

e-FILING INSTRUCTIONS

DISINTERMENTS

Log into the e-Filing System

The screenshot shows a web browser window displaying the Franklin County e-Filing website. The browser's address bar shows the URL <https://efiletrain.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 a blue "eFile!" callout box. Below the image is a welcome message:

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.

At the bottom of the page, there are links for [online help](#), [about Tybera Development Group, Inc.](#), and [contact us](#).

On the right side of the page, there is a "Log In" section with the following form:

Log In

Enter your User Name and Password.

User Name:

Password:

[Forgot Your Password?](#)

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 of a building, and the text "Electronic Filing". A navigation menu contains links for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "YVONNE IMON HOLIDAY".

Home

- [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

online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us
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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 '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, about Tybera Development Group, Inc., and contact us, along with a copyright notice for 2001-11 Tybera Development Group, Inc.

Choose Disinterment

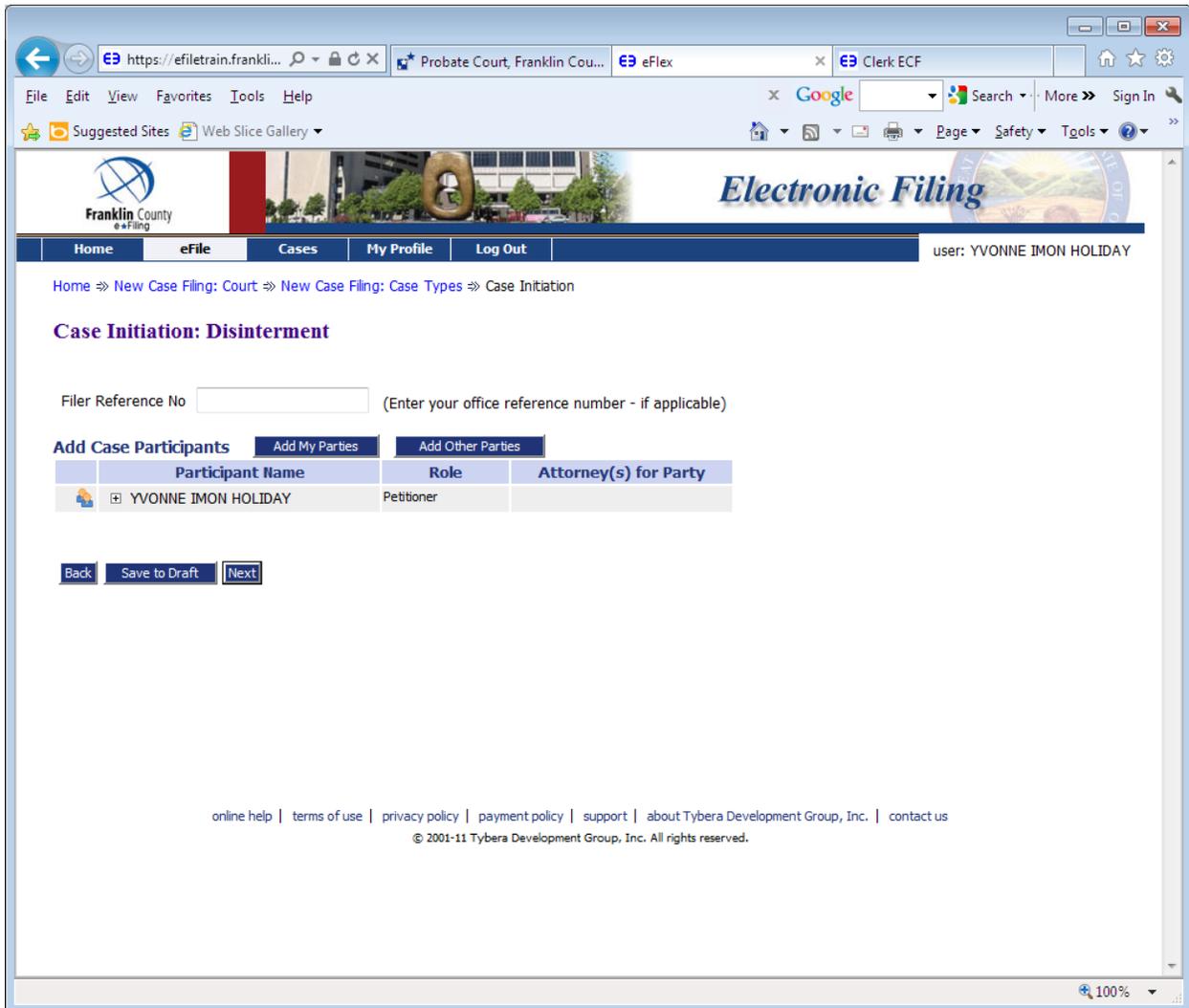
The screenshot shows a web browser window displaying the Franklin County eFiling portal. The browser's address bar shows the URL <https://efiletrain.franklin...>. The page header includes the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu contains links for Home, eFile, 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

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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 with the URL <https://efiletrain.franklin...>. The browser tabs include "Probate Court, Franklin Cou...", "eFlex", and "Clerk ECF". 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". The user is identified as "YVONNE IMON HOLIDAY".

The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Case Types » Case Initiation » Add a Document » Misc Petition.

The main heading is "Application for Disinterment".

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**

Footer: online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us
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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

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	
			Total Size:	0.15 MB	

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

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	
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.

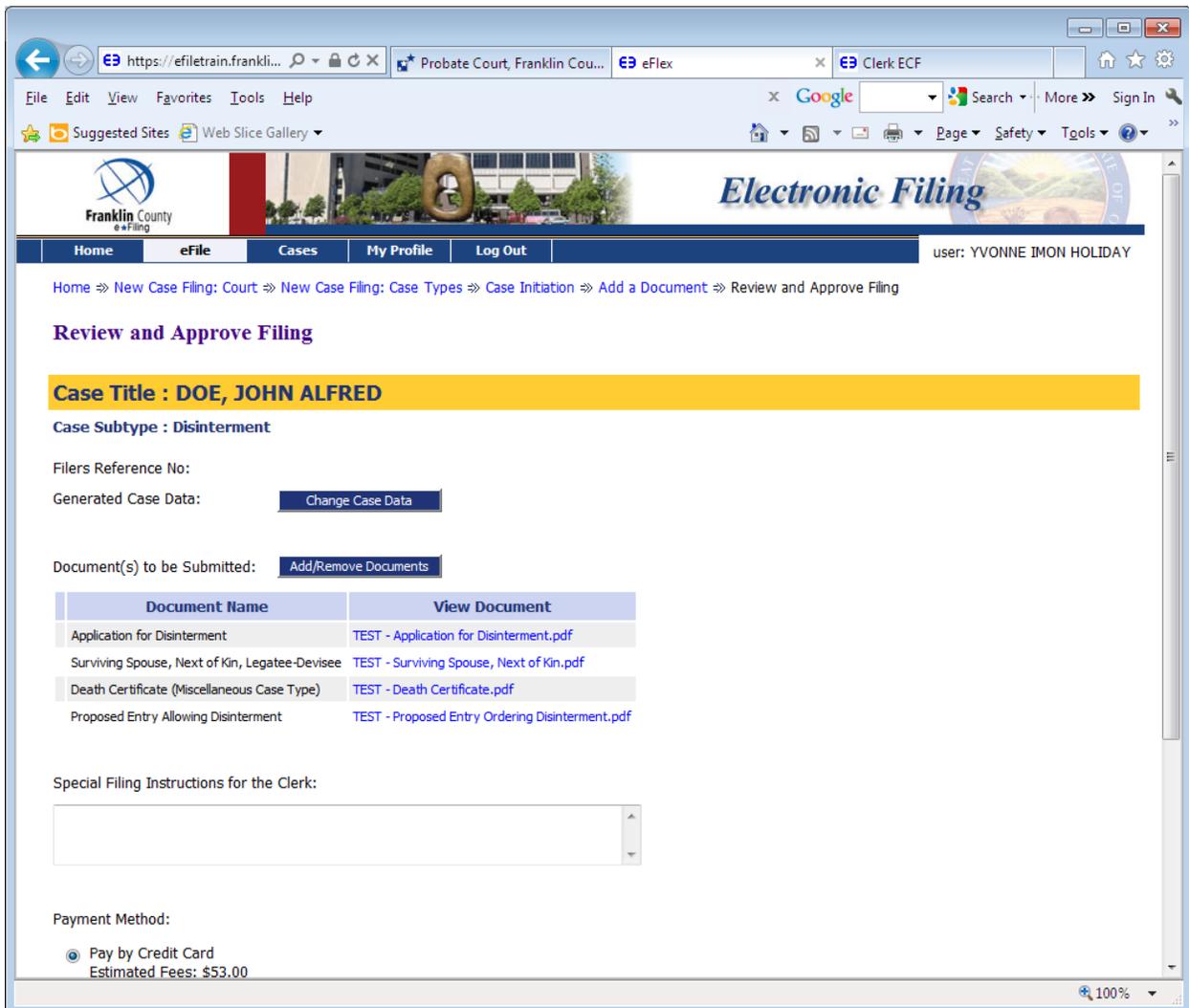
Choose Document Category: that comes closest to describing what you submit

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.

Review and Approve Filing

Case Title : DOE, JOHN ALFRED

Case Subtype : Disinterment

Filers Reference No:
Generated Case Data: [Change Case Data](#)

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

Document Name	View Document
Application for Disinterment	TEST - Application for Disinterment.pdf
Surviving Spouse, Next of Kin, Legatee-Devisee	TEST - Surviving Spouse, Next of Kin.pdf
Death Certificate (Miscellaneous Case Type)	TEST - Death Certificate.pdf
Proposed Entry Allowing Disinterment	TEST - Proposed Entry Ordering Disinterment.pdf

Special Filing Instructions for the Clerk:

Payment Method:

Pay by Credit Card
Estimated Fees: \$53.00

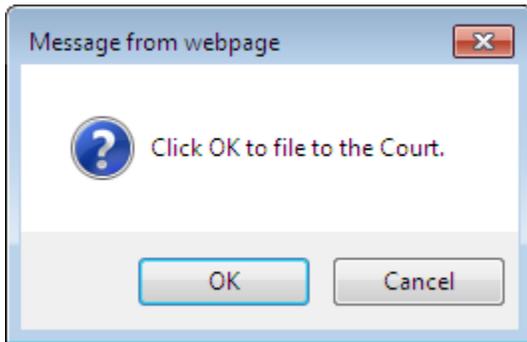
Special Waiver

Government Agency

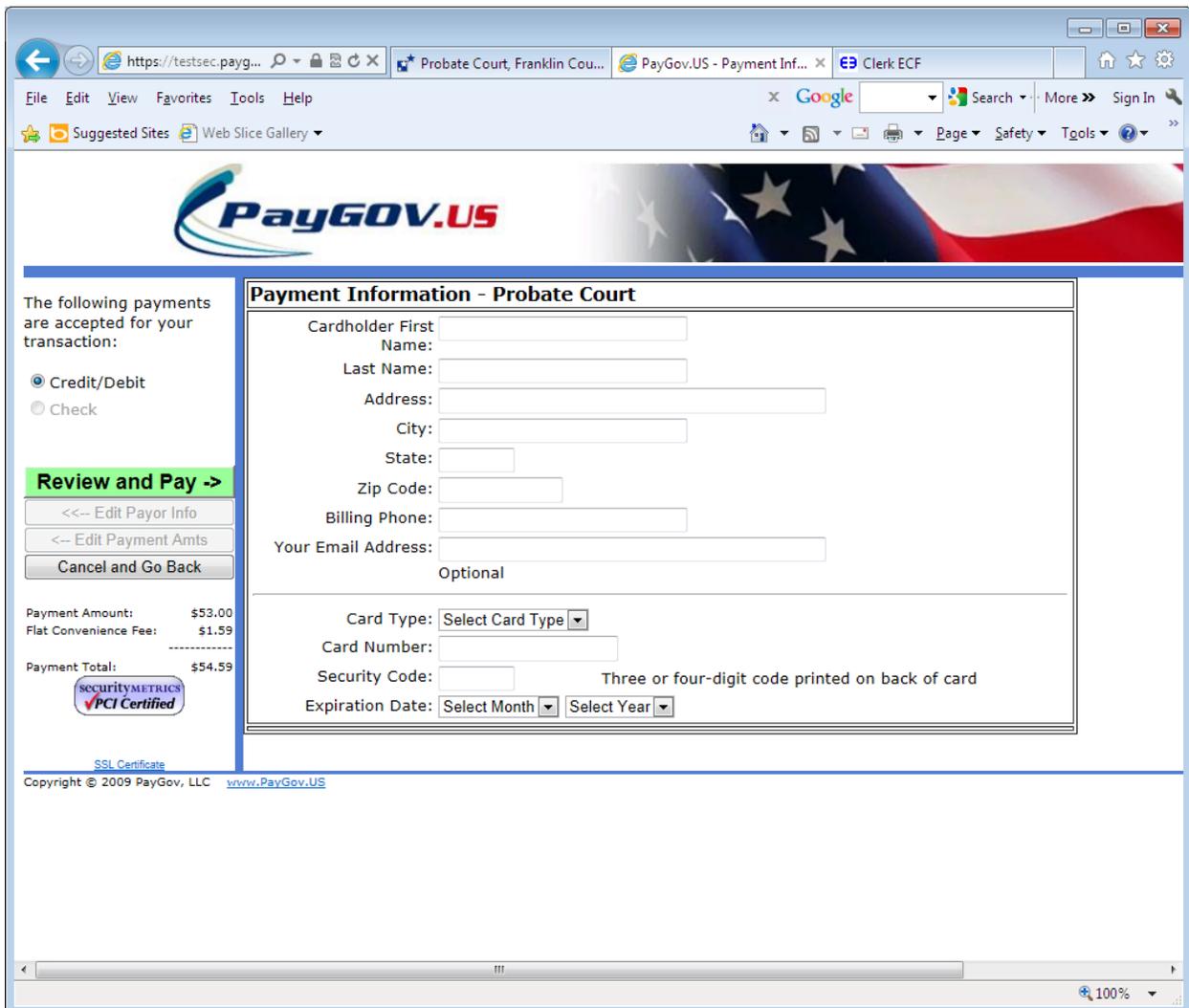
[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

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 following payments are accepted for your transaction:

- Credit/Debit
- Check

Review and Pay ->

<<< Edit Payor Info
<< Edit Payment Amts
Cancel and Go Back

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

SSL Certificate
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Payment Information - Probate Court

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

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

The screenshot shows a web browser window displaying the PayGov.US website. The browser's address bar shows the URL <https://testsec.payg...>. The page title is "Probate Court, Franklin Cou...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's search bar contains "Google". The browser's toolbar includes "Suggested Sites", "Web Slice Gallery", "Home", "Search", "More", "Sign In", "Page", "Safety", and "Tools".

The website header features the "PayGOV.US" logo and a background image of the American flag. Below the header, there is a section titled "I Agree" with a checked checkbox. To the right of this section is a "Payment Information - Probate Court" section. Below the "I Agree" section are several buttons: "<<<-- Edit Payor Info", "<<-- Edit Payment Amts", "<-- Edit Payment Info", "Submit Payment ->" (highlighted in green), and "Cancel and Go Back".

The "Payment Information - Probate Court" section contains the following details:

- 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

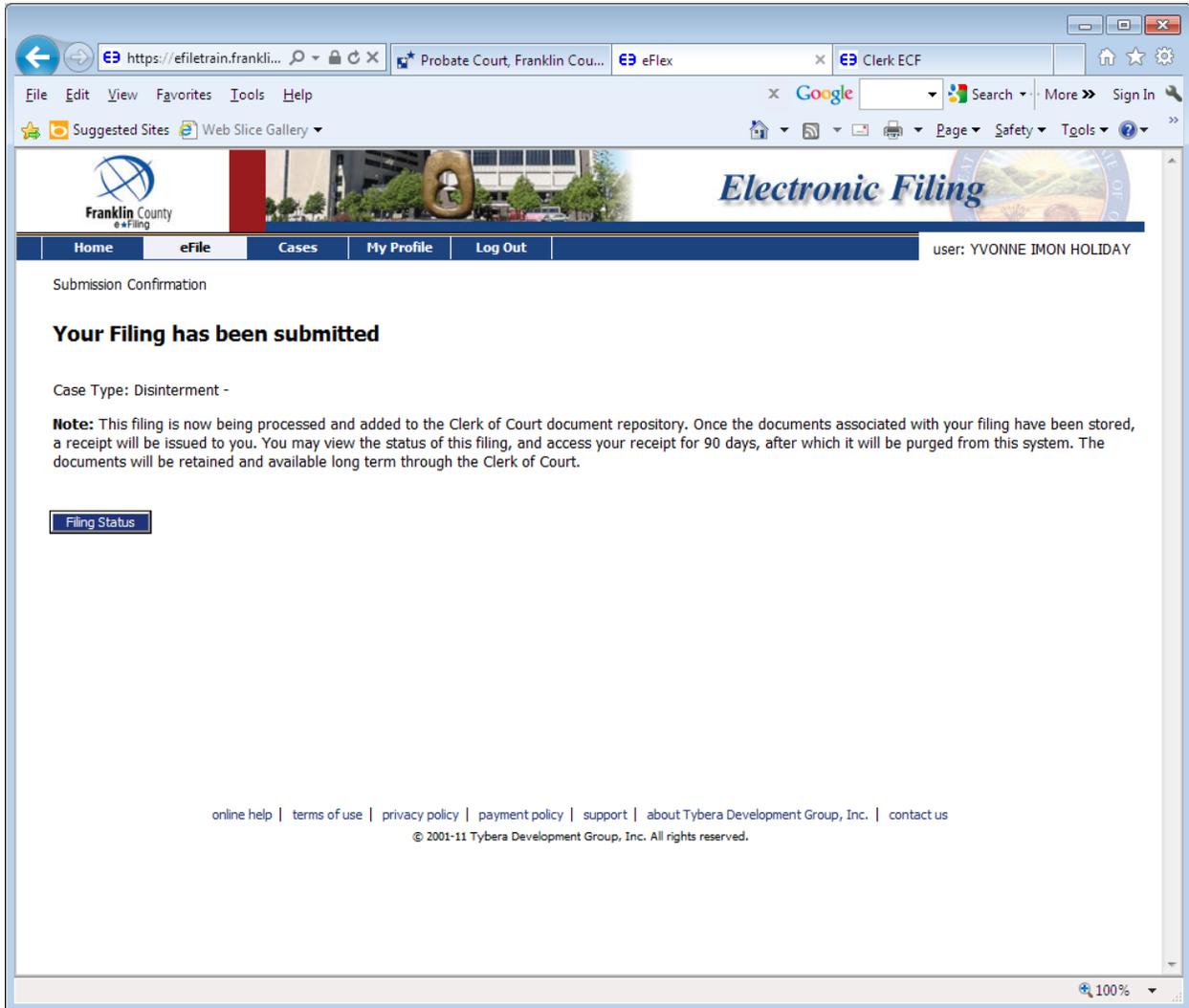
Below the "Payment Information" section is a "Payment Amount" section with the following details:

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

At the bottom of the page, there is a "SecurityMetrics PCI Certified" logo and a link to "SSL Certificate". The browser's status bar at the bottom right shows "100%".

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". A "Delete" button is visible. A table lists the filings:

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 states "Number of Filings: 1" and includes a note: "* - Duplicated for resubmission" and "Message from the court/clerk".

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". The footer includes the copyright notice: "© 2001-11 Tybera Development Group, Inc. All rights reserved."