

Probate Court e-Filer's Civil Litigation Interface

- e-Filer goes to the Electronic Filing webpage for Franklin County
- Request Account

The screenshot shows a Windows Internet Explorer browser window displaying the Franklin County e-Filing website. The browser's address bar shows the URL <http://173.14.235.199:81/>. The website header includes the Franklin County e-Filing logo, a navigation menu with links for Welcome, Terms of use, Payment policy, and Support, and the text "Electronic Filing" and "powered by eFlex from Tybera".

The main content area is divided into two sections. On the left, there is a large image of a modern building with a blue "eFile!" callout box. Below the image, the text reads: "Welcome to the Franklin County Clerk of Courts electronic 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 eFiling system."

On the right, there is a "Log In" section with the heading "Enter your User Name and Password." It contains two input fields: "User Name:" with the text "Probate_eFiler" and "Password:". Below these fields are two buttons: "Log In" and "Request Account".

Read User Agreement

Franklin County e-Filing

User Agreement

In order to register for an account with eFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the log in screen.

Franklin County, Ohio e-Filing System User Agreement

In order to register for an account with the Franklin County, Ohio, e-Filing System, including the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals and the Clerks of Court for the respective Courts, you must accept the terms of the User Agreement below. Failure to accept these terms will result in you being denied access to the system and being re-directed take you back to the login screen.

Each person who has been approved to file electronically shall be responsible for the security and use of the user name and password that are assigned to that person. Any electronic filing made utilizing that user name and password shall be deemed to be made with the authorization of the owner of the user name and password.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees to comply with the Administrative Orders and/or Local Rules of the Division or Branch of the Common Pleas Court or Tenth District Court of Appeals governing e-Filing as are then in effect in the applicable Court, Division or Branch at the time of each electronic filing.

Service of pleadings and other documents filed electronically using the e-Filing System shall be governed by the above-referenced Administrative Orders and/or Local Rules governing e-Filing in effect on the date of the filing of the pleadings or documents to be served. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure. In accordance with those procedures, all parties registered and approved to file documents electronically may be served with notices and copies of documents filed subsequent to a Complaint or Third-Party Complaint by Notice of Electronic Filing (NEF). By accepting the terms of this e-Filing System User Agreement, the filer consents to receive notices and copies of documents electronically, and waives the right to receive by first class mail notice of any document filed electronically subsequent to the Complaint or Third-Party Complaint.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees he/she will not use the e-Filing system to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Franklin County, Ohio, e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this agreement, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other materials that harass or advocate harassment of another person or are abusive, threatening, or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailing or "spamming;"
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct, or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses;
- Documents, articles, links or other materials that display pornographic materials or images of any kind; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the user violates the provisions of this User Agreement and specifically this paragraph, the user's privilege to participate in the Franklin County e-Filing System and the user's access to the system may be terminated, at the sole discretion of the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Domestic Relations Division, the Juvenile Branch of the Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals, and the Clerks of Court for the respective Courts. Each authorized user also understands and consents to removal of the prohibited content from the e-Filing System at the discretion of the Courts and Clerks identified.

Important notice of redaction responsibility: Rules 44 and 45 of the Rules of Superintendence for the Courts of Ohio provide that parties and their attorneys should not include, or must redact where inclusion is necessary, certain personal identifiers in order to protect personal privacy. Rule 44 (H) defines personal identifiers to mean "social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as 'CV' for 'child victim.'" Personal identifiers should be omitted or redacted from all case documents submitted to the Court or filed with the Clerk, unless otherwise ordered by the Court.

I have read the applicable Administrative Order(s) and/or Local Rules, located at <http://www.franklincountyohio.gov/clerk/e-File.cfm>, that govern e-Filing and I accept the terms of the user agreement.

I do not accept the terms of the user agreement.

Cancel Submit

After you have read the User Agreement and if you accept the terms then select the acceptance and click 'Submit'.

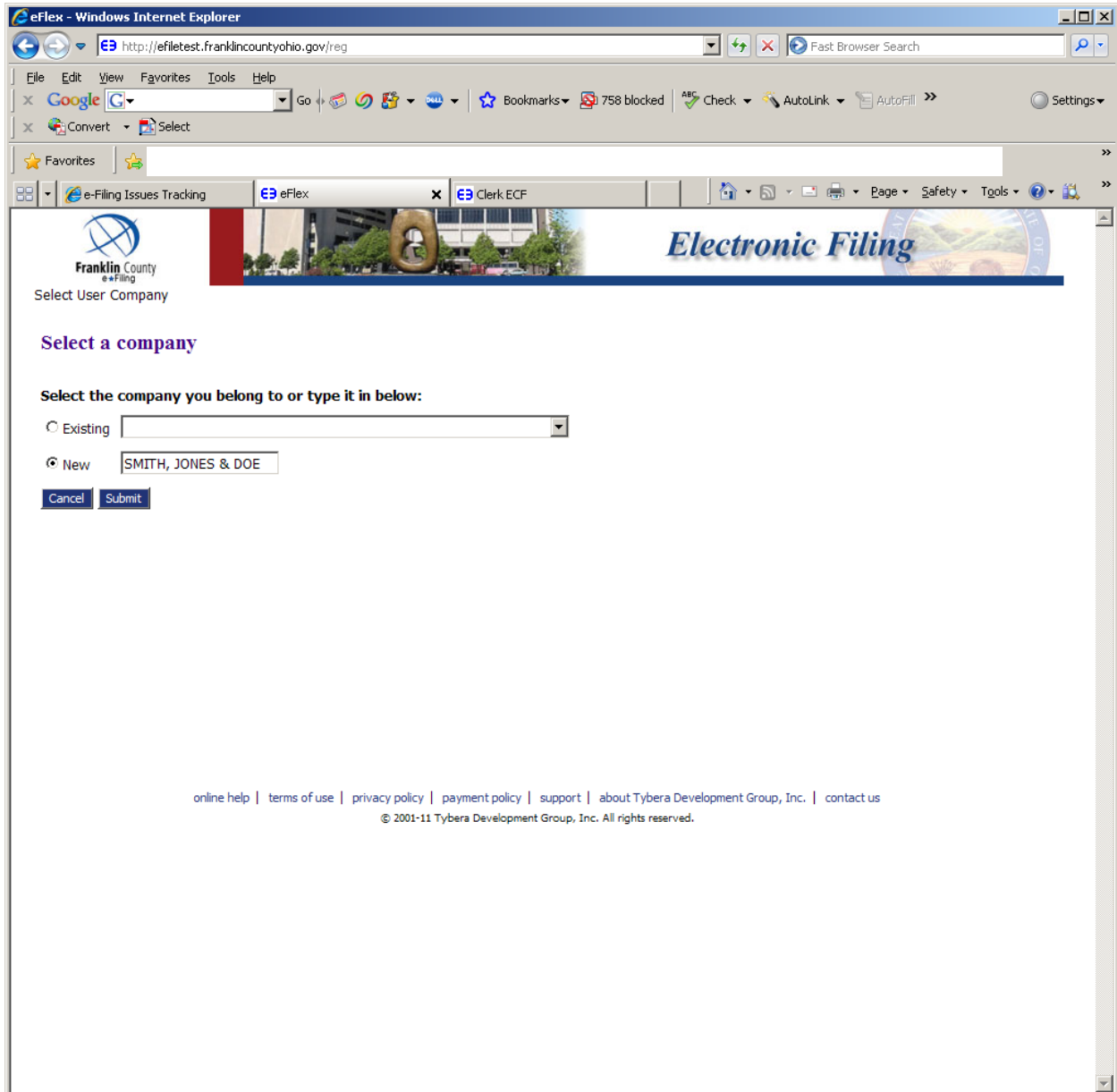
Select your 'Role'



Click 'Next'

From 'Existing' click on the down arrow and check to see if your company is already registered. If your company appears in the list, select your company. Click 'Submit'.

If your company is not in the 'Existing' list, select 'New' and type in your company name. Click 'Submit'



Fill in your information.

- User names can be any length and be both alpha and numeric or alpha only or numeric only.
- Passwords must be at least 6 characters in length and cannot match the user name.

Request a User Account

Request a User Account

***Required Fields**

Company Name: SMITH, JONES & DOE

User Name: * iamjones

Password: * *****

Confirm Password: * *****

Title:

First Name: * I

Middle Name: * AM

Last Name: * JONES

Suffix Name:

Bar Number: * 001234567 Bar State: Ohio

Phone: 614-555-5555 Fax: 614-554-5554

EMail: iamjones@lawfirm.com

1st Alternate EMail: mysecy@lawfirm.com

2nd Alternate EMail:

Address Line 1: * 92 W ESQUIRE AVE

Address Line 2: STE 237

Address Line 3:

City: * COLUMBUS State: Ohio

Postal Code: * 43215 Country: United States

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Click 'Submit'

Verification page of request:

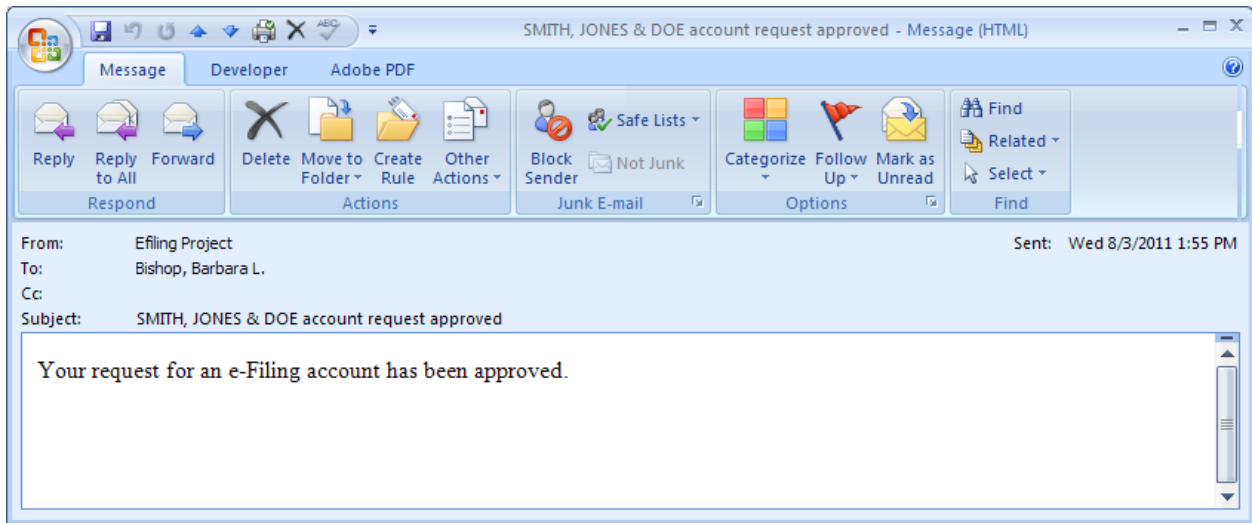
The screenshot shows a Windows Internet Explorer browser window with the address bar displaying <http://efiletest.franklincountyohio.gov/reg>. The browser's address bar and menu bar are visible. The page content includes the Franklin County eFiling logo on the left and a banner for 'Electronic Filing' on the right. The main heading is 'User Account Requested'. Below this, a paragraph states: 'Your request to be registered as a user of the eFlex System has been processed. Once the court's administrator has approved your request you will be able to log in under the below username with the password you requested.' The user details are listed as follows:

I AM JONES
User Name: iamjones
Bar Number: 001234567
Bar State: OH
Phone: 614-555-5555
Fax: 614-554-5554
EMail: iamjones@lawfirm.com
Address: 92 W ESQUIRE AVE
STE 237
COLUMBUS, OH 43215
US

At the bottom of the page, there is an 'OK' button and a footer containing links for 'online help', 'terms of use', 'privacy policy', 'payment policy', 'support', 'about Tybera Development Group, Inc.', and 'contact us'. The footer also includes the copyright notice: '© 2001-11 Tybera Development Group, Inc. All rights reserved.'

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL <http://efiletest.franklincountyohio.gov/reg>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility, including a search box with the text "Fast Browser Search". The browser has several tabs open: "e-Filing Issues Tracking", "eFlex", and "Clerk ECF". The main content area features the Franklin County eFiling logo on the left and a banner image with the text "Electronic Filing" on the right. Below the banner, a purple heading reads "Your Request Password Reset has been Sent". A text box below the heading states: "After submitting your user name, an email was sent to the primary email address listed in your account. This email contain a secure link to ECF that display a page containing a new random password. You will be able to log in to ECF using this new password and then change your password to one of your choosing." A blue "Next" button is positioned below the text box. 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". Below these links is the copyright notice: "© 2001-11 Tybera Development Group, Inc. All rights reserved."

When your account request has been processed and approved you will receive an email.



You are now ready to login and e-File!

Enter you User Name and Password. Click 'Log In'.

The screenshot shows a Windows Internet Explorer browser window displaying the login page for Franklin County's e-Filing system. The address bar shows the URL <http://efiletest.franklincountyohio.gov/login.jsp>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. The browser tabs show 'e-Filing Issues Tracking', 'Electronic Filing', and 'Clerk ECF'. The website header features the Franklin County e-Filing logo, a navigation menu with 'Welcome', 'Terms of use', 'Payment policy', and 'Support', and the text 'Electronic Filing powered by eFlex from Tybera'. The main content area is split into two columns. The left column features an 'eFile!' icon with an arrow pointing to a photograph of a modern building, followed by the heading 'Welcome to the Franklin County's e-Filing website.' and a paragraph explaining the service: '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.' Below this is a link to 'Please review the Terms of Use policy.' and a closing sentence: 'Thank you for your participation in the use of our new e-Filing system.' The right column is titled 'Log In' and contains the heading 'Enter your User Name and Password.' followed by two input fields for 'User Name:' and 'Password:'. Below the fields are two buttons: 'Log In' and 'Forgot Your Password?'. At the bottom of the right column is a 'Request Account' button.

e-File's Homepage. Choose 'New Case'

eFlex - Windows Internet Explorer

http://173.14.235.199:81/reg

File Edit View Favorites Tools Help

Convert Select

Google Go Bookmarks 735 blocked Check AutoLink AutoFill Settings

eFlex eFlex

Franklin County e+Filing

Electronic Filing

Home eFile Cases My Profile Log Out user: Probate e Filer

Home

- New Case File new case
- Auto-detect Filing Auto-detect filing information from PDF
- File To Existing Case File subsequent document to existing case
- Filing Status Check the status of my filings
- My Recent Cases List of my ECF cases
- Notifications Review your Notifications

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Choose 'PROBATE COURT':

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: Probate e Filer

Home => New Case Filing: Court

Court

Description
COURT OF COMMON PLEAS - CIVIL DIVISION
PROBATE COURT

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Choose 'Civil'

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Admin Log Out user: Terri D. Layman

Home ⇒ New Case Filing: Case Types

Case Types

Description
Adoption
Civil

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Choose Case Sub Type

eFlex - Windows Internet Explorer
http://173.14.235.199:81/worklist

File Edit View Favorites Tools Help
Convert Select
Google Go Bookmarks 735 blocked Check AutoLink AutoFill Settings

eFlex

Franklin County eFiling Electronic Filing

Home eFile Cases My Profile Log Out user: Probate

Home >> New Case Filing: Court >> New Case Filing: Case Type >> Case Sub Type

Case Sub Type

Description
Bill in Equity
Concealment of Assets
Creditors Claim
Declaratory Judgment
Determine Heirship
Improve Real Estate
Instructions
Land Sale
Mortgage Real Estate
Other
Present Claim
Presumption of Death
Spouse To Purchase Real Estate
Validity of Will
Will Construction
Will Contest

[Back](#)

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Case Initiation with Base Case Number

If you assign tracking numbers in your office to keep track of your cases you can enter your number in the 'Filer Reference No' field. This field is alpha-numeric.

Civil Action cases have a 'Base Case Number' requirement. You must know the base case number that has already been established on the Court's Case Management System (CMS) and must enter this number prior to proceeding. This is usually an Estate or Guardianship case.

If you do not know the base case number - go to the Court's website and use the [General Case Search](#) index to locate the case number.

Enter Case Number and Last Name of Case.



eFlex - Windows Internet Explorer
http://efiletest.franklincountyohio.gov/worklist

File Edit View Favorites Tools Help
Go Google
Convert Select

eFlex

Franklin County eFiling
Electronic Filing

Home eFile Cases My Profile Log Out user: yvonne imon holiday

Home > New Case Filing: Court > New Case Filing: Case Types > Case Subtype > Case Initiation

Case Initiation: Land Sale

Filer Reference No: (Enter your office reference number - if applicable)

Base Case Exists? Yes No

Base Case Number *

Base Case Last Name *

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
X	YVONNE IMON HOLIDAY	Plaintiff	

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Case Initiation *without* Base Case Number

If there is no base case number, click on the 'No' radio button and enter the first, middle and last name of the case name.

The screenshot shows the 'Case Initiation: Land Sale' page in the eFlex system. The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation. The page title is 'Case Initiation: Land Sale'. The form contains the following elements:

- Filer Reference No: (Enter your office reference number - if applicable)
- Base Case Exists? Yes No
- Base Case:
 - First Name: MELINDA
 - Middle Name:
 - Last Name *: SMITH
 - Suffix:
- AKA:
 - First Name:
 - Middle Name:
 - Last Name:
 - Suffix:
- Buttons: **Add Case Participants**, **Add My Parties**, **Add Other Parties**
- Table:

Participant Name	Role	Attorney(s) for Party
------------------	------	-----------------------
- Navigation: **Back**, **Save 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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Click 'Add My Parties':

This takes you to the Plaintiff information screen.

Plaintiff names will sometimes have Titles. You will want to enter their Title information in the 'Title' field. This field will hold up to 50 characters.

Title examples:

- Guardian of the Estate of John Doe
- C/O Reliant Capital Solutions
- Franklin County Treasurer

The 'Last Name: or Business Name' field is a required field.

The screenshot shows the 'eFlex' web application in a Windows Internet Explorer browser. The page title is 'Electronic Filing' and the user is logged in as 'Test User'. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation » Add a Party.

The 'Add a Party' form is displayed with the following fields and values:

- Party Type: Plaintiff
- First Name: MARY
- Middle Name: J
- Last Name: * (or Business Name): SMITH
- Suffix:
- Title: ERSON AND ESTATE GRACE SMITH
- Phone: 614-555-5555
- Email:
- Physical or Last Known Address:
 - Domestic:
 - Address Line 1: 1234 MAIN ST
 - Address Line 2:
 - City: SOMEWHERE
 - State: Ohio
 - Zip / Postal Code: 43215 -

The 'Attorney(s) for this Party' section contains a table:

Last Name	Supreme Court No.	Delete
USER	000000045	X

Below the table are input fields for: Last Name:*, Supreme Court No.:*, and Bar State: Ohio. An 'Add' button is located below the Bar State field.

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. Copyright © 2001-11 Tybera Development Group, Inc. All rights reserved.

If a Party is a business as shown below you will not enter anything in the 'First Name' and 'Middle Name' fields.

The 'Last Name or Business Name' field only holds up to 35 characters. You may need to use both the 'Last Name or Business Name' field and the "Title" field to enter the entire name of the party if the party name is longer than 35 characters. Always start with the 'Last Name or Business Name' field then move to the 'Title' field to enter the rest of the name.

The screenshot shows a web browser window with the URL <http://efiletest.franklincountyohio.gov/worklist>. The page title is "Electronic Filing" and the user is identified 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 Subtype » Case Initiation » Add a Party.

The form contains the following fields and data:

- Party Type:
- First Name:
- Middle Name:
- Last Name: * (or Business Name):
- Suffix:
- Title:
- Phone:
- Email:
- Physical or Last Known Address:
 - Domestic
 - Address Line 1:
 - Address Line 2:
 - City:
 - State:
 - Zip / Postal Code: -

Buttons:

Footer: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)

Click Next

Party added shows up with a hyperlink. Click on the + to expand and see more detail.

You can click the 'X' to delete, or click on the name hyperlink and edit. If you have more plaintiffs to add, click the 'Add My Parties' tab and repeat until all Plaintiffs have been entered.

The screenshot shows the eFlex web application interface. The browser window title is "eFlex - Windows Internet Explorer". The address bar shows "http://efiletest.franklincountyohio.gov/worklist#". The page header includes the Franklin County eFiling logo and the text "Electronic Filing". The navigation menu has tabs for Home, eFile, Cases, My Profile, and Log Out. The user is identified as "yvonne imon holiday".

The main content area is titled "Case Initiation: Land Sale". It contains a form for "Case Initiation" with the following fields:

- Filer Reference No: (Enter your office reference number - if applicable)
- Base Case Exists? Yes No
- Base Case Number *:
- Base Case Last Name *:

Below the form is the "Add Case Participants" section, which has two tabs: "Add My Parties" (selected) and "Add Other Parties". A table lists the participants:

	Participant Name	Role	Attorney(s) for Party
X	YVONNE IMON HOLIDAY Agency: yholiday ID: EMail: tdlayman@franklincountyohio.gov Address: 373 S. High St., 22nd Fl. Columbus, OH 43215 US	Plaintiff	

At the bottom of the form area, there are three buttons: "Back", "Save to Draft", and "Next".

At the very 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 is "© 2001-11 Tybera Development Group, Inc. All rights reserved."

Click on 'Add Other Parties' to add defendants.

Defendant names will sometimes have Titles. You will want to enter their Title information in the 'Title' field. This field will hold up to 50 characters.

Title examples:

- Guardian of the Estate of John Doe
- C/O Reliant Capital Solutions
- Franklin County Treasurer

The 'Last Name: or Business Name' field is a required field.

The screenshot shows a web browser window with the URL <http://efiletest.franklincountyohio.gov/worklist>. The page title is "eFilex - Windows Internet Explorer". The browser's address bar shows the URL. The page content includes a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "Michael L. Miller". The main content area is titled "Add a Party: Land Sale" and contains the following form fields:

- Party Type:
- First Name:
- Middle Name:
- Last Name: * (or Business Name):
- Suffix:
- Title:
- Phone:
- Email:
- Physical or Last Known Address:
 - Domestic Foreign
 - Address Line 1:
 - Address Line 2:
 - City:
 - State:
 - Zip / Postal Code: -
- Attorney(s) for this Party:

Last Name	Supreme Court No.	Delete
Last Name:*	<input type="text"/>	
Supreme Court No.:*	<input type="text"/>	
Bar State:	Ohio	<input type="button" value="Add"/>

At the bottom of the form, there are "Back" and "Next" buttons.

If you have more defendants to add, click the 'Add Other Parties' tab and repeat until all Defendants have been entered.

The 'Last Name or Business Name' field only holds up to 35 characters. You may need to use both the 'Last Name or Business Name' field *and* the "Title" field to enter the entire name of the party if the party name is longer than 35 characters. Always start with the 'Last Name or Business Name' field then move to the 'Title' field to enter the rest of the name.

Two samples below:

The screenshot shows the eFlex web application interface. The browser address bar displays <http://efiletest.franklincountyohio.gov/worklist>. The page title is "Electronic Filing". The user is logged in as "Michael L. Miller".

The main content area is titled "Add a Party: Will Contest". It contains the following form fields:

- Party Type:
- First Name:
- Middle Name:
- Last Name: * (or Business Name):
- Suffix:
- Title:
- Phone:
- Email:
- Physical or Last Known Address:
 - Domestic Foreign
 - Address Line 1:
 - Address Line 2:
 - City:
 - State:
 - Zip / Postal Code: -

On the right side, there is a section for "Attorney(s) for this Party" with columns for "Last Name", "Supreme Court No.", and "Delete". Below this are input fields for "Last Name:*", "Supreme Court No.:*", and "Bar State:" (set to "Ohio") with an "Add" button.

A callout box on the right contains the text: "Here we had a full name with a title. JOHN D. DOES, GUARDIAN OF THE PERSON AND ESTATE OF CAROL DOE".

At the bottom left, there are "Back" and "Next" buttons.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: Michael L. Miller

Draft Filings ⇒ Add a Document ⇒ Case Initiation ⇒ Add a Party

Add a Party: Will Contest

Party Type:

First Name:

Middle Name:

Last Name: * (or Business Name)

Suffix:

Title:

Phone:

Email:

Physical or Last Known Address:

Domestic Foreign

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code: -

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
Last Name:*	<input type="text"/>	
Supreme Court No.:*	<input type="text"/>	
Bar State:	Ohio	<input type="button" value="Add"/>

Here is the business title with a c/o:
HAMPTONS AT NEW ALBANY PARK
CONDO ASSN C/O JANE DOE STATUTORY AGENT

Click Next

Each additional Party will populate in the list as shown below:

Case Initiation: Land Sale

Filer Reference No: (Enter your office reference number - if applicable)

Base Case Exists? Yes No

Base Case:

First Name: GRACE

Middle Name:

Last Name *: SMITH

Suffix:

AKA:

First Name:

Middle Name:

Last Name:

Suffix:

Add Case Participants

	Participant Name	Role	Attorney(s) for Party
<input checked="" type="checkbox"/>	MARY J SMITH	Plaintiff	USER
<input checked="" type="checkbox"/>	FRED M SMITH	Defendant	
<input checked="" type="checkbox"/>	HUNTINGTON NATIONAL BANK	Defendant	

Click Next. This will take you to the 'Add a Document' page.

'Add a Document'

Acceptable File Format(s)

Proposed Entries *must* be submitted in editable PDF format or in Word format (*.doc,*.docx).

Special editable PDF forms for e-Filing are provided through the Court's website:
<http://www.franklincountyohio.gov/probate/forms/eForms/>

All other documents can be submitted as *.PDF or Word (*.doc,*.docx).

The screenshot shows the 'Add a Document' page in the eFlex system. The page title is 'Case Sub Type : Land Sale'. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Case Type » Case Sub Type » Case Initiation » Add a Document. The page contains several form fields: 'Document Category' (a dropdown menu), 'Document Type *' (a dropdown menu), 'Additional Text' (a text input field), 'Page Count' (a text input field), and 'Document Location' (a text input field with a 'Browse...' button). Below these fields is an 'Add to Submission' section with an 'Add' button. A table displays the current submission details:

Document Name	View Document	Edit Data	Size	Pg Count	Rel
Case Data	form.xml		0.01 MB		
Complaint for Land Sale	View Generated Document			1	
			Total Size:	0.0 MB	

At the bottom of the page, there are 'Back', 'Move to Draft', 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: '© 2001-10 Tybera Development Group, Inc. All rights reserved.'

When you change the option at 'Document Category' please wait until the page re-loads.

'Document Category' - Choose a category from the dropdown list. Since this sample is Civil Case Initiation, the first choice needs to be 'Complaint'.

The screenshot shows the eFlex web application interface. The browser title is "eFlex - Windows Internet Explorer" and the address bar shows "http://efiletrain.franklincountyohio.gov/worklist". The page header includes the Franklin County eFiling logo and the text "Electronic Filing". The navigation menu has tabs for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "Test User".

The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation » Add a Document.

The main heading is "Case Subtype : Land Sale". Below this, there are several form fields:

- Document Category: A dropdown menu with "COMPLAINT" selected.
- Document Type *: A dropdown menu with "ALL" selected.
- Additional Text: A text input field.
- Document Location: A text input field with a "Browse..." button.
- Page Count: A text input field.
- Add to Submission: A dropdown menu with "COMPLAINT" selected.

Below the form fields, there is a table with the following columns: Document Name, View Document, Edit Data, Size, Pg Count, and Remove.

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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'Document Category' choice of 'COMPLAINT' narrows your option of 'Document Type'. eFlex knows this is a Civil Action subtype Land Sale and only provides the 'Complaint for Land Sale' option.

'Additional Text Field' – You can write a note to the Court/Clerk. This note does not become part of the record.

'Browse' to document.

You will need to enter the 'Page Count' if you upload document formats of: .doc or .docx

Click 'Add'

Document Category: COMPLAINT

Document Type *: Complaint for Land Sale *

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

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

Case Subtype : Land Sale

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

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The Complaint for Land Sale has been uploaded.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: Test User

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

Case Subtype : Land Sale

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		
Complaint for Land Sale	10017_Complaint for Land Sale (1) PL.pdf		0.08 MB	4	

Total Size: 0.08 MB

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The next item to upload would be the 'Request for Issuance of Summons'.

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

Case Subtype : Land Sale

Document Category: MISCELLANEOUS Q - W

Document Type *: Request for Issuance of SummonsEFLEX

Additional Text:

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

Document Location: J:\e-Filing System Test\Morph Files - Civil Test Cases - PDF extension

Page Count:

Add to Submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
Complaint for Land Sale	10017_Complaint for Land Sale (1) PL.pdf		0.08 MB	4	
			Total Size:	0.08 MB	

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Once you have uploaded your documents, click 'Next'.

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 Subtype > Case Initiation > Add a Document

Case Subtype : Land Sale

Document Category

Document Type *

Additional Text

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

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB	--	
Complaint for Land Sale	10017_Complaint for Land Sale (1) PL.pdf		0.08 MB	--	
Request for Issuance of SummonsEFLEX	10017_Request for Issuance of Summons in Civil Case - Prior no name.pdf		0.03 MB	--	
			Total Size:	0.11 MB	

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Review and Approve page

'Change Case Data' takes you back to the initial screen where you can change the base case number, edit party data, etc.

'Add/Remove Documents' takes you back so you can delete uploaded documents and/or add additional documents.

'Special Filing Instructions for the Clerk:' Enables you write a note to the Court/Clerk. This does not become part of the docket record.

'Move to Draft' enables you hold the submission. This saves the data and the uploaded documents for later submission.

The screenshot shows the 'Review and Approve Filing' page in the eFlex system. The browser window is titled 'eFlex - Windows Internet Explorer' and the address bar shows 'http://efiletrain.franklincountyohio.gov/updocs'. The page header includes the Franklin County e-Filing logo and the text 'Electronic Filing'. The navigation menu has tabs for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as 'Test User'.

The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation » Add a Document » Review and Approve Filing.

The main heading is 'Review and Approve Filing'. Below it, the case title is 'SMITH, GRACE' and the case subtype is 'Land Sale'. There are two buttons: 'Change Case Data' and 'Add/Remove Documents'.

A table lists the documents to be submitted:

Document Name	View Document
Complaint for Land Sale	10017_Complaint for Land Sale (1) PL.pdf
Request for Issuance of SummonsEFLEX	10017_Request for Issuance of Summons in Civil Case - Prior no name.pdf

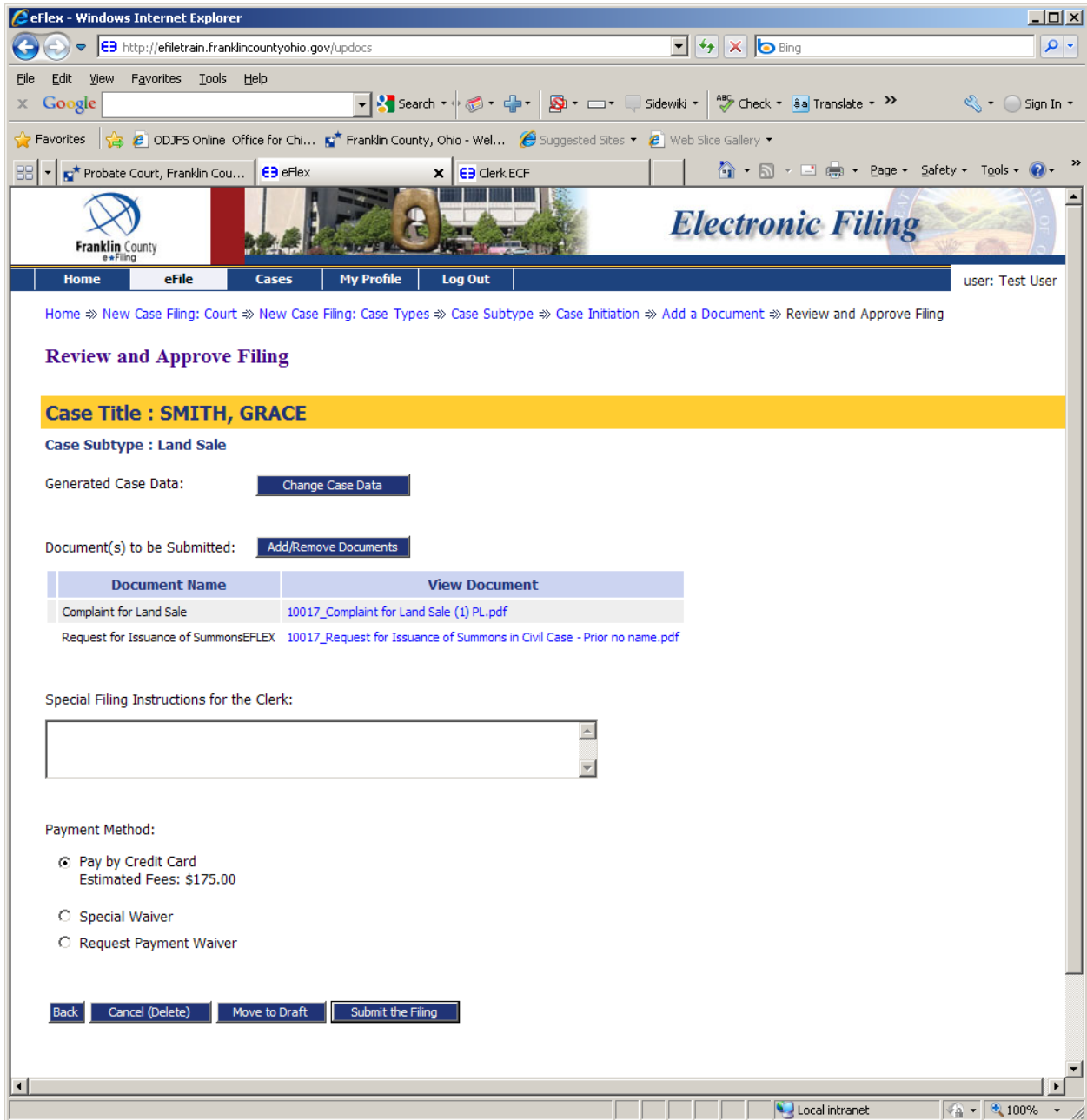
There is a text area for 'Special Filing Instructions for the Clerk:' which is currently empty.

The 'Payment Method:' section has three radio button options:

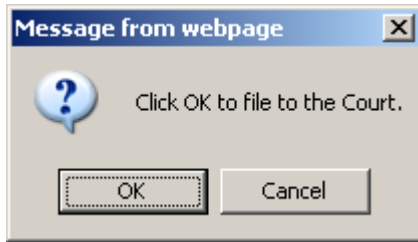
- Pay by Credit Card (Estimated Fees: \$175.00)
- Special Waiver
- Request Payment Waiver

At the bottom, there are four buttons: 'Back', 'Cancel (Delete)', 'Move to Draft', and 'Submit the Filing'.

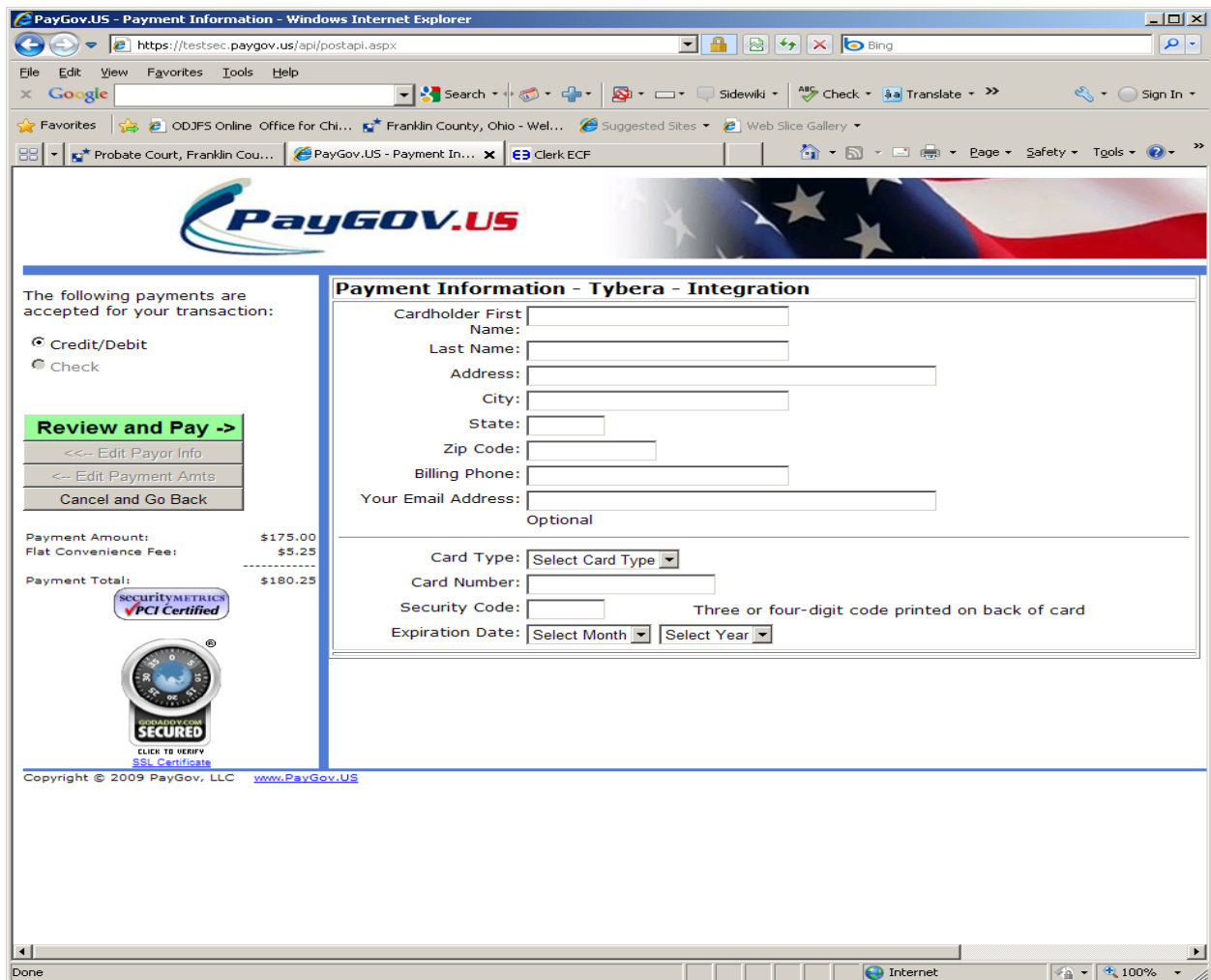
At this point, you will need to select 'Pay by Credit Card – Estimated Fees:'



Click 'Submit the Filing'



Click on OK and you will be directed to the payment page



Complete all the information required on this page.

Click on the green button – Review and Pay

Read the yellow highlighted paragraphs and click on I Agree.

PayGov.US - Review Payment Information - Windows Internet Explorer


https://testsec.paygov.us/enduser/transact3.aspx?ttid=11149

File Edit View Favorites Tools Help

Google Search Sidewiki Check Translate Sign In

ODJFS Online Office for Chi... Franklin County, Ohio - Wel... Suggested Sites Web Slice Gallery

Probate Court, Franklin Cou... PayGov.US - Review Pay... Clerk ECF



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
Cancel and Go Back



Payment Amount: \$175.00
Flat Convenience Fee: \$5.25
Payment Total: \$180.25

Payment Information - Tybera - Integration

Cardholder Name: TESTING TESTING
Address: 373 S HIGH ST
: COLUMBUS, OH
Credit Card: VISA 4*****1111 exp 10/13

Payment Amount: \$175.00
Convenience Fee: \$5.25
Payment Total: \$180.25

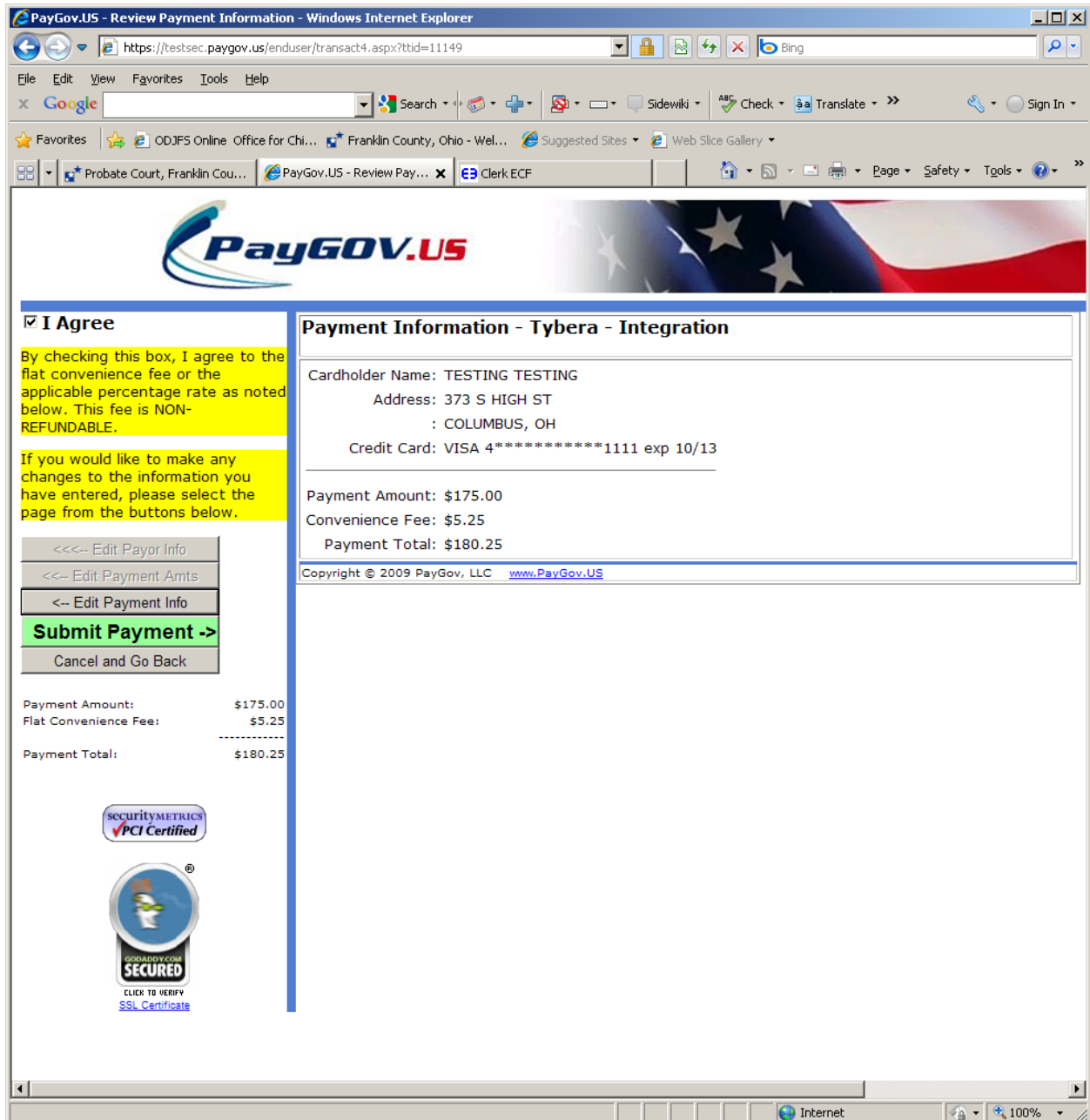
Copyright © 2009 PayGov, LLC www.PayGov.US



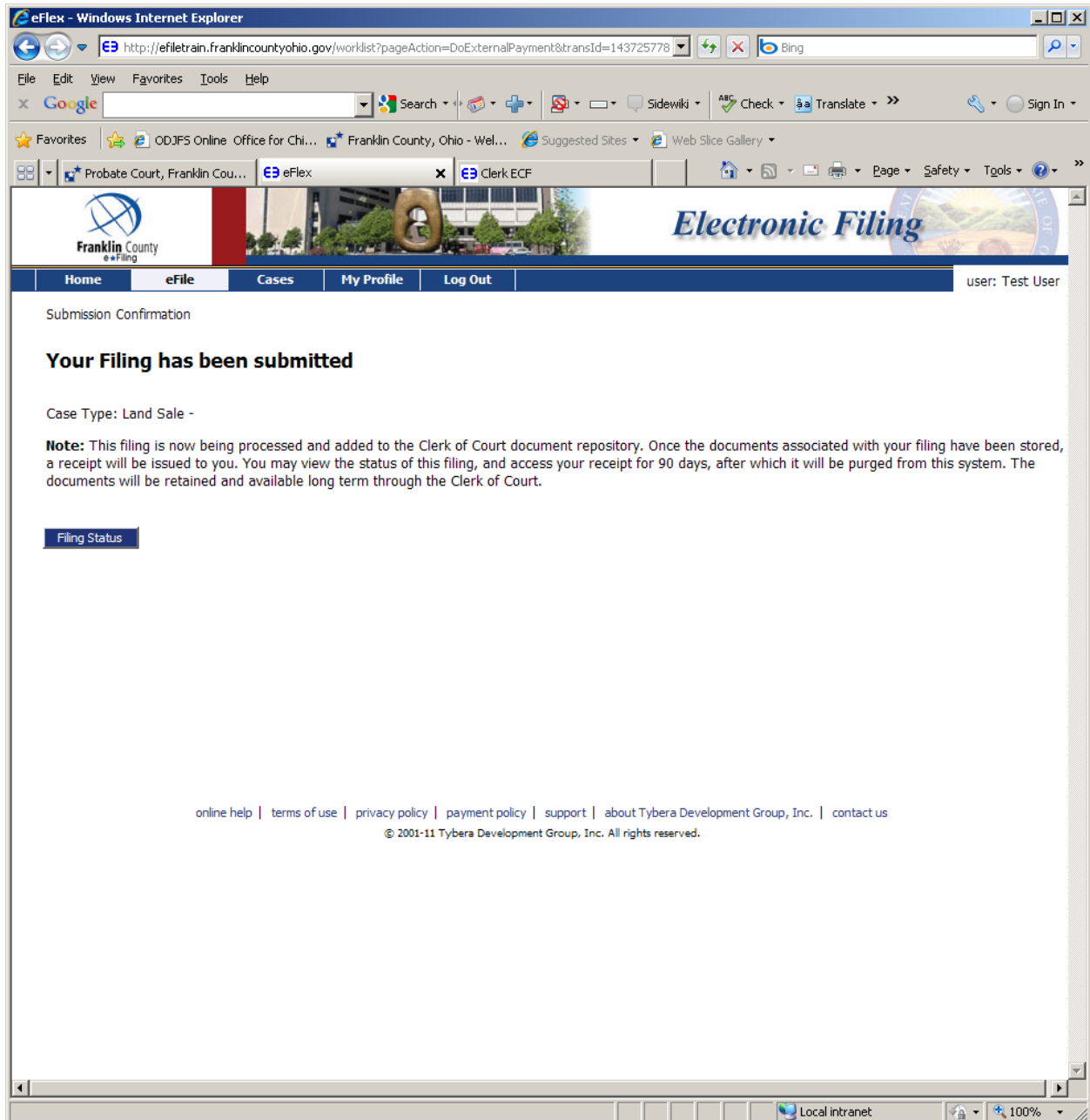
Done Internet 100%

Click on the green 'Submit Payment' button to finish your credit card transaction.

PayGov will pre-authorize the costs and place a hold for this amount on your card. You will receive an email verifying that the pre-authorization/hold has occurred. No charges will appear on your credit card or bank statement until acceptance by Franklin County. You will receive final confirmation in your eFlex receipt.



Your Filing has been submitted.



Click on 'Filing Status' to see the status of the submittance.

AMENDED COMPLAINT

When submitting an Amended Complaint, from the 'Add a Document' page you will click on 'Next'.

The screenshot shows a web browser window titled "eFlex - Windows Internet Explorer" with the address bar displaying "http://efiletrain.franklincountyohio.gov/worklist". The browser's address bar, menu bar, and toolbar are visible. The page content includes a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out", and a user name "user: Michael L. Miller". The main content area shows the breadcrumb "Home » Existing Case » Add a Document" and a yellow header with "Case Number : 600305A" and "Case Title : RICH, MARIE JOLENE". Below this, the "Case Subtype : Land Sale" is displayed. The form includes a "Document Category" dropdown set to "AMENDED COMPLAINT", a "Document Type *" dropdown set to "Amended Complaint for Land Sale", an "Additional Text" input field, a "Document Location" field with a file path and a "Browse..." button, and a "Page Count" input field. An "Add" button is located below the "Add to Submission" label. A table with columns "Document Name", "View Document", "Edit Data", "Size", "Pg Count", and "Remove" is present but empty. At the bottom of the form, there are "Back", "Move to Draft", 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: "© 2001-11 Tybera Development Group, Inc. All rights reserved." The browser's status bar at the bottom shows "Local intranet" and "100%" zoom.

Uploading an Amended Complaint prompts the below page where you are able to add additional plaintiffs or defendants if your Amended Complaint contains parties in addition to the parties reported on the Complaint. If there are no additional parties to be added, simply click 'Next'.



If you have more documents to submit, click on the 'Add/Remove Documents' button and continue adding documents for submission. Otherwise click 'Submit the Filing'.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: Michael L. Miller

Home > Existing Case > Add a Document > Amended Complaint > Review and Approve Filing

Review and Approve Filing

Case Number : 600305A Case Title : RICH, MARIE JOLENE

Case Subtype : Land Sale

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Amended Complaint for Land Sale	10017_Complaint for Land Sale (1) PL.pdf

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)
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HOME PAGE

The screenshot shows a Windows Internet Explorer browser window displaying the eFlex web application. The address bar shows the URL: <http://173.14.235.199:81/worklist?pageAction=DefaultTask>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for navigation and utility. The page title is "eFlex - Windows Internet Explorer".

The web application header features the Franklin County eFiling logo on the left and the text "Electronic Filing" on the right. Below the header is a navigation menu with the following items: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "user: Probate e".

The main content area is titled "Home" and contains a list of links for user actions:

- [New Case](#): File new case
- [Auto-detect Filing](#): Auto-detect filing information from PDF
- [File To Existing Case](#): File subsequent document to existing case
- [Filing Status](#): Check the status of my filings
- [My Recent Cases](#): List of my ECF cases
- [Notifications](#): Review your Notifications

At the bottom of the page, there is a footer with the following text:

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)
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FILING STATUS

Choose 'Filing Status' from the Home Page

You can see a list of cases you have submitted/filed.

Under 'Status' click on the hyperlink 'Awaiting Approval'.

The screenshot shows the eFlex web application interface in a Windows Internet Explorer browser. The browser address bar shows the URL: http://efiletest.franklincountyohio.gov/worklist. The page title is "Electronic Filing" and the user is identified as "Michael L. Miller".

The navigation menu includes: Home, eFile, Cases, My Profile, Log Out. The current page is "Filing Status".

My Filings

Michael L. Miller Filings
Report Criteria:

View Filings Between: [] AND [] Clear Dates

Filing ID: [] Court Case #: [] Client #: [] Status: [All]

Go

My Filings

Delete

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
<input type="checkbox"/>	3325		SHERMAN, HOWARD	600256A	07-29-2011:10:35:22 AM	Miscellaneous Filing	Accepted
<input type="checkbox"/>	3907		MAYNARD, LOUIS EDWARD, JR	600095A	07-28-2011:03:48:46 PM	Answer	Awaiting Approval
<input type="checkbox"/>	3903		NUTT, HARLEY EMERSON	510380A	07-28-2011:02:16:09 PM	Miscellaneous Filing	Accepted
<input type="checkbox"/>	3902		NUTT, HARLEY EMERSON	510380A	07-28-2011:02:08:31 PM	Motion - General	Accepted
<input type="checkbox"/>	3897		CROUCHER, DAWN	600336A	07-28-2011:11:42:11 AM	Complaint for Land Sale	Accepted
<input type="checkbox"/>	3876		LITTLER, PHILLIS M.	521635A	07-27-2011:11:16:16 AM	Complaint for Presumption of Death	Accepted
<input type="checkbox"/>	3871		HULLING, BARBARA J.	542201A	07-27-2011:10:12:47 AM	Complaint to (Other):	Accepted
<input type="checkbox"/>	3860		KARSHNER, JEFFREY, JR.	488426B	07-27-2011:09:30:45 AM	Complaint to (Other):	Accepted
<input type="checkbox"/>	3856		MYERS, GEORGE C, IV	600327A	07-27-2011:09:07:49 AM	Application	Accepted
<input type="checkbox"/>	3838		BROWN, DAVID S	600232A	07-26-2011:03:59:09 PM	MEMORANDUM CONTRA	Not Accepted Resubmit
<input type="checkbox"/>	3836		PARKER, TREVOR RYAN	485272A	07-26-2011:03:11:47 PM	Motion - General	Accepted
<input type="checkbox"/>	3834		PARKER, TREVOR RYAN	485272A	07-26-2011:02:58:10 PM	Amended Complaint for Land Sale	Accepted
<input type="checkbox"/>	3833		VON JASINSKI, LORETTA JANE	485246B	07-26-2011:02:45:26 PM	Proposed Entry Finding Sale Necessary, Disp w/ Appraisal, Waiving Add'l Bond, Ordering PRIVATE Sale	Awaiting Approval
<input type="checkbox"/>	3832		PARKER, TREVOR RYAN	485272A	07-26-2011:02:43:27 PM	Status Letter	Accepted

You can see what documents were uploaded and additional information.

EXISTING CASE

Across the top of each eFlex page you have additional functions such as 'Existing Case'. This is found under 'eFile'.



At the bottom of this page, you will see a listing of your e-Filing cases.

The screenshot shows the eFlex web application interface within a Windows Internet Explorer browser window. The browser address bar shows the URL <http://efiletrain.franklincountyohio.gov/notify>. The page features a navigation menu with options: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as 'Test User'.

The main content area is titled 'Existing Cases' and includes a search form with the following fields:

- Case Number:** An empty text input field.
- Court:** A dropdown menu currently set to 'PROBATE COURT'.
- Case Title:** An empty text input field.
- Submit:** A blue button to execute the search.

Below the search form, there is an example case number: 'Ex: 012345A'. A prompt reads: 'Select a recent case, or filter all your cases.' with a 'Search My Cases' button. To the right, a dropdown menu indicates 'Number of cases displayed per page: 50'.

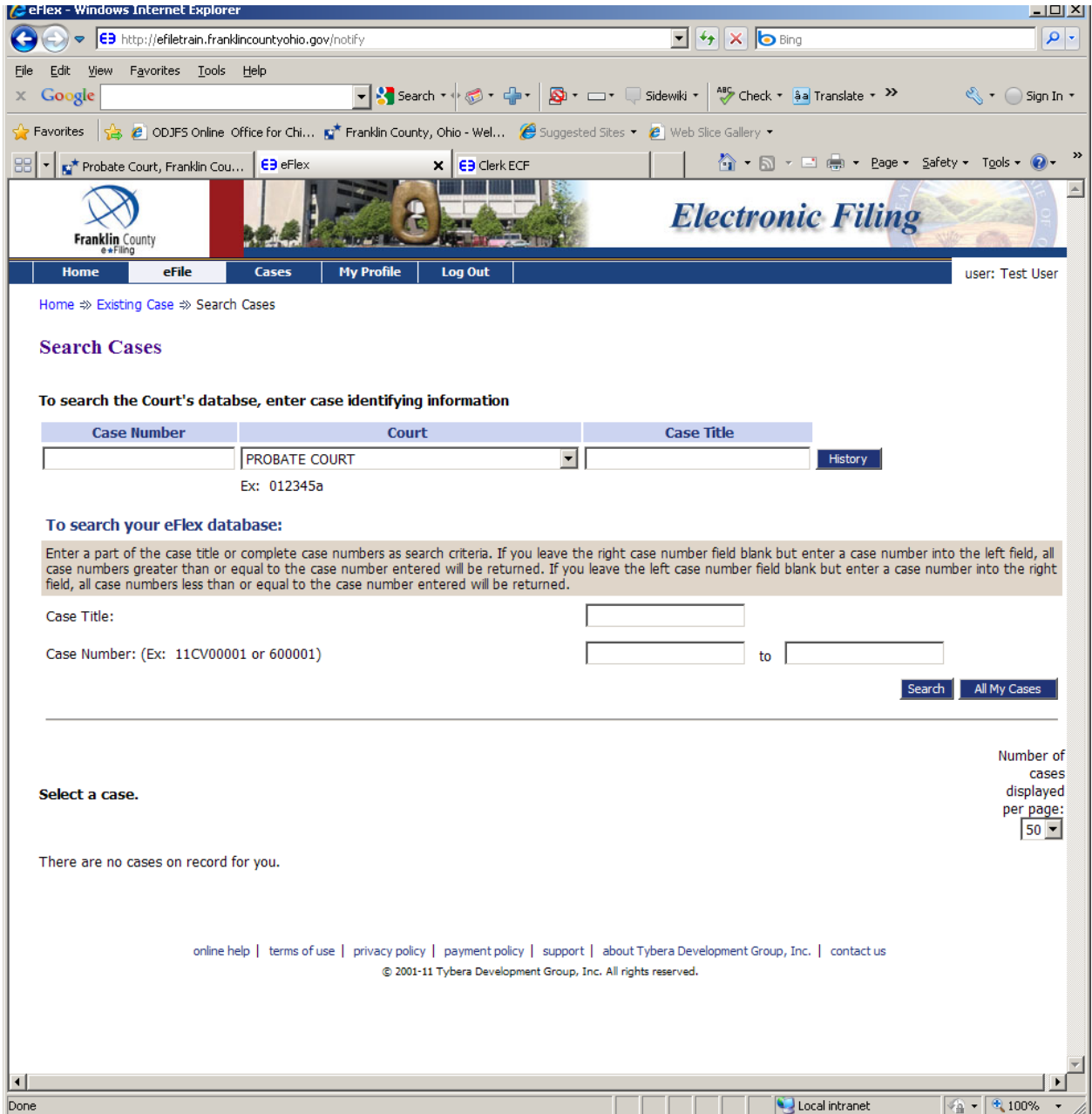
The search results are displayed in a table with the following data:

Case Title	Case Number	Case Type	Date Opened
JONES, TOM	600313A	CIVIL ACTION LAND SALE	07/15/2011
SMITH, GRACE	600311A	CIVIL ACTION LAND SALE	07/15/2011

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'. A copyright notice states: '© 2011-11 Tybera Development Group, Inc. All rights reserved.'

If you have a long list of cases listed, you have the option to narrow your search by clicking on 'Search My Cases'.

Enter a part of the 'Case Title' or complete case number as search criteria. If you leave the right case number field blank but enter a case number into the left field, all case numbers greater than or equal to the case number entered will be returned. If you leave the left case number field blank but enter a case number into the right field, all case numbers less than or equal to the case number entered will be returned.



DATE DATA / SETTING HEARINGS

You need to find and confirm your hearing date selection before you submit a *Proposed Entry Setting Hearing* or a *Proposed Entry Continuing Hearing*

For instructions on how to select and confirm an available hearing date and time please refer to the iFrame Instructions first.

Once you have found and confirmed a hearing date and have uploaded a hearing document you will be directed to the below page.

Enter the date and time of the hearing.

The screenshot shows a web browser window displaying the eFlex application. The browser's address bar shows the URL <http://efiletrain.franklincountyohio.gov/updocs>. The page features a navigation menu with options: Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail indicates the current path: Home » Existing Case » Add a Document » Date Information. The main heading is "Date Information" with a sub-heading "Proposed Entry Setting Hearing". A yellow highlighted box displays the case details: "Case Number : 600305A Case Title : RICH, MARIE JOLENE". Below this, the "Date Information:" section contains a form with a "Date:" label, a calendar icon, and input fields for the day, month, and year, followed by "at" and input fields for the hour and minute, and a dropdown menu for "AM" or "PM". There are "Back" and "Next" buttons below the form. 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", along with a copyright notice: "© 2001-11 Tybera Development Group, Inc. All rights reserved."

Click Next.

ADDITIONAL DEPOSIT

If you get to the Review and Approve Filings page and there are additional costs due you will see an 'Error' message in **red font** informing you that a MINIMAL ADDITIONAL DEPOSIT IS REQUIRED.

If an additional deposit is required:

- Select the 'Back' button

The screenshot shows a Windows Internet Explorer browser window displaying the eFlex web application. The address bar shows the URL <http://efiletest.franklincountyohio.gov/worklist>. The page header includes the Franklin County eFiling logo and the text "Electronic Filing". The navigation menu has tabs for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "Michael L. Miller". The breadcrumb trail is "Home > Existing Case > Add a Document > Review and Approve Filing". The main heading is "Review and Approve Filing". A yellow banner displays "Case Number : 600337A Case Title : BLACK, MICHAEL". Below this, it says "Case Subtype : Land Sale". A red error message states: "Error: MINIMUM ADDITIONAL DEPOSIT OF 514.00 REQUIRED". Under "Document(s) to be Submitted:", there is a table with one entry: "Miscellaneous Filing" with a "View Document" link pointing to "AAA_Test_OrigNoMacros.pdf". There is a text area for "Special Filing Instructions for the Clerk:". At the bottom, there are four buttons: "Back", "Cancel (Delete)", "Move to Draft", and "Submit the Filing". 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 "© 2001-11 Tybera Development Group, Inc. All rights reserved."

Then select:

- 'Document Category' of DEPOSIT CODES
- 'Document Type' of Additional Deposit
- Click 'Add'

Home eFile Cases My Profile Log Out user: Michael L. Miller

Home > Existing Case > Add a Document

Case Number : 600337A Case Title : BLACK, MICHAEL

Case Subtype : Land Sale

Document Category: DEPOSIT CODES

Document Type: Additional Deposit

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
Miscellaneous Filing	AAA_Test_OrigNoMacros.pdf		1.62 MB	518	<input type="button" value="X"/>

Total Size: 1.62 MB

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Enter the deposit amount.

Franklin County e+File

Electronic Filing

Home eFile Cases My Profile Log Out user: Michael L. Miller

Home > Existing Case > Add a Document > Additional Deposit Body

Additional Deposit

Case Number : 600337A Case Title : BLACK, MICHAEL

Amount to be Collected:

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Click 'Next'

This will take you back to the Review and Approve Filing page.

FILING AN ANSWER

When you upload an *Answer*, you will be sent to the below “Notice of Appearance” page.

- Select the name of the defendant(s) you are representing

This will associate you to the case and will add you as the attorney for the party or parties selected.



Home ⇒ Existing Case ⇒ Add a Document ⇒ Notice Of Appearance

Answer

Case Number : 600337A Case Title : BLACK, MICHAEL

Last Name	Bar #	Delete	Add an Attorney for this Party
Belskis	000024244	X	Last Name: <input type="text"/> Bar #: <input type="text"/> <input type="button" value="Add"/>

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	MONICA BLACK	Plaintiff	MILLER, MICHAEL L.
<input checked="" type="checkbox"/>	SHIRLEY ANN SMITH	Defendant	
<input checked="" type="checkbox"/>	JOSHUA BLACK	Defendant	
<input type="checkbox"/>	FRANKLIN COUNTY TREASURER	Defendant	
<input type="checkbox"/>	HUNTINGTON NATIONAL BANK	Defendant	

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Click 'Next'

APPEND TO DOCUMENT INSTRUCTIONS

Docket Type: Append to Document (code 'atd')

If a filer has a large document to file, such as a 1,200 page *Complaint*, it may be too large to upload in eFlex in a single submission. You will need to break the document down into several smaller filings and upload them separately.

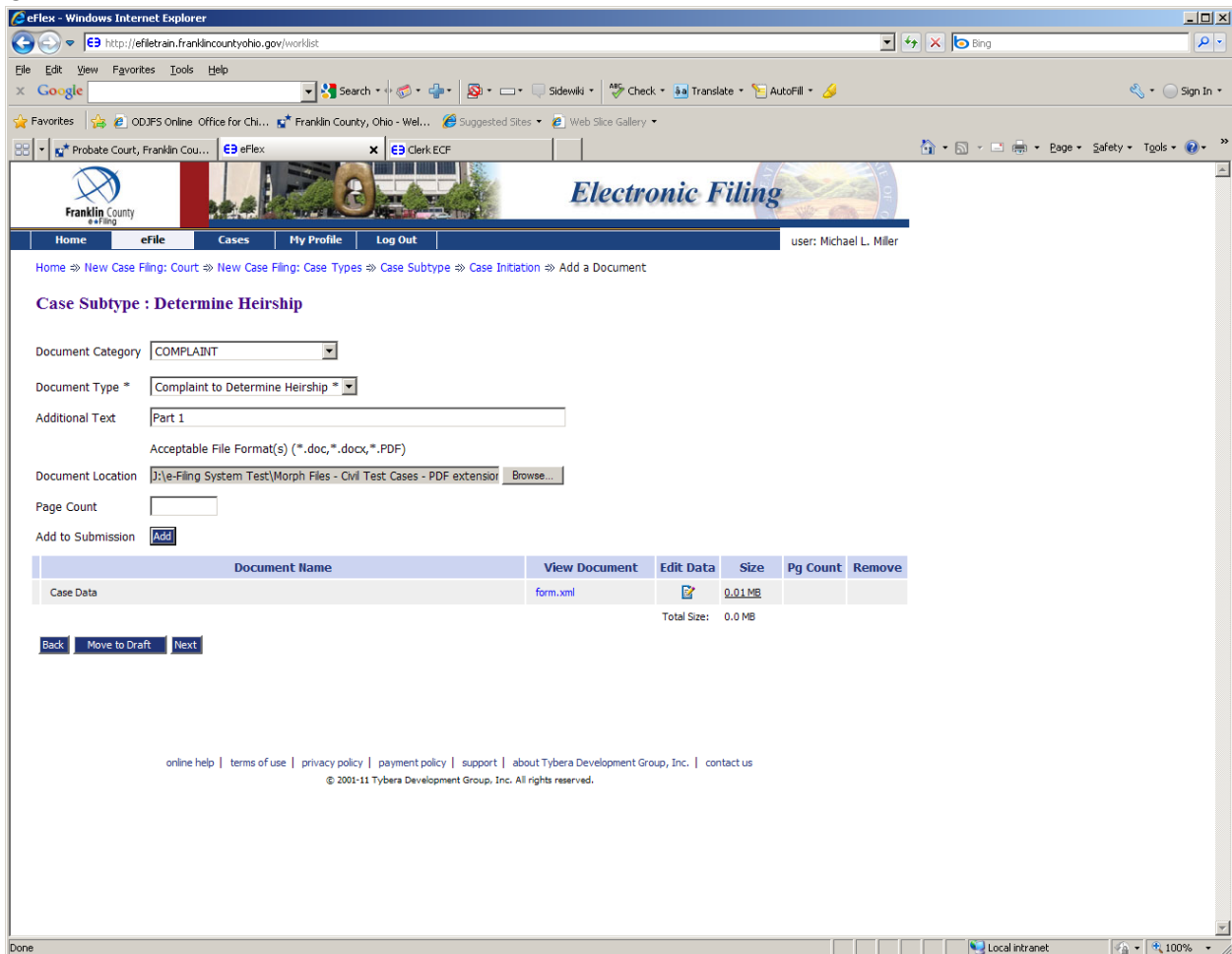
The size restrictions under the Probate Court e-Filing Administrative Order VI (A) are:

- A. Size of Filing.** All submissions must be done according to Local Rules and all submissions shall be limited to five megabytes (5MB) in size. No combination of PDF files in one transmission may accumulate to more than 25 megabytes (25MB) in size.

Example:

'Add a Document':

Document Category: Complaint
 Document Type: Complaint to Determine Heirship
 Additional Text (optional): Part 1 (does not go on the Court's docket but provides
 a note to the Court/Clerk only)
 Document Location: Upload Complaint Part 1
 Click: Add



Document has been uploaded:

Electronic Filing

Home eFile Cases My Profile Log Out user: Michael L. Miller

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

Case Subtype : Determine Heirship

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		
Complaint to Determine Heirship	104 page document for e-Filing.pdf		0.59 MB	104	
			Total Size:	0.59 MB	

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Document Category:Append/Attach Document
 Document Type:Append to Document
 Additional Text (optional):Part 2
 Document Location:Browse
 Click:.....Add

Document Category:

Document Type:

Additional Text:

Document Location:

Page Count:

Add to Submission:

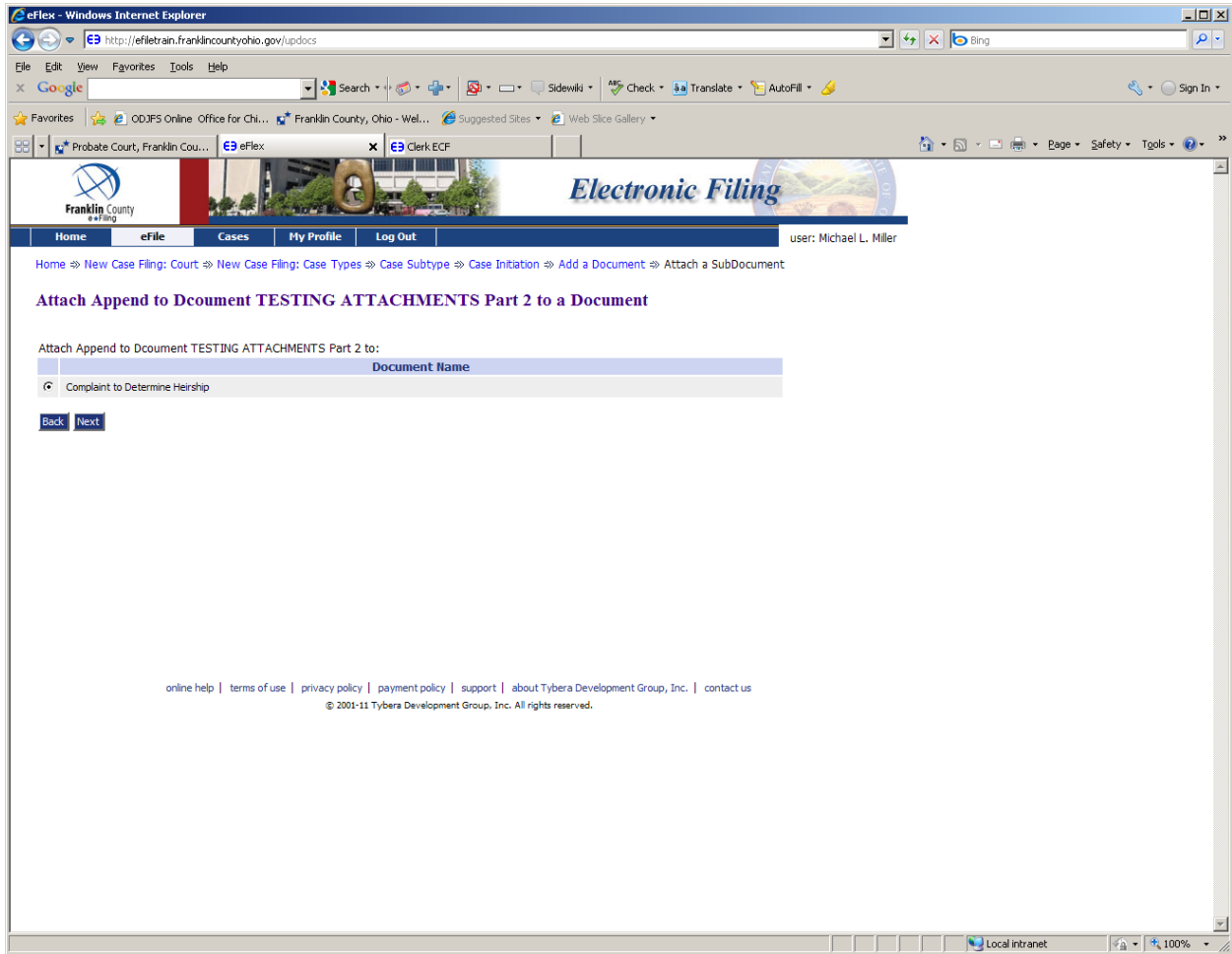
Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
Complaint to Determine Heirship	104 page document for e-Filing.pdf		0.59 MB	104	
			Total Size:	0.59 MB	

Back Next

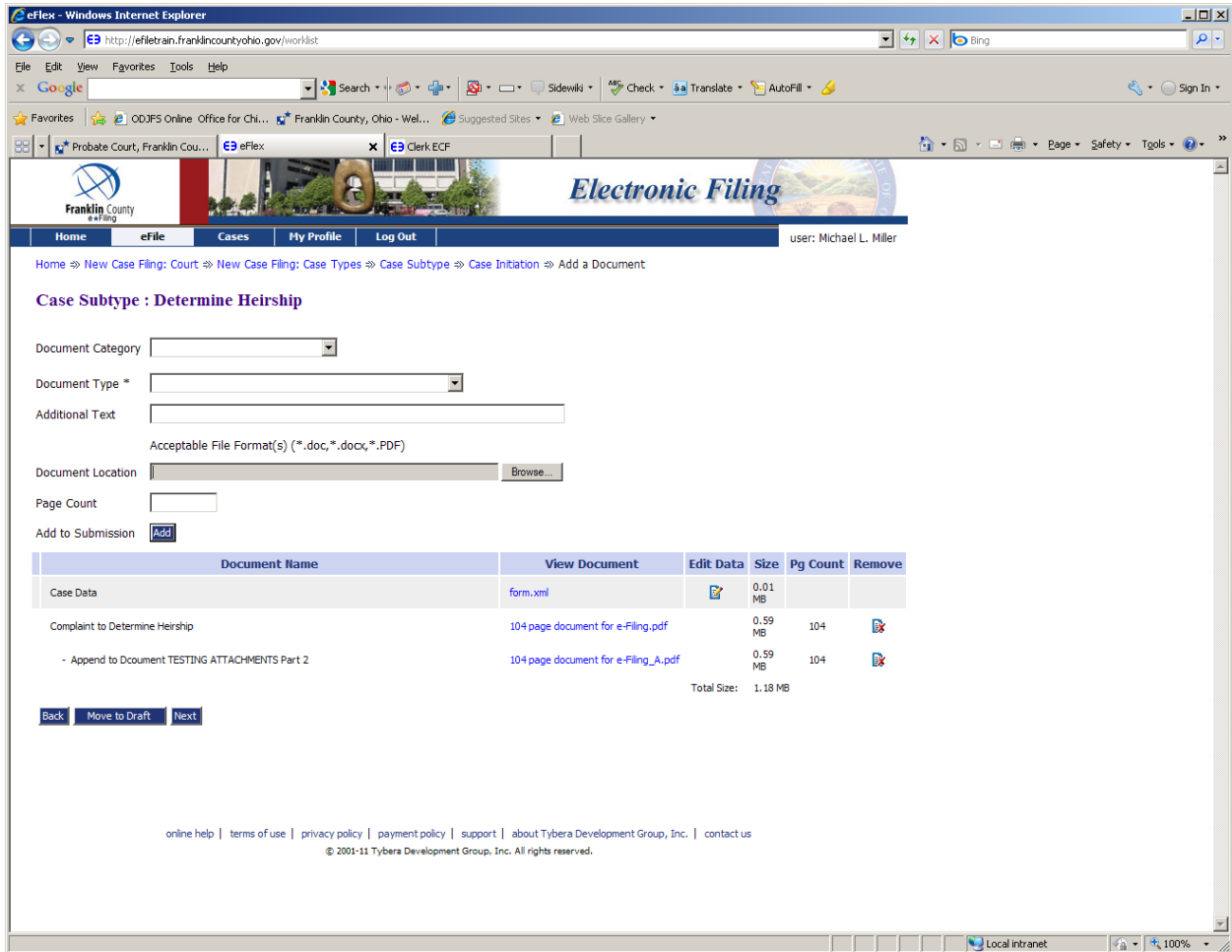
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You will then be directed to a Document Form (docform) as shown below. Select the document you wish to attach the Append to Document code to.

Click Next



Append to Document will be indented under the main document and your 'Part 2' will be associated/attached to the Complaint.



Repeat adding the 'Append to Document' until the entire document has been uploaded.

NOTICE OF APPEARANCE

If you are not filing an Answer but are representing a defendant you will need to file a 'Notice of Appearance' in order to add yourself to the case as a party.

From the 'Home' page click on 'File to an Existing Case'. Enter the 'Case Number', Court and enter the last name of the case in the 'Case Title' field. Click 'Submit'.

The screenshot shows the eFlex web application interface. The browser window title is "eFlex - Windows Internet Explorer" and the address bar shows "http://efiletest.franklincountyohio.gov/notify". The page has a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is logged in as "Michael L. Miller".

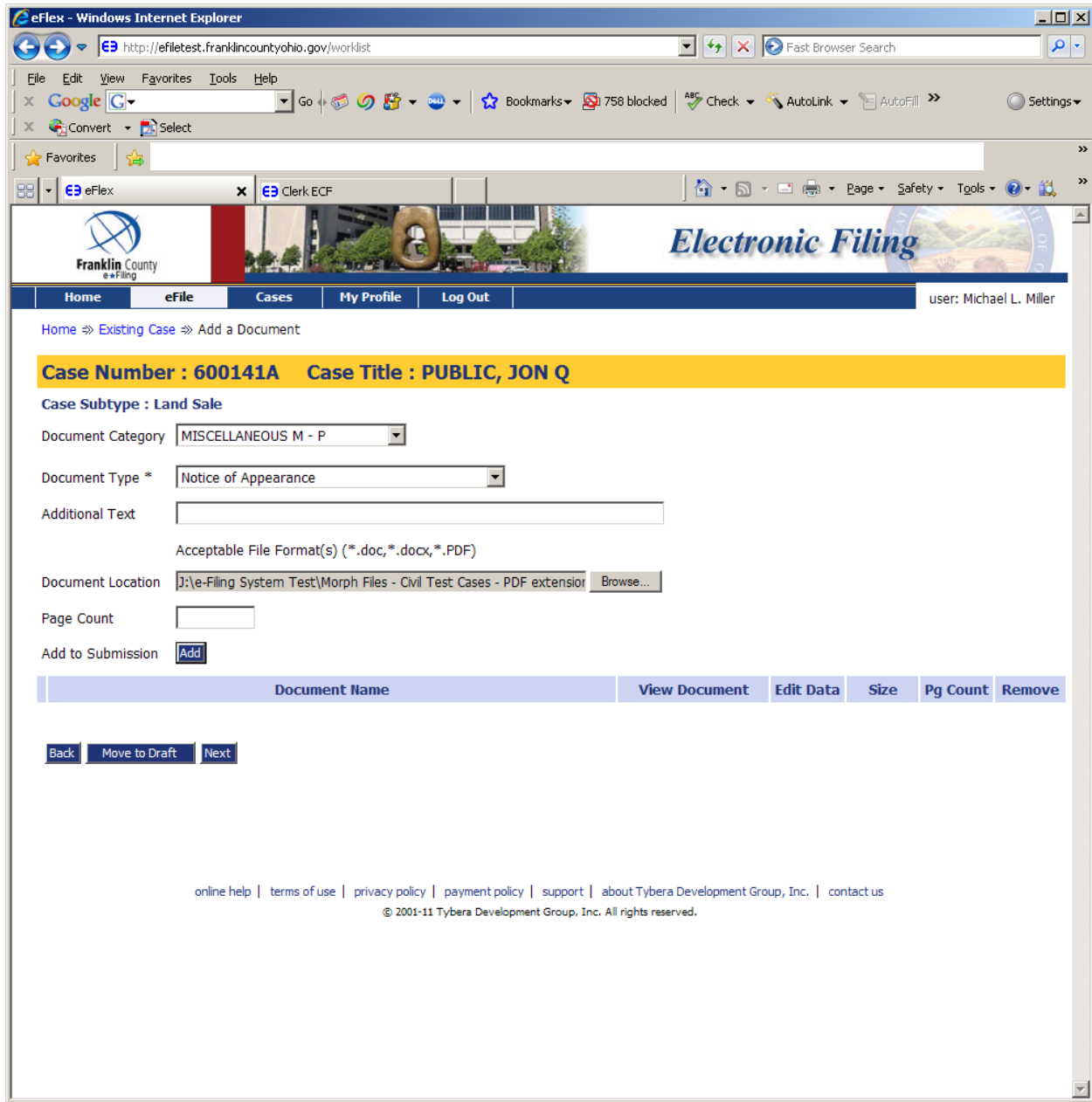
The "Existing Cases" section features a form with the following fields:

- Case Number: 600141A
- Court: PROBATE COURT, COURT OF COMMON PLEAS
- Case Title: PUBLIC
- Submit button

Below the form, there is a search section with the text "Select a recent case, or filter all your cases." and a "Search My Cases" button. The "Number of cases displayed per page" is set to 50.

Case Title	Case Number	Case Type	Date Opened
LEEDS, JOSEPH	600341A	CIVIL ACTION LAND SALE	08/04/2011
BLACK, MICHAEL	600337A	CIVIL ACTION LAND SALE	07/29/2011
CROUCHER, DAWN	600336A	CIVIL ACTION LAND SALE	07/28/2011
MYERS IV, GEORGE C.	600327A	Bill in Equity	07/22/2011
HOOVER, JONATHON	600324A	CIVIL ACTION LAND SALE	07/20/2011
RICH, MARIE JOLENE	600305A	CIVIL ACTION LAND SALE	07/13/2011
SHAW, CHERYL	600276A	CIVIL ACTION LAND SALE	07/05/2011
ANDERSON, FREDERICK	600269A	Instructions	06/24/2011
DEVINIS, EMMA	600260A	CIVIL ACTION LAND SALE	06/16/2011
SHERMAN, HOWARD	600256A	CIVIL ACTION LAND SALE	06/14/2011
CLARK, ROSEMARY	600250A	CIVIL ACTION LAND SALE	06/08/2011
COOPER, WINNIE A.	600249A	CIVIL ACTION LAND SALE	06/07/2011
BROWN, MADISON	600243A	CIVIL ACTION LAND SALE	05/27/2011
BROWN, MAJ TURI	600242WC	CIVIL ACTION WILL CONTEST	05/27/2011
JOHNSON, KENT	600241A	CIVIL ACTION LAND SALE	05/27/2011
SHEPHERD, CARLYN HOLLAND	600239A	Concealment of Assets	05/27/2011
ANDERSON, BRYAN	600238A	CIVIL ACTION LAND SALE	05/27/2011
SCOTT, MORGAN	600234A	Concealment of Assets	05/26/2011

- 'Document Category' choose 'MISCELLANEOUS M – P'
- 'Document Type' choose 'Notice of Appearance'
- Upload your Notice of Appearance document
- Click 'Add'



Home ⇒ Existing Case ⇒ Add a Document

Case Number : 600141A Case Title : PUBLIC, JON Q

Case Subtype : Land Sale

Document Category MISCELLANEOUS M - P

Document Type * Notice of Appearance

Additional Text

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

Document Location J:\e-Filing System Test\Morph Files - Civil Test Cases - PDF extension Browse...

Page Count

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
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Select the party or parties you are representing. Click 'Next'.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: Michael L. Miller

Home » Existing Case » Add a Document » Notice Of Appearance

Notice of Appearance

Case Number : 600141A Case Title : PUBLIC, JON Q

Add an Attorney for this Party

Last Name	Bar #	Delete	Last Name:	Bar #:
Miller	000025561	X	<input type="text"/>	<input type="text"/>

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	TOM D PETERS	Plaintiff	TOOT, DOUGLAS M.
<input type="checkbox"/>	BOB D. DETERS	Defendant	
<input type="checkbox"/>	JOHN SMITH	Defendant	
<input checked="" type="checkbox"/>	YVONNE IMON HOLIDAY	Defendant	
<input checked="" type="checkbox"/>	VIC PASINI	Defendant	
<input checked="" type="checkbox"/>	TERRI LAYMAN	Defendant	

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Home eFile Cases My Profile Log Out user: Michael L. Miller

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 600141A Case Title : PUBLIC, JON Q

Case Subtype : Land Sale

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
Notice of Appearance	10025_Notice of Appearance of Additi.pdf		0.03 MB	1	

Total Size: 0.03 MB

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If you have no other documents to add click 'Next'.

PRO SE FILER

If you are a pro se e-Filer you will need to associate yourself to the case in order to receive NEFs (Notice of Electronic Filing).

- Choose Document Category 'NOTICE OF CASE ASSOCIATION'
- Chose Document Type 'NOTICE OF CASE ASSOCIATION'
- Click 'Add'

The screenshot shows a web browser window displaying the eFlex application. The browser's address bar shows the URL <http://efiletest.franklincountyohio.gov/worklist>. The application header includes the Franklin County e-Filing 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 "yvonne imon holiday".

The main content area shows the path: Home ⇒ Existing Case ⇒ Add a Document. A yellow banner displays the case information: **Case Number : 600337A Case Title : BLACK, MICHAEL**. Below this, the "Case Subtype : Land Sale" is indicated. The form fields are as follows:

- Document Category:
- Document Type *:
- Additional Text:
- Acceptable File Format(s) (*.doc,*.docx,*.PDF):
- Document Location:
- Page Count:
- Add to Submission:

Below the form is a table with the following columns: Document Name, View Document, Edit Data, Size, Pg Count, and Remove. At the bottom of the form are buttons for Back, Move to Draft, and Next.

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Click 'Next'

Select your name.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: yvonne imon holiday

Home > Existing Case > Add a Document > PIN Merge

NOTICE OF CASE ASSOCIATION

Case Number : 600337A Case Title : BLACK, MICHAEL

Pro Se Notice of Case Association

Filer : yvonne imon holiday
Check the party that corresponds to you the filer

Select	Participant Name	Current Role
<input type="radio"/>	MONICA BLACK	Plaintiff
<input type="radio"/>	SHIRLEY ANN SMITH	Defendant
<input type="radio"/>	JOSHUA BLACK	Defendant
<input type="radio"/>	FRANKLIN COUNTY TREASURER	Defendant
<input type="radio"/>	HUNTINGTON NATIONAL BANK	Defendant
<input checked="" type="radio"/>	YVONNE IMON HOLIDAY	Defendant

Back Next

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Click 'Next'

Do not add any filings at this time.

Submit the Filing

Once the NOTICE OF CASE ASSOCIATION is approved by the clerk, you will get NEFs through the e-Filing System for any documents filed on this case.