

# PROBATE COURT OF CUYAHOGA COUNTY, OHIO

## NEW CASE GUIDELINES – E-FILE REGISTRATION OF BIRTH

### Documents to Submit with Your E-Filing

- Application for Delayed Registration of Birth* ([CCPC HEA 2782](#))  
(Application **MUST** be typed complete with ink signatures, notarized and ink-signed by notary).
- Certified Non-Record Statement from the* [Ohio Department of Health, Vital Statistics](#)  
(Local office at Cleveland City Hall – (216) 664-2317).

*Applications for Minor children may include:*

- A death certificate if the parent(s) of the minor is deceased.
- A certified order of guardianship of the minor if the Applicant is a Guardian.

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### Affidavits Supporting Application

- Supporting Affidavits* ([CCPC\\_HEA 2782 AFF](#)) of at least two (2) persons having personal knowledge of the facts stated in the application.

**OR**

- Supporting Affidavit of the Attending Physician at time of birth.*

(Affidavits **MUST** be ink-signed by the Affiant/Physician, notarized and ink-signed by a notary.)

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### Evidence Supporting Application

- Two (2) of the following documents as evidence of the place, date of birth, the parentage of the registrant, and any other facts alleged on form *CCPC\_HEA 2782*:
  - Baptismal Record
  - Certified Marriage Application – listing place, date of birth and parentage
  - Hospital or Medical Records (e.g. Immunization Records) – for Minor applications
  - School Enrollment Records from Kindergarten or 1<sup>st</sup> Grade
  - [Social Security Numident](#)
  - US Military discharge Record Form DD214
  - Voter Registration Card

(For questions about other types of supporting documents, contact the Marriage Dept. at (216) 443-8921.)

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Please visit our [Topics Page](#) for more information about a [Delayed Registration of Birth](#).

If you have legal questions regarding an Application for a Delayed Registration of Birth, please consult an Ohio licensed attorney **BEFORE** you submit filings to the Probate Court.

You **MUST** bring ALL Original Documents to your Hearing with valid photo identification.

## Filing Status and Notification of Hearing

- If the filing is accepted, you will receive notification by email.
- If a hearing is scheduled, you will receive a Notice of Hearing by regular mail within 3-5 business days.
- 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.

## 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.*

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

The screenshot shows the homepage of the Probate Court Electronic Filing System. At the top left is the Probate Court logo for Cuyahoga County, Ohio. The header identifies Judge Anthony J. Russo, Presiding Judge, and Judge Laura J. Gallagher. A navigation bar includes links for Home, Topics, Court Forms, Docket & Index Search, E-Filing, Court News, Court Costs, Court Renumbering, and Employment. The E-Filing menu is open, showing options like E-Filings Available, E-File Filing Guides, E-File Forms, E-File Gateway Login, E-File Account Registration, and E-File FAQs. The main content area features a section titled 'Probate Court Electronic Filing System' with a list of instructions and links for registration, policies, and assistance. A yellow 'E-File' folder icon is also present. At the bottom, there are buttons for E-Filing Guides, E-File Forms, E-File Gateway, E-File Registration, and E-FAQs.

From the Miscellaneous drop-down menu, select the *Application for Delayed Registration of Birth (CCPC HEA 2782)*.

The screenshot shows the 'Probate Court E-File Forms' search page. It features a navigation bar similar to the previous page. A red warning message states: 'Windows 10 users: Please be aware that Windows 10 opens PDF documents in the new Edge browser. If you experience issues with the PDF, please open the form in another browser or download the form and use a PDF reader, such as Adobe Reader DC to fill it out.' Below this is a 'Search by Form Topic' section with the instruction 'All forms must be typed.' There are four search filters: Disinterment, Estate, Guardianships of Minor, and Name Change. A 'Miscellaneous' dropdown menu is open, listing various forms, with 'Application for Delayed Registration of Birth' highlighted. Other forms listed include Supporting Affidavits for Application for Correction of Birth, Supporting Affidavits for Application for Delayed Registration of Birth, Notice of Appearance, Attorney E-Notice Sign Up Form, Attorney Multiple E-Notice Form, and Petition for Joint Declaration of Paternity. A 'Top of Page' link is at the bottom left.

**Documents must be TYPED. Handwritten applications will be rejected.**

Complete the *Application (Form CCPC HEA 2782)*. Then print it for ink signatures and notary seal.

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

See [Page 1](#) of this guide for a complete list of required documents.

Must be typewritten. All facts must be given as of time of birth.

**Application for Delayed Registration of Birth**

OHIO Case No. \_\_\_\_\_

In the Probate Court of **Cuyahoga** County, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

appeared \_\_\_\_\_ praying that the facts of birth be established  
Name of Applicant/Registrant

in accordance with section 3705.15 of the revised code, as follows:

<b>Child</b>	Full Name ( <i>at time of birth</i> )	Social Security Number	
	Exact Place of Birth	Date of Birth ( <i>mm/dd/yyyy</i> ) <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Father</b>	Name of Father	<b>Mother</b>	Maiden Name of Mother
	Age of Father ( <i>at time of birth</i> )		Age of Mother ( <i>at time of birth</i> )
	Birthplace of Father		Birthplace of Mother

The following evidence is presented to the court to support the above facts of the place and date of birth and the parentage of the registrant to wit:

Document or Name of Witness	Date of Record mm/dd/yyyy	Place of Birth	Date of Birth mm/dd/yyyy	Father's Name	Mother's Maiden Name
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In the **Name of Applicant/Registrant** field:

For **adults filing for their own birth registration**: type your present name.

For **minors**: type the applicant mother, father, or guardian's name.

For **all other adults**: type the applicant guardian or agency representative name.

Once your *Application* and required documents are typed, saved, and scanned to your PC, return to the [Electronic Filing Home Page](#).

If you have a registered E-File Account, [Login](#) with your email address and password at the **E-Filing Gateway** and continue to page 6.

If you do not have an E-File Account, select [E-File Registration](#) and complete all required fields as shown on page 5.

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

Home My Cases E-Filing Payment History Help

### CREATE AN E-FILE ACCOUNT

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  
ATTORNEY  
ONLY  
Middle  
SAMPLE  
Suffix  
Email address  
ONLYSAMPLE@CUYAHOGACOUNTY.US  
Enter a password  
Confirm password  
Choose a security question  
WHAT IS THE FIRST NAME OF YOUR BEST FRIEND IN HIGH SCHOOL?  
Security question answer  
Marcus Smith

I am an attorney. 1234567  
 I am [pro se](#)  
 I agree to the [terms of use](#)

Clear Cancel Submit

Go to the **E-File Gateway** and **Login** to your E-File Account.

Home Topics Court Forms Docket & Index Search E-Filing Court News Court Costs **Court Renumbering** Employment

### Probate Court Electronic Filing System Home Page

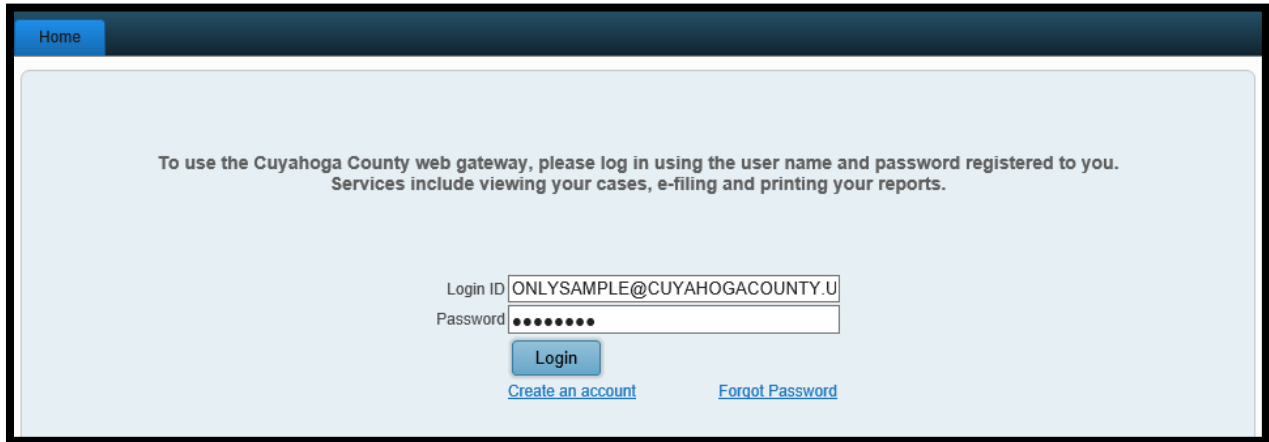
- Registration is required. You must have a valid email address and agree to the [Terms of Use](#)
- Read the [Policies and Procedures](#) and [E-File User's Guide](#) for standards and technical help
- [Filings Available to E-File](#) (updated 5/21/2018)
- For assistance, contact the E-File Help Desk at [probate\\_efile@cuyahogacounty.us](mailto:probate_efile@cuyahogacounty.us) or [\(216\) 443-8948](tel:(216)443-8948)

E-File

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

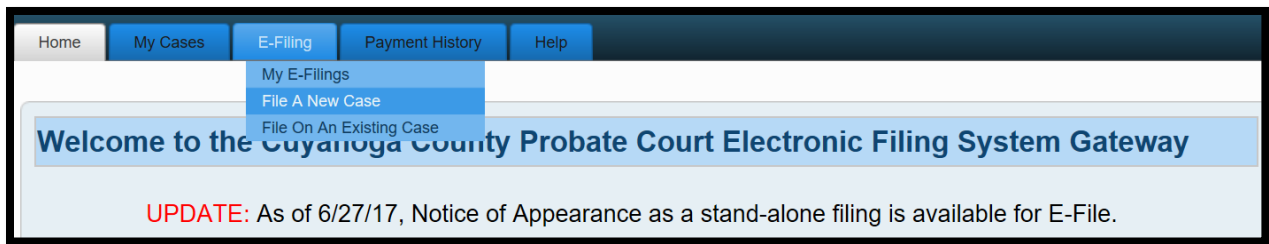
[Top of Page](#)

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



The screenshot shows a login page with a dark blue header containing a 'Home' button. The main content area is light blue and contains the following text: '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.' Below this text are two input fields: 'Login ID' with the value 'ONLYSAMPLE@CUYAHOGACOUNTY.U' and 'Password' with seven dots. A blue 'Login' button is positioned below the password field. At the bottom of the form area, there are two links: 'Create an account' and 'Forgot Password'.

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



The screenshot shows the 'E-Filing' tab selected in a dark blue navigation bar. A dropdown menu is open under 'E-Filing', showing three options: 'My E-Filings', 'File A New Case', and 'File On An Existing Case'. Below the navigation bar is a light blue banner with the text: 'Welcome to the Cuyahoga County Probate Court Electronic Filing System Gateway'. At the bottom of the page, there is a red 'UPDATE' notice: 'UPDATE: As of 6/27/17, Notice of Appearance as a stand-alone filing is available for E-File.'

For **Case Category** select *CIVIL/MISCELLANEOUS*.

For **Type of Filing** select *REGISTRATION OF BIRTH*.

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

**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.)**

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 REGISTRATION OF BIRTH

Case Title THOMAS MICHAEL SMITH (max 200 characters)

Note to Clerk (max 500 characters)

Save and Proceed Save Cancel

**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 following party roles:

**APPLICANT** – when the adult filing is yourself, father, mother, or agency/guardian.

All applicants should enter their complete present name or agency/company name.

**MINOR** – enter the same name as typed on the *Application* for “Child.”

**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   I am representing this party member

Person  Company

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

**Review the Party Role information before selecting Save and Proceed.**

**PARTY ROLE REVIEW**

<b>APPLICANT:</b> <input type="button" value="New Party"/>	(REPRESENTED BY SAMPLE (1011710)) THOMAS MICHAEL SMITH 1 MAIN STREET CLEVELAND, OH 44111 (216) 123 - 4567
<b>MINOR:</b> <input type="button" value="New Party"/>	(REPRESENTED BY SAMPLE (1011710)) THOMAS MICHAEL SMITH 1 MAIN STREET CLEVELAND, OH 44111 (216) 123 - 4567



After you **ADD PARTY MEMBERS**, you must **ADD DOCUMENTS** for the filing.  
(See [Page 1](#) of this guide for a complete list of required documents.)

Home My Cases E-Filing Payment History Help

File a New Case Case Setup Case Party Documents Review Payment Confirmation Conf. # 295

## 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):  
• REGISTRATION OF BIRTH FILED

Document: REGISTRATION OF BIRTH  
Docket: REGISTRATION OF BIRTH FILED  
Document Location: Browse  
Number of Pages: 1 (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):  
• REGISTRATION OF BIRTH FILED

Document: REGISTRATION OF BIRTH  
Docket: REGISTRATION OF BIRTH FILED  
Document Location: Browse  
Number of Pages: 1 (max 9999)

Add This Document

## DOCUMENT REVIEW

Choose File to Upload

This PC

Name	Date modified	Type	Size
BirthReg	08/23/2016 1:27 PM	Adobe Acrobat D...	

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

### DOCUMENT REVIEW

View	Docket	Pages	File Name	Remove
	REGISTRATION OF BIRTH	1	Delayed Registraion of Birth.pdf	
	AFFIDAVIT	1	Affidavit_16.1.pdf	
	AFFIDAVIT	1	Affidavit_16.1.pdf	
	SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Documents.pdf	
	SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Documents.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:** REGISTRATION OF BIRTH

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### PARTY ROLE REVIEW [EDIT](#)

**APPLICANT:** [\(REPRESENTED BY SAMPLE \(1011710\)\)](#)  
THOMAS MICHAEL SMITH  
1 MAIN STREET  
CLEVELAND, OH 44111  
(216) 123 - 4567  
[New Party](#)

**MINOR:** [\(REPRESENTED BY SAMPLE \(1011710\)\)](#)  
THOMAS MICHAEL SMITH  
1 MAIN STREET  
CLEVELAND, OH 44111  
(216) 123 - 4567  
[New Party](#)

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### DOCUMENT REVIEW [EDIT](#)

View	Docket	Pages	File Name
	REGISTRATION OF BIRTH	1	Delayed Registraion of Birth.pdf
	AFFIDAVIT	1	Affidavit_16.1.pdf
	AFFIDAVIT	1	Affidavit_16.1.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Documents.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Documents.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.

Complete the billing information of the Card that will be charged.  
The name on the credit/debit card MUST match the Registered Account Name.

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
<b>Total Deposit Required</b>	<b>\$49.00</b>

On Behalf of: THOMAS MICHAEL SMITH (APPLICANT) ▼

Payment Type  Credit Card  Debit Card

**Bill To**

First Name: SAMPLE Last Name: ONLY Suffix: ESQ ▼

Address Line 1: 1 WEST LAKESIDE AVENUE

Line 2: SUITE 123


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. #: 2191  
 Date/Time Submitted: 07/06/2018 15:24:02

Case Category: CIVIL/MISCELLANEOUS  
 Type of Filing: REGISTRATION OF BIRTH  
 Case Title: THOMAS MICHAEL SMITH

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**PARTY ROLE INFORMATION**

**APPLICANT:** (REPRESENTED BY SAMPLE (1011710))  
 THOMAS MICHAEL SMITH  
 1 MAIN STREET  
 CLEVELAND, OH 44111  
 (216) 123 - 4567  
 New Party

**MINOR:** (REPRESENTED BY SAMPLE (1011710))  
 THOMAS MICHAEL SMITH  
 1 MAIN STREET  
 CLEVELAND, OH 44111  
 (216) 123 - 4567  
 New Party

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**DOCUMENT INFORMATION**

Docket	Pages	File Name
REGISTRATION OF BIRTH	1	Delayed Registraion of Birth.pdf
AFFIDAVIT	1	Affidavit_16.1.pdf
AFFIDAVIT	1	Affidavit_16.1.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Documents.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Supplemental Documents.pdf

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**PAYMENT**

Filed on behalf of: THOMAS MICHAEL SMITH (APPLICANT)

Filing Cost: \$47.00  
 Convenience Fee: \$2.00  
 Total Confirmed: \$49.00  
 Payment Type: Credit Card  
 Credit Card Number: \*\*\*\*\*1111  
 Submitted/Authorized Date: 7/6/2018

Print Home

### 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.