

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

NEW CASE GUIDELINES – E-FILE ADOPTION (ADULT)

STEP 1 – Required Documents to E-File (MUST BE TYPED)

- Petition for Adoption of Adult ([Form 19.0](#)) – Upload with attached Cover Page as first page. Include full names for all parties on Application. Application must be ink-signed or E-signed by Petitioner.
- Certified copy of Adult Adoptee’s birth certificate – Upload using the code “Copy of Birth Certificate”
- Consent(s) to Adoption completed with **ink signature** by Adult Adoptee ([Form 18.3](#))
- [Supplemental Adoption Information sheet](#) – Upload using code “Supplemental Document”

Payment

- A filing fee of \$175.00 plus \$4.95 (credit card transaction fee) is due at the time E-File submission. Credit or debit card used must be in the name of the E-File Petitioner or their attorney of record. **Third-party payments will not be accepted.**

FILE BY MAIL FOR STEPS 2-3

STEP 2 – Required Certificate to Mail to Court **after a Probate Court Case Number is issued**

- Ohio Department of Health and Vital Statistics Certificate of Adoption ([HEA2757](#)) (MUST BE TYPED)

STEP 3 – Additional Documents to Mail to Court (if applicable to your Petition)

- Proof of relationship existing between Petitioner and Adult Adoptee, prior to adoptee reaching 18 years old.
- Proof of marriage of the Petitioners. Certified copy of marriage certificate (*not your marriage license*).
- Certified copies of all divorce decrees of both adopting parents, if either or both have been previously married.
- Proof of support of any minor child(ren) from previous marriage(s) and/or relationship(s).
- Proof of death if either birth parent is deceased. (Certified copy of death certificate).
- Certified copy of death certificate for any previous spouse of the Petitioner.

Cases assigned to [Judge Laura J. Gallagher](#)

Mail to:

Cuyahoga County Probate Court
c/o Edward Klatka, Bailiff, Room 219
1 Lakeside Avenue, Cleveland, Ohio 44113

Cases assigned to [Judge Anthony J. Russo](#)

Mail to:

Cuyahoga County Probate Court
Adoption Department, Room 211
1 Lakeside Avenue, Cleveland, Ohio 44113

A hearing on the petition will not be set until all documents are received at Court.

Filing Status for E-Filed Petition and Notification of Hearing

- If the filing is accepted, you will receive notification of your case number and a receipt by email.
- If the filing is not accepted, you will receive notification of the reason for rejection by email.
- When a hearing is scheduled, you will receive a Notice of Hearing by regular mail or email.

Rejected filings may be corrected and resubmitted within 72 hours. After 72 hours, you must begin a new submission.

Hearing Information

Petitioner(s) and Adult Adoptee must be available for interviews prior to the date of the hearing. If Petitioner is married, his/her spouse must also be available for interviews and must appear at the hearing.

On the date set for hearing, Petitioner(s) and Adult Adoptee must appear in Court. In some instances, the hearing officer may make alternate arrangements (telephonic, Zoom, WebEx, etc.) for the hearing and will give advance notice and instruction.

If you have questions about the Probate Court Adult Adoption petition process, please call Adoptions/Guardianship Department at: (216) 443-8988 or (216) 443-8989.

For questions about the E-Filing submission process, please call the E-File Help Desk at (216) 443-8948.

Court staff are prohibited from giving legal advice to prospective petitioners.

Subsequent Fees Paid in Person at Court

The Court accepts cash, money order, cashier's check, MasterCard, Visa, Discover and American Express credit or debit cards. There is a convenience fee to use a credit or debit card.

- Criminal Record check pursuant to O.R.C. Section 2151.86 – \$22.00
- New Ohio birth certificate – \$21.50 per copy
(For non-Ohio birth certificates, please contact the State's Department of Health.)