

## Probate eFiling Tips

<b>Document</b>	<b>Process</b>
<b>Guardianship SIJS</b>	Guardianship SIJS – When the filing party is the Proposed Ward use <b>Proposed Ward – New Case</b> for the Filed By Party Role and <b>Proposed Guardian – New Case</b> for the As To Party Role
<b>Fee Waivers</b>	In Guardianship cases when there are more fee waivers (one required for each Proposed Ward) than number of filing parties (Proposed Guardians) the additional <b>Request to Waive Court Fees (Ward or Conservatee)</b> must be added as an additional document. Selecting <b>Request to Waive Court Fees</b> as the filing document will result in a rejection as the filing document must be Request to Waive Court Fees (Ward or Conservatee FW-001-GC).
<b>Fee Waivers</b>	A Fee Waiver is required for each Proposed Ward or Proposed Conservatee in Guardianship and Conservatorship cases. When there are fewer fee waivers than number of filing parties (i.e. 2 Proposed Guardians/Conservators and only 1 Proposed Ward/Conservatee) upload the same Request to Waive Court Fees for each filing party. Only one Order to Waive Court Fees is required. This is a workaround to ensure that additional fees are not charged.
<b>New Party Filing Fee Waiver</b>	When a new party is filing a fee waiver with documents other than a Petition for Appointment on an existing Guardianship or Conservatorship case use Request to Waive Court Fees FW-001, <u>not</u> Request to Waive Court Fees (Ward or Conservatee) FW-001-GC. Using the incorrect entry/form will result in a rejection.
<b>Information Release Authorization (VN043)</b>	Attach the Release of Medical Information (VN132) and Release of School Information (VN133) forms to the Information Release Authorization form (VN043) as one PDF, they are not filed as separate documents.
<b>Original Will</b>	The original Will must be submitted before the Petition for Probate is submitted. There is a \$50.00 fee for lodging of the will.
<b>Selecting Existing Petition on Subsequent Filing</b>	You may be required to select an existing Petition when filing a Subsequent Filing. The same Petition will need to be selected for each document submitted in a single transaction. If an incorrect petition is selected anywhere in the transaction the entire submission may be rejected.
<b>Name Extension</b>	When filing a document that includes a name extension, the name extension field must be completed. You do not need to repeat the first word of the document in the name extension (i.e. Notice, Petition, Declaration...)
<b>Objection to Petition</b>	When the Parent, Ward or Conservatee objects to the Petition for Appointment do not use <b>Objection to Petition</b> as it will create a \$435 filing fee, instead use <b>Objection or Opposition</b> .
<b>One Fee Document per Transaction</b>	<b>Only one document with a filing fee is allowed per transaction (even if there is a Fee Waiver on file).</b> Subsequent, Temporary or Ex Parte Petitions must be submitted as a separate transaction once the case has been initiated. A memo <b>must</b> be added to the case initiating transaction to indicate a related petition or ex parte will be submitted once the case number is assigned.

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<b>Spousal Property Petition</b>	When filing a Spousal Property Petition in a <b>pending</b> Petition for Probate case a \$435 fee will be created, and a hold will be placed on the credit card. The clerk will remove the fee during processing and the hold will be released (PC 13652)
<b>Stipulation and Order</b>	Select Stipulation and Order, <u>not</u> Stipulation and Order (name extension). If Stipulation and Order (name extension) is chosen a \$20 filing fee will be incorrectly charged.
<b>Interpreter Request</b>	Even if you check the “Do you need an interpreter?” box when filing a new case, a <b>Request for Interpreter</b> form <u>must</u> still be filed.
<b>Party Sub Type</b>	When establishing a new case there is no need to choose a Party Sub Type (ex. Incompetent Person, Minor, Proposed Guardian Ad Litem)
<b>Document Title – CAPITAL LETTERS</b>	Please do not use all capital letters when naming your document. Only the first letter of the word is to be capitalized.
<b>Adding a New Filed By Party with Multiple Documents</b>	When adding a new Filed By party only enter for the first document, they will not appear for the additional documents. If the party already exists in the list of parties do not add them again. If you want them to have a different role than is listed by their name please add it to the memo before submitting your transaction and the clerk will update it in our system.
<b>Submitting Fee Motions</b>	When submitting a fee motion to be scheduled for the same date as an already existing accounting hearing you MUST include a message to clerk stating the motion is to be heard on the same date as the accounting. Failure to include a message to clerk with your eFiling will result in your fee motion being set out the customary 45 days (and may not be set on the same day as your accounting hearing).
<b>Issuing Letters</b>	Unfortunately, at this time the Clerk's Office is unable to issue Letters through the eFiling system. The court is currently working on a solution, and this may change in the future.
<b>Ex Parte Petition for Final Discharge and Order</b>	Do not select Ex Parte Petition (name extension) as the document type as it creates a \$60.00 fee. A fee is not required for this specific filing. Select Ex Parte Petition for Final Discharge and Order so a fee is not created.
<b>First Appearance Fee Paid?</b>	Do not check “Is First Appearance Fee Paid?” box. This box is specific to Civil case types and is not compatible with Probate cases. Checking this box will likely cause your transaction to be rejected.
<b>Filed by Representation</b>	When there is an existing attorney on a case are you are able to select the attorney by clicking on the box next to their name <u>do not</u> also add them as a new attorney in the Filed By representation section. This creates an error for the filing clerk that may result in a rejection.
<b>Request for Continuance by Fax</b>	This process will remain the same and <u>will not</u> be processed through eFiling. A Fax Request for Continuance must still be submitted to the fax number on Local Form VN-135 (Fax for Continuance Probate/Parental Rights) available on the court's website. A Fax Request for Continuance submitted via eFiling will be rejected.