



PROBATE COURT OF FRANKLIN COUNTY, OHIO

How to Electronically File an Appeal in eFlex

Step 1 – Log Into eFlex

Open the eFlex portal and sign in using your account credentials:

<https://efile.franklincountyoh.tyberacloud.net/>

Welcome to eFiling

Please Log In

Username

Password

Notice

☐ I have read and agree to the Notice of Redaction Responsibility.

[Log In](#)

[Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

If you have not signed in before, please request a user account.



Step 2 – Select Existing Case Filing

From the dashboard, select:

Existing Case

Do not initiate a new case unless instructed by the Court.

[Home](#) [eFile](#) [Cases](#) [My Profile](#) [Log Out](#) [?](#) user:

Home

[New Case](#)

[Existing Cases](#)

[My Filings](#) (2)

[Draft Filings](#) (86)

[Notifications](#) (22)

File new case

Perform case actions: eFile, Search, View History, Service List

Check the status of my filings There are 2 filing(s) awaiting payment processing finalization that require your attention.

Finish filing an incomplete filing

Review your Notifications



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Step 3 – Locate the Case

Enter the Probate Court case number, select “Probate Court” from the court selection drop-down menu, and select **Efile**.

Verify the case information and select **Continue**.

Cases

Case Number: 000486

Court: -- Select Court Account --

DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS

GENERAL DIVISION, COURT OF COMMON PLEAS

PROBATE COURT, COURT OF COMMON PLEAS

Number of cases

eFile History

Search Cases

Show Active ☐

Step 4 – Add Appeal Documents

Select the appropriate **Document Type** for the appeal filing.

Select **Add**, then upload the required PDF document(s).

Examples may include:

- Notice of Appeal
- Proposed Entry
- Supporting Documents

Document Category: ALL

Document Type *: ALL

Additional Text

Page Count

Document Location

Add to Submission

Back Move to Draft

Motion to Nominate/Mediation Document

Motion to Release Information

Motion to Remove Fiduciary

Motion to Settle Claim

NOTICE OF CASE ASSOCIATION

Narrative Statement

Next of Kin

Non-Public Record Social Security Information

Notice

Notice of Appeal

Notice of Appearance of Co-Attorney of Record



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Step 5 – Review Service and Fees

Confirm filing has been uploaded to filing package and select **Next**.

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Notice of Appeal	ESH.pdf		0.19 MB	1	
Total Size: 0.19 MB					

[Back](#) [Move to Draft](#) [Next](#)

Step 6 – Review and Submit

Review the filing package to confirm all applicable documents have been included then select **Submit the Filing**.

A confirmation message and filing receipt will be displayed after successful submission.

Review and Submit Filing

486 Case Title : TESTING, BAR CODE

Case Sub Types : Guardianship of an Adult Person and Estate

Client #

You need to add a notice of case association to the filing if you want to be registered as an efiler on the case and receive notifications.

Estimated Fees: \$498.60

☒ Pay by Credit Card

☐ Special Waiver

☐ Government Agency

Document(s) to be Submitted:

[Add/Remove Documents](#)

Document Name	View Document
Notice of Appeal	ESH.pdf

Special Filing Instructions for the Clerk:

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



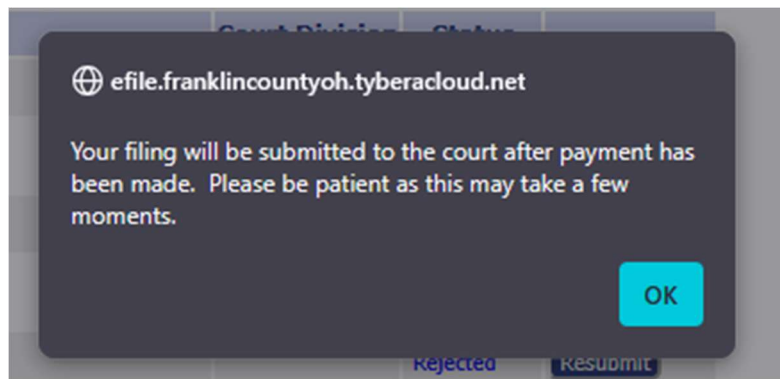
PROBATE COURT OF FRANKLIN COUNTY, OHIO

Step 7 – Payment

Click OK when the on-screen prompt appears to be taken to the payment processing website.

From the Payment Processing page, enter all requested payment information except for any account number details. Including account number information may interfere with payment processing and could result in delays to the filing being submitted and processed successfully.

Select **Make Payment** after all payment info has been provided.



OHIO-FRANKLIN COUNTY - PROBATE COURT

Your Pay Location Code is PLC#2946

(614) 525-3894

Pay Location Code 2946

CUSTOMER ACCOUNT INFORMATION:

PAYMENT INFORMATION:

Payment Type

Credit Card

Billing Phone Number

(123) 456-7890

Email

fakeemail@fakemail.com

Payment Amount

120.00

Fee Amount (Non Refundable): \$3.60 Total Amount: \$123.60

First Name

TEST

Last Name

PROSE

Billing Address

123 fake street

City

Columbus

State

OH

Zip

43230

Card Number

1111-1111-1111-1111

Exp Date

01/10

CVV

123



☒ I agree to pay the above Fee Amount and have read and accept the PayGOV.US Terms of Use [available here](#).

Make Payment



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Step 8 – Payment

Once the Probate Court Clerk has accepted your filing, you will receive an email notification confirming acceptance.

After receiving the acceptance notification, you must appear in person at the Probate Court located at 373 South High Street, 22nd Floor, to obtain a file-stamped copy of your appeal. You will then need to take the file-stamped copy to the Court of Appeals on the 23rd Floor and submit the required \$75 filing fee.