

Probate Department Notice re: Conditional Acceptance or Rejection of eFiled Submissions

With the advent of eFiling for probate matters, attorneys may receive notice from the Probate Department that a filing has been either conditionally accepted or rejected. In response to these notices, please carefully review the terms of the conditional acceptance or the reason the filing was rejected, and comply with the instructions provided, including any state time frames. Standard language to be used for most conditional acceptances and rejections is set forth below:

ACCEPTS, BUT INCOMPLETE

In order to complete the processing of your estate, additional information/forms are required, and if not received within 30 days of the date of this notice, the estate will be dismissed pursuant to Rule 72.5 for failure to prosecute at the Petitioner's cost. A checklist detailing the deficiencies will follow.

Your submission is accepted conditionally but will not be processed further until the original document (will, codicil, bond) is delivered in paper form to the Court. This should be done within 48 hours of the electronic submission of the document.

REJECTS

Your eFiling submission has been rejected due to the following:

- Wrong case number or style
- Document is unreadable or cannot be opened
- Multiple documents/pleadings were attached to one docket code. Documents must be submitted separately.
- All parties and interested persons were not entered. On Guardianship and Conservatorship Petitions, all persons listed on Exhibit B must be entered, with the exception of any person that is a minor. On Decedent Estates, all persons listed on Appendix A must be entered. If you do not have a social security number or date of birth for someone, you may still enter them without that information if you choose to enter them using the party type: Other.
- The signed document containing the original signatures must be scanned and electronically filed, and the attorney is to keep the original document. Supreme Court Rule 103.07 - Verified Documents and Affidavits. A document required by law to be verified, to be signed under penalty of perjury, or to be signed by a notary public may be filed as an electronic document if the affiant, declarant, or notary public has signed a paper document. Until the case is finally disposed, the registered user shall be the custodian of the paper document. Rule 103.04(d) regarding the electronic signature does not apply to these types of documents.