

e-FILING INSTRUCTIONS

DISINTERMENTS

Log into the e-Filing System



Choose New Case

The screenshot shows a web browser window displaying the Franklin County eFiling website. The browser's address bar shows the URL <https://efiletrain.franklin...>. The website header includes the Franklin County eFiling logo, a banner image with the text "Electronic Filing", and a navigation menu with options: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "user: YVONNE IMON HOLIDAY".

Under the "Home" section, there are five main menu items:

- New Case**: File new case
- File To Existing Case**: File subsequent document to existing case
- Filing Status**: Check the status of filings
- My Recent Cases**: List of my cases
- Notifications (4)**: Review Notifications

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." The browser's zoom level is set to 100%.

Choose Probate Court, Court of Common Pleas

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 features a navigation menu with options: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as 'YVONNE IMON HOLIDAY'. The main content area is titled 'New Case Filing: Court' and includes a 'Description' section with the following links: DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS; GENERAL DIVISION, COURT OF COMMON PLEAS; PROBATE COURT, COURT OF COMMON PLEAS; and TENTH DISTRICT COURT OF APPEALS. The footer contains links for online help, terms of use, privacy policy, payment policy, support, and contact information, along with a copyright notice for Tybera Development Group, Inc. (© 2001-11).

Choose Disinterment

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 "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "YVONNE IMON HOLIDAY". The breadcrumb trail reads "Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types". The main content area is titled "Case Types" and features a list of case categories. The "Disinterment" option is highlighted in blue, indicating it is the selected case type.

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

If you are the petitioner, you do not have to enter any other parties. If you are an attorney submitting the case for the petitioner, you will need to choose Add My Parties to enter the petitioner's name, address and phone number.

If the petitioner is an attorney, and the attorney is logged in, your role as attorney will not fill in the petitioner. You will need to add yourself as petitioner under Add My Parties.

Choose Next button



Choose Document Category: Applications/Motions

Choose Document Type: Application for Disinterment*

Choose the Browse button to find where you have the Application saved on your computer.

Choose Add to Submission

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 Initiation » Add a Document

Case Subtype : Disinterment

Document Category: APPLICATIONS/MOTIONS

Document Type *: Application for Disinterment *

Additional Text:

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

Document Location: S:\MISCELLANEOUS CASE\TEST - Application for Disinterment.pdf

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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When you choose the Add to Submission button, you will be taken to the below information screen. Enter the first, middle and last name of the decedent; if there is an alias name enter the first, middle and last name, enter the date of birth and choose the Adult or Minor button, depending on the age of the decedent at the time of death.

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 "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is logged in as "YVONNE IMON HOLIDAY".

The main content area displays the breadcrumb trail: Home » New Case Filing: Court » New Case Filing: Case Types » Case Initiation » Add a Document » Misc Petition. Below this is the "Application for Disinterment" form.

Case Name:

- First Name:
- Middle Name:
- Last Name: *
- Suffix:

Alias:

- First Name:
- Middle Name:
- Last Name:
- Suffix:

Date of Birth: *
(mm/dd/yyyy)

Adult **Minor**

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". A copyright notice for Tybera Development Group, Inc. is also present.

Choose Document Category: Miscellaneous Q-W

Choose Document Type: Surviving Spouse, Next of Kin, Legatee-Devisee*

Attached is Form 1.0 listing all persons who would have been entitled to inherit from the decedent under R.C. Chapter 2105, and if the decedent has a will, all legatees and devisees names in that will.

Choose the Browse button to find where you have the Surviving Spouse form saved on your computer.

Choose Add to Submission

The screenshot shows the Franklin County eFiling system interface. The browser address bar shows the URL <https://efiletrain.franklin...>. The page title is "Electronic Filing". The user is logged in as "YVONNE IMON HOLIDAY". The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Document. The case subtype is "Disinterment".

The form fields are:

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

The table below shows the existing documents in the submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
Application for Disinterment	TEST - Application for Disinterment.pdf		0.05 MB	1	
Surviving Spouse, Next of Kin, Legatee-Devisee	TEST - Surviving Spouse, Next of Kin.pdf		0.1 MB	2	
			Total Size:	0.15 MB	

At the bottom of the page, there are buttons for "Back", "Move to Draft", and "Next".

Choose Document Category: Miscellaneous D-L

Choose Document Type: Death Certificate (Miscellaneous Case Type)*

Choose the Browse button to find where you have the Surviving Spouse form saved on your computer.

Choose Add to Submission

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 Initiation » Add a Document

Case Subtype : Disinterment

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		
Application for Disinterment	TEST - Application for Disinterment.pdf		0.05 MB	1	
Surviving Spouse, Next of Kin, Legatee-Devisee	TEST - Surviving Spouse, Next of Kin.pdf		0.1 MB	2	
Death Certificate (Miscellaneous Case Type)	TEST - Death Certificate.pdf		0.01 MB	1	
			Total Size:	0.16 MB	

Choose Document Category: Proposed Entry/Order

Choose Document Type: Proposed Entry Allowing Disinterment*

Choose the Browse button to find where you have the Surviving Spouse form saved on your computer.

Choose Add to Submission

Home eFile Cases My Profile Log Out user: YVONNE IMON HOLIDAY

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

Case Subtype : Disinterment

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		
Application for Disinterment	TEST - Application for Disinterment.pdf		0.05 MB	1	
Surviving Spouse, Next of Kin, Legatee-Devisee	TEST - Surviving Spouse, Next of Kin.pdf		0.1 MB	2	
Death Certificate (Miscellaneous Case Type)	TEST - Death Certificate.pdf		0.01 MB	1	
Proposed Entry Allowing Disinterment	TEST - Proposed Entry Ordering Disinterment.pdf		0.05 MB	1	
			Total Size:	0.21 MB	

If you have any other documents you wish to submit, such as Waiver of Notice, you may do so at this time.

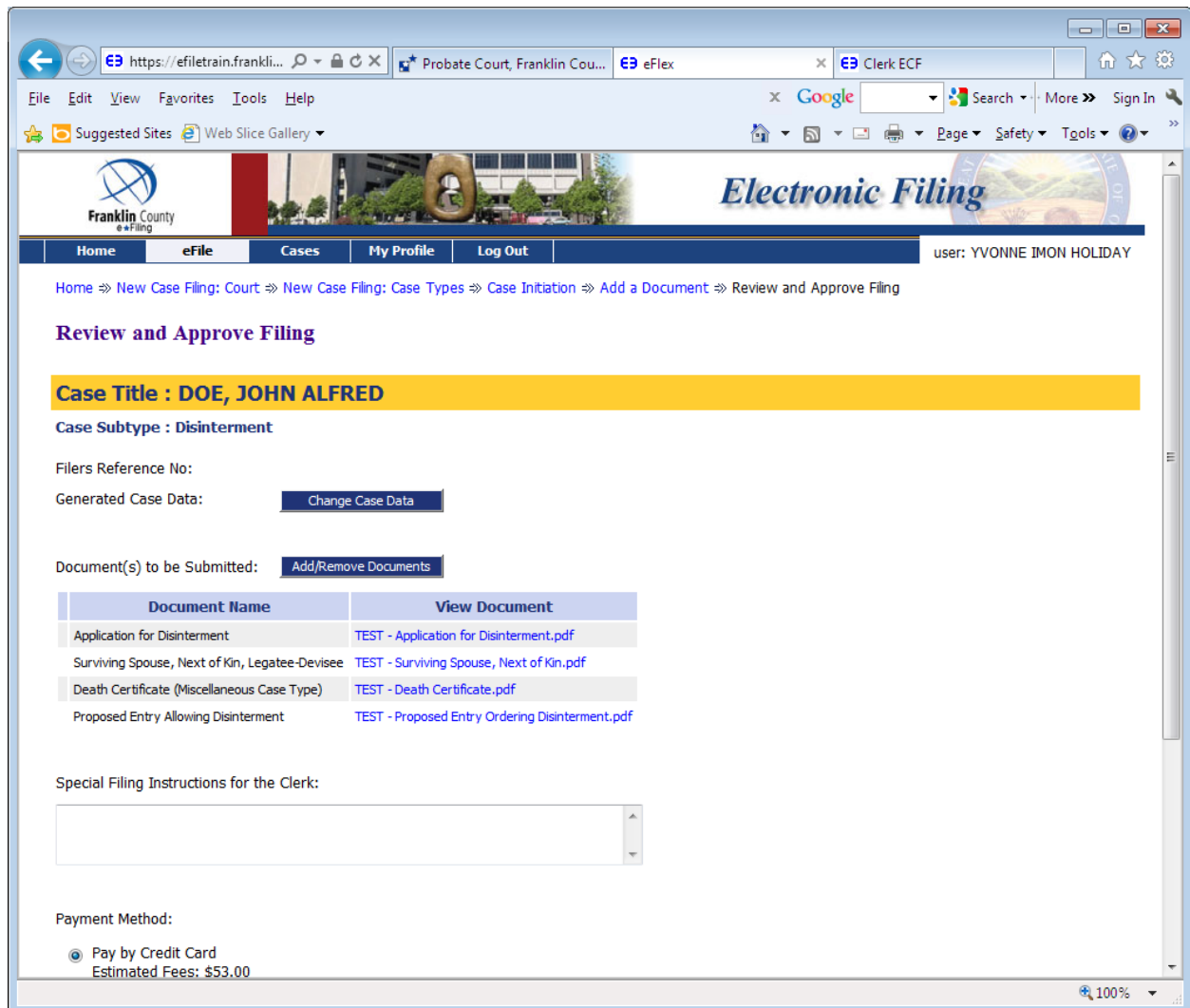
Choose Document Category: that comes closest to describing what you submit

Choose Document Type: that comes closest to describing what you submit

Choose the Browse button to find where you have the form saved on your computer.

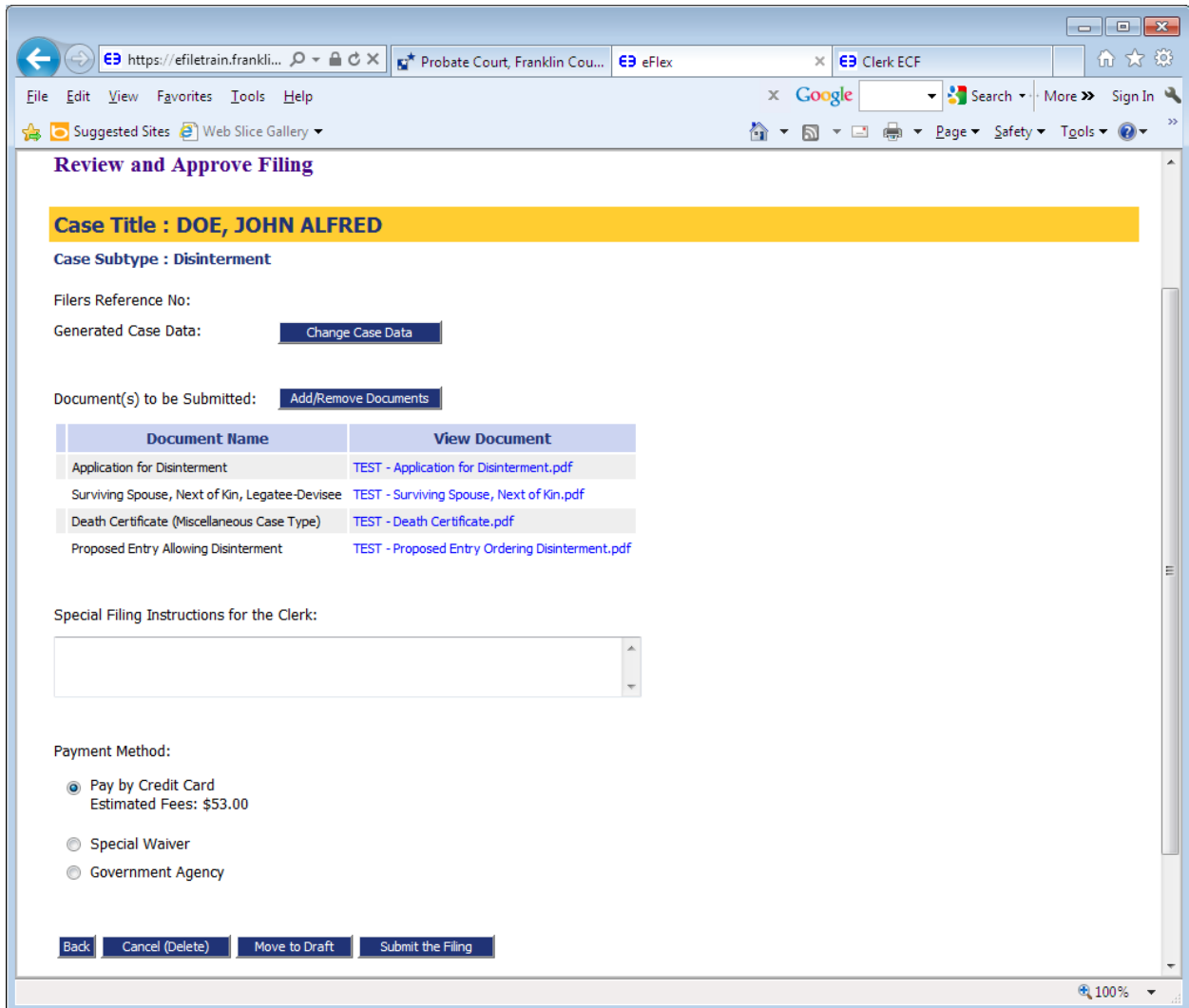
Choose Add to Submission

Once you have uploaded all your documents, choose the Next button



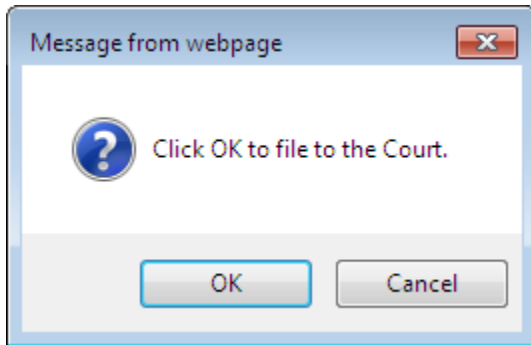
You have been taken to the Review and Approve page. You can look at the documents you uploaded to make sure they are correct.

Under Payment Method: Make sure the radio button for Pay by Credit Card, Estimated Fees: \$53.00 is highlighted.

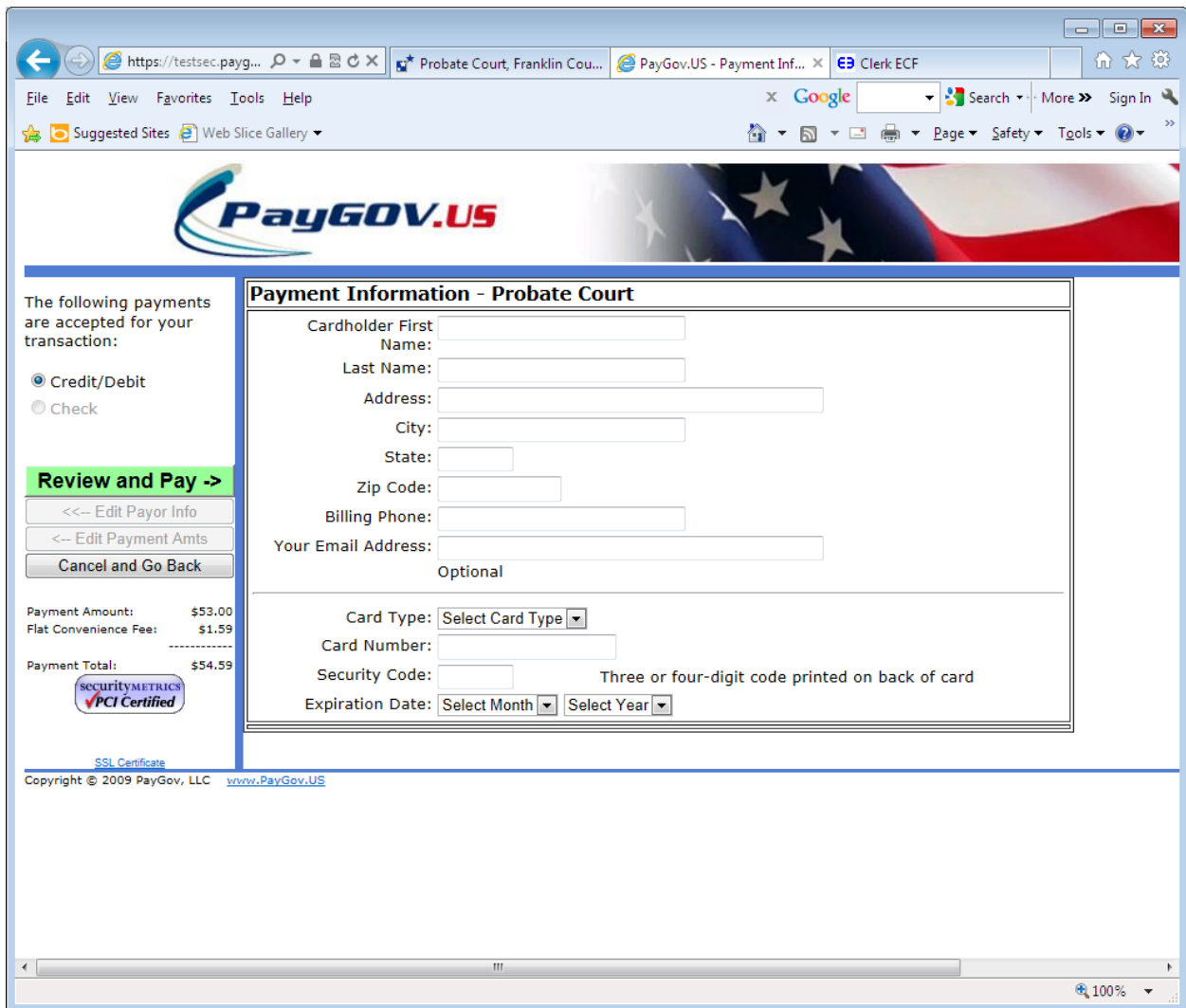


Choose the Submit the Filing button

The below window will open. Choose OK.



You will be taken to the PayGov.US screen to enter your credit card information.



Enter all credit card information then choose the green Review and Pay button.

The screenshot shows a web browser window with the URL <https://testsec.payg...>. The browser tabs include "Probate Court, Franklin Cou...", "PayGov.US - Payment Inf...", and "Clerk ECF". The browser's address bar and menu bar are visible. The main content area features the PayGov.US logo and a navigation bar with "Review and Pay ->" highlighted in green. Below the navigation bar, there are three buttons: "<<< Edit Payor Info", "< Edit Payment Amts", and "Cancel and Go Back".

The "Payment Information - Probate Court" form contains the following fields:

- Cardholder First Name: TESTING
- Last Name: TESTING
- Address: 373 S HIGH ST
- City: COLUMBUS
- State: OH
- Zip Code: 43215
- Billing Phone: 614-555-5555
- Your Email Address: (Optional)
- Card Type: VISA
- Card Number: 4111111111111111
- Security Code: 369 (Three or four-digit code printed on back of card)
- Expiration Date: Oct 2015

On the left side of the form, there is a section for payment methods:

The following payments are accepted for your transaction:

- Credit/Debit
- Check

Below this, a summary of payment amounts is shown:

Payment Amount:	\$53.00
Flat Convenience Fee:	\$1.59
Payment Total:	\$54.59

The summary also includes a "securityMETRICS PCI Certified" logo and an "SSL Certificate" link. The footer of the page contains the text "Copyright © 2009 PayGov, LLC www.PayGov.US". The browser's status bar at the bottom shows a zoom level of 100%.

Check the box next to I Agree, above the two yellow boxes.

The screenshot shows a web browser window with the URL <https://testsec.payg...>. The browser tabs include "Probate Court, Franklin Cou...", "PayGov.US - Review Pay...", and "Clerk ECF". The page header features the "PayGOV.US" logo and a background image of the American flag.

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 10/15

Payment Amount: \$53.00
Convenience Fee: \$1.59
Payment Total: \$54.59

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Navigation buttons:
<<<-- Edit Payor Info
<<-- Edit Payment Amts
<-- Edit Payment Info
Submit Payment -> (highlighted in green)
Cancel and Go Back

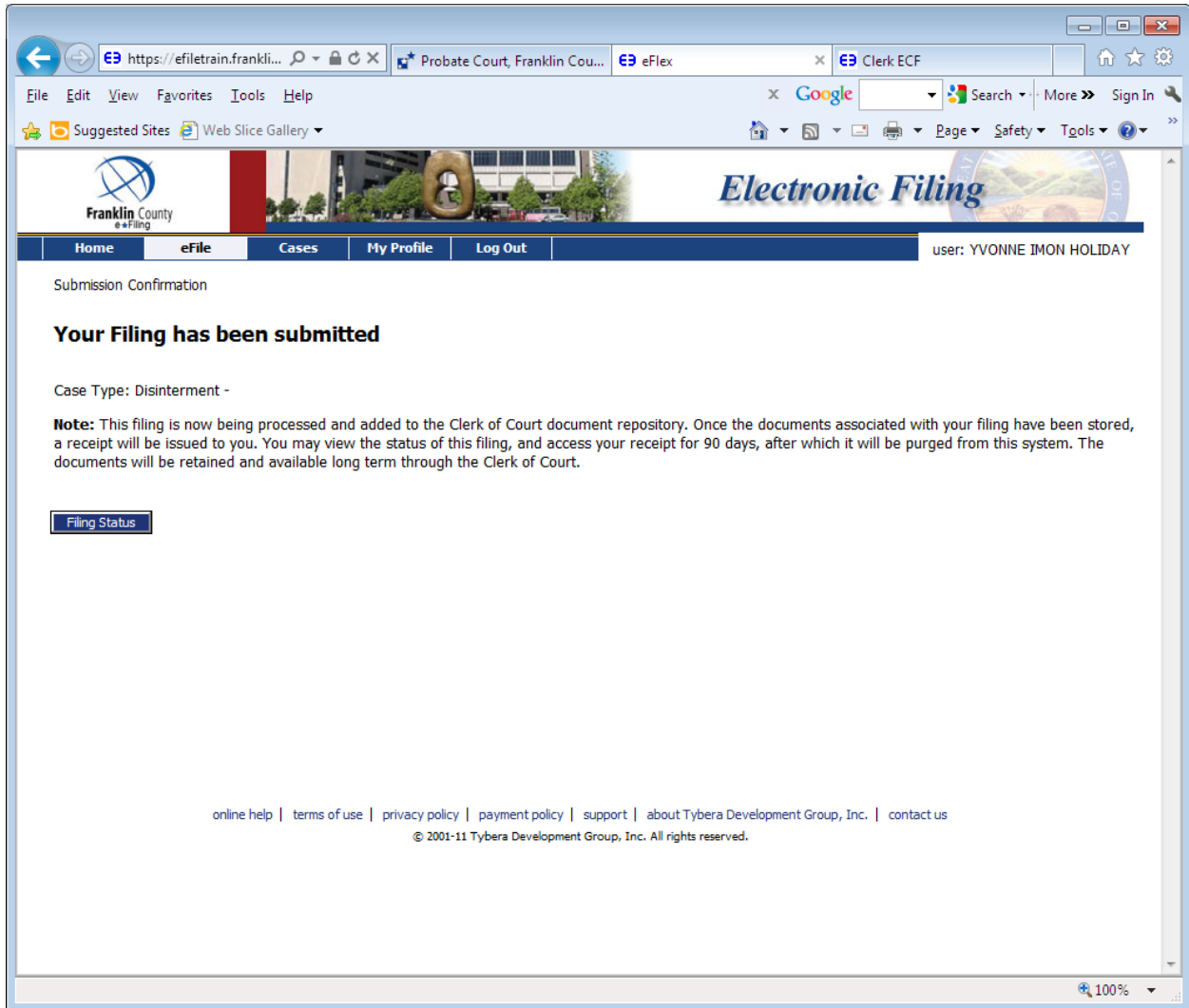
Summary:
Payment Amount: \$53.00
Flat Convenience Fee: \$1.59

Payment Total: \$54.59

Security logo: SECURITY METRICS PCI Certified
[SSL Certificate](#)

Choose the green Submit Payment button. Your payment has now been submitted.

You will be taken to the below page. If you would like to check the status of your filing, choose the blue Filing Status button.



In the Status column, you can see that your submission is Awaiting Approval. Once the Court has accepted your filing, the status will change.

The screenshot shows a web browser window with the URL <https://efiletrain.franklin...>. The page title is "Electronic Filing" and the user is logged in as "YVONNE IMON HOLIDAY". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out".

The main content area is titled "My Filings" and shows "YVONNE IMON HOLIDAY Filings". Under "Report Criteria:", there are search filters for "View Filings Between:" (06/11/2013 AND [] []), "Filing ID:", "Court Case #:", "Client #:", and "Status: All". A "Go" button is present.

Below the filters, it says "My Filings Between 06/11/2013 and Today". There is a "Delete" button and a table with the following data:

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
21418		DOE, JOHN ALFRED		06-11-2013:04:24:57 PM	Application for Disinterment	Awaiting Approval

Below the table, it says "Number of Filings: 1 * - Duplicated for resubmission ! - Message from the court/clerk".

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