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# E-FILING ESTATES IN FRANKLIN COUNTY PROBATE COURT

Administrative Magistrate Maureen Duffy

Sr. Magistrate Maureen Beaver Durant

February 10, 2025

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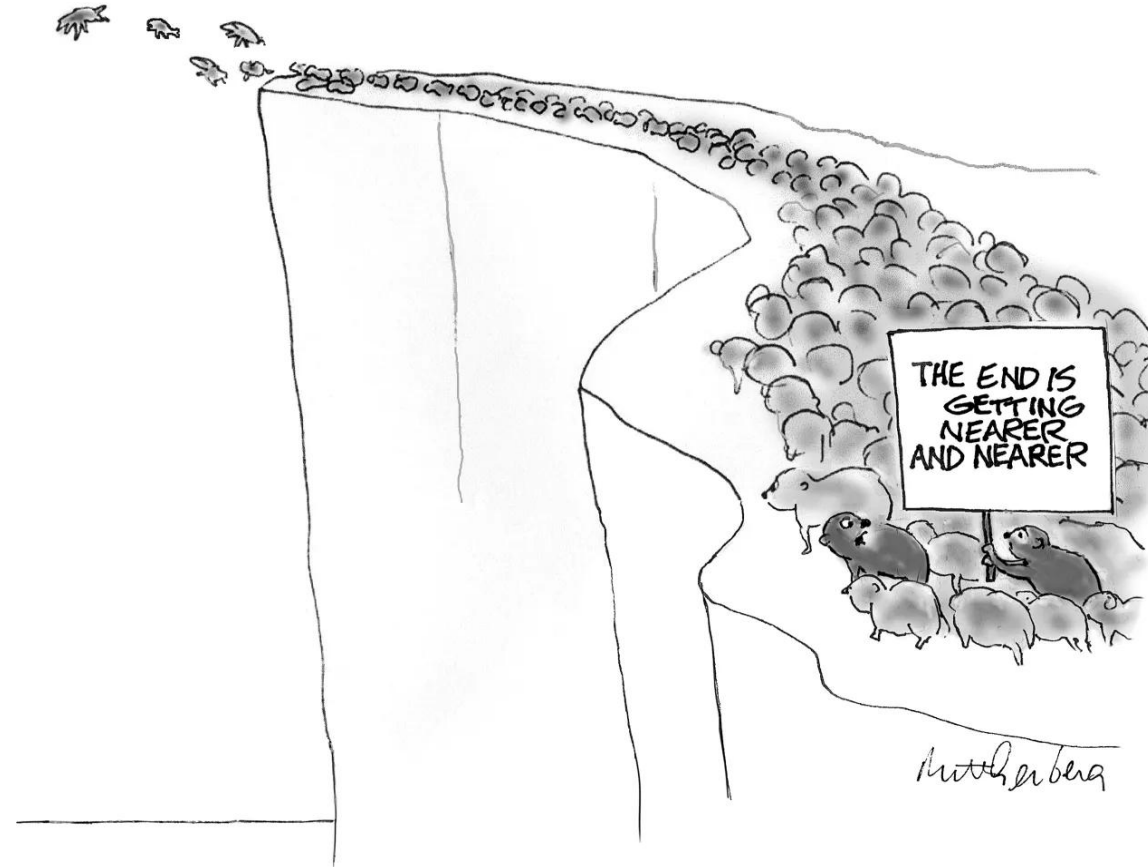
# INTRODUCTION – FOR ALL TYPES OF ESTATES

January 2025

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# BUT FIRST... A CAVEAT



Mutterberg

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# INTRO TO THE PROCESS OF E-FILING AN ESTATE

- Certain filings are required at CASE INITIATION.
    - Minimum required forms differ by case type.
    - Not all minimum required forms for case initiation will be auto-required by the e-filing system, but all remain a requirement before the Clerks accept the filing.
    - Most additional filings will not be accepted at case initiation, and will be auto-rejected.
  - Court feedback comes in one of 3 ways:
    - NOTICE OF DEFICIENCY – issued by Clerks, and again by Legal
    - NOTICE OF COMPLIANCE – issued by Clerks, and again by Legal
    - ENTRY SETTING HEARING
-

# NEW FORMS!

Notice of Presentation  
of Will

Limited Letters of  
Authority

Notice to Reopen

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# NEW FORMS: NOTICE OF PRESENTATION (1) WILL

Sample Notice of Presentation of Will: for all testate estates- large AND small

## PROBATE COURT OF FRANKLIN COUNTY, OHIO JEFFREY D. MACKEY, JUDGE

ESTATE OF \_\_\_\_\_, DECEASED  
CASE NO. \_\_\_\_\_

### NOTICE OF PRESENTATION OF WILL

Now comes the undersigned and states that an  Application to Probate Will  Application to File Will for Record Only is being filed with this form.

[Check all that apply]

The following unaltered document(s) shall be presented to the court for filing within fourteen days of the filing of this Notice. Copies of these documents are attached to this notice.

- Original last will and testament dated \_\_\_\_\_ and consisting of \_\_\_\_\_ pages.
- One or more original codicils dated \_\_\_\_\_ and consisting of \_\_\_\_\_ pages.
- One or more prior original wills dated \_\_\_\_\_ and consisting of \_\_\_\_\_ pages.  
(attach additional pages if necessary)

The decedent's last will and testament is believed to be on deposit with the court for safekeeping pursuant to R.C. 2107.07. I hereby request that the court file the deposited will in this case.

By signing this notice, I acknowledge that I understand the following:

- The court will review its index of deposited wills pursuant to R.C. 2107.08 upon the opening of this estate, which could result in the filing of a prior will or a will more recent than any I submit.
- If no original last will is on deposit with the court and none is submitted within fourteen days of this notice, this matter may be closed administratively for want of prosecution.
- If the court believes the decedent's purported last will to be a copy or a nonconforming will pursuant to R.C. 2107.24, this matter shall be set for hearing.

Attorney's Signature

Applicant's Signature

Typed or Printed Name

Typed or Printed Name

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

Telephone Number (include area code)

Telephone Number (include area code)

Email Address

Email Address

Attorney Registration No.

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# NEW FORMS: LIMITED LETTER OF AUTHORITY

PROBATE COURT OF FRANKLIN COUNTY, OHIO  
JEFFREY D. MACKEY, JUDGE

ESTATE OF \_\_\_\_\_, DECEASED  
CASE NO. \_\_\_\_\_

**ENTRY APPOINTING FIDUCIARY; LIMITED LETTERS OF AUTHORITY**

Name of Fiduciary: \_\_\_\_\_

Title of Fiduciary: [check one of the following]

- Administrator  
 Special Administrator, whose appointment shall expire on \_\_\_\_\_, 20\_\_\_\_  
 Other: \_\_\_\_\_

On hearing the application of Applicant for authority to administer the decedent's estate, the court finds that:

Decedent died [check one of the following]  testate  intestate on \_\_\_\_\_, 20\_\_\_\_, domiciled  
in \_\_\_\_\_.

Applicant is a suitable and competent person to execute the trust.

Bond is dispensed with by law. **No assets shall be released to the fiduciary without a specific court order.**  
Estate assets shall be held 100% custodial.

The court therefore appoints Applicant as such fiduciary:

- with the power conferred by law to fully administer decedent's estate.  
 pursuant to R.C. 2113.15, specifically empowered to:  
 receive presentment of a claim against the estate.  
 collect and preserve assets of the estate.  The fiduciary is only authorized to act with respect  
to the following specific assets: \_\_\_\_\_  
\_\_\_\_\_  
 Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This entry of appointment constitutes the fiduciary's letters of authority.

\_\_\_\_\_  
Date

Signature Page Attached  
Jeffrey D. Mackey  
Probate Judge

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# NEW FORMS: NOTICE TO REOPEN

PROBATE COURT OF FRANKLIN COUNTY, OHIO  
JEFFREY D. MACKEY, JUDGE

IN THE MATTER OF \_\_\_\_\_  
CASE NO. \_\_\_\_\_

**NOTICE TO REOPEN**

Now comes the undersigned applicant and notifies the court that this case should be reopened to allow the applicant to submit the following document(s) for filing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Attorney Registration No. (if applicable)

**ENTRY REOPENING CASE**

Upon review, the court hereby **ORDERS** that this case be reopened solely to allow the applicant to submit documents for filing.

The court shall take no further action in this case unless the applicant proceeds to file documents as proposed above which require court action.

If this is an estate case being reopened to report newly discovered assets, the applicant remains responsible for separately filing Form 1.Y (Application to Reopen Estate to Report Newly Discovered Assets).

If nothing is filed in this case within sixty days of this entry, the case will be automatically closed without further notice.

\_\_\_\_\_  
Signature Page Attached  
Jeffrey D. Mackey, Judge



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# OPENING AN ESTATE IN E-FILING

User interface is the same as in the Court's current e-filing system.

Each user who intends to sign pleadings in e-filing should have their own account.

To open a new case, click "New Case" button.

Franklin County e-Filing

Electronic Filing

Home eFile Cases My Profile Log Out ?

user: MICHAEL L. MILLER

home

**New Case**

Existing Cases

My Filings (21)

Draft Filings (181)

Notifications

File new case

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


Check the status of my filings There are 21 filing(s) awaiting payment processing finalization that require your attention.

Finish filing an incomplete filing

Review your Notifications

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# OPENING AN ESTATE IN E-FILING



The screenshot shows the Franklin County e-Filing website interface. At the top left is the Franklin County e-Filing logo. To the right is a banner for "Electronic Filing" with a background image of a building and a large number "8". Below the banner is a navigation menu with buttons for "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is logged in as "MICHAEL L. MILLER". The main content area shows the breadcrumb "Home ⇒ New Case Filing: Court" and a section titled "Court" with a list of court options under the heading "Description". The "PROBATE COURT, COURT OF COMMON PLEAS" option is highlighted in yellow.

Description
<a href="#">DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS</a>
<a href="#">GENERAL DIVISION, COURT OF COMMON PLEAS</a>
<a href="#">PROBATE COURT, COURT OF COMMON PLEAS</a>
<a href="#">TENTH DISTRICT COURT OF APPEALS</a>

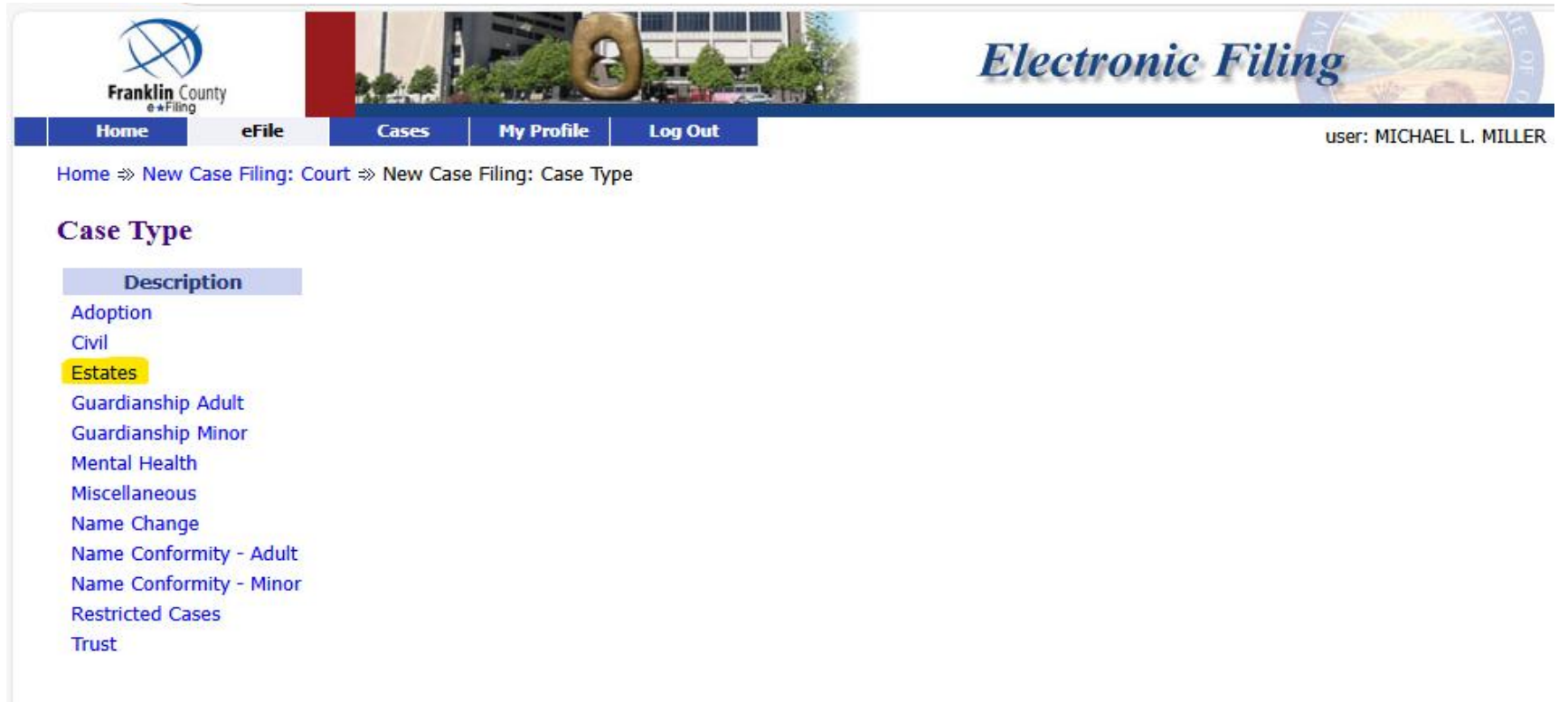
On the next screen,  
select the Probate Court.

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# OPENING AN ESTATE IN E-FILING

On the next screen,  
select the case type.



The screenshot displays the Franklin County e-Filing interface. At the top left is the Franklin County e-Filing logo. To its right is a banner image of a building with a large '0' sculpture. Further right is the text 'Electronic Filing' and a circular seal. Below the banner is a navigation bar with buttons for 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The 'eFile' button is highlighted. In the top right corner, the user is identified as 'user: MICHAEL L. MILLER'. Below the navigation bar, a breadcrumb trail reads 'Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Type'. The main content area is titled 'Case Type' and features a list of case types under the heading 'Description'. The 'Estates' option is highlighted with a yellow background.

**Franklin County**  
e-Filing

*Electronic Filing*

user: MICHAEL L. MILLER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Type

### Case Type

Description
<a href="#">Adoption</a>
<a href="#">Civil</a>
<b><a href="#">Estates</a></b>
<a href="#">Guardianship Adult</a>
<a href="#">Guardianship Minor</a>
<a href="#">Mental Health</a>
<a href="#">Miscellaneous</a>
<a href="#">Name Change</a>
<a href="#">Name Conformity - Adult</a>
<a href="#">Name Conformity - Minor</a>
<a href="#">Restricted Cases</a>
<a href="#">Trust</a>

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# PART ONE: FULL ESTATES

- \* FULL ADMINISTRATION WITH WILL
  - \* FULL ADMINISTRATION WITHOUT WILL
  - \* FULL ADMINISTRATION W/ ALLEGED WILL
  - \* RIGHT OF ACTION ONLY
  - \* RIGHT OF ACTION WITH WILL
  - \* WRONGFUL DEATH ONLY
  - \* WRONGFUL DEATH ONLY WITH WILL
  - \* WRONGFUL DEATH W/WILL – PROBATE ASSETS
  - \* WRONGFUL DEATH WITH PROBATE ASSETS
  - \* ANCILLARY ADMINISTRATION
-

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# ADMINISTERING A FULL ESTATE: AN OVERVIEW

## **STEP 1: OPENING A CASE.**

- At this stage, clerks are reviewing for bare minimum acceptability.
- There is no substantive review beyond confirming jurisdiction, that the decedent has actually passed, and that there is a signed Application for the court to take some action.

## **STEP 2: REVIEWING FIDUCIARY APPOINTMENT PAPERWORK.**

- Clerks will review as many times as needed to ensure that the court has received the minimum paperwork necessary to appoint a fiduciary.
- Clerks will issue a Notice of Deficiency outlining any remaining problems; or a Clerk's Notice of Compliance, when the minimum paperwork is in order.
- Legal staff will automatically review the file when a Clerk's Notice of Compliance is issued and will (1) set the matter for a filing deadline or hearing or (2) issue a Legal Notice of Compliance.

## **STEP 3: ISSUING ENTRIES.**

- The court may assist with some routine Entries, but will usually request the Filer to upload proposed Entries, including proposed Letters of Authority.
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# ADMINISTERING A FULL ESTATE: AN OVERVIEW

## **STEP 1: OPENING A CASE.**

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# STEP 1: OPENING A FULL ESTATE

On the next screen, select the case sub-type.

For full estates, choose  
“Full Administration with Will”  
or  
“Full Administration without  
Will.”

“Full Administration with  
Alleged Will” is for lost or  
nonconforming Wills.



The screenshot shows the Franklin County eFiling website interface. At the top, there is a navigation bar with the following items: Home, eFile, Cases, My Profile, and Log Out. Below the navigation bar, the breadcrumb trail reads: Home » New Case Filing: Court » New Case Filing: Case Type » Case Sub Types. The main heading is "Case Sub Types". Below this heading is a table with a "Description" column. The table lists various case sub-types, with "Full Administration With Will" and "Full Administration Without Will" highlighted in yellow. At the bottom of the page, there is a "Back" button.

Description
<a href="#">Ancillary Administration</a>
<a href="#">Beneficiary Placeholder</a>
<a href="#">Disclaimer</a>
<a href="#">Foreign Record</a>
<a href="#">Full Administration W/ Alleged Will</a>
<a href="#">Full Administration With Will</a>
<a href="#">Full Administration Without Will</a>
<a href="#">Inventory Safe Deposit Box</a>
<a href="#">Miscellaneous - Estate</a>
<a href="#">No Administration Will FRO</a>
<a href="#">No Administration With Will</a>
<a href="#">No Administration Without Will</a>
<a href="#">Probate Only</a>
<a href="#">Real Estate Transfer Only</a>
<a href="#">Release Decedent's Medical Records</a>
<a href="#">Right of Action</a>
<a href="#">Right of Action With Will</a>
<a href="#">Summary Administration W/ Will</a>
<a href="#">Summary Administration W/ Will FRO</a>
<a href="#">Summary Administration W/O Will</a>
<a href="#">Will Filed For Record Only</a>
<a href="#">Wrongful Death Only</a>
<a href="#">Wrongful Death Only With Will</a>
<a href="#">Wrongful Death W/ Will - Probate Assets</a>
<a href="#">Wrongful Death With Probate Assets</a>

[Back](#)

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# STEP 1: OPENING A FULL ESTATE

On the next screen, select whether or not there is a surviving spouse.

Add “case participants” from this screen.

The screenshot shows the Franklin County eFiling system interface. At the top left is the Franklin County eFiling logo. To the right is a banner for "Electronic Filing" with a circular seal. Below the banner is a navigation menu with "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "user: MICHAEL L. MILLER". The breadcrumb trail is "Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Type ⇒ Case Sub Types ⇒ Case Initiation". The main heading is "Case Initiation: Full Administration Without Will". Below this, there are radio buttons for "Surviving Spouse: Yes" (selected) and "No". Underneath, there are two buttons: "Add My Parties" and "Add Other Parties", both highlighted in yellow. To the right of these buttons is the text "(Any party to be served must be added as a distinct party.)". Below this is a table with columns: "Remove", "Participant Name", "Type", and "Attorney/Agent for Party". At the bottom, there are three buttons: "Back", "Save to Draft", and "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 Type ⇒ Case Sub Types ⇒ Case Initiation

**Case Initiation: Full Administration Without Will**

Surviving Spouse: Yes  No

Add Case Participants **Add My Parties** **Add Other Parties** (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
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**Back** **Save to Draft** **Next**



# STEP 1: OPENING A FULL ESTATE

On the next screen,  
“Add My Parties” = Applicant

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 Type » Case Sub Types » Case Initiation » Add a Party

### Add a Party: Full Administration With Will

**Applicant**

Organization  Person

Party Type: **Applicant**

First Name: \* JOHN

Middle Name: Q.

Last Name: \* (or Business Name) DOE

Name Suffix: (Jr, Sr, ...)

Phone: (000) 000-0000 ext

Email: john.q.doe@aol.com

Main Address:  US/Canada  Other Country

Address Line 1: \* 123 MAIN ST

Address Line 2:

Address Line 3:

City: \* COLUMBUS

State: \* OHIO

Country: \* UNITED STATES

Zip / Postal Code: \* 43215

Back Next

**Add an Attorney for this Party**

Last Name	Middle Name	First Name	Bar Number	Type
X MILLER	L.	MICHAEL	000025561	Attorney

Add

**Add Additional Addresses**

Type	Address
------	---------

Add

# STEP 1: OPENING A FULL ESTATE

“Add Other Parties” =

- Decedent
- Surviving Spouse

For the decedent, please use information from the death certificate.

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 Type » Case Sub Types » Case Initiation » Add a Party

### Add a Party: Full Administration With Will

Organization  Person

Party Type: **Decedent**

First Name: \* WILLIAM

Middle Name: HENRY

Last Name: \* (or Business Name) HARRISON

Name Suffix: (Jr, Sr, ...)

Date of Death: **04-04-2024**

Phone: (000) 000-0000 ext

Email:

Main Address:  US/Canada  Other Country

Address Line 1: \* 100 TIPPECANOE CT

Address Line 2:

Address Line 3:

City: \* COLUMBUS

State: \* OHIO

Country: \* UNITED STATES

Zip / Postal Code: \* 43210

Back Next

### Add an Attorney for this Party

Last Name Middle Name First Name Bar Number Type

Add

### Add Aliases (AKA)

First Name Middle Name Last/Business Name

Add

### Add Additional Addresses

Type Address

Add

# STEP 1: OPENING A FULL ESTATE

From the next screen, upload your proposed opening pleadings.

Choose the document from the drop-down.

The documents marked with an asterisk are many (but not all) of the **required minimum pleadings** – your case will not be opened without all of these documents being submitted.

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 Type » Case Sub Types » Case Initiation » Add a Document

Case Sub Types : Full Administration With Will

Document Category

Document Type \*

Additional Text

Page Count

Document Location

Add to Submission

Case Data

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

Document	Edit Data	Size	Pg Count	Remove
	<input checked="" type="checkbox"/>	0.01 MB		
Total Size: 0.0 MB				

ra Development Group, Inc.

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# STEP 1: OPENING A FULL ESTATE

If you miss certain **required minimum pleadings** – the system will not let you move forward.

Not all required minimum pleadings are set up this way. Please be sure to review the complete list and include all, or the clerks must reject your pleadings back to you.

The screenshot shows the Franklin County eFiling system interface. The top navigation bar includes "Home", "eFile", "Cases", "My Profile", and "Log Out". The breadcrumb trail reads: "Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Type ⇒ Case Sub Types ⇒ Case Initiation ⇒ Add a Document".

A warning message from "franklintest.tyberacloud.net" is displayed, stating: "You have not provided a Notice of Presentation of Will for this filing. Please add a document of this type before proceeding." with an "OK" button.

The main content area is titled "Case Sub Types : Full Administration With Will". It contains the following form fields:

- Document Category: ALL (dropdown)
- Document Type \*: Application for Authority to Administer Estate \* (dropdown)
- Additional Text: (text input)
- Page Count: (text input)
- Acceptable File Format Type(s) (\*.doc,\*.docx,\*.pdf)
- Document Location: Choose File | No file chosen
- Add to Submission: Add (button)

Below the form is a table listing the required pleadings:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data		<input checked="" type="checkbox"/>	0.01 MB		
Application for Authority to Administer Estate	<a href="#">One-page example.docx</a>		0.02 MB	1	
Fiduciary's Acceptance - Estates	<a href="#">One-page example.docx</a>		0.02 MB	1	
Surviving Spouse, Next of Kin, Legatee-Deviser	<a href="#">One-page example.docx</a>		0.02 MB	1	
Application to Probate Will	<a href="#">One-page example.docx</a>		0.02 MB	1	

Total Size: 0.08 MB

Navigation buttons: Back, Move to Draft, Next

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# STEP 1: OPENING A FULL ESTATE – MINIMUM REQUIRED FORMS

- Proof of Death (death certificate or Form 1.Z, Notice of Opening Estate Without Death Certificate)
- Form 1.0, Surviving Spouse, Next of Kin, Legatees, and Devisees
- Form 4.0, Application for Authority to Administer Estate
- Form 4.0A, Fiduciary's Acceptance - Estates

If these forms are not present, the case will not be opened.

If these forms are not complete or correct, the case will be opened, and a Clerk's Notice of Deficiency will issue.

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## STEP 1A:

# ADDITIONAL MINIMUM REQUIRED FORMS – TESTATE ESTATES

- Notice of Presentation of Will, with a copy of the proposed Will attached
- Form 2.0, Application to Probate Will OR Form 2.0LW, Application to Admit Lost Will to Probate

**If these forms are not present, the case will not be opened.**

If these forms are not complete or correct, the case will be opened, and a Clerk's Notice of Deficiency will issue.

**The filer must deliver to the court an original Will (that matches the copy presented to the court at case opening) no later than 14 days from the opening of the case, or the matter may be dismissed.**

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# STEP 1: OPENING A FULL ESTATE

For each separate pleading, you must include:

- Page count
- Document location (from your computer)
- Add to submission

A document will show up in the list at the bottom of the page as it is successfully added.

The screenshot shows the Franklin County eFiling system interface. The user is logged in as MICHAEL L. MILLER. The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Type ⇒ Case Sub Types ⇒ Case Initiation ⇒ Add a Document. The current page is titled "Case Sub Types : Full Administration Without Will".

The form fields are:

- Document Category: [Dropdown]
- Document Type \*: Application for Authority to Administer Estate \* [Dropdown]
- Additional Text: [Text Area]
- Page Count: [Text Input, highlighted with a yellow circle]
- Acceptable File Format Type(s) (\* .doc,\*.docx,\*.pdf)
- Document Location: Choose File | No file chosen
- Add to Submission: Add [Button]

At the bottom, there is a table listing the submitted documents:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data		✓	0.01 MB		
Application for Authority to Administer Estate	<a href="#">One-page example.docx</a>		<a href="#">0.02 MB</a>	1	
			Total Size: 0.02 MB		

Navigation buttons: Back, Move to Draft, Next

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# STEP 1: OPENING A FULL ESTATE

You will have a final opportunity to review the complete package before filing.

This screen is also where you pay.

The screenshot shows the 'Review and Submit Filing' page in the Franklin County eFiling system. The page header includes the Franklin County eFiling logo, a navigation menu with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out', and the user name 'MICHAEL L. MILLER'. The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Type ⇒ Case Sub Types ⇒ Case Initiation ⇒ Review and Submit Filing. The main heading is 'Review and Submit Filing'. A yellow banner displays the 'Case Title : HARRISON WILLIAM HENRY'. Below this, the 'Case Sub Types : Full Administration Without Will' is shown. There is a 'Client #' field. The 'Estimated Fees: \$125.00' section has three radio button options: 'Pay by Credit Card' (selected), 'Special Waiver', and 'Government Agency'. The 'Generated Case Data:' section has a 'Change Case Data' button. The 'Document(s) to be Submitted:' section has an 'Add/Remove Documents' button and a table of documents. The table has two columns: 'Document Name' and 'View Document'. The rows are: 'Application for Authority to Administer Estate' (One-page example.docx), 'Fiduciary's Acceptance - Estates' (One-page example.docx), and 'Surviving Spouse, Next of Kin, Legatee-Devisee' (One-page example.docx). Below the table is a 'Special Filing Instructions for the Clerk:' text area. At the bottom, there are four buttons: 'Back', 'Cancel (Delete)', 'Move to Draft', and 'Submit the Filing'.

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 Type ⇒ Case Sub Types ⇒ Case Initiation ⇒ Review and Submit Filing

**Review and Submit Filing**

**Case Title : HARRISON WILLIAM HENRY**

Case Sub Types : Full Administration Without Will

Client #

Estimated Fees: \$125.00

Pay by Credit Card

Special Waiver

Government Agency

Generated Case Data: [Change Case Data](#)

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

Document Name	View Document
Application for Authority to Administer Estate	<a href="#">One-page example.docx</a>
Fiduciary's Acceptance - Estates	<a href="#">One-page example.docx</a>
Surviving Spouse, Next of Kin, Legatee-Devisee	<a href="#">One-page example.docx</a>

Special Filing Instructions for the Clerk:

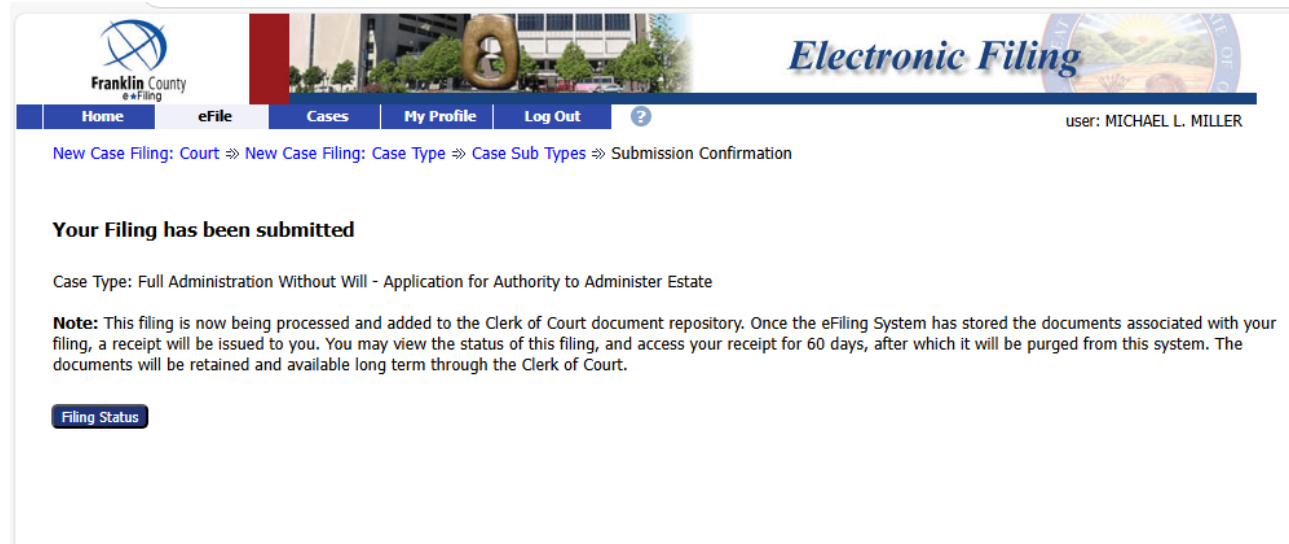
[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)



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# STEP 1: OPENING A FULL ESTATE

System acceptance  
does not indicate  
Court acceptance  
or  
Court approval.



The screenshot shows the Franklin County eFiling system interface. At the top left is the Franklin County eFiling logo. To its right is a banner image of a building with a large number '8'. Further right is the 'Electronic Filing' logo. Below these is a navigation bar with links for Home, eFile, Cases, My Profile, and Log Out. The user name 'user: MICHAEL L. MILLER' is displayed on the right. A breadcrumb trail reads: 'New Case Filing: Court ⇒ New Case Filing: Case Type ⇒ Case Sub Types ⇒ Submission Confirmation'. The main content area features the heading 'Your Filing has been submitted' and the text 'Case Type: Full Administration Without Will - Application for Authority to Administer Estate'. A note states: 'Note: This filing is now being processed and added to the Clerk of Court document repository. Once the eFiling System has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.' A 'Filing Status' button is located at the bottom of the content area.

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# ADMINISTERING A FULL ESTATE: AN OVERVIEW

## **STEP 2:**

## **REVIEWING FIDUCIARY APPOINTMENT PAPERWORK.**

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## STEP 2:

# FIDUCIARY APPOINTMENT PAPERWORK – CLERK

Clerks will review proposed paperwork to ensure that it is signed, complete, and comports with the court's filing standards.

## REVIEW

**The following paperwork must be acceptably filed before the legal staff reviews a case:**

- Proof of death
  - Form 1.0, Next of Kin
  - Form 4.0, Application for Authority to Administer Estate
  - Form 4.0A, Fiduciary's Acceptance
  - For intestate estates:
    - Form 4.2, Fiduciary's Bond + related paperwork
    - Waivers of Right to Administer (unless set for hearing)
  - For testate estates:
    - Notice of Presentation of Will, with a copy of the Will
    - Form 2.0, Application to Probate Will OR Form 2.0LW, Application to Admit Lost Will to Probate
-

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# STEP 2: FIDUCIARY APPOINTMENT PAPERWORK – CLERK

# RE

[Sample Notice of Deficiency for all fiduciary appointments: Testate & Intestate Estates](#)

**PROBATE COURT OF FRANKLIN COUNTY, OHIO  
JEFFREY D. MACKEY, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**NOTICE OF DEFICIENCY – APPOINTMENT OF ESTATE FIDUCIARY**

After the court has received the original Will, the following must still be satisfactorily addressed before Letters of Authority can be issued.

Not all necessary forms have yet been properly signed (or authenticated, if signed electronically) or submitted, as follows:  1.0 (Next of Kin)  2.0 (Appl to Probate Will)  4.2 (Bond)  
 E-4.0B (Application to Administer without an Attorney)

There is a problem with one or more required forms, as follows:

**Form 1.0 (Next of Kin)** is incorrect, incomplete, unsigned, and/or unclear. An example of a [properly-completed](#) form is available on the court's website for reference.

The court requires clarification about the individuals listed on the current Form 1.0 (legal status of relationships, dates of decease, parentage of children).

**Form 4.0A (Fiduciary's Acceptance)** must use Franklin County's specific and current form, which is available on the court's website.

**Form 4.2 (Fiduciary's Bond)** is required and has not yet been submitted; or the forms are not acceptable for finalization as currently submitted.

Form 4.2 must be signed by both the fiduciary and the surety.

Form 4.2 must have the surety's power of attorney attached.

There appears to be a problem with the proposed fiduciary and/or the right to administer is unclear.

The proposed administrator lives out of state, and so is statutorily ineligible for appointment.

Please provide all necessary Waivers of Right to Administer or Declinations to serve as executor, as applicable (or evidence of death/incompetence), as necessary for the proposed appointment, or set this matter for hearing.

There is a problem with bond as currently proposed and/or the need for bond is unclear, as follows:

The proposed executor lives out of state. See [Loc.R. 60.2](#) for additional requirements.

No motion to dispense with bond was presented.

**A hearing is required on this appointment.** Please reserve an available ESTATE APPT HEARING date/time from the e-Hearing Locator and submit a proposed Entry Setting Hearing with the reserved time; then serve notice, and file proof of service before the hearing. Counsel is required to appear; the matter will be continued if contested. The hearing may be cancelled and letters issued if the required documents are filed in advance of the hearing. Pro se applicants should plan to attend the hearing.

Please direct any questions to the court's legal staff by email to [probate.legal@franklincountyohio.gov](mailto:probate.legal@franklincountyohio.gov) or schedule an appointment via the e-Meeting Locator on the court's website.

[Sample Clerk's Notice of Compliance for all fiduciary appointments: Testate & Intestate Estates](#)

**PROBATE COURT OF FRANKLIN COUNTY, OHIO  
JEFFREY D. MACKEY, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

**CLERK'S NOTICE OF COMPLIANCE –  
APPOINTMENT OF ESTATE FIDUCIARY**

Upon review by the probate court clerks, it appears that all documents necessary for the appointment of a fiduciary in the above-captioned estate have been accepted for filing.

The legal staff will review the pleadings and determine whether Letters of Authority may be issued or if further documents and/or a hearing will be required.

If a proposed Will is being offered for probate, the pleadings will not be finally reviewed until the original Will is received by the court.

Please direct any questions to the court's legal staff by email to [probate.legal@franklincountyohio.gov](mailto:probate.legal@franklincountyohio.gov) or schedule an appointment via the e-Meeting Locator on the court's website.

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## STEP 2:

# FIDUCIARY APPOINTMENT PAPERWORK – LEGAL REVIEW

Legal staff will review proposed paperwork to ensure that it is complete, comports with the law, and to determine whether Letters of Authority may be issued or if the Application(s) should be set for hearing.

Feedback from the legal staff will come in one of two forms:

- Entry/Order setting remote hearing, explaining why the Letters cannot yet be issued; or
- Notice of Compliance



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# STEP 2: FIDUCIARY APPOINTMENT PAPERWORK – LEGAL REVIEW

Sample Notice of Compliance- LEGAL for all fiduciary appointments: Testate & Intestate Estates

**PROBATE COURT OF FRANKLIN COUNTY, OHIO  
JEFFREY D. MACKEY, JUDGE**

ESTATE OF \_\_\_\_\_, DECEASED  
CASE NO. \_\_\_\_\_

**NOTICE OF COMPLIANCE**

The court has determined that Letters of Authority should now issue. Please upload the following documents:

- Form 4.5, proposed **Letter of Authority**, naming \_\_\_\_\_ as
  - Executor
  - Administrator
  - Administrator W.W.A.
- With bond:
  - Dispensed by Will
  - Dispensed by law
  - Filed and [approved](#)
  
- Form 4.5L, proposed **LIMITED Letter of Authority**, naming \_\_\_\_\_ as
  - Executor
  - Administrator
  - Administrator W.W.A.
- Special [Administrator](#), appointment to expire on: \_\_\_\_\_
- With bond:
  - Dispensed by Will
  - Dispensed by law
  - Filed and [approved](#)
  
- Form ~~rclos~~, Request for Certified Letters of Authority
  
- Form e2.3, proposed Entry Admitting Will to Probate
  
- Form 2.B, proposed Bond Approval Entry
  
- Other: \_\_\_\_\_

Please direct any questions to the court's legal staff by email to [probate.legal@franklincountyohio.gov](mailto:probate.legal@franklincountyohio.gov) or schedule an appointment via the e-Meeting Locator on the court's website.

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## STEP 2A: IF A HEARING IS REQUIRED...

- If the Applicant knows that a hearing is required: the Applicant should select and reserve an ESTATE APPT HEARING date/time from the e-Hearing Locator, then upload a proposed Entry Setting Hearing.
    - Initially, times will be available on Wednesday mornings, Thursday afternoons, and Friday mornings.
    - These are very short hearings for establishing notice; the matter will be continued if contested.
  - If the Court determines that a hearing is necessary: a hearing will be set at one of the above times.
    - The Applicant must serve notice and file proof of service before the hearing.
    - Counsel is required to appear.
  - The hearing may be canceled and Letters of Authority issued if all required documents are filed in advance of the hearing.
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# ADMINISTERING A FULL ESTATE: AN OVERVIEW

## **STEP 3: ISSUING ENTRIES.**

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## STEP 3: ISSUING ENTRIES

- Sometimes, the court will prepare its own Entries; frequently, the court will request that the Applicant upload proposed Entries.
  - The Notice of Compliance issued by legal staff includes a specific request to upload a proposed Letter of Authority, among other Entries.
    - The Notice of Compliance will include what the court expects to see on a proposed Letter of Authority.
    - A new Limited Letter of Authority will be available for convenience, when appropriate.
  - **Court staff will not prepare proposed Letters of Authority.**
  - The Applicant should also upload a Request for Certified Copies form indicating how many Letters of Authority they would like to receive.
-

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# STEP 3: ISSUING ENTRIES

PROBATE COURT OF FRANKLIN COUNTY, OHIO  
JEFFREY D. MACKEY, JUDGE

IN THE MATTER OF \_\_\_\_\_

CASE NO. \_\_\_\_\_

## REQUEST FOR CERTIFIED COPIES

I, the undersigned, hereby request that the court issue certified copies of the following documents:

Document Title: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Number of Copies Requested: \_\_\_\_\_

Document Title: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Number of Copies Requested: \_\_\_\_\_

Document Title: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Number of Copies Requested: \_\_\_\_\_

I acknowledge that the present cost of certified copies is \$1.00. Once certified copies have been produced:

**[Choose one]**

Please  call or  email me using the contact information below, and I will arrange to pick up the certified copies in person.

Please mail the certified copies to me using the contact information below, at my expense.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Email Address

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# PART 2: SMALL ESTATES

- \* NO ADMINISTRATION WITH WILL
  - \* NO ADMINISTRATION WITHOUT WILL
  - \* SUMMARY ADMINISTRATION W/ WILL
  - \* SUMMARY ADMINISTRATION W/ WILL FRO
  - \* SUMMARY ADMINISTRATION W/O WILL
-

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# ADMINISTERING A SMALL ESTATE: AN OVERVIEW

## **STEP 1A: CHOOSING A CASE TYPE.**

- Filers need to ensure that they are eligible to file the paperwork and that certain minimum standards are met.

## **STEP 1: OPENING A CASE.**

- At this stage, clerks will verify that the Applicant is eligible to file the paperwork and that certain minimum standards are met.

## **STEP 2: REVIEWING RELEASE FROM ADMINISTRATION PAPERWORK.**

- Clerks will review as many times as needed to ensure that the court has received the minimum paperwork necessary.
- Clerks will issue a Notice of Deficiency outlining any remaining problems; or a Clerk's Notice of Compliance, when the minimum paperwork is in order.
- Legal staff will automatically review the file when a Clerk's Notice of Compliance is issued and will (1) set the matter for a filing deadline or hearing or (2) issue a Notice of Compliance.

## **STEP 3: ISSUING ENTRIES.**

- The court may assist with some routine Entries but generally will request the Applicant (especially if represented by counsel) to upload proposed Entries.
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# ADMINISTERING A SMALL ESTATE: AN OVERVIEW

## **SUMMARY RELEASES**



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# STEP 1: OPENING A **SUMMARY RELEASE**– MINIMUM REQUIRED FORMS

- Application for Summary Release from Administration – Form 5.10A
- Surviving Spouse, Next of Kin, Legatee-Devisee – Form 1.0
- Death Certificate (or Form 1.Z, Notice of Opening Estate Without Death Certificate, can be uploaded instead of a death certificate)
- Funeral bill
  
- For testate estates:
  - Notice of Presentation of Will, with a copy of the Will
  - Form 2.0, Application to Probate Will OR Form 2.0A, Application to File Will for Record Only

If these forms are not present, complete, or correct, the case will not be opened.

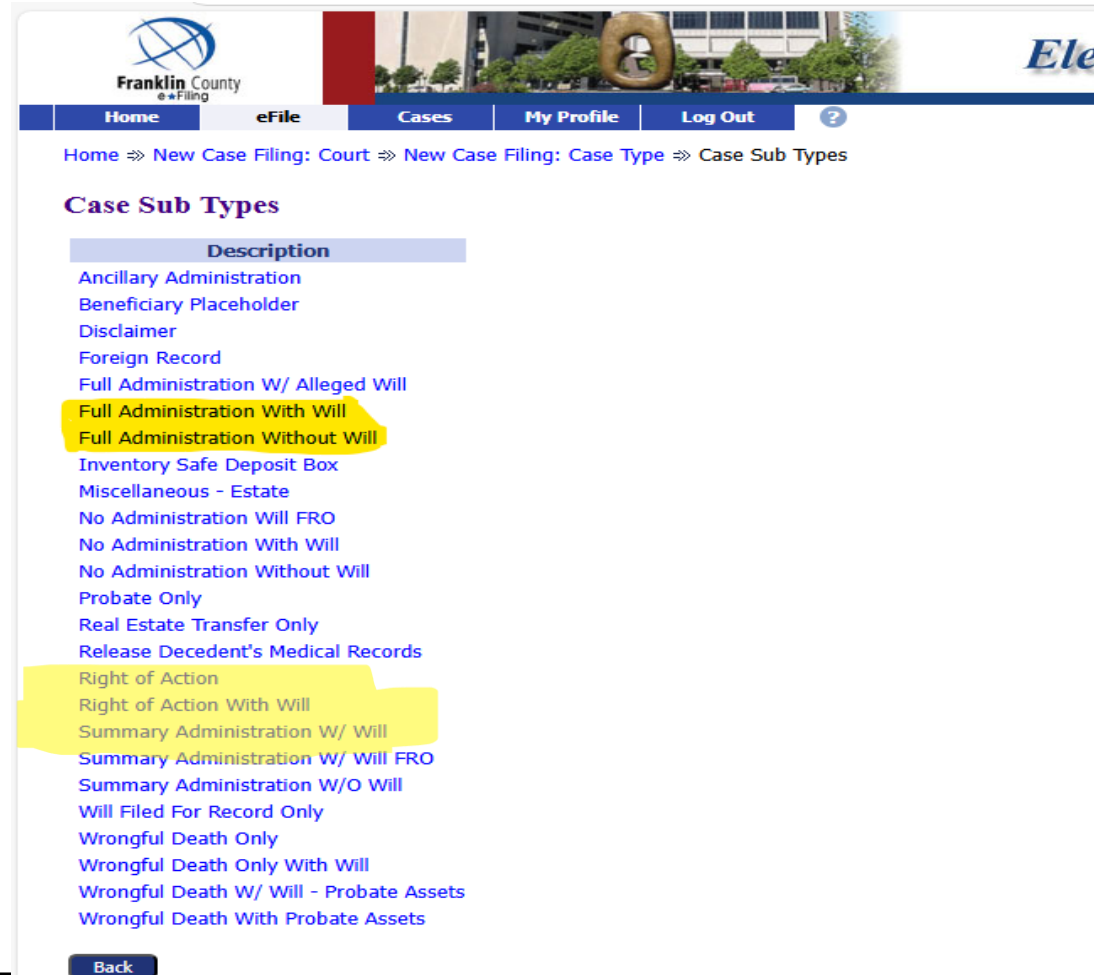
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# STEP 1: OPENING A SUMMARY RELEASE

Select the case sub-type.

- Summary Administration with Will
- Summary Administration without Will
- Summary Administration with Will for Record



Franklin County eFiling

Home eFile Cases My Profile Log Out

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Type ⇒ Case Sub Types

### Case Sub Types

Description
<a href="#">Ancillary Administration</a>
<a href="#">Beneficiary Placeholder</a>
<a href="#">Disclaimer</a>
<a href="#">Foreign Record</a>
<a href="#">Full Administration W/ Alleged Will</a>
<a href="#">Full Administration With Will</a>
<a href="#">Full Administration Without Will</a>
<a href="#">Inventory Safe Deposit Box</a>
<a href="#">Miscellaneous - Estate</a>
<a href="#">No Administration Will FRO</a>
<a href="#">No Administration With Will</a>
<a href="#">No Administration Without Will</a>
<a href="#">Probate Only</a>
<a href="#">Real Estate Transfer Only</a>
<a href="#">Release Decedent's Medical Records</a>
<a href="#">Right of Action</a>
<a href="#">Right of Action With Will</a>
<a href="#">Summary Administration W/ Will</a>
<a href="#">Summary Administration W/ Will FRO</a>
<a href="#">Summary Administration W/O Will</a>
<a href="#">Will Filed For Record Only</a>
<a href="#">Wrongful Death Only</a>
<a href="#">Wrongful Death Only With Will</a>
<a href="#">Wrongful Death W/ Will - Probate Assets</a>
<a href="#">Wrongful Death With Probate Assets</a>

Back

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## STEP 1A:

# ADDITIONAL MINIMUM REQUIRED FORMS – IF THERE IS A WILL

- Notice of Presentation of Will, with a copy of the proposed Will attached
- Application to Probate Will (Form 2.0) OR Application to Admit Lost Will to Probate (Form 2.0LW)
  - IN SUMMARY RELEASES ONLY – Application to File Will FRO (“for record only”)(Form 2.0A)

**If these forms are not present, the case will not be opened.**

If these forms are not complete or correct, the case will be opened and a Clerk’s Notice of Deficiency will issue.

**The filer must deliver to the court an original Will (that matches the copy presented to the court at case opening) no later than 14 days from the opening of the case, or the matter may be dismissed.**

Note: this is the same “additional” paperwork as is required for full estates and no administration cases, and is required any time there is a Will.

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## STEP 2:

# SUMMARY RELEASE PAPERWORK – CLERK REVIEW

Clerks will review proposed paperwork to ensure that it is signed, complete, and comports with the court's filing standards.

A Summary Release will likely not be accepted for filing if there are deficiencies.

If proposed Summary Release paperwork shows that the estate and/or Applicant is ineligible, the case will not be opened.

If a Summary Release is accepted for filing and the Will (if any ) has been admitted to probate a **NOTICE OF COMPLIANCE** will be issued. The Notice of Compliance will direct the filer to upload the appropriate entries.

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## STEP 3:

# ISSUING ENTRIES – SUMMARY RELEASE

The Notice of Compliance will prompt the filer to upload the appropriate entries which may include:

- Proposed Entry Granting Summary Administration
- Proposed Entry Granting Transfer of Motor Vehicle

If there is a Will, **the court** will prepare the Entry Admitting the Will to Probate or the Entry Admitting the Will for Record.

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# ADMINISTERING A SMALL ESTATE: AN OVERVIEW

## **“FULL” NO ADMINISTRATIONS**



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# STEP 1: OPENING A FULL NO ADMIN – MINIMUM REQUIRED FORMS

- Application to Relieve Estate from Administration – Form 5.0
- Surviving Spouse, Next of Kin, Legatee-Devisee – Form 1.0
- Death Certificate (or Form 1.Z, Notice of Opening Estate Without Death Certificate, can be uploaded instead of a death certificate)
- Release from Administration Statement of Knowledge – Form 5.0F
- For testate estates:
  - Notice of Presentation of Will, with a copy of the Will
  - Form 2.0, Application to Probate Will

If these forms are not present, the case will not be opened.

If these forms are not complete or correct, the case will be opened and a Clerk's Notice of Deficiency will issue

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# STEP 1A: ADDITIONAL MINIMUM REQUIRED FORMS – IF THERE IS A WILL

- Notice of Presentation of Will, with a copy of the proposed Will attached
- Application to Probate Will (Form 2.0) OR Application to Admit Lost Will to Probate (Form 2.0LW)

**If these forms are not present, the case will not be opened.**

If these forms are not complete or correct, the case will be opened and a Clerk's Notice of Deficiency will issue.

**The filer must deliver to the court an original Will (that matches the copy presented to the court at case opening) no later than 14 days from the opening of the case, or the matter may be dismissed.**

Note: this is the same “additional” paperwork as is required for full estates and summary releases and is required any time there is a Will.

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## STEP 2:

# FULL RELEASE PAPERWORK – CLERK REVIEW

Clerks will review proposed paperwork to ensure that it is signed, complete, and comports with the court's filing standards.

**The following paperwork must be acceptably filed or the clerk will issue a Notice of Deficiency:**

- Death certificate / Proof of death
- Photo ID of the Applicant
- Paid funeral bill
- Application to Relieve Estate from Administration (Form 5.2)
- Assets and Liabilities (Form 5.1)
- Waiver of Notice of Application to Relieve Estate from Administration Form or  
Notice of Application to Relieve Estate from Administration (Form 5.3) + proof of mailing
- Surviving Spouse, Children, Next of Kin, Legatees and Devisees (Form 1.0)

For testate estates:

- Notice of Presentation of Will, with a copy of the Will
  - Form 2.0, Application to Probate Will OR Form 2.0LW, Application to Admit Lost Will to Probate
-

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## STEP 2:

# FULL RELEASE PAPERWORK – CLERK REVIEW

In determining whether filings meet court standards, clerks will also be checking for the following:

- Jurisdiction (whether decedent is a Franklin County Resident)
- Acceptable signatures on all documents
- Valuation documentation to support the 5.1 (i.e. bank statements, blue book value)
- Notice to Medicaid, if applicable

If any required document is missing or incomplete, the clerks will issue a **Notice of Deficiency** setting forth which items will be necessary to bring the filer into compliance.

**Until the required documents are filed, the case will not go forward.** After a period of time (yet to be determined), the court will review all cases where a Notice of Deficiency was issued and either:

- Issue an order setting a filing deadline or
  - Issue an order setting the matter for hearing
-

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# STEP 2A: FULL RELEASE – NOTICE OF DEFICIENCY

PROBATE COURT OF FRANKLIN COUNTY, OHIO  
JEFFREY D. MACKEY, JUDGE

ESTATE OF \_\_\_\_\_, DECEASED

CASE NO. \_\_\_\_\_

## NOTICE OF DEFICIENCY – NO ADMINISTRATION

After the court has received the original Will (if applicable), the following must still be satisfactorily addressed:

Not all necessary forms have yet been properly signed or submitted, as follows:

- 1.0 (Next of Kin)  2.0 (Appl to Probate Will)  5.0 (Application for release from admin)  
 5.1 (Assets & Liabilities)  5.3 (Notice of Application to Relieve Estate from Administration)

There is a problem with one or more required forms, as follows:

**Form 1.0 (Next of Kin)** is incorrect, incomplete, unsigned, and/or unclear. An example of a properly completed form is available on the court's website for reference. It must be signed on page 2.

The court requires clarification about the individuals listed on the current Form 1.0 (legal status of relationships, dates of death, parentage of children).

There is a minor beneficiary. Please upload a birth certificate and proof of custody; and send Form 5.3 to any person who has custody of the minor.

**Form 5.1 (Assets and Liabilities)** must  list all estate assets, with proof of value for each;  be signed at the end of page 2;  list any vehicle with year/ make/ model and value.

**Form 5.3 (Notice of Application to Relieve Estate from Administration)** must be sent to each person on the Next of Kin Form (1.0) by certified mail, and you must file proof of delivery. NOTE: This is not needed for anyone listed on the Next of Kin form who has signed a Form 5.2 (Waiver of Notice)

**The Court needs to see proof that Medicaid has no interest in this estate.** Please contact the following by email, or phone if necessary, and file any written response.

Robert J. Byrne, Assistant Ohio Attorney General – Medicaid Estate Recovery  
Robert.Byrne@OhioAGO.gov  
(614) 466-8360 / (614) 752-8085

**The Court needs to see proof that the funeral bill has been paid in full and** must be able to tell who paid it. If you don't have a copy, request it from the funeral home and upload.

If the person who paid the funeral bill does not wish to be reimbursed, please file a notarized statement from them to that effect. A form is available on the court's website.

There are multiple beneficiaries and assets that cannot be easily divided. If all beneficiaries agree on who should receive what, then please file a Proposed Distribution and Consent Form, available on the court's website. Otherwise, assets will need to be sold and a commissioner will need to be appointed.

**The court needs to appoint a Commissioner** to gather/sell and distribute the assets of the estate. Please upload a proposed Magistrate's Order Appointing Commissioner (Form 5.6B) listing the name of a willing individual, who must be an Ohio resident.

**A hearing is required on this appointment.** Please send Form 5.3 to every person listed on the Form 5.3 before the hearing by certified mail & file proof that you did so; or have them attend the hearing.

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## STEP 2A:

# FULL RELEASE – NOTICE OF DEFICIENCY

When a case is on hold because of a Notice of Deficiency, two things may happen:

1. The filer provides the missing documents:

In this case, the court will issue a **Notice of Compliance** directing the filer to upload the appropriate entries.

2. The filer **does not** provide the missing documents:

After a period of time (yet to be determined), the court will review these cases and either:

- Issue an order setting a filing deadline; or
  - Issue an order setting the matter for hearing
-

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## STEP 3:

# FULL RELEASE – ISSUING ENTRIES

The Notice of Compliance will prompt the filer to upload the appropriate entries which may include:

- Proposed Entry Relieving Estate from Administration
- Proposed Entry Granting Transfer of Motor Vehicle

If there is a Will, **the court** will prepare the Entry Admitting the Will to Probate

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# FULL RELEASE – APPOINTMENT OF COMMISSIONER

- If the filer wishes the court to appoint a Commissioner, they should upload a Proposed Magistrate’s Order Appointing Commissioner with the initial filings (see Step 1).
- If the court believes that a Commissioner is necessary, a magistrate may appoint a Commissioner after a **Notice of Compliance** has been issued.

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# OTHER ESTATES CASE TYPES

- \* PROBATE ONLY
  - \* REAL ESTATE TRANSFER ONLY
  - \* WILL FILED FOR RECORD ONLY
  - \* INVENTORY SAFE DEPOSIT BOX
  - \* RELEASE DECEDENT'S MEDICAL RECORDS
  - \* BENEFICIARY PLACEHOLDER (FOR NOTICE OF WRONGFUL DEATH CLAIM)
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Please report any problems to our IT department at:

[Efiling-probate@franklincountyohio.gov](mailto:Efiling-probate@franklincountyohio.gov)

(or reach out to one of us directly)

**THANK YOU FOR YOUR PATIENCE!**

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