

## 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.
- Multiple minors were included under a single case number. Each minor must be filed under a separate case number. You may include a note to clerk with your filing to inform the clerk of the names of the other sibling cases that you are filing. You only have to submit one filing fee for all sibling cases that you are filing on the same day.
- All parties and interested persons were not entered.
  - On Guardianship and Conservatorship matters, the proposed ward/protectee/minor and all persons listed on Exhibit B must be entered. Relatives of the proposed ward/protectee/minor that are minors should not be entered as parties.
  - On Decedent Estates, the decedent must be entered, and all persons listed in your petition 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 by selecting to enter them using the party type: Other.

