

**FILING AN APPEAL
WITH PROBATE COURT
THROUGH THE
e-FILING SYSTEM**

Log into the Court's e-Filing System at <https://efiling.franklincountyohio.gov/>

The screenshot shows a web browser window with the URL <https://efiletest.franklincountyohio.gov>. The browser tabs include "eForms - Probat...", "Clerk ECF", "eFlex", "Clerk ECF", and "Electronic Filing...". The search bar contains "Magistrate's Order". The website header features the Franklin County e-Filing logo, navigation links for "Terms of use", "Payment policy", and "Support", and the text "Electronic Filing powered by eFlex from Tybera".

Log In
Enter your User Name and Password.

User Name:
Password:

[Forgot Your Password?](#)

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.

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.

Choose the "File to Existing Case" button

The screenshot shows a web browser window with the URL <https://efiletest.franklincountyohio.gov>. The browser tabs include "eForms - Probat...", "Clerk ECF", and "eFlex". The page header features the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out", with the user name "user: MICHAEL L. MILLER" displayed. The main content area, titled "Home", contains a list of buttons and their corresponding actions:

Button	Action
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 (8)	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", along with the copyright notice "© 2001-13 Tybera Development Group, Inc. All rights reserved."

Under “Existing Cases” enter the Case Number, select Probate Court from the Court dropdown list, enter the Case Last Name and then click the “Submit” button. This will take you to the “Add a Document” page.

The screenshot shows the Franklin County eFiling website interface. At the top, there is a navigation bar with links for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as MICHAEL L. MILLER. Below the navigation bar, there is a search section for 'Existing Cases' with input fields for Case Number (600893), Court (PROBATE COURT, COURT OF COMMON PLEAS), and Case Last Name (JAMISON). A 'Submit' button is located to the right of the Case Last Name field. Below the search section, there is a table listing cases with columns for Case Title, Case Number, Case Type, and Date Opened. The table contains 10 rows of case data.

Case Title	Case Number	Case Type	Date Opened
STANDISH, EMILY ROSE	M025292	PSYCHIATRIC MENTAL ILLNESS	08/14/2013
ERVIN, DAVID L	M025281	PSYCHIATRIC MENTAL ILLNESS	02/28/2013
MALLOY, EUGENE	M025243	PSYCHIATRIC MENTAL ILLNESS	07/02/2012
JAMISON, WILLIAM	600893	Assignment of Lottery Proceeds	09/08/2014
PUTH, JOHN MICHAEL	600891	Name Change	08/21/2014
BAUER, WILLIAM RANDALL	600881	Name Change	10/08/2013
BRYANT, BRUCE ALAN	600879A	CIVIL ACTION LAND SALE	08/29/2013
DOE, DONNIE	600878	Ohio Transfer to Minor's Act	08/22/2013
DOE, JOHN ALAN	600877	Structured Settlement Transfer	08/21/2013
NORMAN, JULIA LEA	600873A	CIVIL ACTION DETERMINE HEIRSHIP	08/13/2013

Choose “Document Category”: Miscellaneous M-P

Choose “Document Type”: Notice of Appeal (Civil/Mental) or Notice of Appeal (Adoption)

Choose the “Browse” button to find where your document is stored on your computer.
Enter page count unless your document is in PDF format.

Click the “Add to Submission” button.

Submit a copy of the Entry/Order you are appealing.

Submit the Court of Appeals Docketing Statement (not mandatory)

The screenshot shows a web browser window with the URL <https://efiletest.franklincountyohio.gov>. The page title is "Electronic Filing". The user is logged in as "MICHAEL L. MILLER". The main content area displays the following information:

- Case Number :** 600893 **Case Title :** JAMISON, WILLIAM
- Case Subtype :** Assignment of Lottery Proceeds
- Document Category :** MISCELLANEOUS M - P
- Document Type * :** Notice of Appeal (Civil/Mental)
- Additional Text :** (empty text box)
- Document Location :** S:\TLDLAYMAN FOLDER\NOTICE OF APPEAL.docx (with a "Browse..." button)
- Page Count :** (empty text box)
- Add to Submission :** Add

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

Footer text: online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us
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Once you have uploaded all your documents, choose the “Next” button in the bottom left corner of page.

You are now on the “Review and Approve Filing” page. From here you are able to open your documents to make sure that the correct ones have been submitted. Any fees that might be due on the Probate Court case will show up on this page and you must pay the fees when you choose the “Submit the Filing” button.

****There is a \$75.00 fee for filing the appeal but this must be paid directly to the Court of Appeals. The Probate Court has no way of transferring the money to the Court of Appeals.**

The screenshot shows a web browser window with the URL <https://efiletest.franklincountyohio.gov>. The page title is "Electronic Filing". The user is logged in as "MICHAEL L. MILLER". The breadcrumb trail is: Home ⇒ Existing Case ⇒ Add a Document ⇒ Review and Approve Filing.

Review and Approve Filing

Case Number : 600893 Case Title : JAMISON, WILLIAM

Case Subtype : Assignment of Lottery Proceeds

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

Document Name	View Document
Notice of Appeal (Civil/Mental)	NOTICE OF APPEAL.docx
Miscellaneous Filing Copy of Entry	Entry.pdf

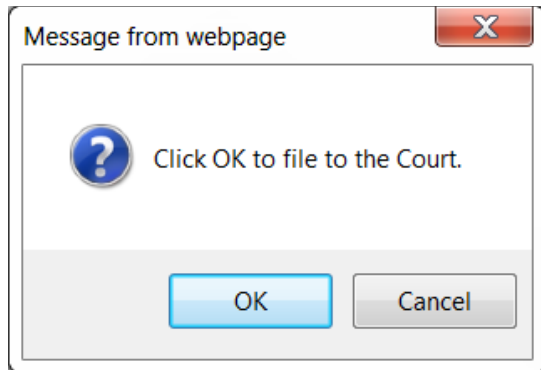
Special Filing Instructions for the Clerk:

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

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Click on Submit the Filing.

A window will pop up that says “Click OK to file to the Court”. Choose OK.



If fees are owed to the Probate Court, you will be taken to the Pay.Gov screen to make payment. If no fees are owed to the Probate Court you will be taken to a page that says “Your Filing has been submitted.”

Once the Probate Court clerk accepts your filing, you will receive an e-mail notification of acceptance.

You will now need to come into the Probate Court at 373 South High Street, 22nd Floor, to get a file stamped copy of your appeal and take it to the Court of Appeals on the 23rd floor along with the \$75 fee.