

Franklin County Probate Court: Birth Record Correction E-Filing Guide

For ALL birth record corrections, including delayed birth and gender marker changes

For ALL correction
types

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PART 1: FRANKLIN COUNTY E-FILING - GENERAL GUIDELINES FOR
BIRTH RECORD CORRECTION

Franklin County e-Filing – General Guidelines

Judge Mackey has issued an administrative order regarding the technical requirements of e-filing, available on the Franklin County Probate Court (“FCPC”) website at: <https://probate.franklincountyohio.gov/PBCT-website/media/Documents/PDF/Administrative-Order-Regarding-E-Filing.pdf>. **This guide is intended only to serve as “helpful hints” for those unfamiliar with the FCPC e-Filing system.**

The FCPC e-filing system does not allow court staff to partially accept or reject a “package” of documents that are filed as a part of the same upload: each and every document must be acceptable for filing, or all will need to be rejected.

Accordingly, please be aware that every submitted pleading in a particular package must be able to be APPROVED FOR FILING. In some instances, the system may allow a filer to submit documents that are not be able to be approved in a particular case, or at a particular time. In such a situation, the clerks may reject back pleadings that are substantively able to be approved.

NOTE: THE COURT’S **ACCEPTANCE** OF A DOCUMENT FOR FILING DOES NOT SIGNIFY **APPROVAL** OF THE SUBSTANCE OF THE DOCUMENT.

Forms for all Birth Correction Filings

GENERALLY: The Probate Court web pages list the Supreme Court of Ohio’s standard probate forms and additional documents accepted by the Franklin County Probate Court in the administration of birth record correction. The standard probate forms are acceptable for filing so long as they are completed in accordance with the court’s standards; however, many have been modified to make them more readily acceptable for Franklin County e-filing.

- The modified forms, as well as supplemental forms specific to Franklin County that may be required by Local Rule and/or are preferred by the court, are available on the Court’s website at: <https://probate.franklincountyohio.gov/forms/>
- The major modification to most forms is the need for a proposed Entry to be filed separately from an Application. Accordingly, many pleadings that were previously on one page have now been divided into two separate pages. **Please note that every proposed Entry must have the words “Signature Page Attached” included above the Judge’s signature line.**

Document Signatures

Generally, signatures on forms and pleadings may be submitted in the following ways:

1. As an ink signature, with the signed document then converted to a scanned PDF copy, or
2. As an e-Signature, formatted by typing /S/ in front of the typed name on signature lines **of an individual who has created a profile in the court's e-Filing system** (this is NOT acceptable for individuals who do not have their own unique profiles in the e-Filing system), or
3. As an electronically signed PDF copy, using software with audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign). Submit electronically signed forms and attach to each its audit track in the same PDF file, behind the form itself.

NOTE: Waivers may NOT be signed in the e-Signature format described in Option 2, above. Signed waivers for pleadings may be submitted to E-File using the following methods:

1. As scanned PDF copies with original ink signatures, or
2. As electronically signed PDF copies, using signature capture software which includes audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign). Submit electronically signed waivers and attach to each its audit track in the same PDF file, behind the waiver form. Waivers submitted without an audit track will be rejected. Electronically signed waivers may be subject to further review by hearing officers.

A further explanation of the court's signature standards is available on the website, at the following link:

<https://probate.franklincountyohio.gov/PBCT-website/media/Documents/PDF/Signature-Standards-FAQ.pdf>

Certified Copies

The following specific documents will be automatically certified upon the initial issuance by the court; and one certified copy will be mailed to the filer unless otherwise prearranged with the court:

- Entry Granting Correction of Birth Record
- Entry Granting Name Change

If additional copies are needed, a filer should upload a Request for Certified Copies form together with the document of which the copies are requested.

A certified copy of a court filing may be requested at any time by filing a Request for Certified Copies form, a sample of which is included hereafter.

Hearings

An application to change name of Adult or Minor or an application to issue delayed birth certificate may require a hearing. If so, the filer/Applicant will receive a hearing notice with the date and time to appear at the Probate Court or additional instructions for off-site remote hearing options (e.g., via phone or Zoom).

Hearings may be conducted remotely or in-person, as determined by the Judge or Magistrate assigned to the case, but will generally be held via Zoom.

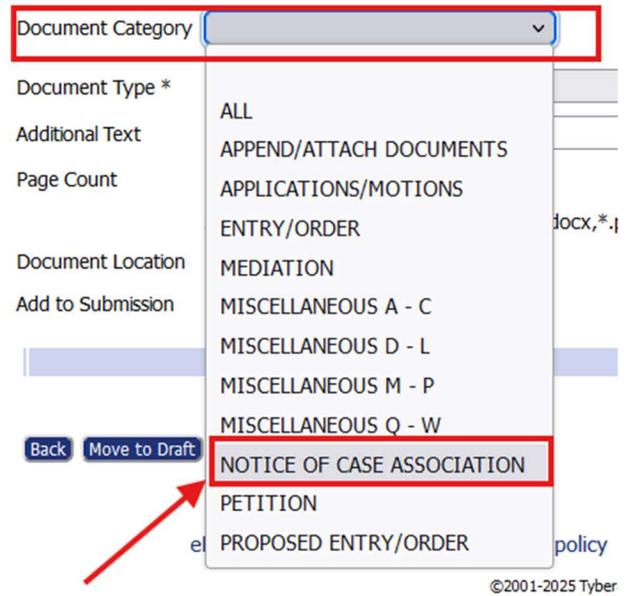
- If you received an email or mail notice of hearing indicating a Zoom hearing is set, please do not appear at Court in person.
- If you have questions, please contact the Court to verify the status of your hearing.

If you have a scheduling conflict for a particular hearing date, please contact the court at probate@franklincountyohio.gov and upload/file an Application for Continuance of Hearing along with a Proposed Entry Continuing Hearing. The court will make every reasonable effort to accommodate a convenient date and time for all parties.

Case Association

The e-filing system allows registered users with specific filing roles to receive e-notices about a case and view nonconfidential filings through the e-filing system online docket. However, users besides the person who opened the case may need to have their e-filing accounts associated with a particular case in order to access these features.

To associate your pro se account with a case in the e-filing system, please file a notice of case association to the case. This notice will be reviewed by court staff and if approved, access to the specified case will be granted.



PART 2: BIRTH RECORD CORRECTION PROCESS OVERVIEW

Clerks' Initial Review – Case Opening

In ALL case types, when the FCPC has received an uploaded package of forms intended to open a new case, the clerks will first provide a threshold review to determine whether the minimum requirements have been satisfied for a case to be opened in Franklin County. The clerks' initial review is solely to determine whether a case should be opened.

Birth Record Correction Case Type

The birth record correction process involves identifying an error on the original birth record, gathering appropriate supporting documentation, and submitting an application to the court. Once submitted, the request is reviewed by the court, and if approved, documentation from the court is sent to the Ohio department of Vital Statistics where an amended birth certificate is issued reflecting the corrected information.

Before you can begin the process of correcting a birth record, you will need to gather and prepare the following required documents. These items must be complete and ready to upload when you initiate your filing:

1. **Completed Application for Birth Record Correction**

You must fill out the official application form for correcting a birth record. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

2. Copy of a Government-Issued Photo ID

You must include a clear copy of a valid government-issued identification document. Acceptable forms of ID include:

- A state-issued driver’s license
- A state-issued identification card
- A U.S. passport

3. Copy of the Current Birth Certificate

A copy of the existing birth certificate that you are seeking to correct must also be included. This document helps verify the current record on file and indicates what information is being changed.

Make sure all documents are legible and scanned or photographed clearly before uploading them to the filing system. Missing or incomplete documentation may result in delays or rejection of your request.

Gender Marker Change

The Gender marker correction process involves changing the gender designation on the original birth record, gathering appropriate supporting documentation, and submitting an application and affidavit to the court. Once submitted, the request is reviewed by the court, and if approved, documentation from the court is sent to the Ohio department of Vital Statistics where an amended birth certificate is issued reflecting the corrected information.

Before you can begin the process of correcting a birth record, you will need to gather and prepare the following required documents. These items must be complete and ready to upload when you initiate your filing:

1. Completed Application for Birth Record Correction

You must fill out the official application form for correcting a birth record. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

2. Completed Affidavit to Correct Gender Marker in Birth Record

You must fill out the affidavit to correct gender marker in birth record. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

3. ** If a Name Change has/is Taking Place A Copy of the Entry Granting Name Change Will Also be Required

4. Copy of a Government-Issued Photo ID

You must include a clear copy of a valid government-issued identification document. Acceptable forms of ID include:

- A state-issued driver's license
- A state-issued identification card
- A U.S. passport

5. **Copy of the Current Birth Certificate**

A copy of the existing birth certificate that you are seeking to correct must also be included. This document helps verify the current record on file and indicates what information is being changed.

Make sure all documents are legible and scanned or photographed clearly before uploading them to the filing system. Missing or incomplete documentation may result in delays or rejection of your request.

Delayed Birth Registration

If your birth was never officially recorded, you may apply for a Delayed Birth Registration through the Probate Court. This process allows individuals to establish an official birth record when none exists. You may submit your application electronically using the eFiler interface. Please carefully follow the instructions below to avoid delays in processing. Before you can begin the process of correcting a birth record, you will need to gather and prepare the following required documents. These items must be complete and ready to upload when you initiate your filing:

1. **Completed Application for Registration of Birth**

You must fill out the official application for registration of birth. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

2. **No-Record Letter**

A letter must be provided from the Ohio Department of Health, Vital Statistics

This document confirms that no official birth record currently exists.

3. **Original Supporting Documents (Three Required)**

You must submit **originals** (not photocopies) of at least **three** documents that together prove:

- Your full name
- Your date and place of birth
- Your parents' names

Acceptable examples of supporting documents include:

- Certificate of Baptism

- Federal Census Records
 - School records or transcripts with an original signature from the records secretary
 - Honorable Discharge (DD 214) from the U.S. Armed Forces
 - Certified copy of marriage license application showing vital information
 - Life insurance policies (must be at least four years old) showing birth details
 - Letter from a hospital or doctor, on official letterhead, confirming vital information
 - Notarized affidavit from a person who witnessed the birth
 - Certified copy of a child's birth certificate (showing your identity as parent)
4. **Copy of a Government-Issued Photo ID**
You must include a clear copy of a valid government-issued identification document. Acceptable forms of ID include:
- A state-issued driver's license
 - A state-issued identification card
 - A U.S. passport

Make sure all documents are legible and scanned or photographed clearly before uploading them to the filing system. Missing or incomplete documentation may result in delays or rejection of your request.

PART 3: E-FILING STEPS TO OPEN A CASE

Creating an e-Filing Account

Each user must have their own unique e-filing account to submit filings to the FCPC. Note that a paralegal may not file "on behalf of" an attorney: each attorney must utilize their own account.

To create an account, navigate to <https://efile.franklincountyoh.tyberacloud.net/> and select "Request Account."



Welcome to eFiling

Please Log In

Username

Password

Notice

I have read and agree to the Notice of Redaction Responsibility.

[Log In](#)

[Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

If you have not signed in before, please request a user account.

[Request Account](#)



We encourage you to stay informed about our eFiling updates and explore the new interface. For the latest information, [visit our resources page](#).

Selecting a Role

When creating an account in the e-filing system, it is important for individuals representing themselves (without an attorney) to correctly identify themselves as **pro se filers**. Selecting the correct filer role ensures you have access to the appropriate filing options and system features.

[User Agreement](#) ⇒ Select User Role

USER ROLES

Select your user role:

- Agency / Facility
- Agency / Facility ADMINISTRATION
- Attorney
- Attorney-CSEA
- Court Reporter External
- Financial Institution
- Forensic
- Government Agency
- Media
- Parenting Coordinator/Custody Evaluator
- Pro Hac Vice
- Pro Se
- Probate ADAMH Bd Review
- Probate Doctor
- Probate Paralegal Proxy
- Probate Prescreener
- Process Server
- Proxy Filer

[Cancel](#) [Next](#)

Opening a Case

After logging in, a filer may request to open a new case by clicking the “New Case” button.

- New Case** File new case
- Existing Cases Perform case actions: eFile, Search, View History, Service List
- My Filings** (1) Check the status of my filings There are 1 filing(s) awaiting payment processing finalization that require your attention.
- Draft Filings** (2) Finish filing an incomplete filing
- Notifications Review your Notifications

The filer will next be prompted to select the FCPC from the list of available courts:

Home ⇒ New Case Filing: Court

Court

Description
DOMESTIC RELATIONS AND JUVENILE, COURT OF COMMON PLEAS
GENERAL DIVISION, COURT OF COMMON PLEAS
PROBATE COURT, COURT OF COMMON PLEAS

Selecting the Case Type

Selecting a Case Type:

When opening a new case, a filer will need to choose a case type from a list of drop downs. It is very important for a filer to select the correct case type and sub-type when initiating a new case. Please complete review all case type options in advance. **If you are unsure of the most appropriate case type or sub-type, please contact the court for assistance.**

A list of available case types is shown below:

Home	eFile	Cases	My Profile	Log Out
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[Home](#) ⇒ [New Case Filing: Court](#) ⇒ [New Case Filing: Case Type](#)

Case Type

Description
Adoption
Civil
Estates
Guardianship Adult
Guardianship Minor
Mental Health
Miscellaneous
Name Change
Name Conformity - Adult
Name Conformity - Minor
Restricted Cases
Trust

For birth record corrections, the available case type will be listed as Birth Correction.

Case Type

Description
Adoption
Birth Correction
Civil
Delayed Birth Registration
Estates
Guardianship Adult
Guardianship Minor
Mental Health
Minor's Settlement
Miscellaneous
Name Change
Name Conformity - Adult
Name Conformity - Minor
Protective Services
Restricted Cases
Structured Settlement Transfer
Trust

Case Initiation

Adding Case Participants:

For each case type, the first screen will prompt a filer to add Case Participants.

Case Initiation: Birth Correction

Add Case Participants **Add My Parties** **Add Other Parties** (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/
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Back **Save to Draft** **Next**

Select **ADD MY PARTIES** to enter contact information for the Applicant.

Adding Proposed Pleadings:

Next, the system will prompt a filer to upload documents to the court. Some, but not all, required pleadings are designated with an asterisk (*). The court will reject a request to open a case unless all of the required forms are submitted. Refer to the document type drop-down list in the filer interface for a list of all required documents for your specific case type.

From DOCUMENT LOCATION, the filer will need to navigate to where the document is saved on their computer; select the file; and then click ADD to Add to Submission.

Note that documents are not added until they appear in the blue box under DOCUMENT NAME.

Case Sub Types : Birth Correction

Document Category

Document Type *

Additional Text

Page Count

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

Document Location No file selected.

Add to Submission **Add**

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data		<input checked="" type="checkbox"/>	0.01 MB		
Application for Birth Correction	1 TEST Page.pdf	<input checked="" type="checkbox"/>	0.02 MB	1	
Birth Certificate	1 TEST Page.pdf		0.02 MB	1	
Identification Card	1 TEST Page.pdf		0.02 MB	1	
			Total Size: 0.06 MB		

Back **Move to Draft** **Next**

Review and Submit Filings:

The next screen will show any deficiencies in case information (They will be listed in red text). The filer needs to select to "PAY BY CREDIT CARD;" confirm the list of documents that are intended to be submitted; and submit the filing to the court via the Submit Filing button.

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Type ⇒ Case Initiation ⇒ Add a Document ⇒ Review and Submit Filing

Review and Submit Filing

Case Title : SMITH,

Case Sub Types : Birth Correction

Client #

Estimated Fees: \$73.00

- Pay by Credit Card
- Special Waiver
- Government Agency

Generated Case Data:

[Change Case Data](#)

Document(s) to be Submitted:

[Add/Remove Documents](#)

Document Name	View Document
Application for Birth Correction	1 TEST Page.pdf
Birth Certificate	1 TEST Page.pdf
Identification Card	1 TEST Page.pdf

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

FREQUENTLY ASKED QUESTIONS

1. I'm having technical issues. What do I do?

- Please email efiling-probate@franklincountyohio.gov to reach the court's technology staff. If applicable please send a screenshot of any error message.

2. Why were my filings rejected?

- In your electronic notification of rejected pleadings, there is a box that should contain a brief explanation from court staff.
 - The court can only accept or reject an entire package of pleadings, and you may have simply included pleadings that are not yet timely, or that the docket cannot accept when filed together.

3. My filings were accepted, what happens now?

- After filings have been accepted, status updates will be available via the My Filings page in the filer interface. There, you can view the Status column of the page in order to track the progress of your court filings.

4. My correction was approved by the court, how do I order a new, updated birth certificate?

- After you receive a notification that pleadings have been approved and a court Entry granting the birth record correction has been issued, you will contact the Ohio Department of Vital Statistics and order a new birth certificate from them. The court DOES NOT provide a copy of the new updated birth certificate, nor do they place an order for one on your behalf.