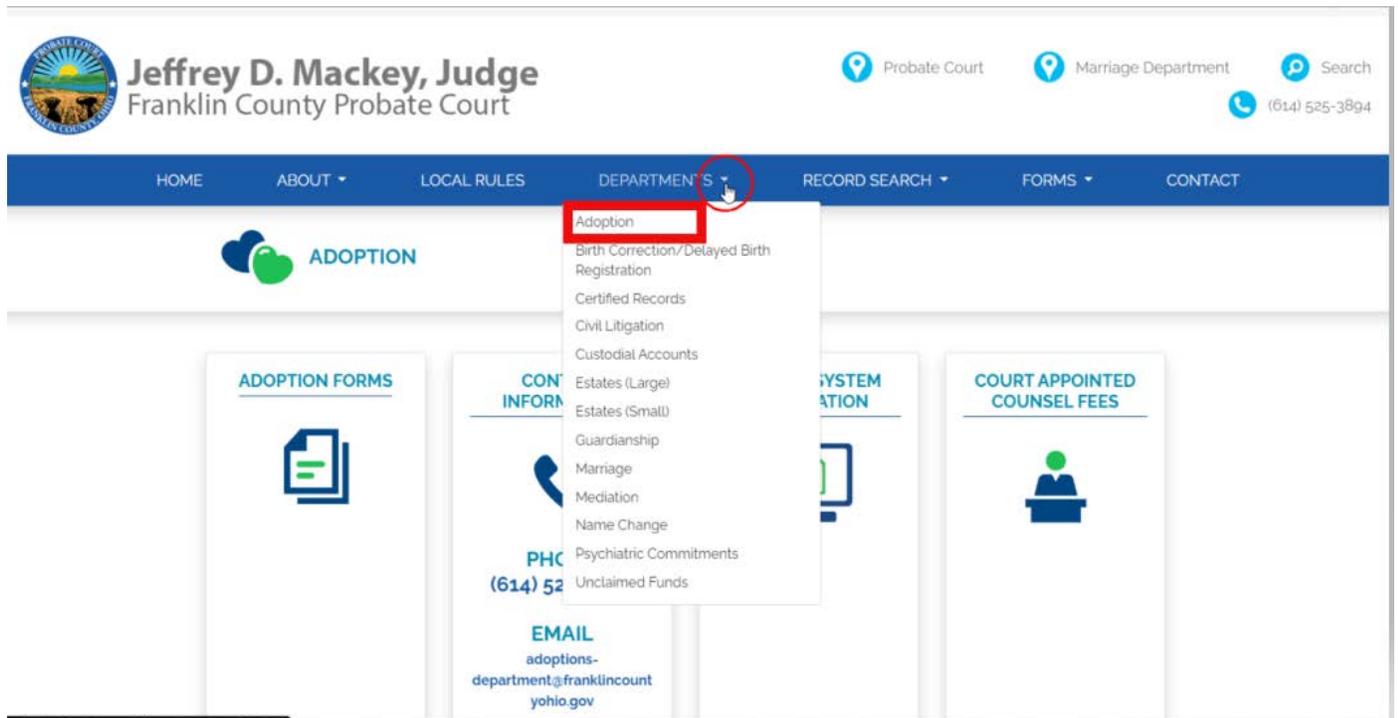
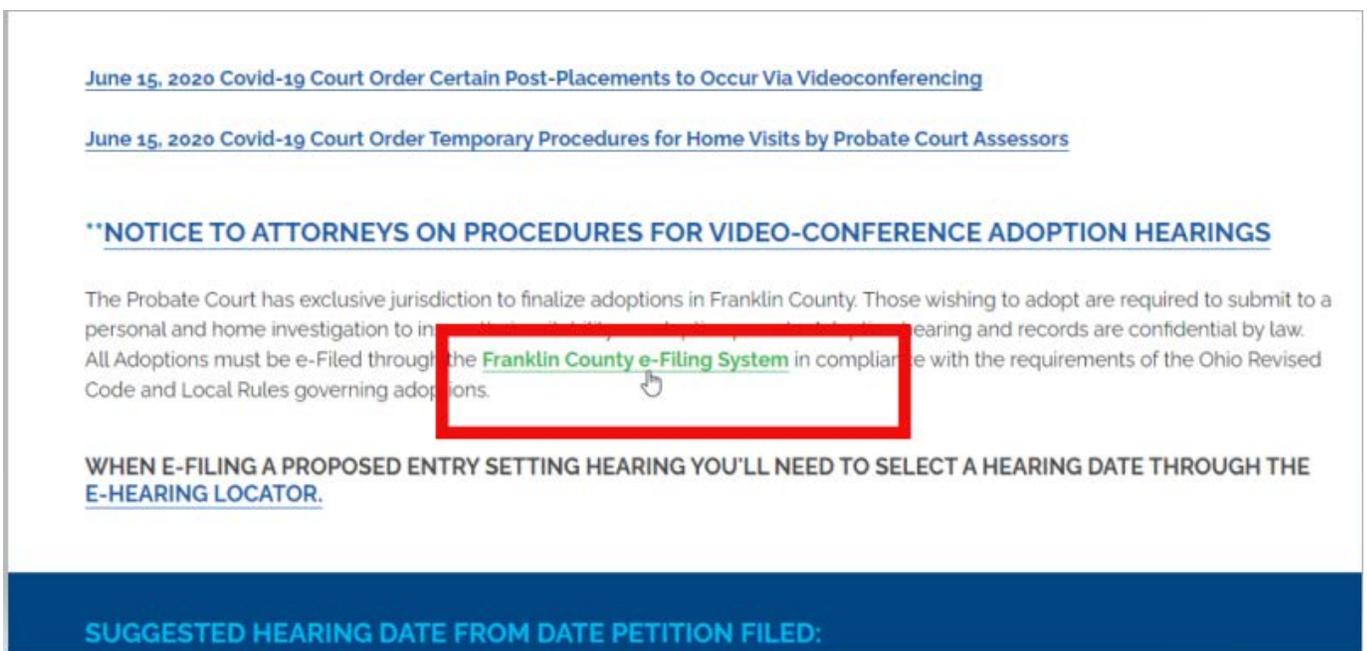


ADOPTION
e-Filing
INSTRUCTION MANUAL

On the Court's homepage select the "Departments" option located in the middle of the blue bar then choose "Adoption" from the drop down menu.



This will take you to the Adoption department page. Click the Franklin County e-Filing System link located underneath the "Notice To Attorneys".



Using your account credentials log in to the e-Filer's interface. Alternatively, If you do not have a login select "Request Account " to set up your account.

Franklin County e-Filing

Terms of use Payment policy

Electronic Filing

powered by eFlex from Tybera

Log In

Enter your User Name and Password.

User Name:

Password:

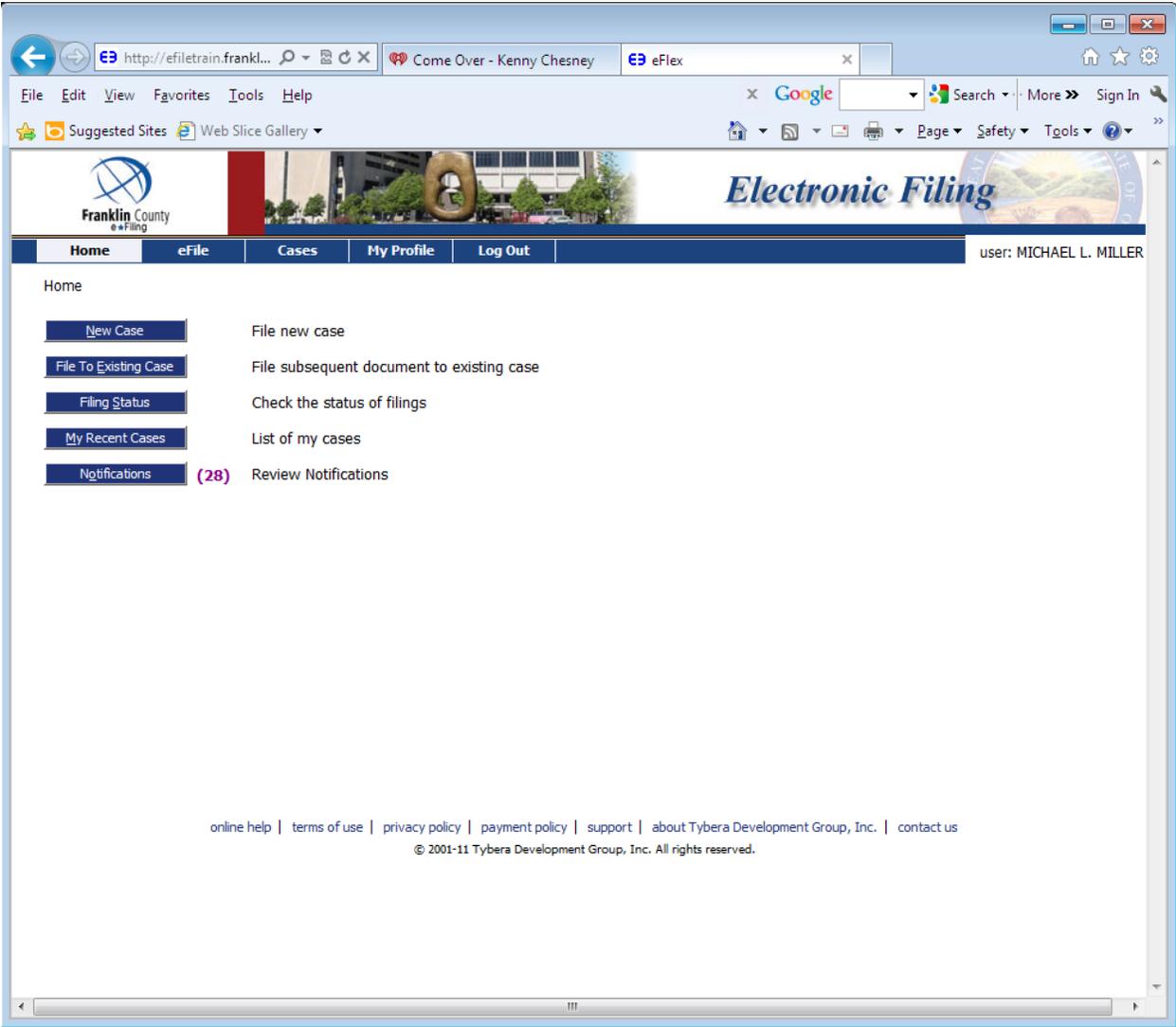
WELCOME to Electronic Filing in Franklin County, Ohio!

Whether you are an attorney or a pro se filer (representing yourself without representation from legal counsel) we provide information to assist your experience in e-Filing.

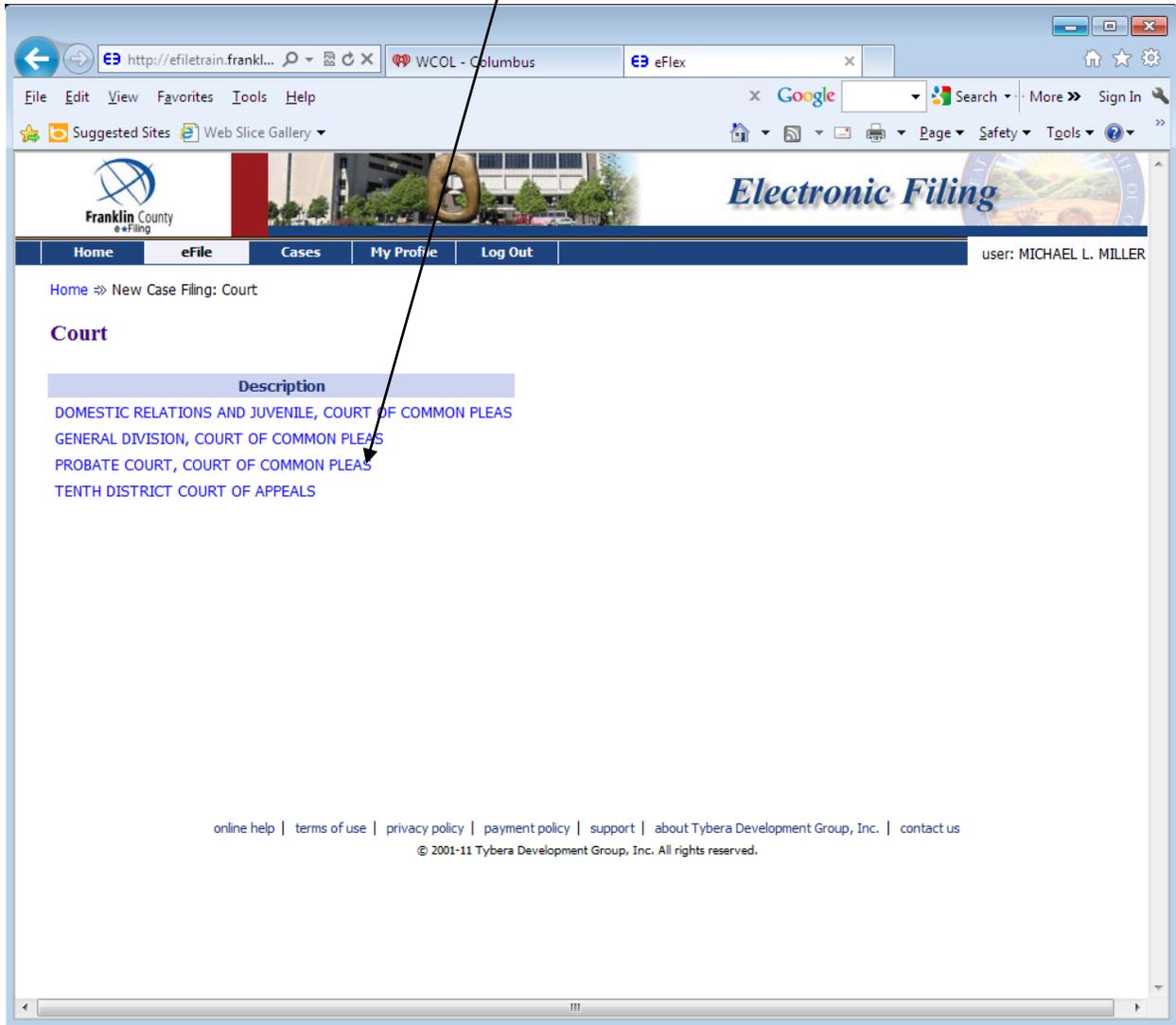
Included in the following link are current notices and updates, helpful guides, instructions and contact information. This Clerk of Court's role is to provide assistance, without offering any legal advice from which we are specifically prohibited to provide. However, we will offer our best in service to you, with the result that your filing is successfully submitted to either this county's Court of Common Pleas or 10th District Court of Appeals.

[e-Filing Resources by Division](#)

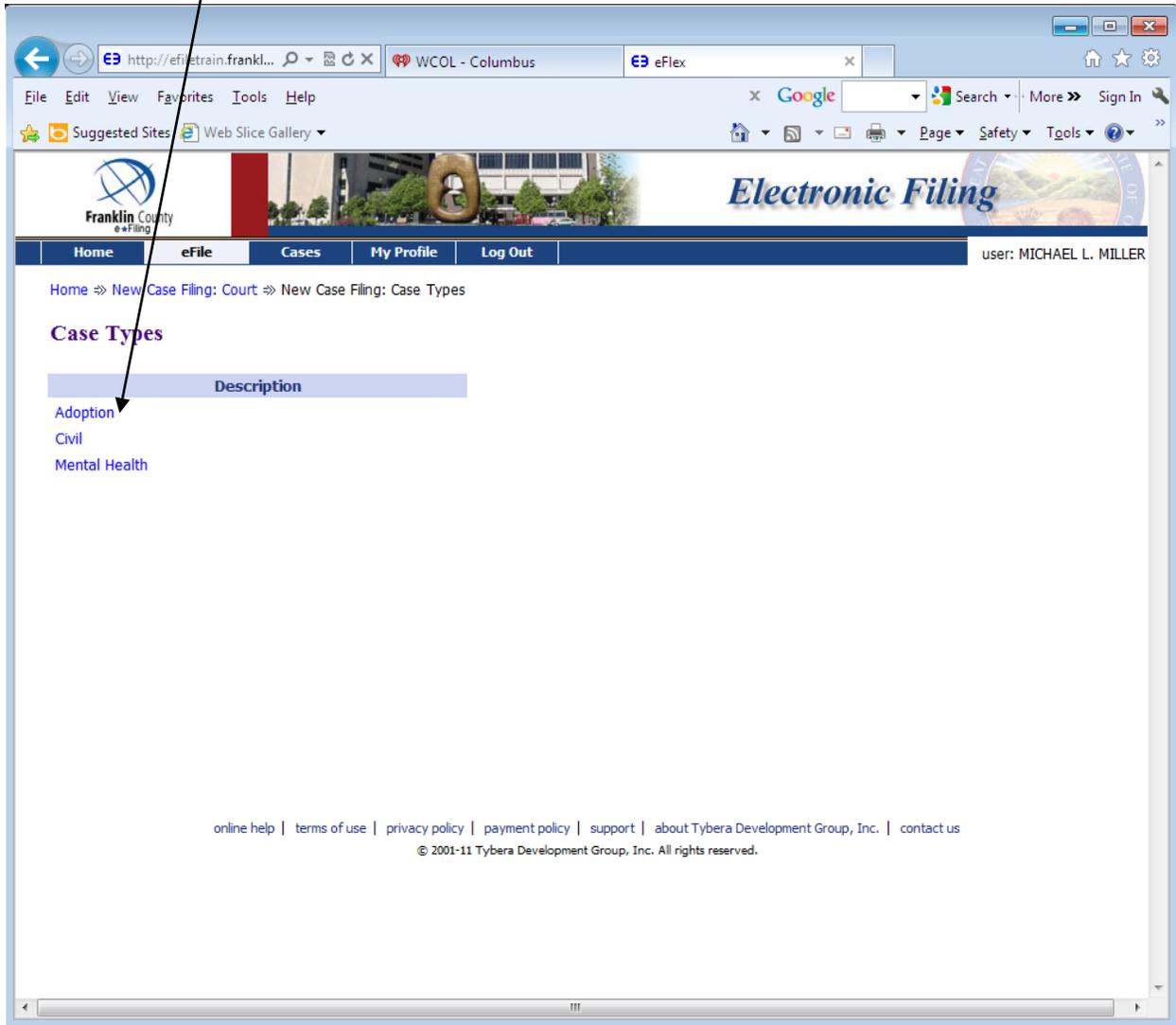
Choose New Case



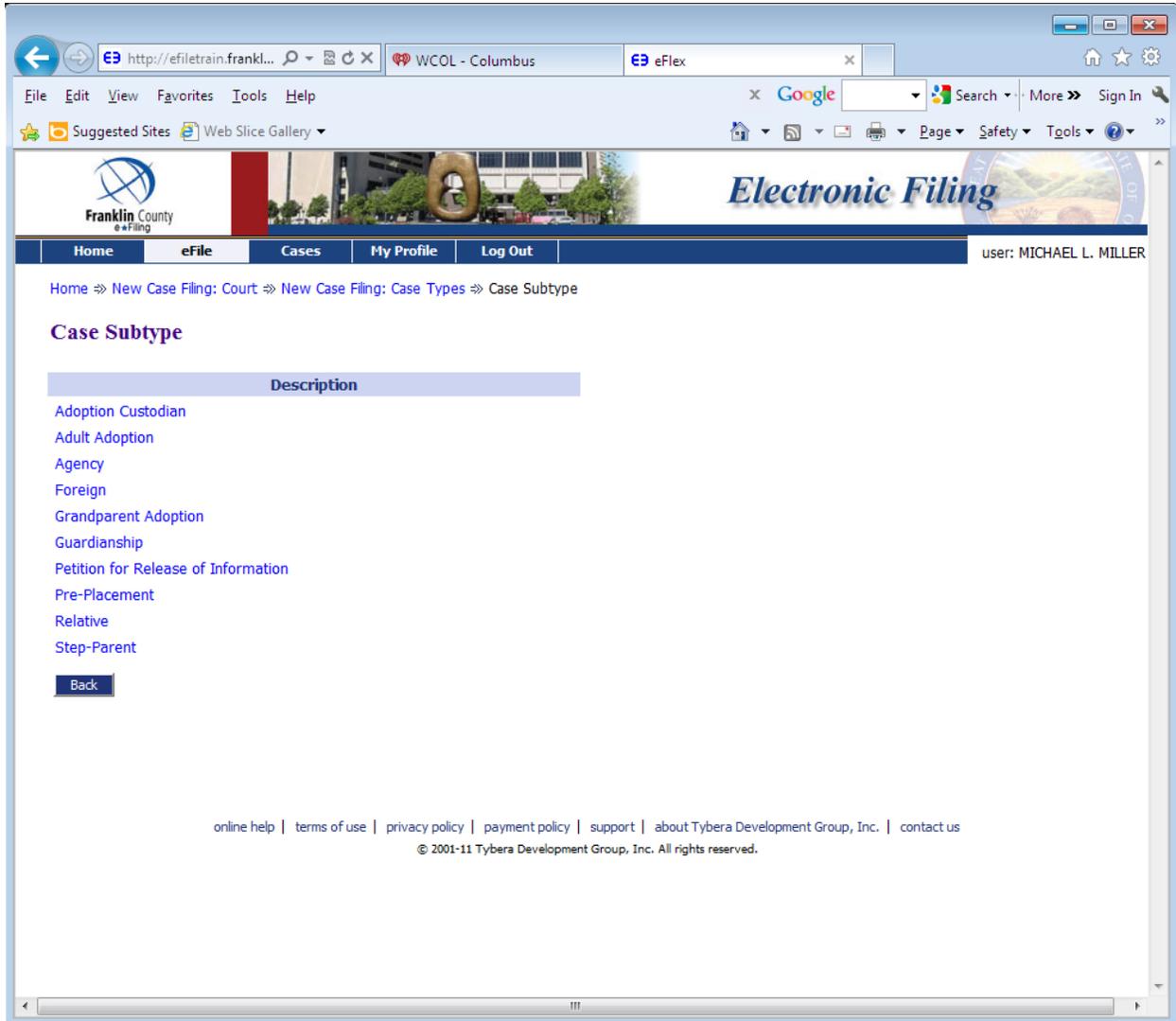
Choose Probate Court, Court of Common Pleas



Choose Adoption



Choose the Description of the Adoption you are going to file. For this example, we are going to choose Agency.



Begin by entering the Adopting parents first. Choose Add My Parties

The screenshot shows a web browser window displaying the Franklin County eFiling portal. The browser's address bar shows the URL <http://efiletrain.franklincountyohio.gov>. The page header includes the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu contains links for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as MICHAEL L. MILLER. The breadcrumb trail reads: Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation. The main heading is "Case Initiation: Agency". Below this is a "Filer Reference No" input field with a placeholder "(Enter your office reference number - if applicable)". The "Add Case Participants" section features two buttons: "Add My Parties" and "Add Other Parties". Below these buttons is a table with three columns: "Participant Name", "Role", and "Attorney(s) for Party". At the bottom of the page, there are links for "Back", "Save to Draft", and "Next". The footer contains links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact us", along with the copyright notice "© 2001-11 Tybera Development Group, Inc. All rights reserved."

Under Add My Parties, list the Male Petitioner first. If there is no Male Petitioner, then start with the Female Petitioner.

The screenshot shows a web browser window with the URL <http://efiletrain.franklincountyohio.gov>. The page title is "Electronic Filing". The user is logged in as "MICHAEL L. MILLER". The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Party.

Party Information:

- Party Type: Male Petitioner
- First Name: JOHN
- Middle Name: ALAN
- Last Name: * DOE
- Suffix:
- Phone: * 614-555-5555
- Email:

Physical or Last Known Address:

- Domestic
- Address Line 1: * 1234 MAIN ST
- Address Line 2:
- City: * COLUMBUS
- State: * Ohio
- Zip / Postal Code: * 43215 -

Does this party need a court appointed assessor? No

[Back](#) [Next](#)

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
MILLER	000025561	
Last Name:*		
Supreme Court No.:*		

[Add](#)

After entering the male petitioner’s information, click on the Next button at the bottom of the page. This will take you back to the Case Initiation page. Choose Add My Parties again to enter the female petitioner’s Information. Be sure to change Party Type: to Female Petitioner. The female petitioner’s address must match *exactly* to the male petitioner’s address.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Party

Party Type:

First Name:

Middle Name:

Last Name: *

Suffix:

Phone: *

Email:

Physical or Last Known Address:

Domestic

Address Line 1: *

Address Line 2:

City: *

State: *

Zip / Postal Code: * -

Does this party need a court appointed assessor?

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
MILLER	000025561	<input type="button" value="X"/>
Last Name:*	<input type="text"/>	
Supreme Court No.:*	<input type="text"/>	

Choose the Next button at the bottom of the page to be taken back to the Case Initiation screen. Once the petitioners have been added to the case, it is time to add all other parties. First, if there is an agency involved, choose Party Type: Agency. In the Agency drop down box, choose the agency involved with this case.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Subtype >> Case Initiation >> Add a Party

Party Type: Agency

Agency: FRANKLIN CO CHILDREN SERVICES

First Name:

Middle Name:

Last Name: * FRANKLIN CO CHILDREN SERVICES

Suffix:

Phone:

Email:

Physical or Last Known Address:

Domestic

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code: -

Does this party need a court appointed assessor? No

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
Last Name:*	<input type="text"/>	
Supreme Court No.:*	<input type="text"/>	

Add

Back Next

Choose the Next button at the bottom of the page to be taken back to the Case Initiation screen. At this time you **must** add the birth parents for the child being adopted. If there is more than one child being adopted you **must** add all birth parents for each child. Choose the Add Other Parties button, choose Party Type: Birth Mother or Unknown Birth Mother. Enter all information you have for the birth mother. Again, if there is more than one child being adopted, enter all parents of all children.

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Party

Party Type:

Agency:

First Name:

Middle Name:

Last Name: *

Suffix:

Phone:

Email:

Physical or Last Known Address:

Domestic

Address Line 1:

Address Line 2:

City:

State:

Zip / Postal Code: -

Does this party need a court appointed assessor?

Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
Last Name:*	<input type="text"/>	
Supreme Court No.:*	<input type="text"/>	

Choose the Next button at the bottom of the page to be taken back to the Case Initiation screen. At this time, you will need to add the birth father. Choose the Add Other Parties button and enter as many fathers as are known, such as Biological Father, Legal Father, Putative Father or Unknown Biological Father.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Party

Party Type: Biological Father

Agency: [Dropdown]

First Name: JOSEPH

Middle Name: [Text]

Last Name: * JONES

Suffix: [Text]

Phone: [Text]

Email: [Text]

Physical or Last Known Address:

Domestic

Address Line 1: 4321 STATE ST

Address Line 2: [Text]

City: COLUMBUS

State: Ohio

Zip / Postal Code: 43215 - [Text]

Does this party need a court appointed assessor? No

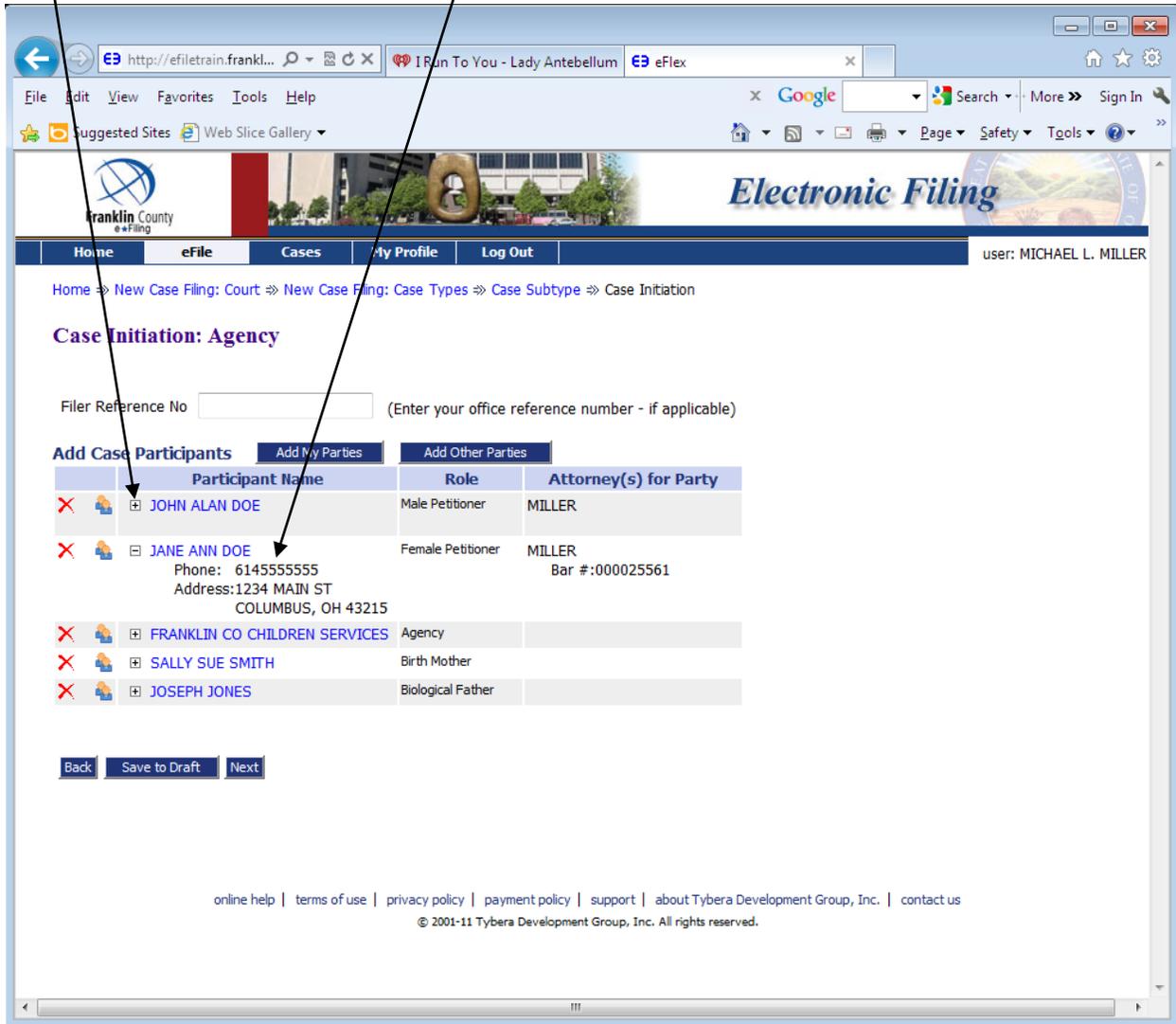
Attorney(s) for this Party

Last Name	Supreme Court No.	Delete
Last Name:*	[Text]	[X]
Supreme Court No.:*	[Text]	[X]

Add

Back Next

After entering the father(s) of each child, choose the Next button at the bottom of the page. This takes you back to the Case Initiation screen. You can view all parties that you entered. If you click on the plus sign (+) before each name you can view all information entered to make sure you have it correct.



If you need to make any changes to the participant's information, click on the link to that person's name and you will be taken back to the page to make any corrections to the name, address, etc.

If all information is correct, it is time to start submitting your documents. Choose the Next button at the bottom of the Case Initiation screen. This will take you to the Add a Document screen.

Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Subtype >> Case Initiation >> Add a Document

Case Subtype : Agency

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.doc,*.docx,*.pdf)

Document Location

Page Count

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		

Total Size: 0.0 MB

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Choose Document Category: Petition and Document Type: Petition for Adoption of Minor Child. If you want to send a note to the clerk, you may do so in the Additional Text box. This does not become part of the docket. Choose the Browse button to upload the Petition that is saved on your computer. Choose the Add to Submission button.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document

Case Subtype : Agency

Document Category:

Document Type *:

Additional Text:

Acceptable File Format(s) (*.doc,*.docx,*.pdf)

Document Location:

Page Count:

Add to Submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
			Total Size: 0.0 MB		

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This will take you to the Adoption Application page to enter the child’s birth name, adoption Name, date of birth and sex, and to associate the child to the biological parents.

Home > New Case Filing: Court > New Case Filing: Case Types > Case Subtype > Case Initiation > Add a Document > Adoption Application

Petition for Adoption of Minor Child

Birth Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Adoption Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Date of Birth: *
(mm-dd-yyyy)

Sex: *

Please select the parties associated with this adoptee:

For	Party Name	Current Role
<input type="checkbox"/>	JOSEPH JONES	Biological Father
<input type="checkbox"/>	SALLY SUE SMITH	Birth Mother

At the bottom of this page, it tells you to Please select the parties associated with this adoptee. If there is more than one child being adopted you would choose only the parties for this particular child. When you upload your second petition you will choose the parties associated with that adoptee.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: MICHAEL L. MILLER

Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation » Add a Document » Adoption Application

Petition for Adoption of Minor Child

Birth Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Adoption Name:

First Name:

Middle Name:

Last Name: *

Suffix:

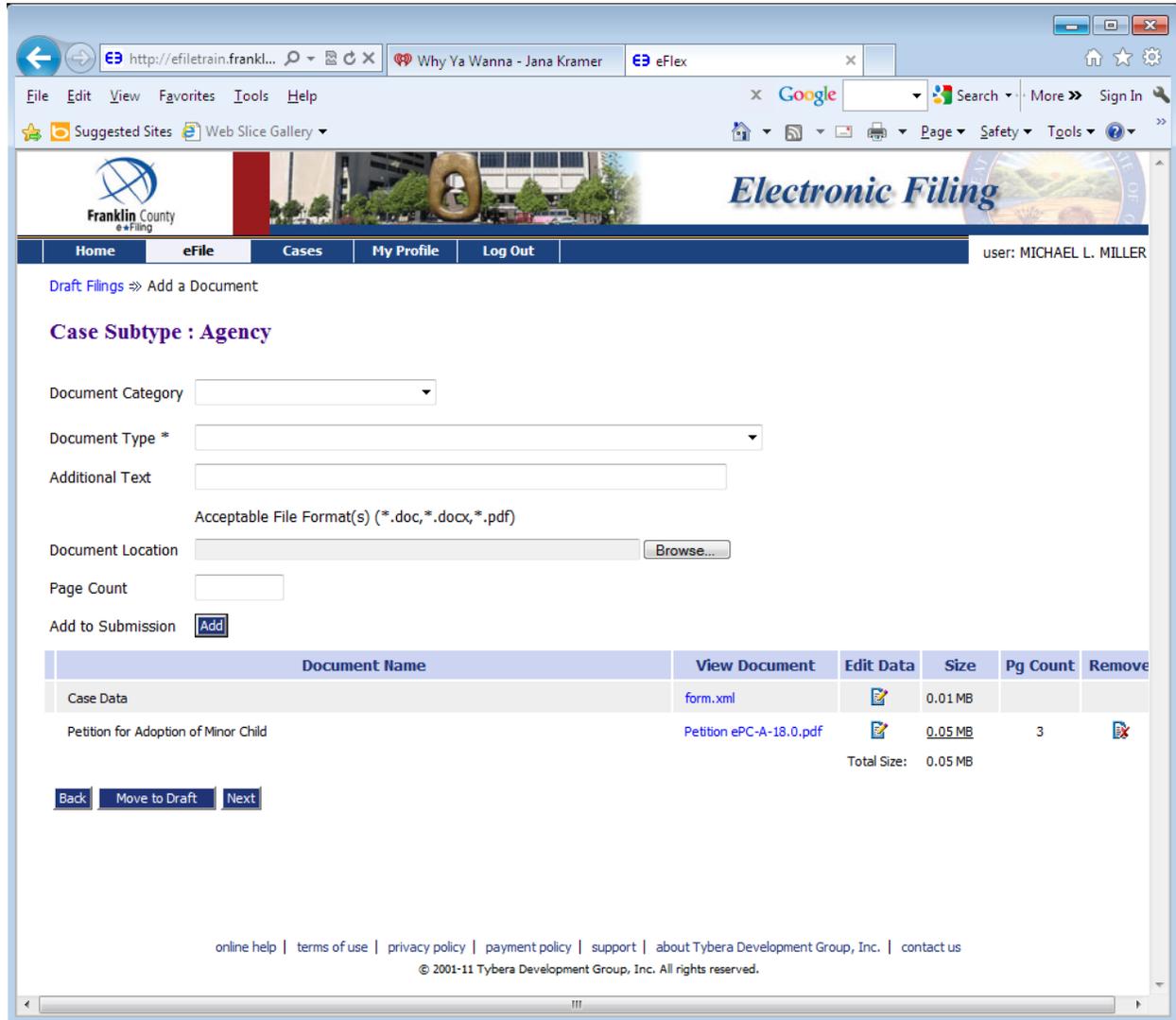
Date of Birth: *
(mm-dd-yyyy)

Sex: *

Please select the parties associated with this adoptee:

For	Party Name	Current Role
<input checked="" type="checkbox"/>	JOSEPH JONES	Biological Father
<input checked="" type="checkbox"/>	SALLY SUE SMITH	Birth Mother

Once you have filled in the information about the child and chosen the parties associated to that child, choose the Next button at the bottom of the page.



The document is located under the light blue line across the middle of the page. Now it is time to upload the rest of your case initiation documents; Proposed Entry Setting Hearing, Preliminary Account and Birth Certificate.

If you need help in choosing a hearing date, please see the below link for e-Hearing Instructions. This will take you through choosing an Adoption Hearing Date and Time.

<http://www.franklincountyohio.gov/probate/assets/pdf/OT%20iFrame%20Instructions%20-%20Filer%20and%20Clerk%2002%2010%202012.pdf>

After uploading all Case Initiation documents, your screen should look similar to the screen below.

The screenshot shows a web browser window with the URL <http://efiletrain.franklincountyohio.gov>. The page title is "Electronic Filing" and the user is identified as "MICHAEL L. MILLER". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out".

The main content area is titled "Draft Filings => Add a Document" and "Case Subtype : Agency". It contains a form with the following fields:

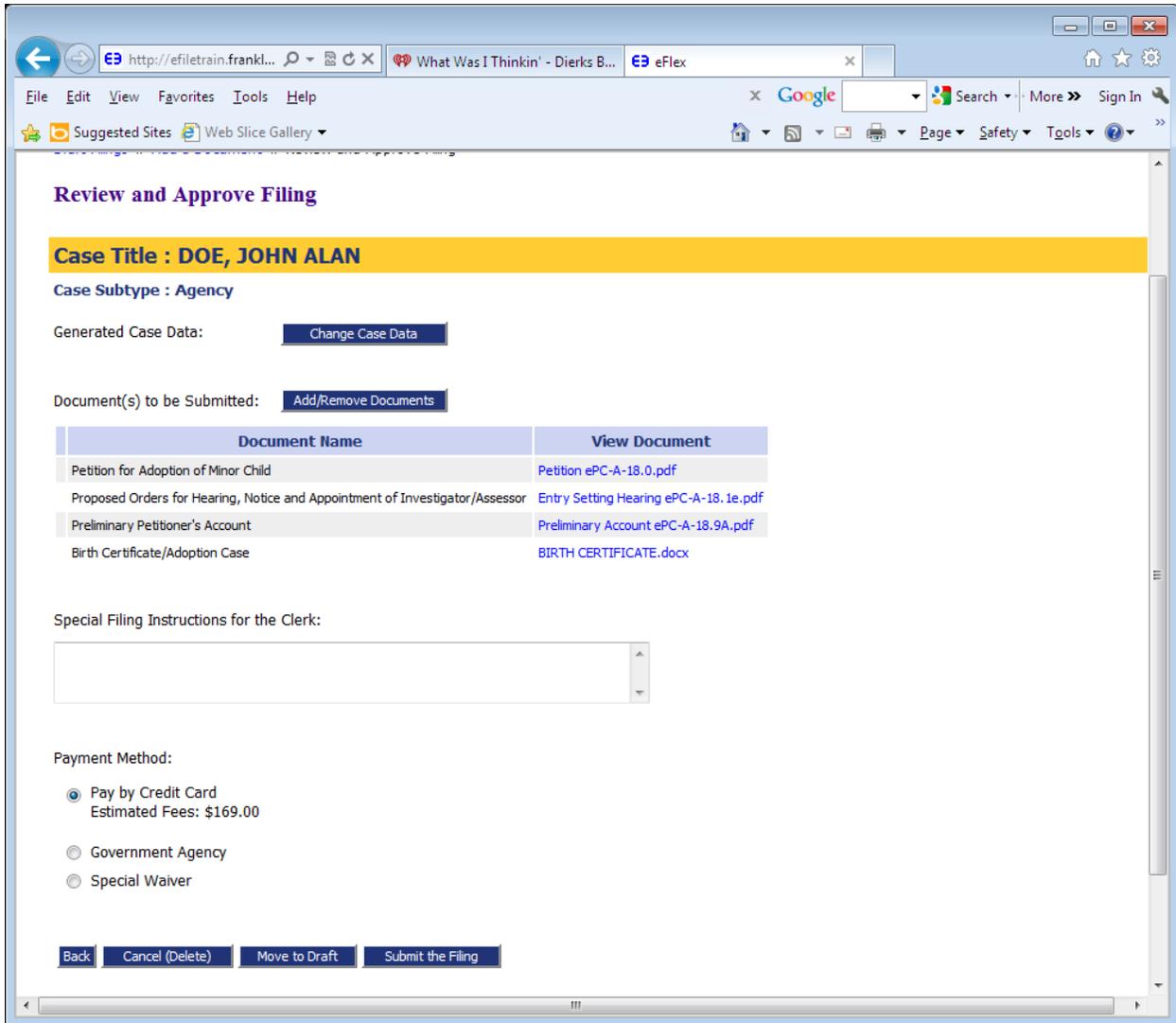
- Document Category:
- Document Type *:
- Additional Text:
- Document Location:
- Page Count:
- Add to Submission:

Below the form is a table listing the documents in the draft submission:

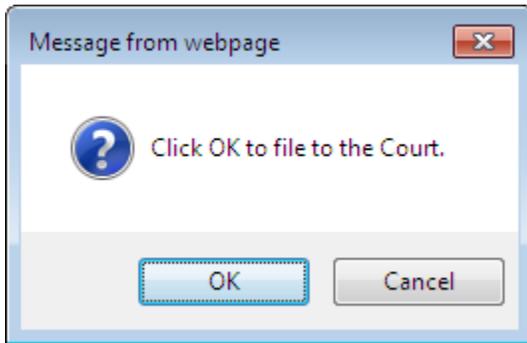
Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
Petition for Adoption of Minor Child	Petition ePC-A-18.0.pdf		0.05 MB	3	
Proposed Orders for Hearing, Notice and Appointment of Investigator/Assessor	Entry Setting Hearing ePC-A-18.1e.pdf		0.03 MB	1	
Preliminary Petitioner's Account	Preliminary Account ePC-A-18.9A.pdf		0.04 MB	2	
Birth Certificate/Adoption Case	BIRTH CERTIFICATE.docx		0.01 MB	1	
			Total Size:	0.13 MB	

At the bottom of the table, there are three buttons: "Back", "Move to Draft", and "Next".

Choose the Next button at the bottom of the page. This will take you to the Review and Approve Filings page. You can open the documents you uploaded to make sure they are the correct ones. Any changes need to be made now.



Now you are ready to submit your new case. Notice towards the bottom of the page under Payment Method: the e-Filing System tells you the amount due. All fees need to be paid with a credit or debit card. When you choose the Submit the Filing button, another window pops up and says Click OK to file to the Court. Once you click on the "OK" button, you will be taken to the PayGov.US site to enter your credit card information.



Below is the PayGov.US site where you will enter your credit card information.

The screenshot shows a web browser window with the URL <https://testsec.pay...> and the page title "PayGov.US - Payment Inform...". The browser's address bar shows "Baggage Claim - Miranda Lam...". The page features the PayGov.US logo and a navigation menu. The main content area is titled "Payment Information - Probate Court" and contains the following form fields:

- Cardholder First Name:
- Last Name:
- Address:
- City:
- State:
- Zip Code:
- Billing Phone:
- Your Email Address:
- Optional:
- Card Type:
- Card Number:
- Security Code: Three or four-digit code printed on back of card
- Expiration Date:

On the left side of the form, there is a summary of payment amounts:

Payment Amount:	\$169.00
Flat Convenience Fee:	\$5.07
Payment Total:	\$174.07

Below the summary is a "Review and Pay ->" button and a "Cancel and Go Back" button. The page also includes a "PCI Certified" logo and a copyright notice: "Copyright © 2009 PayGov, LLC www.PayGov.US".

Enter all of the credit card information requested. After you enter your credit card information, click on the **green** Review and Pay button

The following payments are accepted for your transaction:

- Credit/Debit
- Check

Review and Pay ->

<<-- Edit Payor Info

<-- Edit Payment Amts

Cancel and Go Back

Payment Amount: \$169.00
Flat Convenience Fee: \$5.07

Payment Total: \$174.07

SSL Certificate

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Payment Information - Probate Court

Cardholder First Name: testing

Last Name: testing

Address: 373 s high st

City: columbus

State: oh

Zip Code: 43215

Billing Phone: 614-555-5555

Your Email Address:

Optional

Card Type: VISA

Card Number: 4111111111111111

Security Code: 123 Three or four-digit code printed on back of card

Expiration Date: Oct 2016

If everything is correct then choose the **green** SUBMIT PAYMENT box to complete the transaction.

PayGOV.US

I Agree

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is **NON-REFUNDABLE**.

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

[<<<-- Edit Payor Info](#)
[<<-- Edit Payment Amts](#)
[<-- Edit Payment Info](#)
[Submit Payment ->](#)
[Cancel and Go Back](#)

Payment Amount: \$169.00
Flat Convenience Fee: \$5.07
Payment Total: \$174.07

Payment Information - Probate Court

Cardholder Name: testing testing
Address: 373 s high st
: columbus, oh
Credit Card: VISA 4*****1111 exp 10/16

Payment Amount: \$169.00
Convenience Fee: \$5.07
Payment Total: \$174.07

Copyright © 2009 PayGov, LLC www.PayGov.US

[SSL Certificate](#)