

e-FILER'S INSTRUCTIONS MINOR'S SETTLEMENT

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

You will need to register to use the Court's e-Hearing Locator. Please click on the link below for instructions on how to register, use the e-Hearing Locator and how to choose available hearing dates.

[e-Hearing Locator](#)

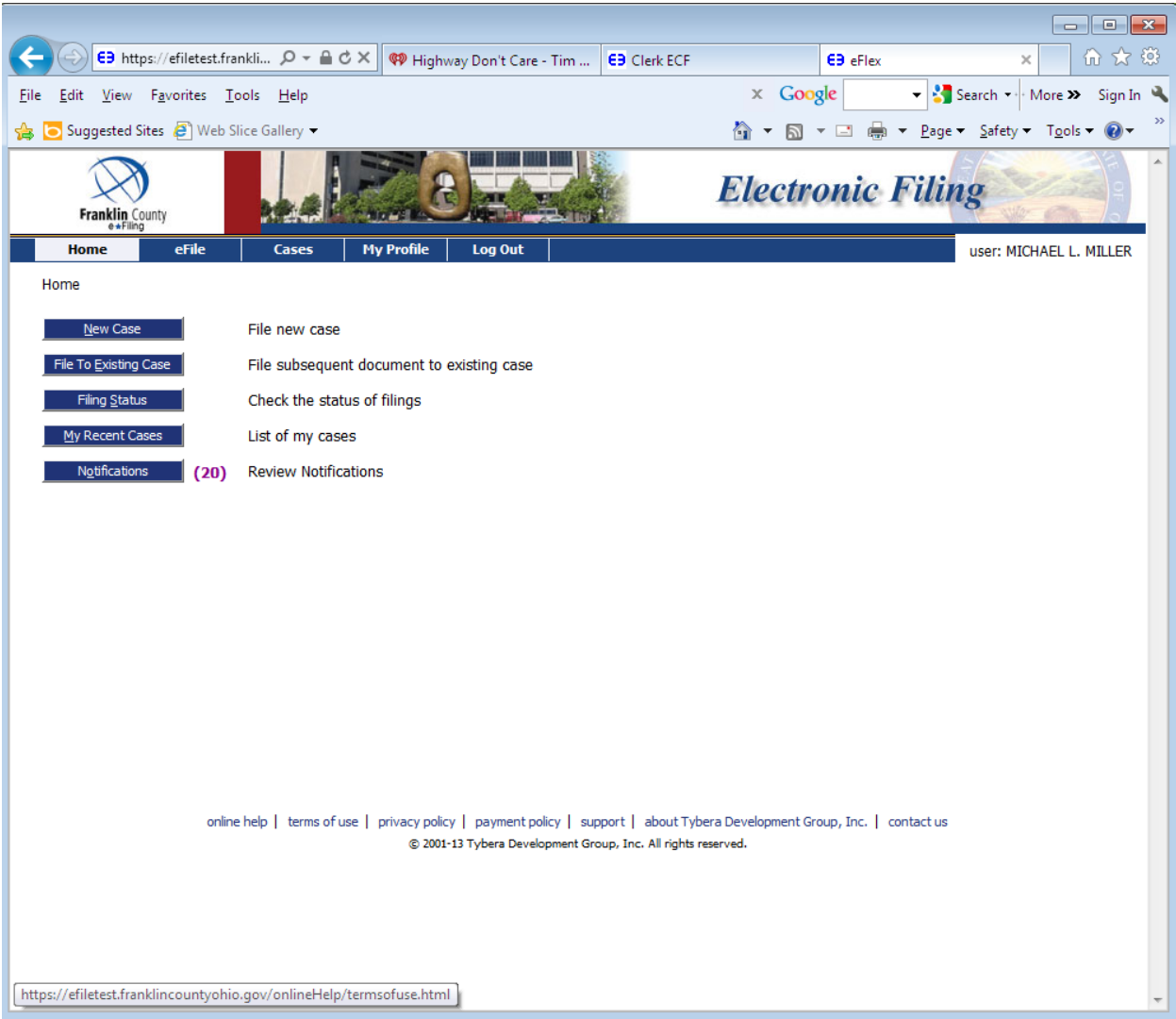
e-FILER'S INSTRUCTIONS MINOR'S SETTLEMENT

Log into the e-File System.

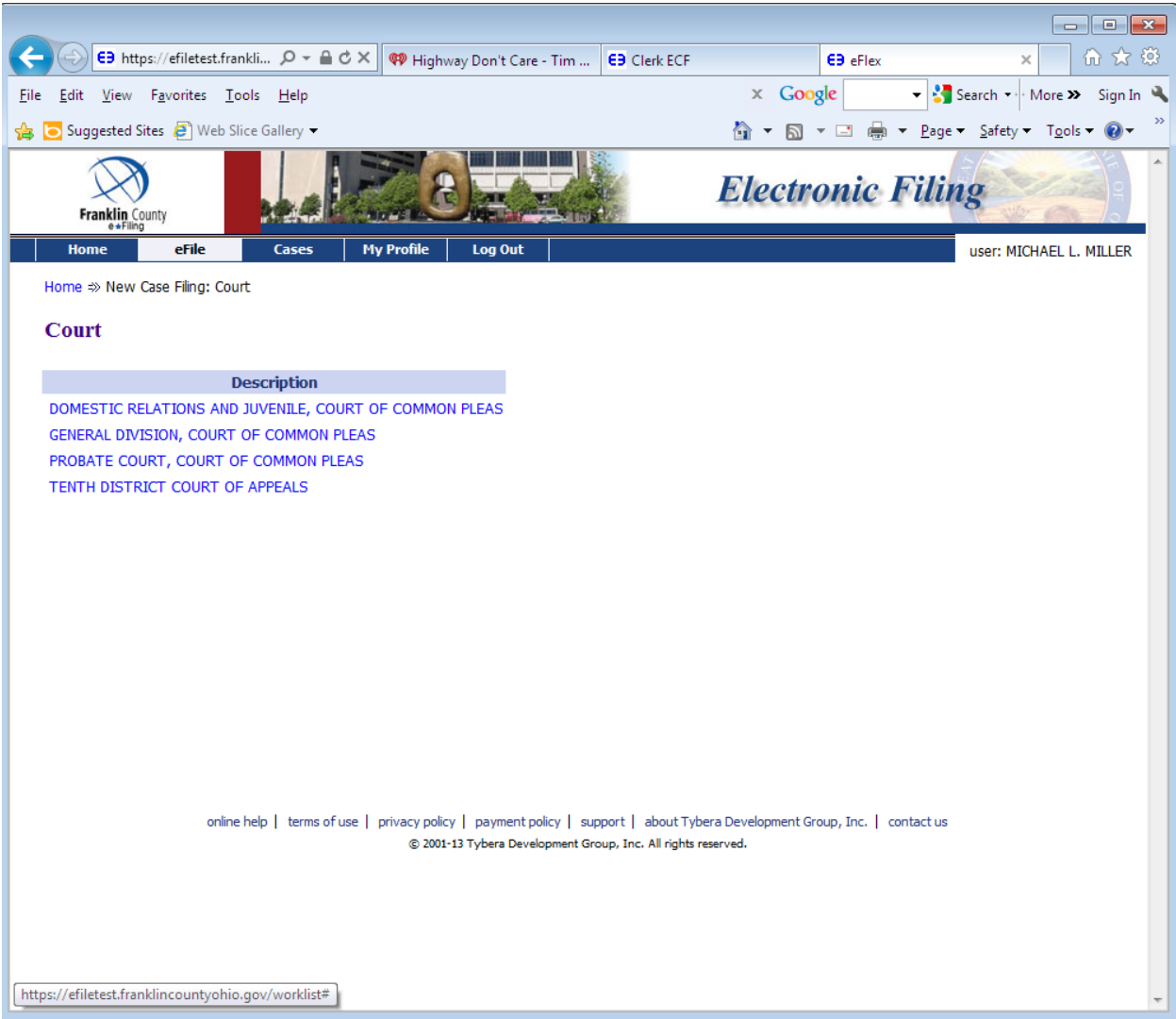


The screenshot shows a web browser window displaying the Franklin County e-Filing website. The browser's address bar shows the URL "https://efiletest.franklin...". The website header includes the Franklin County e-Filing logo, navigation links for "Terms of use", "Payment policy", and "Support", and the text "Electronic Filing powered by eFlex from Tybera". The main content area features a large image of a modern building with an "eFile!" callout box. Below the image, the text reads: "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." To the right, there is a "Log In" section with the heading "Enter your User Name and Password." It includes input fields for "User Name:" (containing "mlmiller") and "Password:" (containing seven dots). Below these fields are buttons for "Log In" and "Forgot Your Password?". At the bottom of the login section is a "Request Account" button. At the bottom of the page, there is a link for "Firm Account Management for the Franklin County e-Filing system." and a notice about the Juvenile Pilot Go-Live date: "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." The footer contains links for "online help", "about Tybera Development Group, Inc.", and "contact us".

Choose New Case



Choose Probate Court, Court of Common Pleas



Choose Minor's Settlement

The screenshot shows a web browser window with the URL <https://efiletest.franklin...>. The browser tabs include 'WCOL - Columbus', 'Clerk ECF', and 'eFlex'. The page header features 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 'MICHAEL L. MILLER'. The breadcrumb trail reads 'Home >> New Case Filing: Court >> New Case Filing: Case Types'. The main content area is titled 'Case Types' and lists various legal categories. 'Minor's Settlement' is highlighted in blue. At the bottom, there are links for 'online help', 'terms of use', 'privacy policy', 'payment policy', 'support', 'about Tybera Development Group, Inc.', and 'contact us'.

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

Choose Add My Parties

The screenshot shows a web browser window with the URL <https://efiletest.franklin...>. The browser tabs include 'WCOL - Columbus', 'Clerk ECF', and 'eFlex'. The page header features 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 'MICHAEL L. MILLER'. The breadcrumb trail reads: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation. The main heading is 'Case Initiation: Minor's Settlement'. Below this is a form for 'Filer Reference No' with a text input field and the instruction '(Enter your office reference number - if applicable)'. There are two buttons: 'Add My Parties' (highlighted) and 'Add Other Parties'. Below these is a table with the following structure:

Participant Name	Role	Attorney(s) for Party
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At the bottom of the table area are three buttons: 'Back', 'Save to Draft', and 'Next'. 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 '© 2001-13 Tybera Development Group, Inc. All rights reserved.'

Enter Petitioner's name and address

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

Party Type:

First Name:

Middle Name:

Last Name: *

Suffix:

Phone: *

Email:

Physical or Last Known Address:

Address Line 1: *

Address Line 2:

City: *

State: *

Zip / Postal Code: * -

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
MILLER	000025561	X

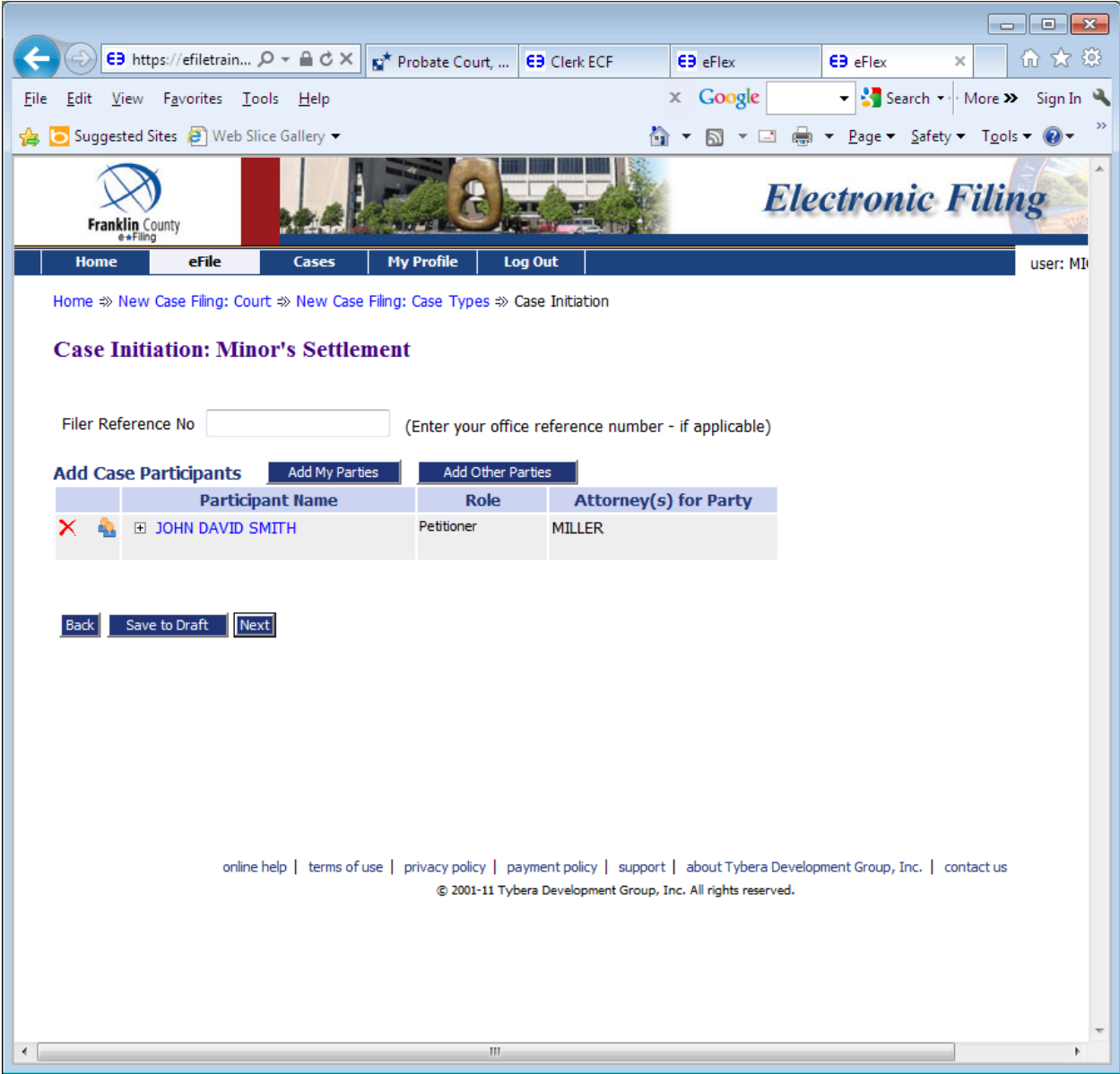
Last Name:*

Supreme Court No.:*

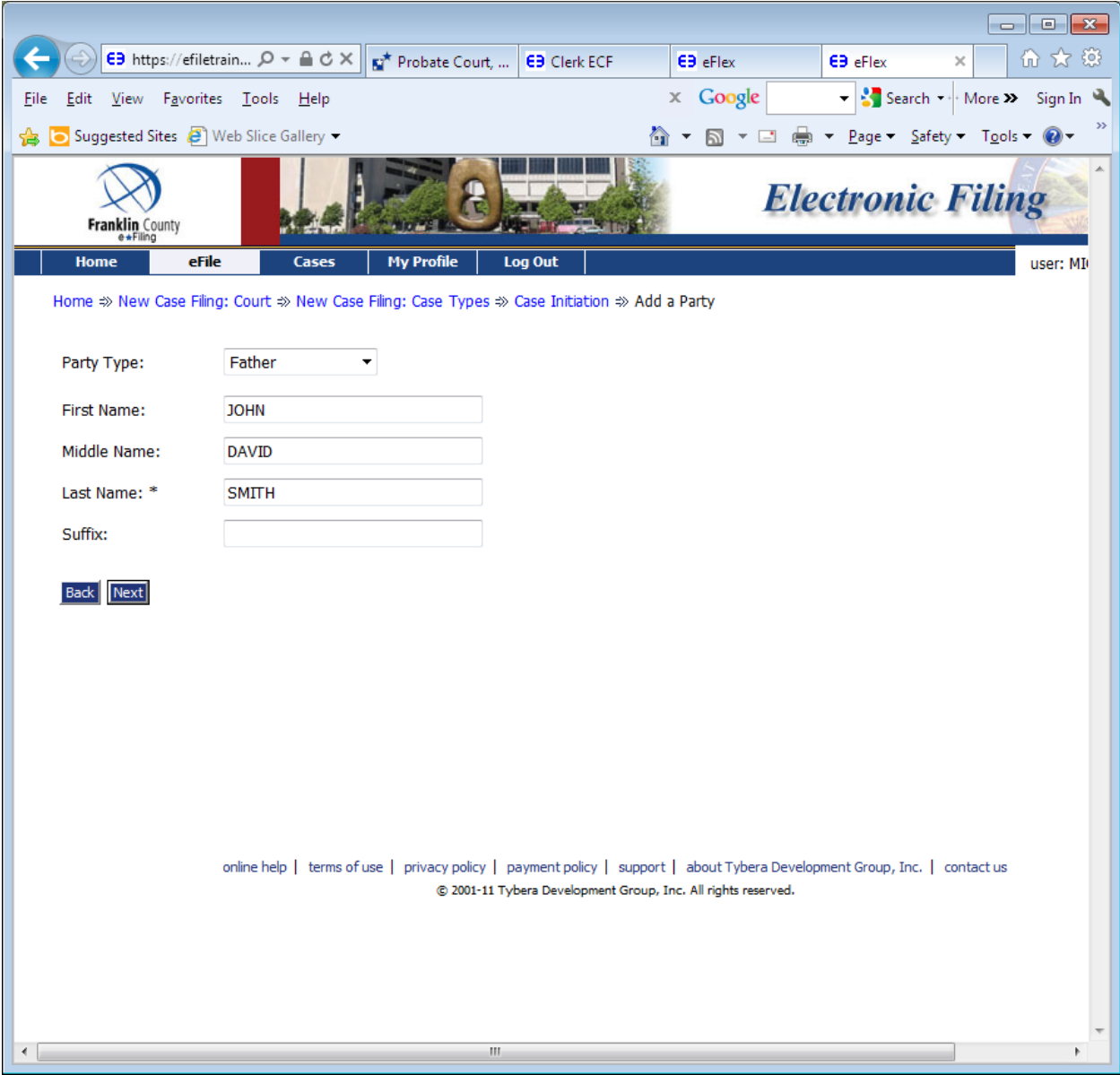
Choose the Next button

You will be taken back to the Case Initiation: Minor's Settlement page

Choose Add Other Parties



Enter the Father's name



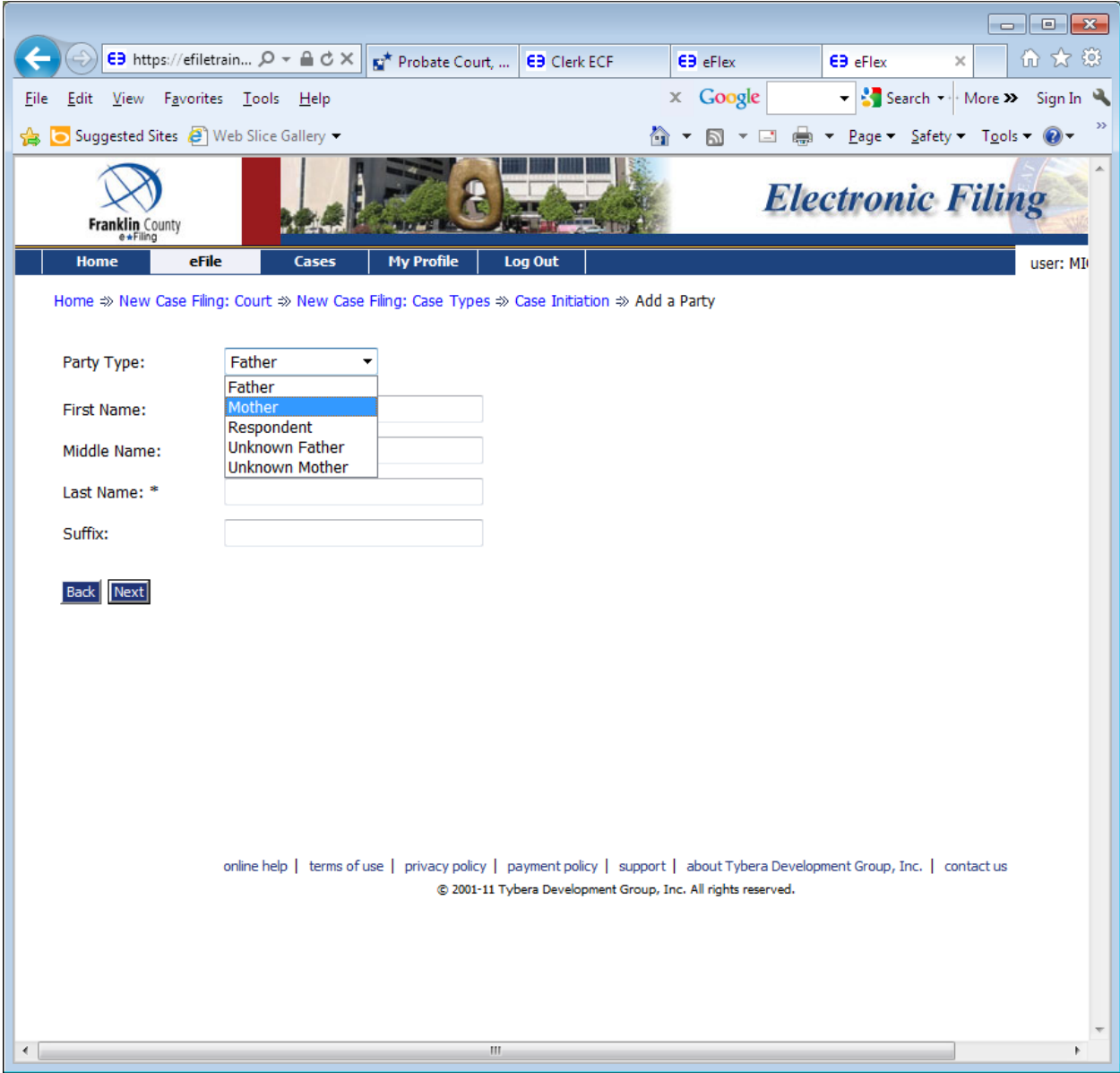
Choose Next

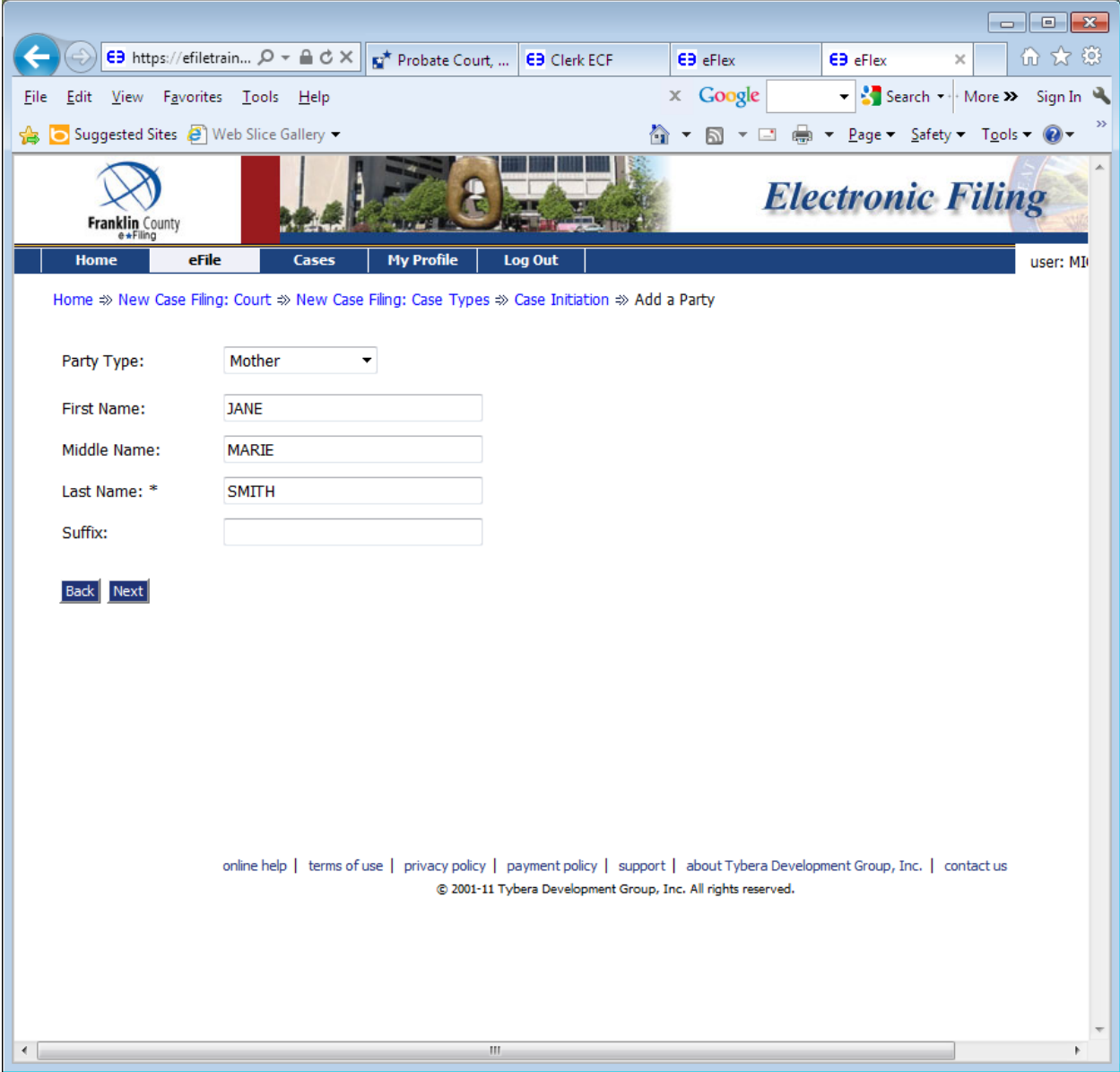


Choose Add Other Parties

If either Father's or Mother's name is 'Unknown' choose Unknown Mother or Unknown Father from the dropdown list. You will not be able to complete your filings without associating both parents to the child.

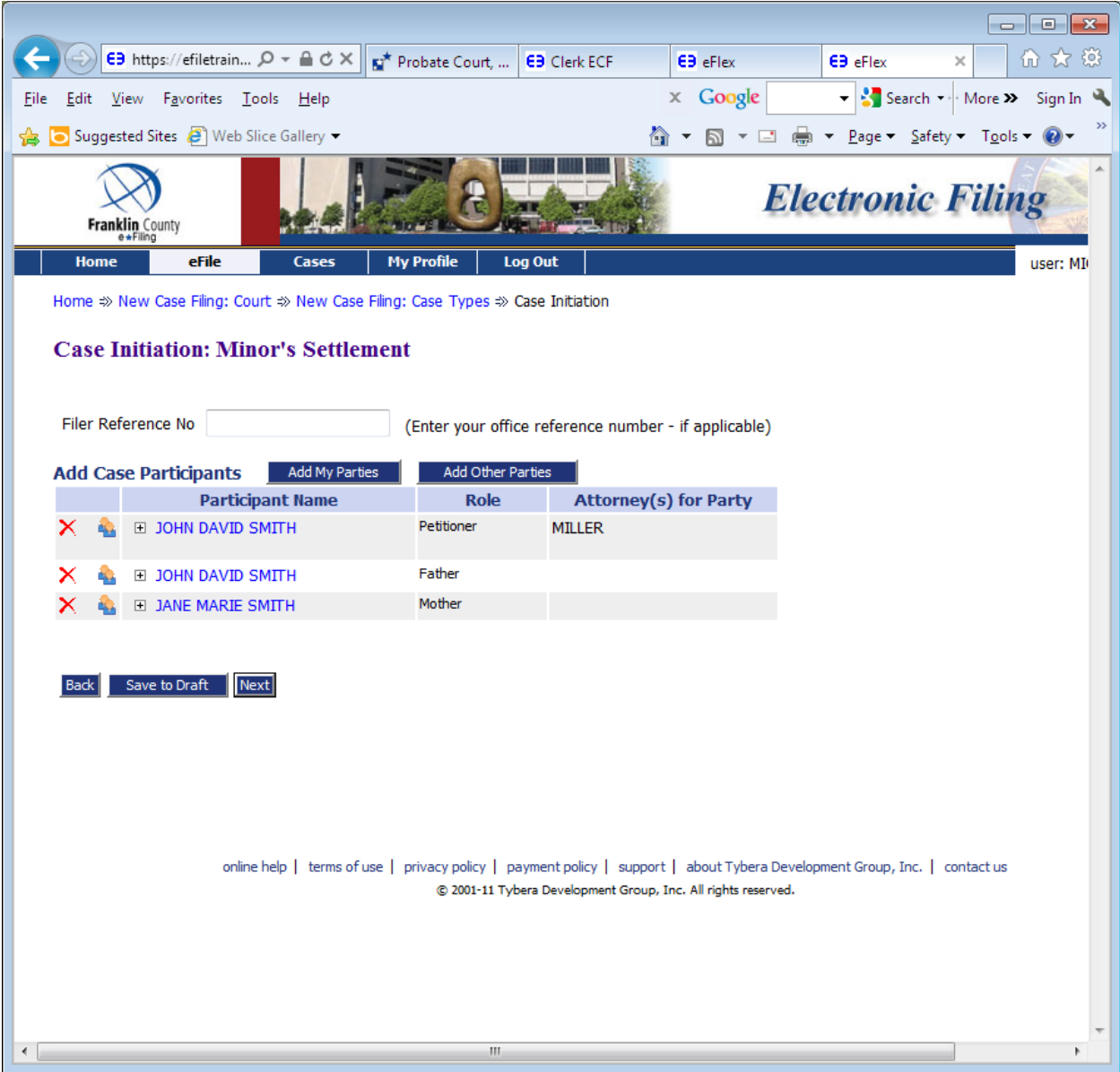
Enter the Mother's name





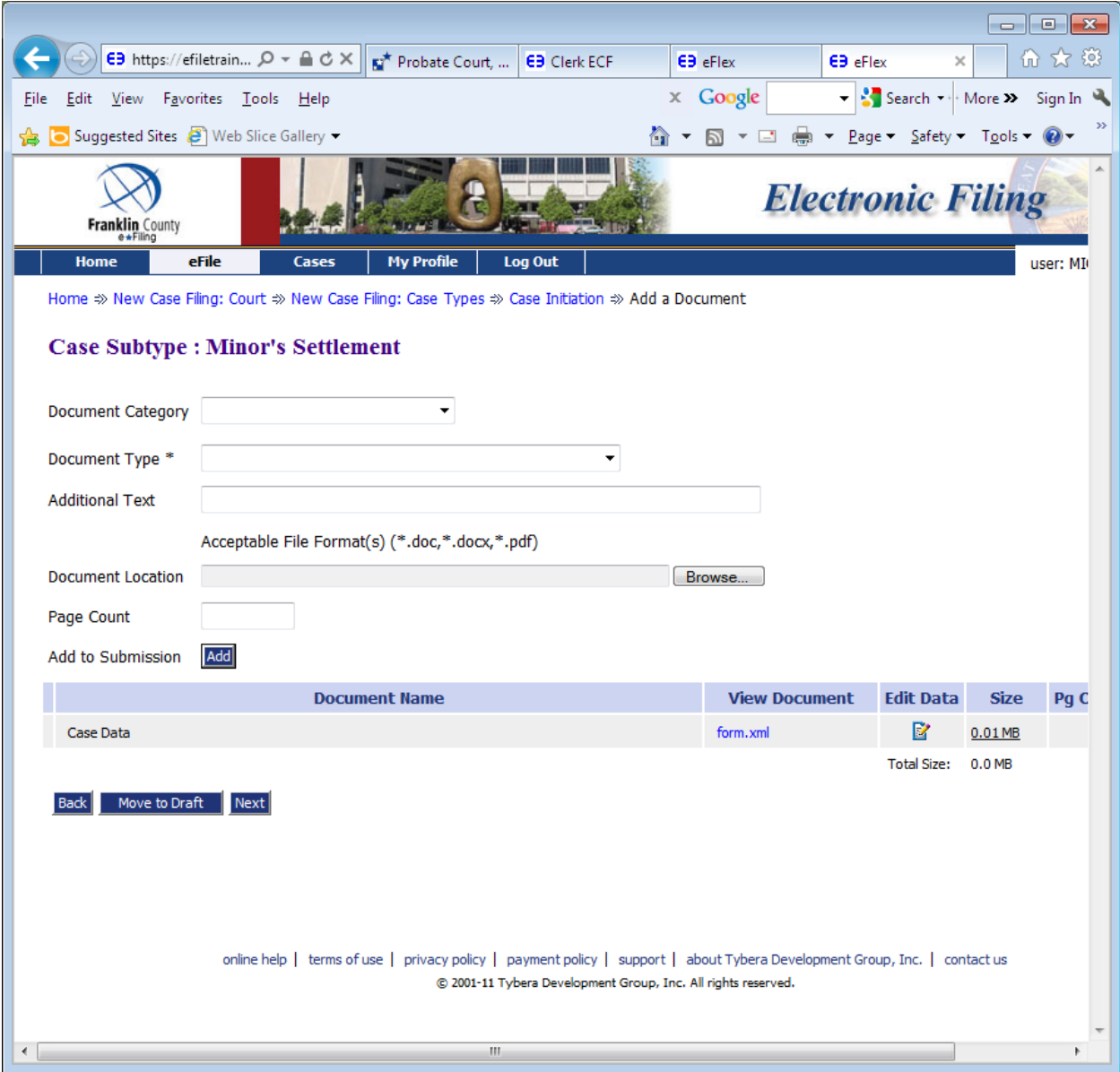
Choose Next

You will be taken back to the Case Initiation screen.



Choose the Next button

You will be taken to the Add a Document page



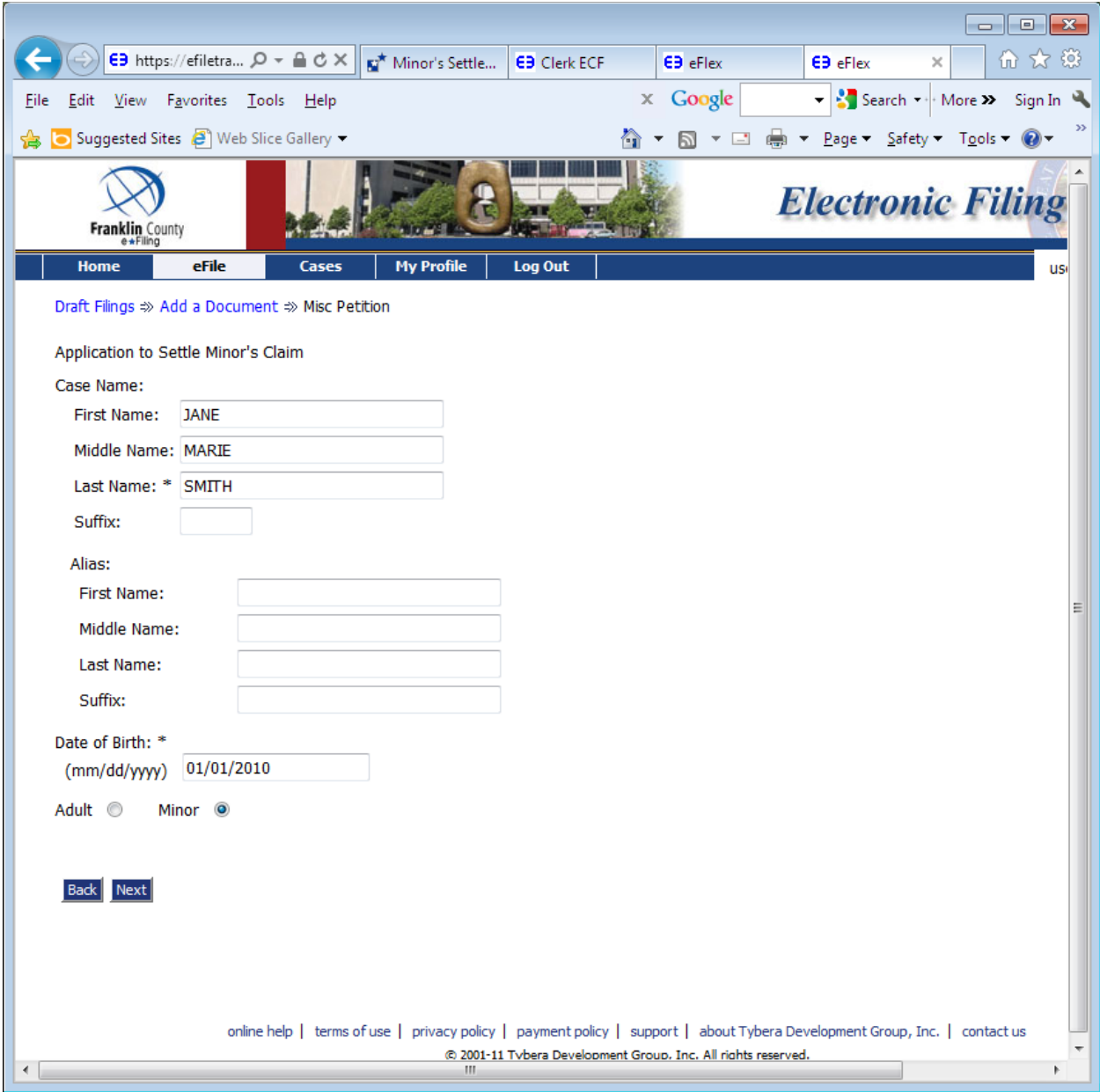
Choose Document Category: Applications/Motions

Choose Document Type: Application to Settle Minor's Claim*

Choose the Browse button to locate where you have the document stored on your computer

Choose the Add to Submission button. This will take you to a docform to fill in required information regarding the minor in this action. You will need to enter the minor's entire name and date of birth.

Once this information has been entered, choose the Next button.



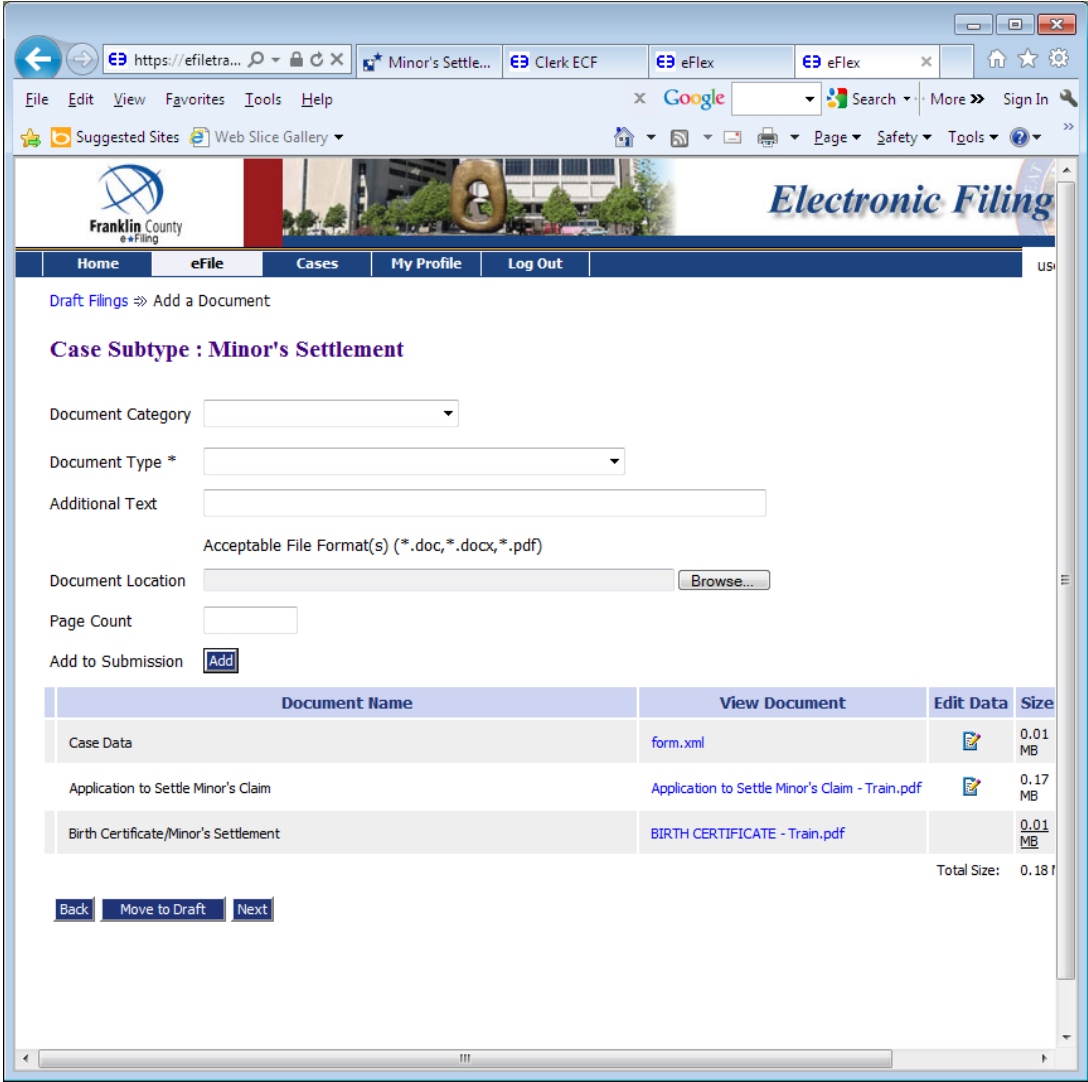
You will be taken back to the Case Type Minor’s Settlement page. Now you need to upload the birth certificate.

Choose Document Category: Miscellaneous A – C

Choose Document Type: Birth Certificate/Minor’s Settlement*

Choose the Browse button to locate where you have the document stored on your computer

Choose the Add to Submission button



The birth certificate will show up under the Application.

Choose Document Category: PROPOSED ENTRY/ORDER

Choose Document Type: Entry Setting Hearing and Ordering Notice*

Choose the Browse button to locate where you have the document stored on your computer

Choose the Add to Submission button – you will be taken to the docform shown below to enter the date and time of the hearing. Once this information is entered, choose the Next button and you will be taken back to the Add a Document page.

The screenshot shows a web browser window displaying the Franklin County eFiling portal. The browser's address bar shows the URL 'https://efilete...'. The page header includes the Franklin County eFiling logo and the text 'Electronic Filing'. A navigation menu contains links for Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail reads 'Draft Filings >> Add a Document >> Date Information'. The main content area is titled 'Date Information' and 'Proposed Entry Setting Hearing and Ordering Notice'. Below this, there are two yellow input fields labeled 'Case Number :' and 'Case Title :'. Underneath, the 'Date Information:' section contains a date field with '06/26/2013', an 'at' label, a time field with '2', a colon, a field with '00', and a dropdown menu set to 'PM'. At the bottom of the form are two buttons: 'Back' and 'Next'. The footer of the page contains links for 'online help', 'terms of use', 'privacy policy', 'payment policy', 'support', and 'about Tybera Development Group, Inc.', along with a copyright notice for 2011-13 Tybera Development Group, Inc.

Choose the Next button.

You will be taken back to the Case SubType Minor's Settlement page. Now you need to upload the Narrative Statement.

Choose Document Category: Miscellaneous M – P

Choose Document Type: Narrative Statement*

Choose the Browse button to locate where you have the document stored on your computer

Choose the Add to Submission button

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Draft Filings ⇒ Add a Document

Case Subtype : Minor's Settlement

Document Category

Document Type *

Additional Text

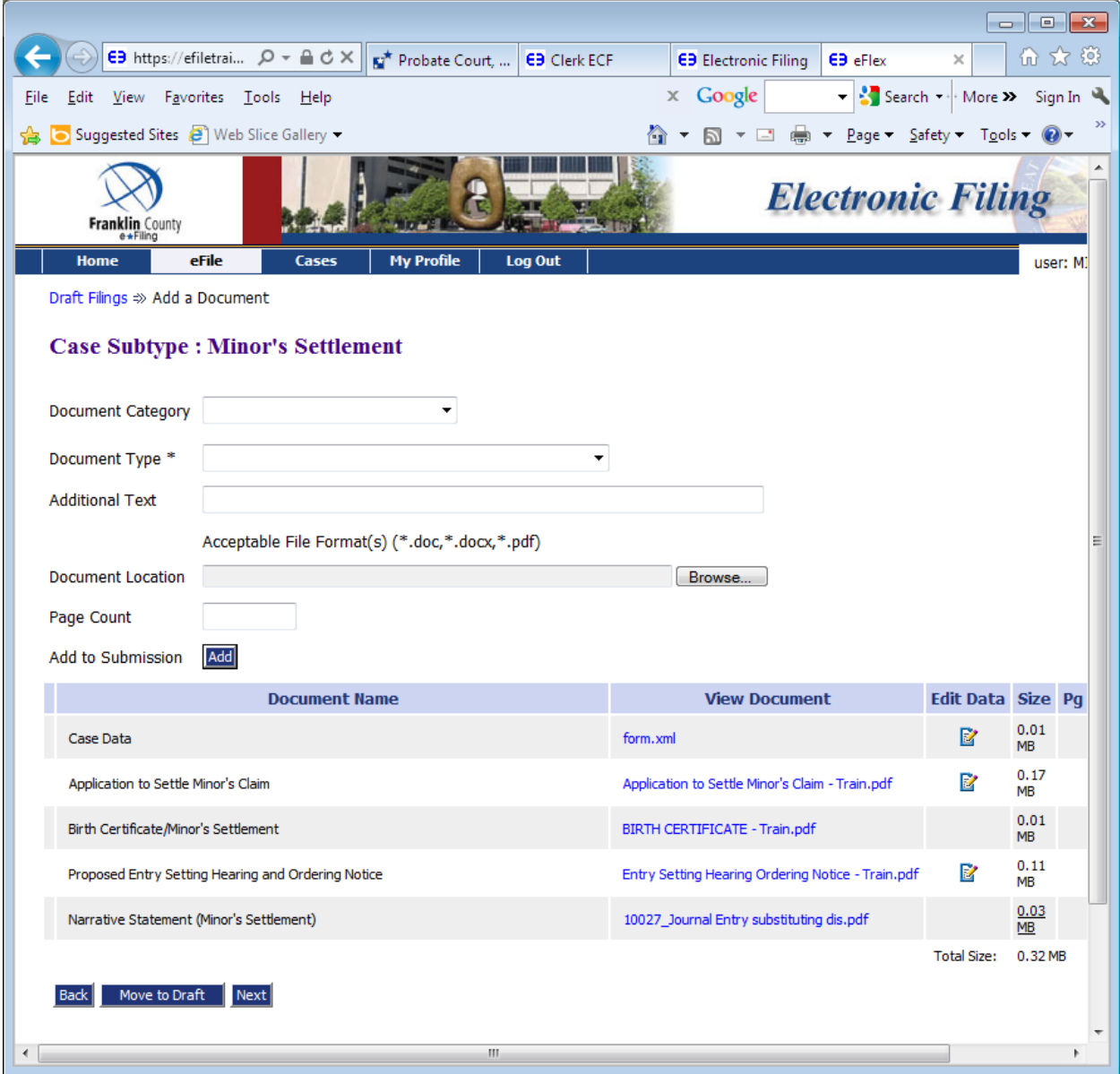
Acceptable File Format(s) (*.doc,*.docx,*.pdf)

Document Location

Page Count

Add to Submission

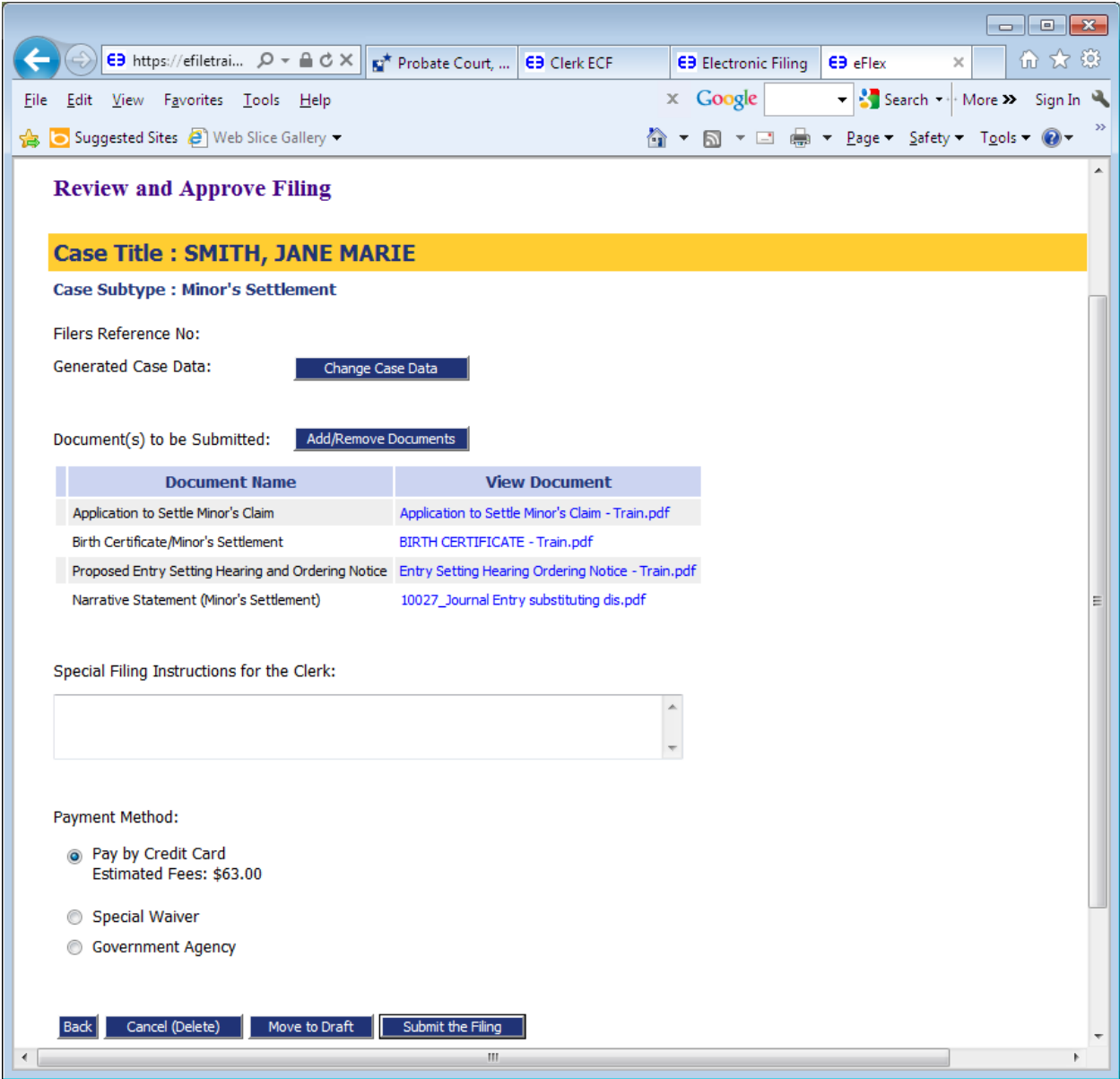
Document Name	View Document	Edit Data	Size
Case Data	form.xml		0.01 MB
Application to Settle Minor's Claim	Application to Settle Minor's Claim - Train.pdf		0.17 MB
Birth Certificate/Minor's Settlement	BIRTH CERTIFICATE - Train.pdf		0.01 MB
Proposed Entry Setting Hearing and Ordering Notice	Entry Setting Hearing Ordering Notice - Train.pdf		0.11 MB
			Total Size: 0.29 MB



You will notice under the light blue line you should be able to see all four documents you uploaded. These are all required filings for Case Initiation in a Minor's Settlement. If you have any other documents you wish to submit you may do so now. Please do not upload the *Proposed* Entry Approving Settlement of a Minor's Claim or the *Proposed* Entry Dispensing with Appointment of Guardian and Ordering Deposit until a few days prior to your hearing.

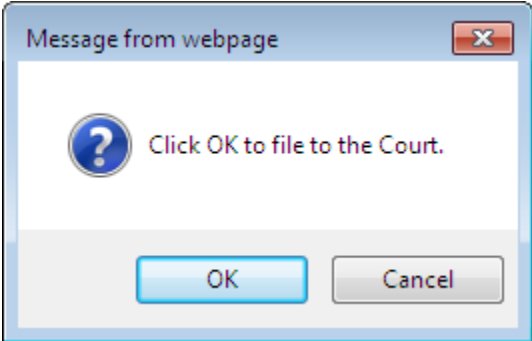
Choose the Next button

You will be taken to the Review and Approve Filing page. This gives you a final chance to look at the documents you uploaded to be sure they are correct prior to submitting them for filing.

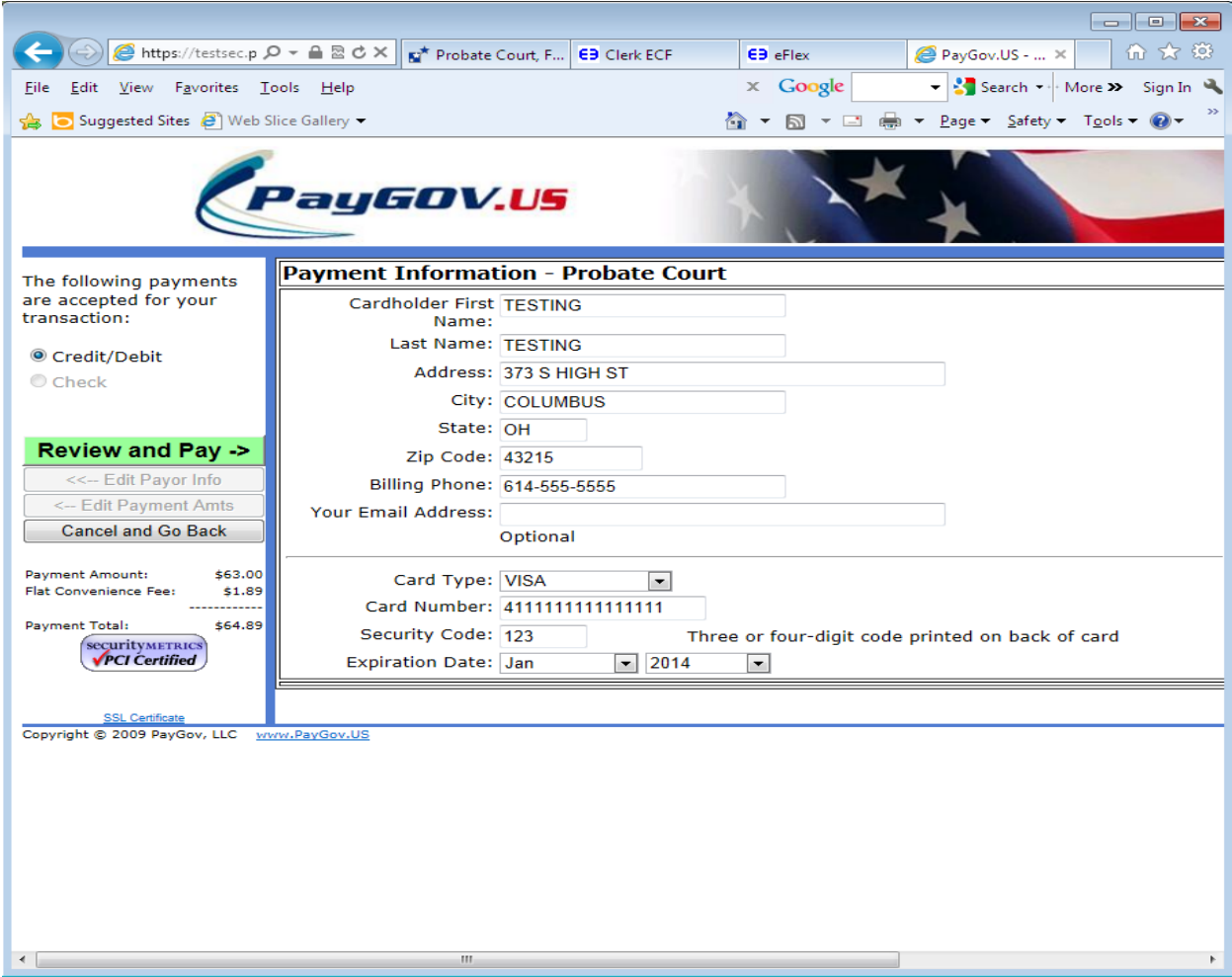


If the documents are correct and you are ready to submit, make sure the Pay by Credit Card radio button is chosen, and then choose the Submit the Filing button.

A window will open asking you to Click OK to file to the Court.



Once you choose the OK button, you will be taken to the Pay.Gov screen to submit your credit card information.



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

You will be taken to the below page. Read the paragraphs highlighted in yellow, then click on the box in front of the words I Agree.

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
Submit Payment ->
Cancel and Go Back

Payment Information - Probate Court

Cardholder Name: TESTING TESTING
Address: 373 S HIGH ST
: COLUMBUS, OH
Credit Card: VISA 4*****1111 exp 01/14

Payment Amount: \$63.00
Convenience Fee: \$1.89
Payment Total: \$64.89

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Payment Amount:	\$63.00
Flat Convenience Fee:	\$1.89

Payment Total:	\$64.89

[SSL Certificate](#)

Choose the green Submit Payment button.

The screenshot shows a web browser window displaying the PayGov.US website. The browser's address bar shows the URL <https://testsec.p...>. The website header features the PayGov.US logo and a navigation menu. The main content area is titled "Payment Information - Probate Court" and contains the following details:

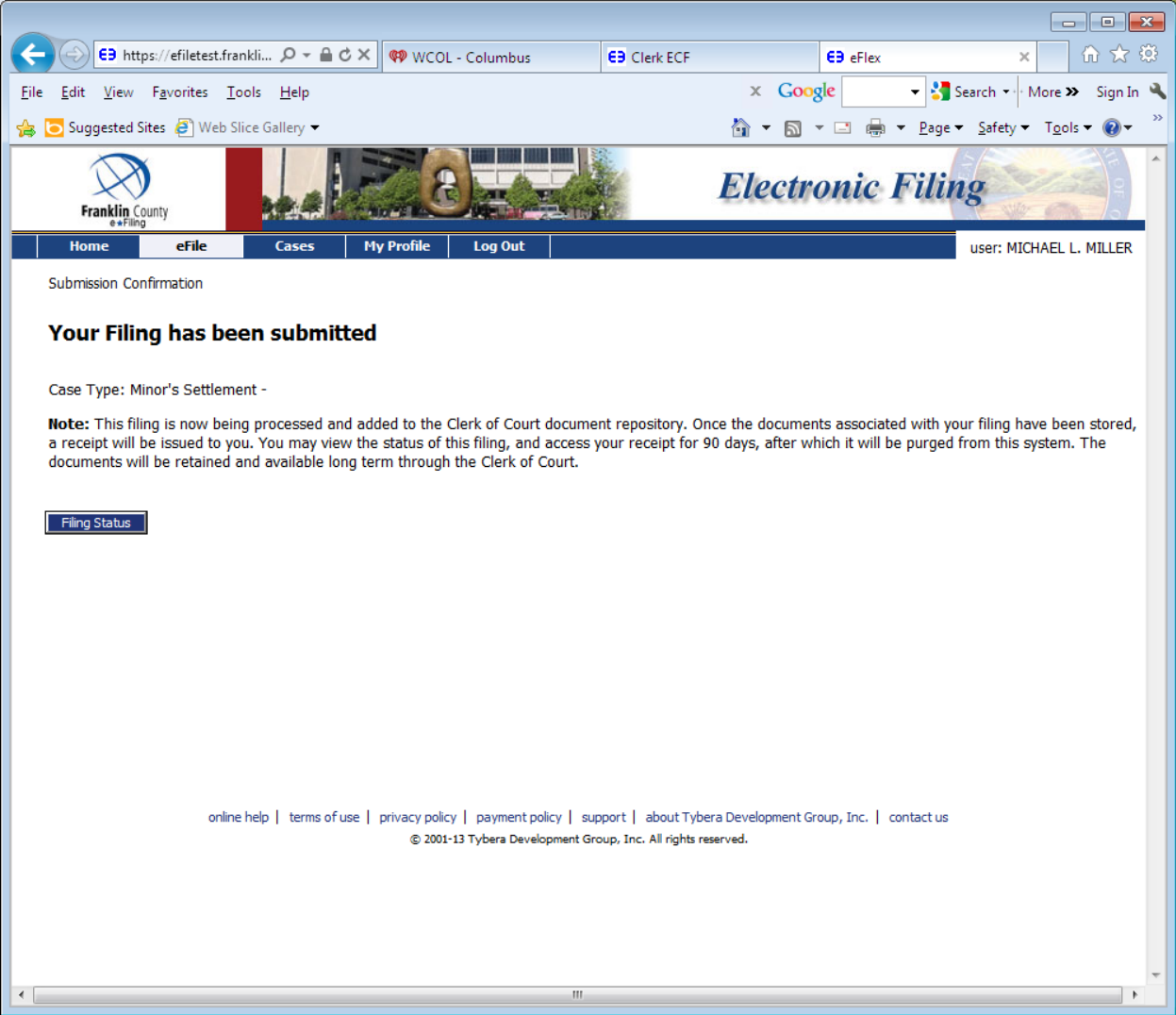
- Cardholder Name: TESTING TESTING
- Address: 373 S HIGH ST : COLUMBUS, OH
- Credit Card: VISA 4*****1111 exp 01/14
- Payment Amount: \$63.00
- Convenience Fee: \$1.89
- Payment Total: \$64.89

Below the payment information, there is a summary table:

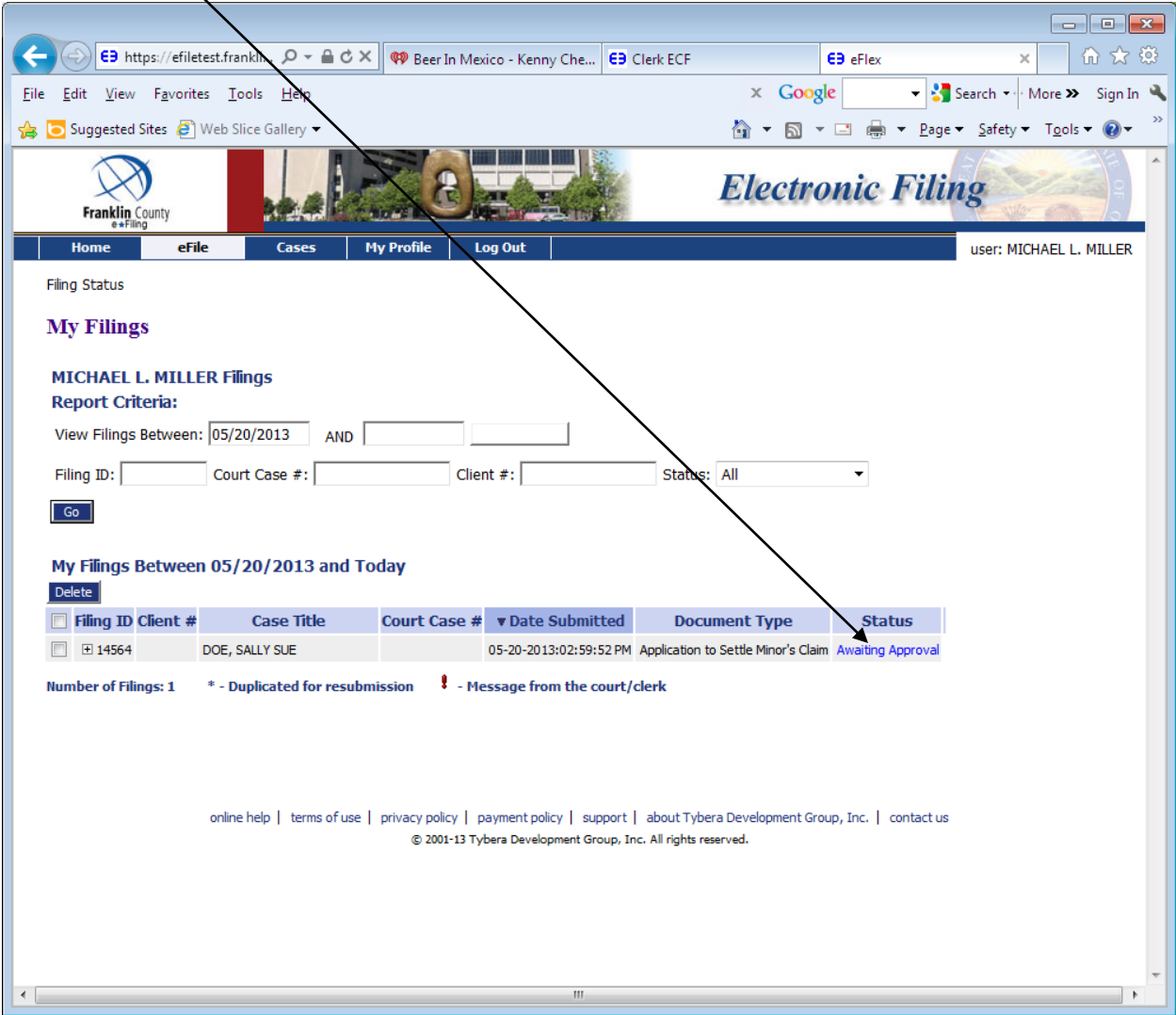
Payment Amount:	\$63.00
Flat Convenience Fee:	\$1.89
Payment Total:	\$64.89

The left sidebar contains several buttons: "Edit Payor Info", "Edit Payment Amts", "Edit Payment Info", a green "Submit Payment ->" button, and "Cancel and Go Back". A "securityMETRICS PCI Certified" logo is also present in the sidebar.

You will be taken to the below page, Your Filing has been submitted. The blue Filing Status button will let you know the status of your filing.



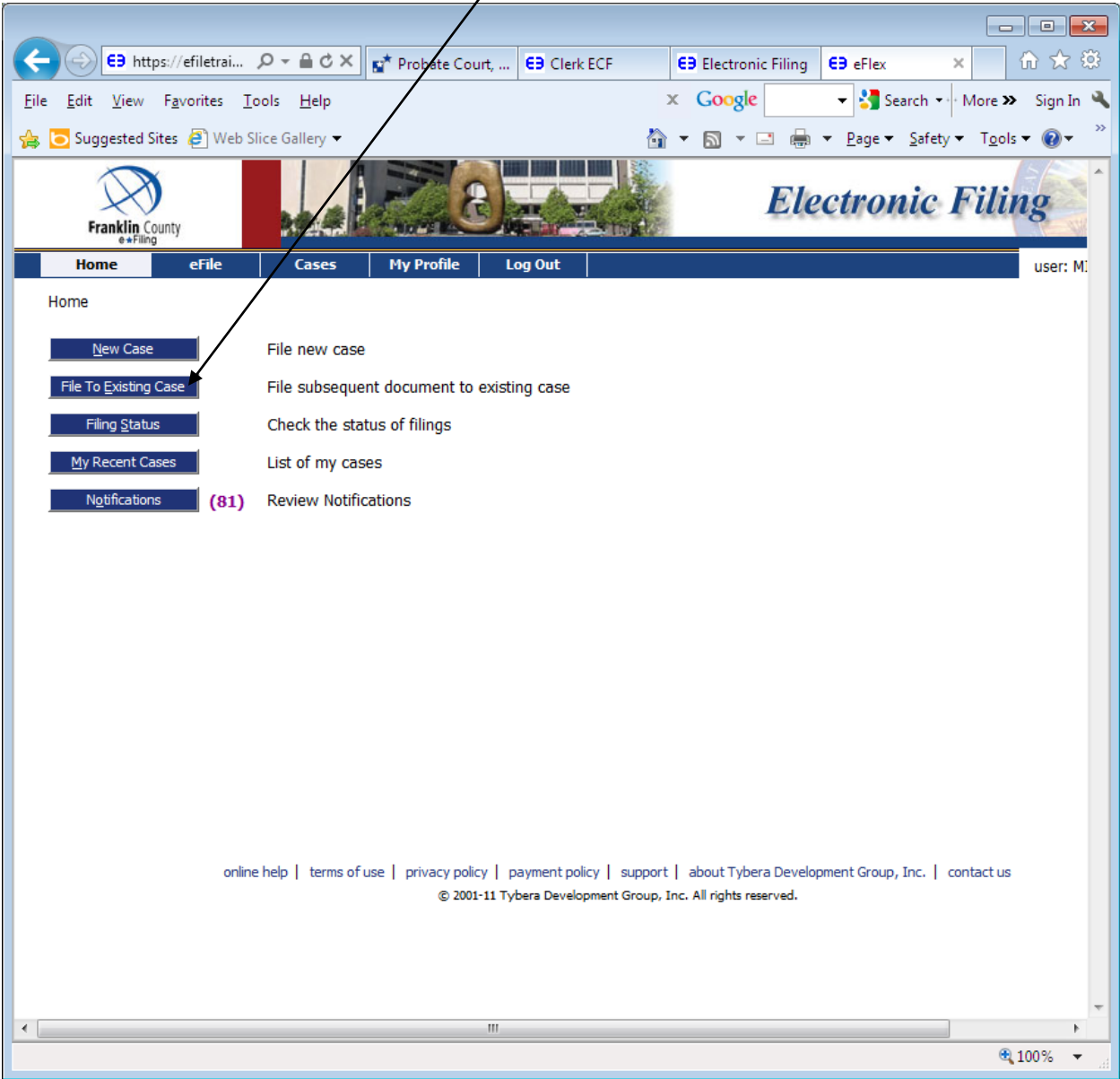
Until the clerk approves or rejects your submitted document the filing status should say Awaiting Approval.



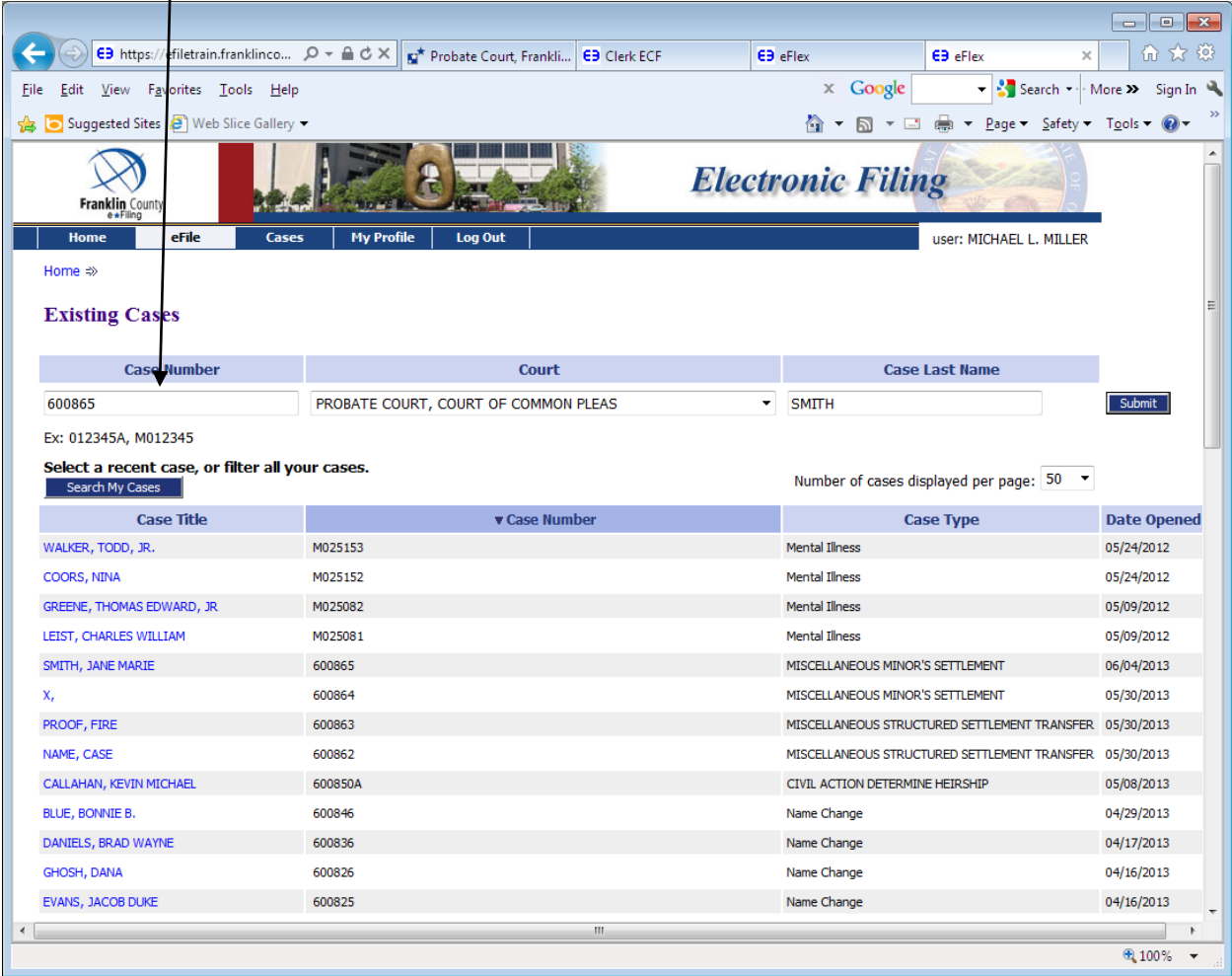
FILING TO AN EXISTING CASE

Use the following steps in filing additional documents to your Minor's Settlement after the case has been approved by the Court and a case number has been issued.

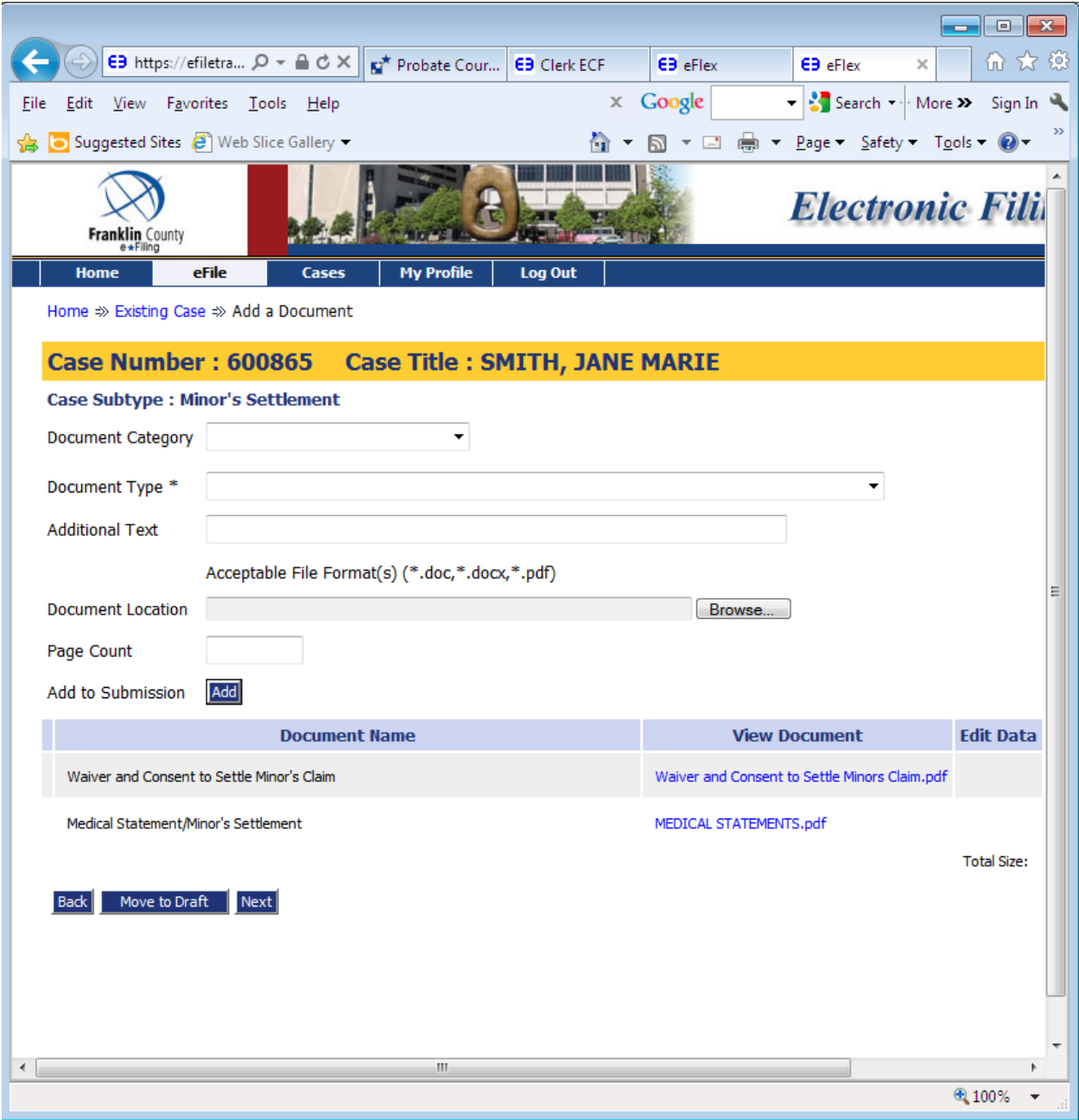
From the Home page, choose File to Existing Case.



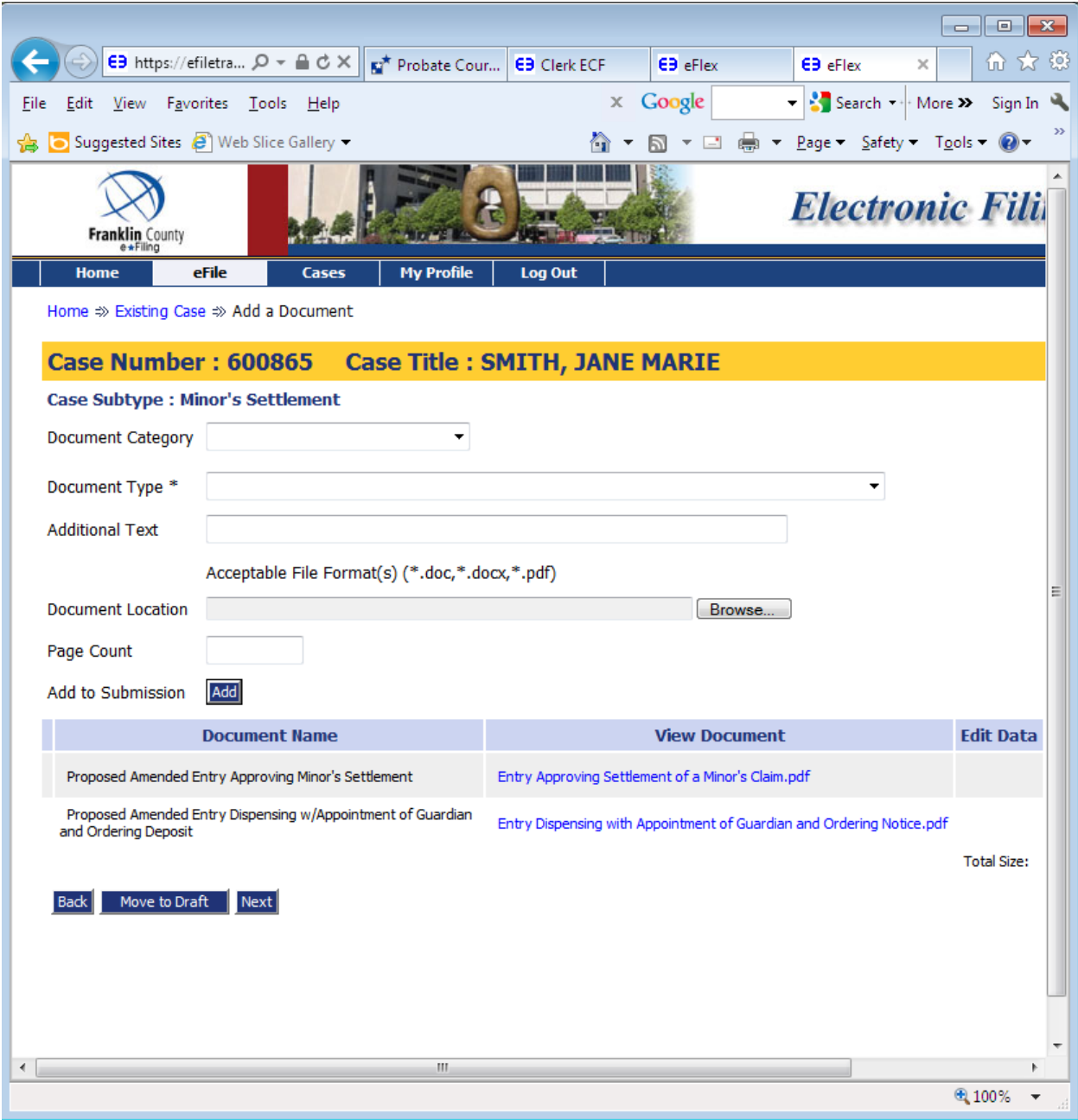
If your case shows up under Search My Cases, all you need to do is click on the link to the name under Case Title. If your case does not show up under Search My Cases, enter the case number, make sure the Court is on Probate Court and enter the last name of the case, then choose the Search button.



You will be taken to the Add a Document page to upload any other documents you need to submit for your case: Waiver and Consent to Settle Minor’s Claim, Medical Statements, etc.



A few days prior to your hearing, you need to upload your *Proposed* Entry Approving Settlement of Minor’s Claim and *Proposed* Entry Dispensing with Appointment of Guardian and Ordering Deposit, if money to be deposited in a Custodial Account.



Paying for Certified Copies Prior to Hearing

For convenience, you can upload the cost for certified copies you will need after the hearing.

Choose

Document Category: Miscellaneous A – C

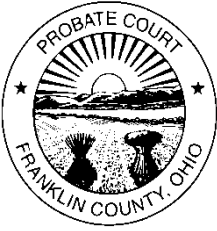
Document Type: Certified Copy

Add to Submission

You will need to do this for as many certified copies that you will need.

Once you have uploaded your documents and as many certified copies needed, choose the Next button.

This will take you to the Review and Approve Page. Choose Submit the Filing and OK to be taken to Pay.Gov to make your payment. See instructions starting on page 20 of this document if you need help with Pay.Gov.



Robert G. Montgomery, Judge

Franklin County Probate Court

373 SOUTH HIGH STREET, 22ND FLOOR, COLUMBUS, OHIO 43215-6311

www.franklincountyohio.gov/probate

Phone: (614) 525-3894 Fax: (614) 525-7422

February 15, 2012

Dear account fiduciary or custodian,

This letter is to inform you that **beginning** April 1, 2012; the Court will institute a change in procedure for all requests to expenditures from Court-controlled custodial accounts. Please read these instructions carefully, as you will be required to follow this procedure for all future requests to expend funds.

- You must submit an Application to Expend Funds - This **must** include a detailed description of the exact amount of money you are requesting and what the expenditure is for. You will be required to submit all documentation which supports your request at the time of filing. *Applications without sufficient documentation may be denied.*
- Forms **15.7A**, Application for Authority to Expend Funds From Custodial Account, and **25.9**, Application for Authority to Expend Funds, to be used in all trust cases, can be found on the Court's website at: <http://www.franklincountyohio.gov/probate/forms.cfm>
Failure to include the bank name and last 4 digits of account number on the Entry will result in the application being denied.
- Payment is due at the time application is filed. - The cost is \$16.00. This charge includes the filing fee for an application of up to four pages, the entry approving or denying the application, and a certified copy of the entry. If your Application and supporting documents exceed four pages, you will be required to pay an additional \$1.00 per page over four. Payment may be made only via cash or money order. **No personal checks are accepted.** A copy of the application and entry will be mailed to the address of record for the applicant. Please verify that the Court has your current address.
- Requests for expenditures WILL NOT be reviewed at the Magistrate duty desk.
- Applications to expend funds will be reviewed by a committee on a weekly basis. Please allow sufficient time for the Court to review your application.
- Applications are to be submitted directly to the docketing and cashier clerk. You may submit your application in person, or mail in your request at the address listed above, **to the attention of - Magistrate / App to Expend.** If you submit your application through the mail, payment should be made by money order.

Thank you for your cooperation in this matter.

Robert G. Montgomery
Franklin County Probate Judge