PROBATE COURT OF HAMILTON COUNTY, OHIO
RALPH WINKLER, JUDGE

Probate Court E-Filing
Terms of Use/User Agreement

In order to register for an account with the Hamilton County Probate Court Electronic Filing System, you must accept the terms of the following Terms of Use/User Agreement.

Each person who has been approved to file electronically shall be responsible for the security and use of the user id and password that are assigned to that person. All electronic filings shall be deemed to be made by the registered of the user id used to make the filing. Each authorized user is required to maintain accurate and up to date account information. Any account that is inactive for an extended period of time could be deactivated.

Each authorized user of the Hamilton County Probate Court Electronic Filing System agrees to comply with the Administrative Orders and/or Local Rues of the Hamilton County Probate Court, Division of the Common Pleas Court of Hamilton County, Ohio governing e-Filing as are then in effect at the time of each electronic filing. These terms are subject to change at the discretion of the Court.

Each authorized user of the Hamilton County Probate Court Electronic Filing System agrees they will not use the e-Filing System to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Hamilton County Probate Court Electronic Filing System also agrees not to upload or submit prohibited content into the system. As used in this Terms of Use, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other material that harass or advocate harassment of another person or are abusive, threatening, or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailings or "spamming;"
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct, or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the authorized user violates this Terms of Use/User Agreement, the authorized user's privilege to participate in the Hamilton County Probate Court Electronic Filing System and the authorized user's access to the system will be terminated. Each authorized user consents to the removal of the prohibited content from the e-Filing system at the discretion of the Court.

Payment Policy:

I hereby agree to pay to the Hamilton County Probate Court all charges incurred by me in using the Hamilton County Probate Court Electronic Filing System. These charges shall include the filing fees, costs, and expenses set by statute, local court rule, and/or fee schedule in the amounts assessed by the Hamilton County Probate Court. I understand that there is no separate cost for using the Probate Court's Electronic Filing System.

I hereby authorize the Hamilton County Probate Court to charge a valid credit card for the fees, costs, and expenses directly connected with the court documents electronically filed by me. I agree to pay any and all costs owed by me.

Important Notice of Redaction Responsibility:

Each authorized user must comply with Rule 45(D) of the Rules of Superintendence for the Courts of Ohio as follows:

(D) Omission of personal identifiers prior to submission or filing

(1) When submitting a case document to a court or filing a case document with a clerk of court, a party to a judicial action or proceeding shall omit personal identifiers from the document.

(2) When personal identifiers are omitted from a case document submitted to a court or filed with a clerk of court pursuant to division (D)(1) of this rule, the party shall submit or file that information on a separate form. The court or clerk may provide a standard form for parties to use. Redacted or omitted personal identifiers shall be provided to the court or clerk upon request or a party to the judicial action or proceeding upon motion.

(3) The responsibility for omitting personal identifiers from a case document submitted to a court or filed with a clerk of court pursuant to division (D)(1) of this rule shall rest solely with the party. The court or clerk is not required to review the case document to confirm that the party has omitted personal identifiers, and shall not refuse to accept or file the document on that basis.

Rule 44(H) of the Rules of Superintendence for the Courts of Ohio defines "Personal Identifiers" as follows:

(H) "Personal identifiers" means social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as "CV" for "child victim."

If the filing party is redacting any personal identifiers per Sup. R. 44(H) and 45(D), a Personal Identifier Form may be required. Note: Contact the Court to determine whether this is necessary. If so, the Personal Identifier Form will not be available for public inspection and may only be provided per Sup. R. 45(D)(2). Do not redact anything except Personal Identifiers unless a Motion to Seal has been filed and granted by the Probate Court.