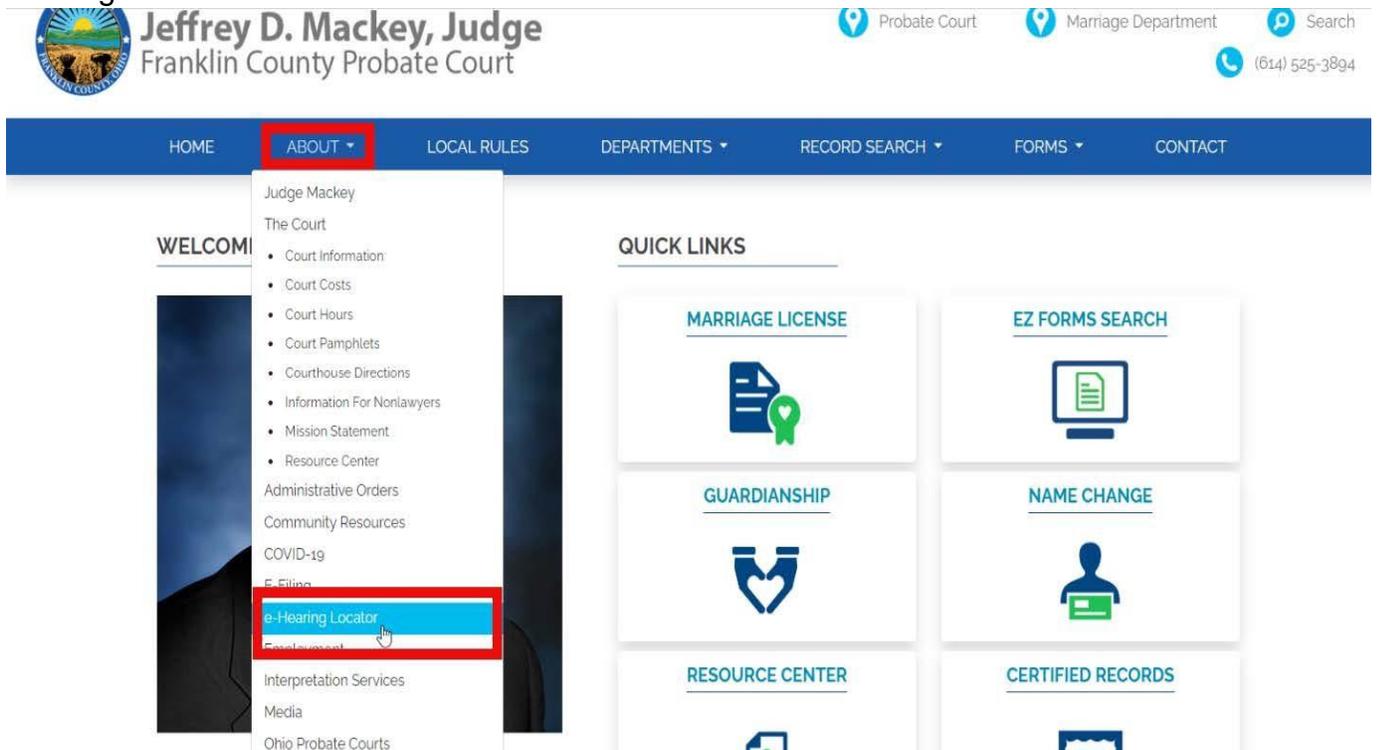
## e-Hearing Locator

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

You will be able to view available dates and times through the [e-Hearing Locator](#) which is available on the Court's website.

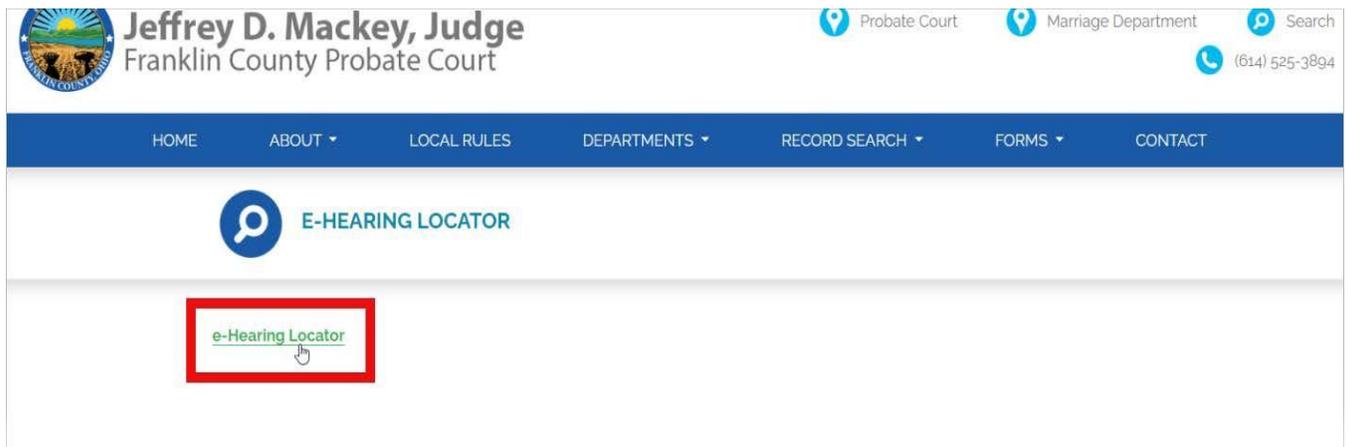
Registration is required.

From the court website select the "About" option from the blue bar then select "E-Hearing Locator"



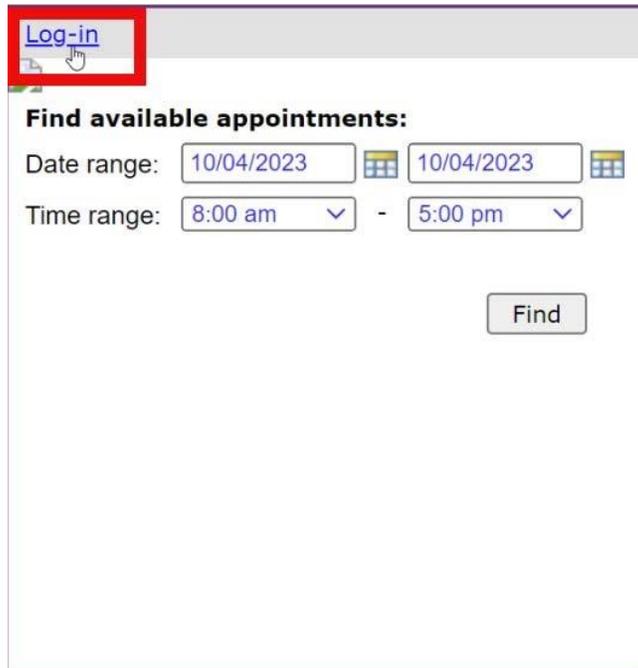
The screenshot shows the website header for Jeffrey D. Mackey, Judge, Franklin County Probate Court. The navigation bar includes links for HOME, ABOUT, LOCAL RULES, DEPARTMENTS, RECORD SEARCH, FORMS, and CONTACT. The 'ABOUT' dropdown menu is open, listing various court services. The 'e-Hearing Locator' option is highlighted with a red box. To the right, a 'QUICK LINKS' section features icons for MARRIAGE LICENSE, GUARDIANSHIP, RESOURCE CENTER, EZ FORMS SEARCH, NAME CHANGE, and CERTIFIED RECORDS.

From the e-Hearing locator page select the link in the middle of the page.



The screenshot shows the e-Hearing Locator page. The header is identical to the previous screenshot. Below the navigation bar, there is a large search icon and the text 'E-HEARING LOCATOR'. At the bottom of the page, a link labeled 'e-Hearing Locator' is highlighted with a red box.

A pop-up box will open, select Log-in.



The screenshot shows a pop-up window titled "Log-in". At the top left, the text "Log-in" is underlined and highlighted with a red box. Below the title, the heading "Find available appointments:" is followed by two date input fields, both containing "10/04/2023" and calendar icons. Below the dates are two time range dropdown menus, the first set to "8:00 am" and the second to "5:00 pm", separated by a hyphen. A "Find" button is located at the bottom right of the form area.

Log in with your email and password credentials **OR** if you are a new user select the "Register as a New User" option.



The screenshot shows a pop-up window titled "Log-in or register". At the top left, the text "Register as a New User" is underlined and highlighted with a red box. Below the title, there are two input fields: "E-mail:" and "Password:". Below the "E-mail:" field is a link "(Forgot my password)". To the right of the "Password:" field is another link "Register as a New User", which is also underlined and highlighted with a red box. At the bottom of the form are two buttons: "Cancel" and "Log-in".

Fill in the required (\*) information. Then select 'Next'.

[Cancel](#)

**Please enter the following information then click Next below:**

Your e-mail will be your user name. **\*Required**

E-mail\*:

Confirm E-mail\*:

Password\*:

Confirm Password\*:

First Name\*:  MI:

Last Name\*:

Day phone\*:

Fill in the remaining information as seen on the screen below, and click 'Register'.

[<< Go Back](#)

**Click Register when you are done.**

Mobile phone:

Company:

Address:

Address 2:

City:

State/Prov:

Zip:  Country:

Remind/Notify\*:  E-mail  
 Text Provider:

Once registration is completed, a verification email will be sent to the email address on file.

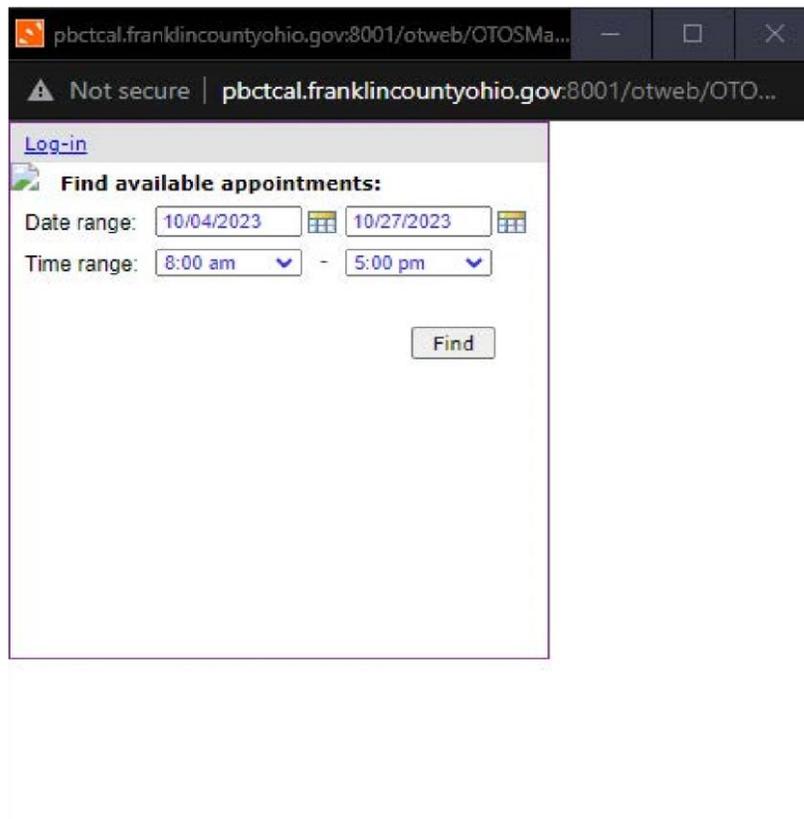
### Online Scheduling Registration Pending

An e-mail has been sent to the address you provided to confirm your registration.

Once you receive the email, click on the link provided to complete your registration.

OK

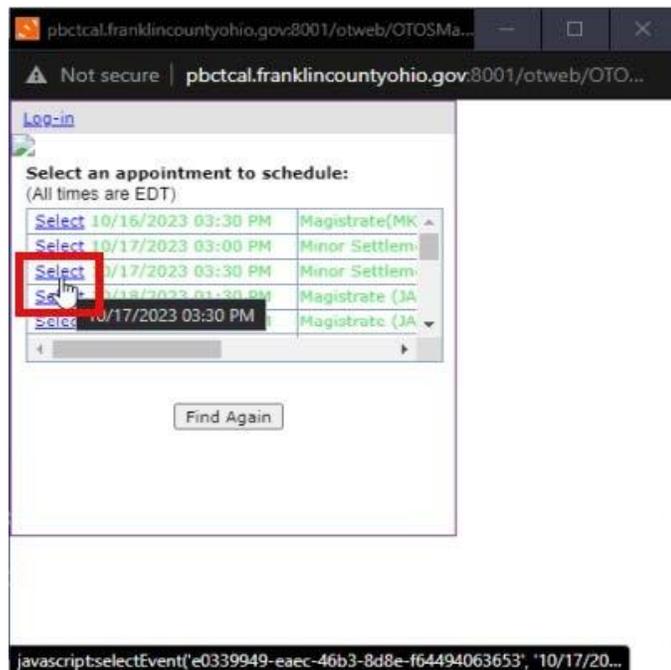
Once your email address has been verified enter both your email address and password into the corresponding fields then select "login".

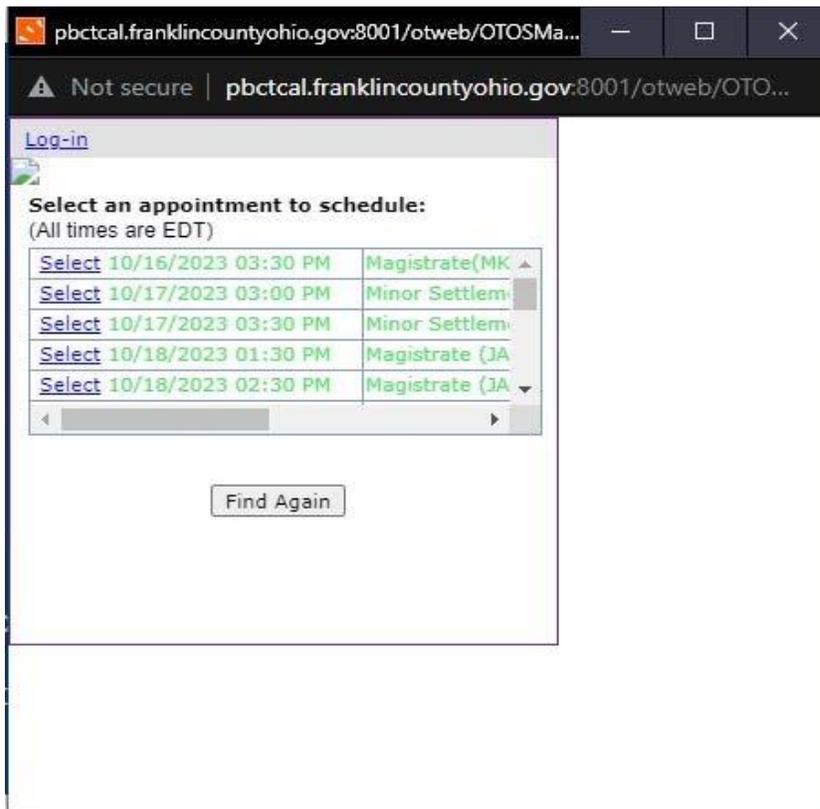


The screenshot shows a web browser window with the address bar displaying `pbctcal.franklincountyohio.gov:8001/otweb/OTOSMa...`. The page title is "Log-in". Below the title, there is a section titled "Find available appointments:" with a calendar icon. The "Date range:" is set to "10/04/2023" to "10/27/2023", and the "Time range:" is set to "8:00 am" to "5:00 pm". A "Find" button is located below the date and time range fields.



Once logged in you will select a time and date at your discretion to schedule your appointment. Once the desired time and date have been selected click "Find". Once the desired date/time range has been selected a list will populate displaying all available appointments for the time and date specified.





Choose "Select" next to the date/time you wish to set your appointment for.

**\*\*\*\*\* ATTENTION\*\*\*\*\***

**'M', 'MAG' or 'MAGISTRATE' indicator in the right column is to be chosen for Civil Hearing requests.  
'A' or 'ADOPTION' indicator in the right column is to be chosen for Adoption Hearing requests.**

Once you click on 'Confirm' you will see the below confirmation of your hearing. You will also be sent an email confirming your hearing date and time.

**Your appointment has been scheduled:**

Description: Minor Settlement Only (JAA)

Date: 10/10/2023

Time: 02:30 PM EDT

Name/Resource: PBCT

An e-mail confirmation has been sent to you. Also, an automatic reminder will be sent to you 1 day before your appointment.

[<< Back to Find](#)

If you have another hearing to schedule, select 'Back to Find'.

If you are finished, simply Log out. After you've submitted your Proposed Entry Setting Hearing or Proposed Entry Continuing Hearing through eFlex, the Court will review the date and time of the hearing. A representative of the Court may contact you to suggest another date and/or time if a conflict occurs. Please contact the Court immediately if a conflict occurs after you've submitted your requested hearing date and time.