

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

NEW CASE GUIDELINES – E-FILE CORRECTION OF BIRTH RECORD

CONTENTS

Documents Required for Birth Record Corrections2
Documents Required for Gender Marker Changes3
Preparation and Submission of Consent Form for Petitions on behalf of Minors4
 Proof of Service of Notice of Hearing5
Filing Status, Notifications, and Information about Hearings6
New Correction of Birth Record Case Setup7
Filing on an Existing Correction of Birth Case..... 17

Review the [Correction of Birth topic page](#) for general information about Correction of Birth Record filings. Consult an Ohio licensed attorney with specific questions about your filing.

For general questions about the status of your case, contact the Marriage department at (216) 443-8920.

Documents Required for Birth Record Corrections

Documents to Submit with Your E-Filing

- Application for Correction of Birth Record* ([CCPC HEA 2783](#))
(Application **MUST** be typed complete with ink signatures, notarized and ink-signed by notary)
- Certified copy of an Ohio birth record (preferred) or Ohio Birth Certificate*

- Two (2) or more Supporting Affidavits* ([CCPC HEA 2783A](#)) of attending physician (at time of birth), **AND/OR** persons, relatives, or non-relatives having personal knowledge of the facts stated in the attached application.

If only one (1) Affidavit can be obtained, then Applicant must submit at least three (3) documents supporting the facts claimed in the Application. If no Affidavit can be obtained, then four (4) documents supporting the facts are required.

All Affidavits must be ink-signed by Affiant, and ink-signed by notary.

Affidavits notarized by an out-of-state notary MUST include an attached *Certificate of Notarial Authenticity*.

- Two (2) or more Supplemental Documents supporting facts stated in the Application*
(in addition to Supporting Affidavits)

The Court will accept documents from the following list as evidence of the place and date of birth, and the parentage of the applicant (or Minor child of the applicant), and any other facts alleged on the Application:

- Attending physician's or midwife's certificate of record at time of birth
- Baptismal Record showing date, place of birth, parents' names
- Certificate of birth, or death, of a sibling child of applicant (to verify a parent's name for correction)
- Certified Marriage Application (not the marriage license) listing place and date of birth and parentage
- Copy of Applicant's parent's birth certificate (to verify a parent's name for correction)
- For a Minor child, Hospital or Medical Records (e.g., Immunization Records) verifying vital information
- Letterhead statement from Hospital where applicant or Minor was born, listing vital information—and stating that the hospital made an error on the original birth record
- To correct the sex designation on the birth record of a Minor (or an adult who is not transitioning or transgender), the applicant must present a letterhead statement from a hospital or physician indicating an error was made by the hospital or physician at the time of birth
- **Transitioning Minors or adult applicants seeking a gender marker change, see page 3**
- Honorable Discharge or Certificate of Release from Active Duty U.S. Armed Forces (DD 214)
- Naturalization record of applicant's parents
- School records or transcripts, with an original signature from the records secretary indicating date of birth or age at given time (obtained from the Board of Education)
- Copy of Social Security form SS-5 (microfilm printout of your original SS Application)
Copy of Social Security Numident (computer extract of your SS Application)
For more information, contact your local Social Security office, or <https://www.ssa.gov/foia/request.html>

The list above is not comprehensive and is provided as a guideline.

- [Consent to Correction of Birth Record](#) (by non-Applicant parent for Applications on behalf of Minors, if applicable)
- [Consent to Correction of Birth Record](#) (by Minor over the age of twelve (12) whose record is to be corrected, if applicable)

See pages 7-16 of this guide for case setup.

Documents Required for Gender Marker Changes

Note: An Application for Correction of Birth Record may not be used to change the petitioner's name. For more information, see the [Name Change topic page](#) and consult an Ohio licensed attorney for legal processes available for a change of name.

Documents to Submit with Your E-Filing

- Application for Correction of Birth Record ([CCPC HEA 2783](#))
(Application **MUST** be typed complete with ink signatures, notarized and ink-signed by notary)
- Certified copy of an Ohio birth record (preferred) or Ohio Birth Certificate
- [Licensed Professional Statement](#) or similar supporting medical document from a licensed professional

Additional Documents to Submit (if petitioning on behalf of a Minor)

- [Consent to Correction of Birth Record](#) (by non-Applicant parent for Applications on behalf of Minors, if applicable)
- [Consent to Correction of Birth Record](#) (by Minor over the age of 12 whose record is to be corrected, if applicable)

See pages 7-16 of this guide for case setup.

Preparation and Submission of Consent Form for Petitions on behalf of Minors

When ***Consent to Correction of Birth Record*** is submitted via the E-File Gateway, it must be ink-signed by the consenting party in front of a Notary Public and scanned as a PDF.

Note: Consents may NOT be signed with an E-Signature (e.g., “/S/Typed Name”).
Any *Consent* signed and submitted using “/S/” will be rejected.

Note: If the Applicant is a parent to a Minor, Applicant *Consent* is not necessary.

If *Consent* is NOT submitted with your E-Filing at the creation of the case...

For Petitions on behalf of **Minors under the age of 12**

Applicant MUST present to the Court one of the following at the hearing:

1. *Consent to Correction of Birth Record* signed and notarized by non-Applicant Parent of the Minor under the age of 12.
- OR
2. Proof of Service of Notice of Hearing to the non-Applicant Parent. See page 5 of this guide for information about proof of service.

For Petitions on behalf of **Minors over the age of 12**

Applicant MUST present to the Court the following at the hearing:

1. *Consent to Correction of Birth Record* signed and notarized by the non-Applicant Parent of the Minor over the age of 12, AND a separate *Consent* form signed and notarized by the Minor.
- OR
2. Proof of Service of Notice of Hearing to the non-Consenting Parties. See page 5 of this guide for information about proof of service.

Proof of Service of Notice of Hearing

Proof of Service of Notice of Hearing shall be sent by U.S. Certified Mail Service to non-Consenting parties.

Service of Notice of Hearing may also be sent by commercial mail carriers (e.g., FedEx).

If the address of the non-Consenting Party is unknown, U.S. Certified Mail Service should be attempted at the LAST KNOWN ADDRESS. At the hearing, the Court will inquire as to your attempts to locate the non-Consenting party including proof of U.S. Mail Service.

Provide ONE of the following as Proof of Service:

- Returned Certified Mail “green card” clearly identifying recipient, OR
- Printed Delivery Confirmation of Mail from the online U.S. Post Office Certified Mail tracker, OR
- Printed Delivery Confirmation of Mail from a commercial mail carrier, OR
- The Undelivered Certified Mail returned to the Applicant or Applicant’s attorney.

Note: If service is unclaimed, the Applicant must submit evidence of the unclaimed mail to the Court and may be required to file a *motion to serve by ordinary mail*. Additional hearings on the matter may be scheduled.

Filing Status, Notifications, and Information about Hearings

Filing Status and Notification

- If the filing is accepted, you will receive notification by email.
- If the filing is not accepted, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours. After 72 hours, you must file a new case.

Information about Your Hearing

- If a hearing is scheduled, you will receive a Notice of Hearing by regular mail or email within 3-5 business days. In some instances, your Notice will include additional instructions from the hearing officer (e.g., hearing format, request for additional supporting evidence, etc.).
- You **MUST** have available the Original Paper Documents for your Hearing, whether by Zoom or in person.
- Please arrive at least 20 minutes before your scheduled hearing.

Applicants who reside in Ohio MUST appear in person at Court with proper photo identification. Out-of-State Applicants may call the Probate Court Marriage Department at (216) 443-8921 for additional instructions.

[The Probate Court is located at 1 West Lakeside Avenue, Cleveland, Ohio 44113.](#)

If you have a **scheduling conflict**, please call **216-443-8979**. The Court will make every effort to accommodate a convenient date and time for all parties concerned.

Additional Information

- **Changes to Pending Applications**

Any incorrect information and/or any changes made to your Application AFTER the initial filing date AND once publication has started MAY DELAY the Court proceedings.

- **After the Hearing at Probate Court**

After the hearing, the court will send a certified summary of its finding and order to the director of health, of the Ohio Department of Health and Bureau of Vital Statistics, in Columbus, Ohio.

Please allow 5 business days for the Probate Court to send the order to Columbus.

- **After Columbus Registers the Order**

After the Ohio Department of Health registers the court order, you may request your birth certificate from your local Office of Vital Statistics. For more information, contact the **Bureau of Vital Statistics** at (216) 664-2315.

Please allow 4-6 weeks for the ODH to register and prepare your birth certificate.

New Correction of Birth Record Case Setup

From the [Electronic Filing Home Page](#) select **E-File Forms**.

The screenshot shows the homepage of the Cuyahoga County Probate Court. At the top, there is a header with the court's logo on the left and the names of the presiding judges, Judge Anthony J. Russo and Judge Laura J. Gallagher, in the center. Below the header is a navigation menu with tabs for Home, Topics, Court Forms, Docket & Index Search, E-Filing, Court News, Court Costs, Court Renumbering, and Employment. The E-Filing tab is selected, and a dropdown menu is open, showing options: E-Filings Available, E-File Filing Guides, E-File Forms, E-File Gateway Login, E-File Account Registration, and E-File FAQs. The E-File Forms option is highlighted. Below the navigation menu, the main content area is titled "Probate Court Electronic Filing System". It contains a list of bullet points: "Registration is required. You must have a valid email address.", "Read the [Policies and Procedures](#) and [E-File User's Guide](#)", "Filings Available to E-File (updated 5/21/2018)", and "For assistance, contact the E-File Help Desk at probate_efile@cuyahogacounty.us or (216) 443-8948". To the right of the text is a yellow folder icon with a document inside, labeled "E-File". Below the text and icon are five buttons: E-Filing Guides, E-File Forms, E-File Gateway, E-File Registration, and E-FAQs. At the bottom left of the page, there is a "Top of Page" link.

From the Miscellaneous menu, select the application that matches your circumstances:

- *Application for Correction of Birth Record* ([CCPC HEA 2783](#)).

The screenshot shows the "Probate Court E-File Forms" search page. At the top, there is a header with the title "Probate Court E-File Forms". Below the header, there is a red warning message: "Windows 10 users: Please be aware that Windows 10 opens PDF documents in the new Edge browser. Please either open the form in another browser, Internet Explorer, or download the form and use a PDF reader, such as Adobe Acrobat DC or the Reader app to fill it out." Below the warning, there is a section titled "Search by Form Topic" with the instruction "All forms must be typed." Below this, there are four dropdown menus: "Disinterment", "Estate", "Guardianships of Minor", and "Name Change". Below these dropdowns, there is a list of form topics under the heading "Miscellaneous": "Application for Correction of Birth", "Application for Delayed Registration of Birth", "Notice of Appearance", "Supporting Affidavits for Application for Correction of Birth", "Supporting Affidavits for Application for Delayed Registration of Birth", and "Request to Receive E-Notices and Link Cases to E-File Account". Below the list, there is a "Choose..." dropdown menu.

Documents must be TYPED. Handwritten applications will be rejected.

Complete the *Application (Form CCPC HEA 2783)*. Then print it for ink signatures and notary seal.

Scan to your PC your *Supporting Affidavits* and *Evidence* documents.

See the **CONTENTS** and pages 2 or 3 of this guide for a list of required documents.

PROBATE COURT OF CUYAHOGA COUNTY, OHIO
ANTHONY J. RUSSO, Presiding Judge
LAURA J. GALLAGHER, Judge

IN THE MATTER OF Type the current FULL NAME of the minor or adult needing a birth record correction.

CASE NO. Leave this line blank.

APPLICATION FOR CORRECTION OF BIRTH RECORD

Applicant asks for an order of the Court to correct the birth record of **[select one]**: : applicant; the minor
Child of the applicant whose name is Type the current FULL NAME again here., in accordance with R.C. 3705.15.

Information recorded in this box should match information currently listed on the Birth Record.			
Full Name of Child	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth (month/day/year)	Place of birth (city and county)
Information of Parent(s) currently listed on the Birth Record			
Parent's Name		Parent's Name	
Place of Birth	Date of Birth	Place of Birth	Date of Birth

Applicant has attached a copy of the original birth record and states that the following item(s) in the original birth record (is) (are) incorrect. **All facts must be given as of Time of Birth.**

ITEMS TO BE CORRECTED OR ADDED	
ITEM 	READS AS
	SHOULD READ
ITEM 	READS AS
	SHOULD READ
ITEM 	READS AS
	SHOULD READ
ITEM 	READS AS
	SHOULD READ

IMPORTANT
Information recorded in this box should match information currently listed on the Birth Record

All highlighted areas must be typed complete.

Once your *Application* and required documents are prepared, signed, and notarized, scan them to your PC as separate PDF files, then return to the [Electronic Filing Home Page](#).

If you have a registered E-File Account, [Login](#) with your email address and password at the **Gateway** and continue to page 8.

If you do not have an E-File Account, select [E-File Registration](#) and complete all required fields as shown below.

Create An E-File Account. Your request will be reviewed within 72 hours. Notice of account approval will be sent to your email.

The screenshot shows a web form titled "CREATE AN E-FILE ACCOUNT" with a "Home" link in the top left. The form includes the following fields and instructions:

- Instructions: "Password must be at least six (6) characters long with one (1) numeric value." "Security Question answer must be at least two (2) characters long." "All account submissions will be reviewed within 72 hours."
- Name: A dropdown menu with "ATTORNEY" selected, followed by input fields for "ONLY", "Middle", "SAMPLE", and "Suffix" (dropdown).
- Email address: Input field containing "ONLYSAMPLE@CUYAHOGACOUNTY.US".
- Enter a password: Input field with masked characters "••••••".
- Confirm password: Input field with masked characters "••••••".
- Choose a security question: Dropdown menu with "WHAT IS THE FIRST NAME OF YOUR BEST FRIEND IN HIGH SCHOOL?" selected.
- Security question answer: Input field containing "Marcus Smith".
- Checkboxes: "I am an attorney." (with input field "1234567"), "I am [pro se](#)", "E-Notice Sign Up", and "I agree to the [terms of use](#)".
- Buttons: "Clear", "Cancel", and "Submit".

At the **E-File Home Page**, select the **E-File Gateway Login** to access your account.

Home Topics Court Forms Docket and Index Search **Electronic Filing** Probate Court News Court Costs Old Courthouse Room Numbering

Employment

E-File Filing Guides
E-File Forms
E-File Gateway Login
E-File Account Registration
E-File FAQs

Probate Court Electronic Filing System Gateway

- Registration is required. You must have a valid email address and agree to the [Terms of Use](#)
- Read the [Policies and Procedures](#) for detailed information about E-File standards
- Read the [E-File User's Guide](#) for technical help submitting a filing
- Read the [E-File Attorney User's Existing Case Filing Guide](#) for technical help submitting a filing on an existing case
- Read the [E-File Pro Se User's Existing Case Filing Guide](#) for technical help submitting a filing on an existing case

Login using your **Login ID** (email address) and your **Password**.

Home

To use the Cuyahoga County web gateway, please log in using the user name and password registered to you.
Services include viewing your cases, e-filing and printing your reports.

Login ID ONLYSAMPLE@CUYAHOGACOUNTY.U
Password *****

Login

[Create an account](#) [Forgot Password](#)

Go to the **E-Filing** Tab and select **File A New Case**.

Probate Court Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY

TEST ONLY
LOGOUT

Home My Cases **E-Filing** Payment History Help

My E-Filings
File A New Case
File On An Existing Case

Welcome to the Cuyahoga County Probate Court Electronic Filing System Gateway

New and updated guidelines to Estate and Guardianship filings are available.

TIP: See pages 18-19 of the [Full Estate guide](#) for E-File setup assistance with common pleadings filed on Estates.

For a complete list of available filings, follow [this link](#).

For **Case Category** select [CIVIL/MISCELLANEOUS](#).

For **Type of Filing** select [CORRECTION OF BIRTH RECORD](#).

(For gender marker changes, select: [CORRECTION OF BIRTH RECORD G](#).)

For **Case Title** type the **full current name** of the person who needs correction of a birth record.

Note to Clerk is an optional field for brief notes or questions for the E-File clerk.
DO NOT use this field to present facts or questions relevant to your hearing.

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT
E-FILING GATEWAY

THOMAS TWAIN SAWYER
LOGOUT

Home My Cases E-Filing Payment History Help

File a New Case [Case Setup](#) > Case Party > Documents > Review > Payment > Confirmation

NEW CASE FILING

Enter the New Case Information below. When you are finished entering the data please click the [Save and Proceed] button to continue to the next screen.

Case Category CIVIL/MISCELLANEOUS

Type of Filing -- Select a Filing Type --

Case Title -- Select a Filing Type --

- APPLICATION TO DISINTER
- CORRECTION OF BIRTH RECORD
- CORRECTION OF BIRTH RECORD G
- DURABLE POWER OF ATTORNEY HEALTH CARE
- JOINT DECLARATION OF PATERNITY
- NAME CHANGE ADULT
- NAME CHANGE MINOR
- REGISTRATION OF BIRTH

Cancel

Contact Us | Disclaimer
Copyright © 2021 PROWARE. All Rights Reserved.
Test Build 2.1.0519

Tip: Click **Save** to store your filing progress with a **Confirmation** number. (Use this option if you wish to stop here and complete your filing later.)

Click **Save and Proceed** to store your progress, assign a **Confirmation** number, and advance to the **ADD PARTY MEMBERS** screen.

At the **ADD PARTY MEMBERS** screen, add the **APPLICANT** and **MINOR** party roles. Click **Save** after each entry:

1. **APPLICANT** role (**required for ALL filings**) – Add your full present name.

When the adult filing is...	yourself for your own birth certificate.
	father or mother of a Minor child.
	guardian/agent on behalf of an adult or Minor child.

2. **MINOR** role (**required for ALL filings**) – Add the name from the box on the Application.

Enter the “Full Name of Child” as typed in the box on the Application form, (CCPC HEA 2783) that should match the name listed on the existing Birth Record.

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way. When you are finished click the [Save and Proceed] button below the party role review section.

Case Party Role: APPLICANT I am representing this party member

Person Company

Attorneys representing the APPLICANT should file using their attorney E-File account.

Be sure to click **Save** after each party role entry.

Use **PARTY ROLE REVIEW** for edits before selecting **Save and Proceed**.

PARTY ROLE REVIEW

(REPRESENTED BY LINCOLN (3216549))

APPLICANT: MARY ELLEN WEBER
1 MAIN STREET
CLEVELAND, OH 44113
(216) 321 - 1234

MINOR: MARY ELLEN WEBER
1 MAIN STREET
CLEVELAND, OH 44113
(216) 321 - 1234

Buttons: **Edit**, **Delete**, **Save and Proceed**, **Cancel**

The **ADD DOCUMENTS** screen follows...

After you **ADD PARTY MEMBERS**, you must **ADD DOCUMENTS** for the filing.

(See the **CONTENTS** and pages 2 or 3 for a list of required documents to create a case.)

ADD DOCUMENTS

Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

This filing requires the following document(s):

- CORRECTION OF BIRTH RECORD FILED

Document: CORRECTION OF BIRTH RECORD

Docket: CORRECTION OF BIRTH RECORD FILED

Document Location: [Browse](#)

Number of Pages: (max 9999)

[Add This Document](#)

DOCUMENT REVIEW

No documents to list.

[Save and Proceed](#)

Browse and locate on your PC your saved PDF files. Upload each required document separately. (Select document types from the drop-down menu.)

Enter the number of pages in your uploaded file in the area provided. Then select **Add This Document**.

ADD DOCUMENTS

Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

This filing requires the following document(s):

- CORRECTION OF BIRTH RECORD FILED

Document: CORRECTION OF BIRTH RECORD

Docket: CORRECTION OF BIRTH RECORD FILED

Document Location: [Browse](#)

Number of Pages: (max 9999)

[Add This Document](#)

DOCUMENT REVIEW

No documents to list.

Choose File to Upload

This PC > Desktop > Mary Ellen Weber

Name	Date modified	Type	Size
Application for Correction of Birth Mary Ellen Weber.pdf	7/11/2018 4:11 PM	Adobe Acrobat D...	20 KB
Birth Certificate - Mary Ellen Weber.pdf	7/11/2018 4:12 PM	Adobe Acrobat D...	20 KB
Affidavit 1 - Mary Ellen Weber.pdf	7/11/2018 4:12 PM	Adobe Acrobat D...	18 KB
Affidavit 2 - Mary Ellen Weber.pdf	7/11/2018 4:12 PM	Adobe Acrobat D...	18 KB
Supplemental Document 2_ Mary Ellen Weber.pdf	7/11/2018 4:18 PM	Adobe Acrobat D...	19 KB
Supplemental Document 1_Mary Ellen Weber.pdf	7/11/2018 4:18 PM	Adobe Acrobat D...	19 KB

Added document(s) will display in the **DOCUMENT REVIEW** area.

DOCUMENT REVIEW

View	Docket	Pages	File Name	Remove
	CORRECTION OF BIRTH RECORD	2	Application for Correction of Birth Mary Ellen Weber.pdf	
	COPY OF BIRTH CERTIFICATE	1	Birth Certificate - Mary Ellen Weber.pdf	
	AFFIDAVIT	1	Affidavit 1 - Mary Ellen Weber.pdf	
	AFFIDAVIT	1	Affidavit 2 - Mary Ellen Weber.pdf	
	SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Document 1_ Mary Ellen Weber.pdf	
	SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Document 2_ Mary Ellen Weber.pdf	

[Save and Proceed](#)

Select **Save and Proceed** to continue to the **FILING REVIEW** screen.

FILING REVIEW [EDIT](#)

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Save and Proceed] button to continue.

Case Category: CIVIL/MISCELLANEOUS
Type of Filing: CORRECTION OF BIRTH RECORD

PARTY ROLE REVIEW [EDIT](#)

APPLICANT: [New Party](#) (REPRESENTED BY LINCOLN (3216549))
MARY ELLEN WEBER
1 MAIN STREET
CLEVELAND, OH 44113
(216) 321 - 1234

MINOR: [New Party](#)
MARY ELLEN WEBER
1 MAIN STREET
CLEVELAND, OH 44113
(216) 321 - 1234

DOCUMENT REVIEW [EDIT](#)

View	Docket	Pages	File Name
	CORRECTION OF BIRTH RECORD	2	Application for Correction of Birth Mary Ellen Weber.pdf
	COPY OF BIRTH CERTIFICATE	1	Birth Certificate - Mary Ellen Weber.pdf
	AFFIDAVIT	1	Affidavit 1 - Mary Ellen Weber.pdf
	AFFIDAVIT	1	Affidavit 2 - Mary Ellen Weber.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Document 1_ Mary Ellen Weber.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Document 2_ Mary Ellen Weber.pdf

[Save and Proceed](#)

Select [EDIT](#) to make corrections. Select **Save and Proceed** to continue to the **PAYMENT** screen.

Payment is authorized at the time of submission.
Your **Credit** or **Debit Card** will be charged only **AFTER** your E-Filing has been accepted.

Submit the filing "On Behalf of" the "APPLICANT" party role.

The name on the credit/debit card **MUST** match the Registered Account Name.

Complete the billing information of the Card that will be charged.

Third party payments without an attorney *E-Firm Account* or prior written approval by the E-File Department will be rejected.

PAYMENT

Enter your credit or debit card information below to authorize payment. Your card will be confirmed for the amount shown on the Total Deposit Required line while your filing is under review and charged only after your filing has been accepted by the Court.

An additional convenience fee will be charged by Point and Pay for electronic payment. This will appear as a separate charge on your statement. The convenience fee is non-refundable outside of the same business day your electronic filing is accepted.
The name on the credit/debit card **MUST** match the Registered Account Name. Third party payments will **NOT** be accepted.

Filing Charges	\$47.00
Convenience Fee	\$2.00
Total Deposit Required	\$49.00

On Behalf of: MARY ELLEN WEBER (APPLICANT) ▼

Payment Type Credit Card Debit Card

Bill To

First Name ABRAHAM Last Name LINCOLN Suffix ESQ ▼

Address Line 1 1 LAKESIDE AVENUE

Line 2


City CLEVELAND

State OHIO ▼ Zip 44113

Card Number 4111111111111111 (without dashes or spaces)

Expiration (Month/Year) JAN ▼ / 2020

CSV/CID Code 123 (AMX 4 digits on front, all others 3 digits on back of card)



Submit Filing

Tip: After submission, filings cannot be edited. However, they can be **Canceled** any time prior to acceptance on the **My Filings** tab.

Review your information, then select **SUBMIT FILING** to send your filing to the Court for review.

A confirmation screen will display. Print a copy for your records.

FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Your card is confirmed for the amount shown on the Total Confirmed line while your filing is under review and charged only after your filing has been accepted by the Court.

Conf. #: 2198
Date/Time Submitted: 07/11/2018 16:27:42

Case Category: CIVIL/MISCELLANEOUS
Type of Filing: CORRECTION OF BIRTH RECORD
Case Title: MARY ELLEN WEBER

PARTY ROLE INFORMATION

APPLICANT: (REPRESENTED BY LINCOLN (3216549))
 MARY ELLEN WEBER
 1 MAIN STREET
 CLEVELAND, OH 44113
 (216) 321 - 1234
[New Party](#)

MINOR:
 MARY ELLEN WEBER
 1 MAIN STREET
 CLEVELAND, OH 44113
 (216) 321 - 1234
[New Party](#)

DOCUMENT INFORMATION

Docket	Pages	File Name
CORRECTION OF BIRTH RECORD	2	Application for Correction of Birth Mary Ellen Weber.pdf
COPY OF BIRTH CERTIFICATE	1	Birth Certificate - Mary Ellen Weber.pdf
AFFIDAVIT	1	Affidavit 1 - Mary Ellen Weber.pdf
AFFIDAVIT	1	Affidavit 2 - Mary Ellen Weber.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Document 1_ Mary Ellen Weber.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Document 2_ Mary Ellen Weber.pdf

PAYMENT

Filed on behalf of: MARY ELLEN WEBER (APPLICANT)

Filing Cost: \$47.00
Convenience Fee: \$2.00
Total Confirmed: \$49.00

Payment Type: Credit Card
Credit Card Number: *****1111
Submitted/Authorized Date: 7/11/2018

Information about Your Filing and Hearing

After review, the Court will send an email indicating your filing has been **Accepted** or **Rejected**. Users have 72 hours to edit rejected filings and resubmit under the same confirmation number.

The Court will send separately a hearing notice for **Accepted** filings, with the date and time to appear at the Probate Court. Please arrive at least 20 minutes before your scheduled hearing.


If you have a scheduling conflict, please call 216-443-8979. The Court will make every effort to accommodate a convenient date and time for all parties concerned.

Filing on an Existing Correction of Birth Case

E-Filing Tab: Select *File On An Existing Case*

Search your existing case by **Case Number** or search by **Party** name.

Search Results will display in a new window. Click on the **Highlighted Name** of your case.

Click the green  to E-File on existing cases.

1. On the **ADD PARTIES** screen (scroll to the bottom of the screen to view case parties):

If you are filing Pro Se as Applicant	
Click CLAIM PARTY next to your name	
Then click SAVE and PROCEED to advance to ADD DOCUMENTS	

Attorneys	
To CLAIM an existing party to represent	Click CLAIM PARTY next to the party's name
<i>If your party is already represented and claimed</i> <i>(Attorney name highlighted above Applicant or other party's name)</i>	Click SAVE and PROCEED to advance directly to ADD DOCUMENTS

<u>If you are NOT listed as a party on the case</u> (but think you should be)	STOP! Contact the E-File Help Desk at (216) 443-8948 for assistance
--	--

2. **ADD DOCUMENTS:** Upload your **Supporting Documents** or other pleadings.

See pages 2 or 3 of this guide for a list of required supporting documents for your case type.

Forms **MUST be typed** complete with ink signature or **E-Signature** of parties and attorneys.

3. **FILING REVIEW:** Review your data and documents for accuracy. [EDIT](#) for corrections.

4. **PAYMENT:** Add Credit or Debit Card billing information:

Your card will be charged only **AFTER** your E-Filing has been accepted by the Court.

The name on the credit/debit card **MUST** match the Registered E-File Account Name.

Third party payments will **NOT** be accepted without prior arrangement with E-File staff.

Existing Applicants filing Pro Se	Submit filings on behalf of yourself as Applicant
Attorneys	Submit filings on behalf of your client Applicant, or other interested party

Print a copy of the pending submission **Confirmation** for your records.

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**.

If the filing is **Rejected**, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must start the filing again with a new confirmation number.

For assistance with E-Filing, contact the E-File Help Desk at (216) 443-8948.

For questions about Corrections of Birth, contact the Marriage Department at (216) 443-8920.