



PROBATE COURT OF FRANKLIN COUNTY, OHIO

Guide to Filing Statuses in eFlex

When you submit a filing through the eFlex eFiling system, your filing package goes through several steps before it becomes part of the official court record. Each step is marked by a **status**. Understanding these statuses will help you track the progress of your filing and know when additional action may be required. You may see the status of a filing at any time by going to the “My Filing” page and locating the filing package in question.

Filing Statuses

1. Draft

- **What it means:** You have started a filing but have not submitted it to the court.
- **Action needed:** Review your draft, make any edits or updates, and submit it when you are ready. Drafts remain saved in the “Draft Filing” tab until you either delete or submit them.

2. Sending/Received

- **What it means:** Your filing is being transmitted to the court’s electronic system.
- **Action needed:** None at this time. Wait for the filing to move to the next status.

3. Awaiting Approval

- **What it means:** Your filing package has been received, and a clerk is reviewing your filing to confirm it complies with court rules and requirements.
- **Action needed:** None, unless the clerk returns the filing to you with corrections.



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4. Filing Completed

- **What it means:** The clerk has approved your filing, and it is now part of the official court record.
 - **Action needed:** None. Your filing is complete. You may download a file-stamped copy for your records via the case history page.
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5. Rejected

- **What it means:** The clerk could not accept your filing, usually because of missing or incorrect information or missing documents.
 - **Action needed:** Review the detailed rejection notice. Make the required corrections and resubmit the filing.
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6. Pending Payment

- **What it means:** Your filing has not been received because payment has not yet been successfully processed or confirmed.
 - **Action needed:** Select the blue "Make Payment" button from the "My Filing" screen and enter all payment information in the payment portal screen. If payment fails, the filing may not move forward until resolved.
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7. In Draft/Resubmitted


- **What it means:** Your previously rejected filing package is now in the "Draft Filings" section awaiting any changes or updates that the filer needs to make prior to resubmission.
 - **Action needed:** Review your draft, make any edits or updates, and submit it when you are ready. Drafts remain saved in the "Draft Filing" tab until you either delete or submit them.
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Tips for Filers

- Always review your filing carefully before submission to avoid delays.
 - Check your **email notifications** as well as the status inside eFlex. Important messages (including rejections) are sent via automated email.
 - If your filing is rejected, act promptly to correct and resubmit. Court deadlines still apply even if a filing was initially rejected.
 - Keep a **file-stamped copy** of all accepted and filed documents for your records.
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 **Reminder:** Court staff cannot give you legal advice, but they can answer questions about filing procedures and technical issues with eFlex.