

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

NEW CASE GUIDELINES – E-FILE JOINT DECLARATION OF PATERNITY

Documents Required with Your E-Filing:

- [Petition for Joint Declaration of Paternity](#)
(Petition MUST be typed with ink signatures, or *E-Signed*, e.g., “/S/ Thomas Alva Edison”)
- Certified copy of the adult child’s Ohio birth record or Birth Certificate*
(Showing that no father is designated on the record)
- Genetic test results confirming the alleged father’s paternity*
- Copy of Death Certificate or Letter of Guardianship*
(if the mother is deceased or has been adjudicated incompetent)

Filing Status and Notification

- If the filing is accepted or rejected, you will receive notification by email.
- Review your rejected filing email for the reason(s) for rejection.
Corrected filings with the same confirmation number may be resubmitted within 72 hours.
After 72 hours, you must begin with a new filing.

Information about Your Hearing

- If a hearing is scheduled, you will receive a Notice of Hearing by regular mail within 3-5 business days.
- You MUST bring the Original Paper Documents to your Hearing.
- Please arrive at least 20 minutes before your scheduled hearing.
Applicants MUST appear in person at Court with proper photo identification.
- 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.

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

After Your Hearing

Declarants must send to the Ohio Department of Health a certified copy of the order of Court. The Department of Health will record the order and prepare the new birth certificate, usually within 3-4 weeks.

To order your corrected copy of your birth certificate, contact your local office of Vital Statistics. You may order a certified copy of your Probate Court order from the Court.

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

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

The screenshot shows the homepage of the Cuyahoga County Probate Court. At the top left is the court's logo. The header identifies Judge Anthony J. Russo as the 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, displaying options: E-Filings Available, E-File Filing Guides, E-File Forms, E-File Gateway Login, E-File Account Registration, and E-File FAQs. Below the menu, a section titled "Probate Court Electronic Filing System" contains a list of instructions and contact information for the E-File Help Desk. 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.

Select from the **Miscellaneous** forms menu the [Petition for Joint Declaration of Paternity](#).

This screenshot shows the "Probate Court E-File Forms" page. It features a navigation bar similar to the previous page. A red warning message is displayed: "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, a "Search by Form Topic" section indicates that all forms must be typed. A search filter is set to "Disinterment". A dropdown menu is open, showing a list of form categories. The "Miscellaneous" category is selected, and a sub-menu is open, listing various forms. The "Petition for Joint Declaration of Paternity" form is highlighted at the bottom of this sub-menu.

Complete all blank fields (except CASE NUMBER) of the *Petition for Joint Declaration*. Documents must be TYPED. Handwritten applications will be rejected.

List complete addresses and sign with ink or electronic signature (“/S/Michael Thomas Smith”). Save the completed petition to your PC.

Scan as separate PDF files to your PC: birth records, genetic test results, and other supporting documents.

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

| | |
|--|---|
| PROBATE COURT OF CUYAHOGA COUNTY, OHIO Anthony J. Russo, Presiding Judge Laura J. Gallagher, Judge | |
| IN THE MATTER OF THE DECLARATION OF <u>Randolph Edward Washington</u> <small>Name of Alleged Father</small> | |
| CASE NUMBER _____ | |
| JOINT DECLARATION [R.C. 2105.25] | |
| The Declarants jointly petition the Court for an order declaring <u>Randolph Edward Washington</u> <small>Name of Alleged Father</small> | |
| to be the father of <u>Michael Thomas Smith</u> , his adult child over the age of 23. <small>Name of Adult Child</small> | |
| The Declarants further state: | |
| that this request is made freely, and voluntarily by all parties before the Court; | |
| that the adult child's birth certificate is attached and does not designate anyone as father; | |
| that genetic test results are attached and confirm this declaration; | |
| that if the adult child's mother is unable to appear because of death or incompetence, her death certificate or guardianship letters of authority are attached; and, | |
| that it is in the best interest of the man and adult child that this order issue. | |
| <u>/S/Randolph E. Washington</u> <small>Signature of Alleged Father</small> | <u>/S/Michael Thomas Smith</u> <small>Signature of Adult Child</small> |
| <u>Randolph E. Washington</u> <small>Printed Name of Alleged Father</small> | <u>Michael Thomas Smith</u> × <small>Printed name of Adult Child</small> |

When all your documents are prepared, return to the [Electronic Filing Home Page](#).

Login at the [E-File Gateway](#) and continue to page 5.

New users can select [E-File Registration](#), and register with an email address (See page 4).

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
Prefix
First
Middle
Last
Suffix
Email address
Enter a password
Confirm password
Choose a security question
<none>
Security question answer

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

Clear Cancel Submit

After you receive confirmation by email, access the [E-File Gateway login page](#).
Login using your **Login ID** (email address) and your **Password**.

Probate Court
Cuyahoga County, Ohio

CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY

Home

To use the Probate Court E-File Gateway, log in with your registered email address and password.
Not registered? [Create an account using the link provided.](#)

Login ID
Password

Login

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

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



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

For **Type of Filing** select *JOINT DECLARATION OF PATERNITY*.

Type the full current name of the *Alleged Father* who signed the *Petition* form in the **Case Title** field.

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

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:

ALLEGED FATHER – adult father declaring paternity of the adult child.

*All names entered should reflect complete names in use at the time of birth.
Ensure party information matches the typed Petition for Joint Declaration form.*

ADULT CHILD – adult 23 years or older who also declares the alleged father’s paternity.

NATURAL MOTHER – adult listed as *Mother of Child* on Joint Declaration form.

Click **Save Party** for each role as you add them.

The screenshot shows the 'ADD PARTY MEMBERS' form. At the top, it says '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: ALLEGED FATHER (dropdown) I am representing this party member

Person Company

Prefix: Prefix (dropdown)

First Name: RANDOLPH

Middle Name: EDWARD

Last Name: WASHINGTON

Suffix: Suffix (dropdown)

Date of Birth: 10/10/1980 | Date of Death: (empty)

Alias Entry (button)

Phone Type: CELL (dropdown) | Phone Number: (216)123-4567

Copy Address: -- Select Address -- (dropdown)

Foreign Address Unknown Address

Address Type: HOME ADDRESS (dropdown)

Address Line 1: 1 RIVER ROAD

Address Line 2: (empty)

City: CLEVELAND

State: OHIO (dropdown) | Zip Code: 44111

Save Party (button)

Callout box: Attorneys must check: I am representing this party member for each Case Party represented.

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

The screenshot shows the 'PARTY ROLE REVIEW' screen with three party entries:

- ADULT CHILD:** MICHAEL THOMAS SMITH
1 WEST LAKE AVENUE
CLEVELAND, OH 44113
(216) 234 - 5678
- ALLEGED FATHER:** (REPRESENTED BY ONLY (1011710))
RANDOLPH EDWARD WASHINGTON
1 RIVER ROAD
CLEVELAND, OH 44111
(216) 123 - 4567
- NATURAL MOTHER:** ALICIA MARIE SMITH
12 VALLEY TRACE
APARTMENT 4
CLEVELAND, OH 44111
(216) 456 - 7891

Each entry has a 'New Party' button and edit/delete icons.

Save and Proceed (button) | Cancel (button)

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

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

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):

- COPY OF BIRTH CERTIFICATE FILED
- JOINT DECLARATION OF ADULT PATERNITY
- SUPPLEMENTAL MEDICAL DOCUMENT FILED

| | |
|-------------------|--------------------------------------|
| Document | COPY OF BIRTH CERTIFICATE |
| Docket | DEATH CERTIFICATE |
| Document Location | JOINT DECLARATION OF ADULT PATERNITY |
| Number of Pages | SUPPLEMENTAL DOCUMENTS FILED |
| | SUPPLEMENTAL MEDICAL DOCUMENT FILED |

DOCUMENT REVIEW

No documents to list.

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 the area provided. Then select **Add This Document**.

DOCUMENT REVIEW

| View | Docket | Pages | File Name | Remove |
|------|--------------------------------------|-------|--|--------|
| | JOINT DECLARATION OF ADULT PATERNITY | 1 | Joint Declaration of Paternity_MTS.pdf | |
| | COPY OF BIRTH CERTIFICATE | 1 | Birth Certificate_MTS.pdf | |
| | SUPPLEMENTAL MEDICAL DOCUMENT FILED | 3 | Supplemental Medical Documents_MTS.pdf | |

After the required documents have been added, **Review** all the information. Select **Save and Proceed** to continue to the final **FILING REVIEW** screen.

On the **FILING REVIEW** screen, all your information and documents to submit display for a final review (select [EDIT](#) to make changes to your documents).

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: JOINT DECLARATION OF PATERNITY

PARTY ROLE REVIEW [EDIT](#)

ADULT CHILD: MICHAEL THOMAS SMITH
1 WEST LAKE AVENUE
CLEVELAND, OH 44113
(216) 234 - 5678
[New Party](#)

ALLEGED FATHER: (REPRESENTED BY ONLY (1011710))
RANDOLPH EDWARD WASHINGTON
1 RIVER ROAD
CLEVELAND, OH 44111
(216) 123 - 4567
[New Party](#)

NATURAL MOTHER: ALICIA MARIE SMITH
12 VALLEY TRACE
APARTMENT 4
CLEVELAND, OH 44111
(216) 456 - 7891
[New Party](#)

DOCUMENT REVIEW [EDIT](#)

| View | Docket | Pages | File Name |
|------|--------------------------------------|-------|--|
| | JOINT DECLARATION OF ADULT PATERNITY | 1 | Joint Declaration of Paternity_MTS.pdf |
| | COPY OF BIRTH CERTIFICATE | 1 | Birth Certificate_MTS.pdf |
| | SUPPLEMENTAL MEDICAL DOCUMENT FILED | 3 | Supplemental Medical Documents_MTS.pdf |

[Save and Proceed](#)

If all your attached documents and typed information is correct, select **Save and Proceed** to access the **PAYMENT** screen.

Payment is authorized at the time of submission.

Only AFTER your E-Filing has been accepted by the Court will your Credit or Debit card be charged.

Complete all billing information.

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.*

Submit the filing on behalf of the “Alleged Father” party role.

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 | \$30.00 |
| Convenience Fee | \$2.00 |
| Total Deposit Required | \$32.00 |

On Behalf of: RANDOLPH EDWARD WASHINGTON (ALLEDGED FATHER ▾)

Payment Type Credit Card Debit Card

Bill To

First Name TEST 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.

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

File a New Case Case Setup ▶ Case Party ▶ Documents ▶ Review ▶ Payment ▶ Confirmation Conf. # 2250

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. #: 2250
Date/Time Submitted: 07/24/2018 10:23:40

Case Category: CIVIL/MISCELLANEOUS
Type of Filing: JOINT DECLARATION OF PATERNITY
Case Title: RANDOLPH EDWARD WASHINGTON

PARTY ROLE INFORMATION

| | |
|---|--|
| ADULT CHILD: New Party | MICHAEL THOMAS SMITH 1 WEST LAKE AVENUE CLEVELAND, OH 44113 (216) 234 - 5678 |
| ALLEGED FATHER: New Party | (REPRESENTED BY ONLY (1011710)) RANDOLPH EDWARD WASHINGTON 1 RIVER ROAD CLEVELAND, OH 44111 (216) 123 - 4567 |
| NATURAL MOTHER: New Party | ALICIA MARIE SMITH 12 VALLEY TRACE APARTMENT 4 CLEVELAND, OH 44111 (216) 456 - 7891 |

DOCUMENT INFORMATION

| Docket | Pages | File Name |
|--------------------------------------|-------|--|
| JOINT DECLARATION OF ADULT PATERNITY | 1 | Joint Declaration of Paternity_MTS.pdf |
| COPY OF BIRTH CERTIFICATE | 1 | Birth Certificate_MTS.pdf |
| SUPPLEMENTAL MEDICAL DOCUMENT FILED | 3 | Supplemental Medical Documents_MTS.pdf |

PAYMENT

Filed on behalf of: RANDOLPH EDWARD WASHINGTON (ALLEGED FATHER)

| | |
|-----------------------------------|-------------|
| Filing Cost: | \$30.00 |
| Convenience Fee: | \$2.00 |
| Total Confirmed: | \$32.00 |
| Payment Type: | Credit Card |
| Credit Card Number: | *****1111 |
| Submitted/Authorized Date: | 7/24/2018 |

[Print](#) [Home](#)