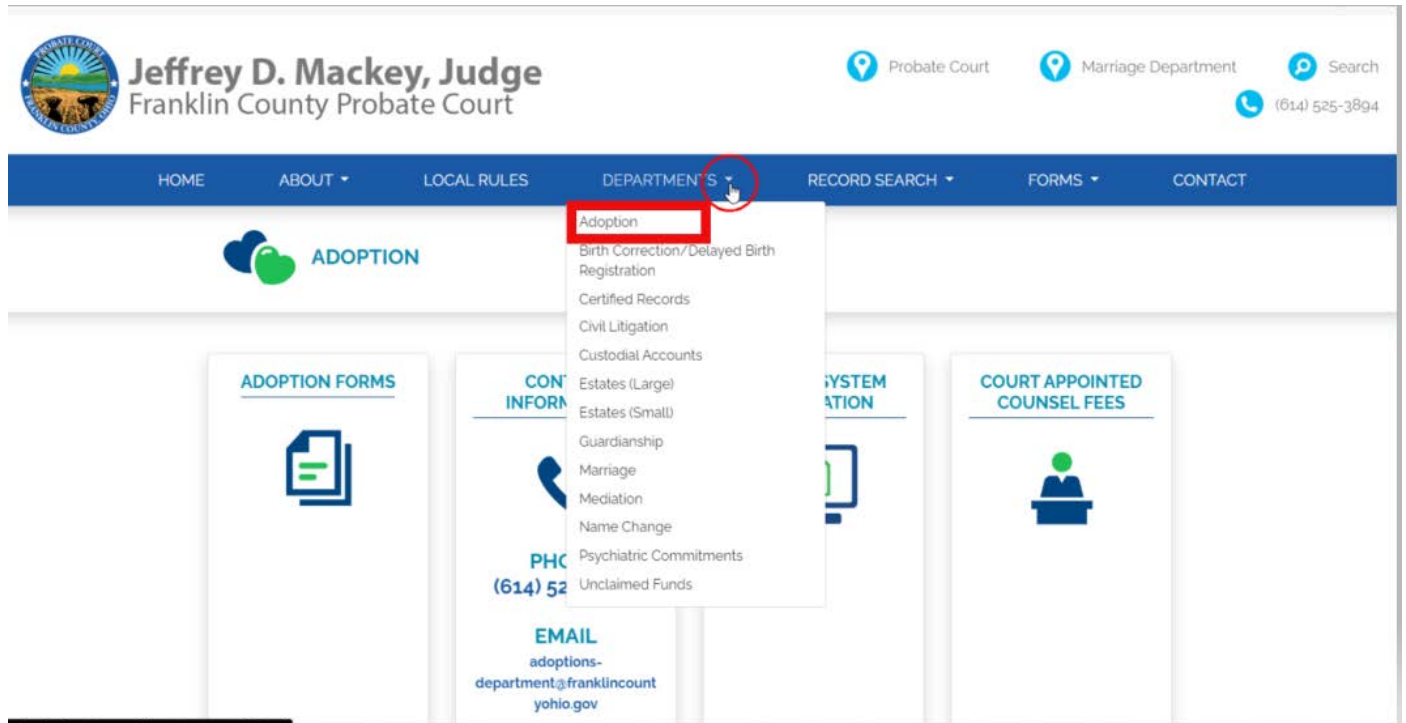


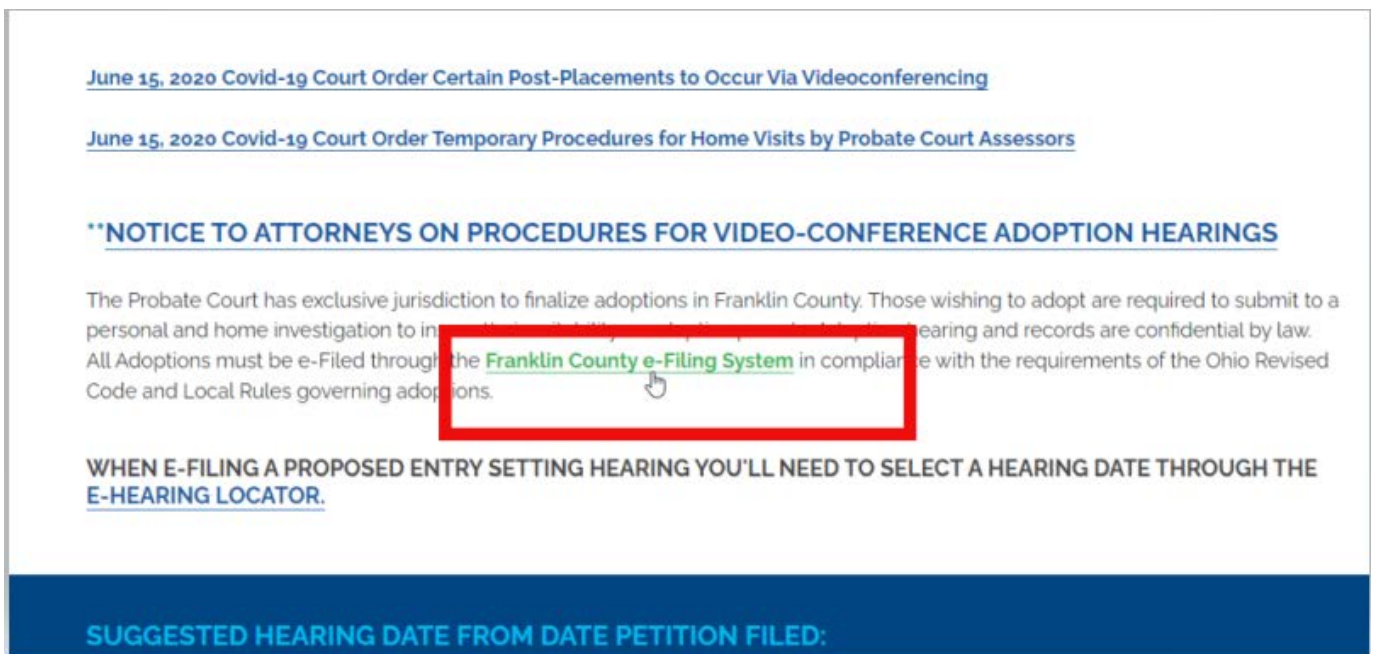
**ADOPTION**  
**e-Filing**  
**INSTRUCTION MANUAL**

---

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:

[Log In](#) [Forgot Your Password?](#)

[Request Account](#)

**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

The screenshot shows a web browser window displaying the Franklin County eFiling website. The browser's address bar shows the URL <http://efiletrain.franklincountyga.gov>. The website header includes the Franklin County eFiling logo, a banner image of a building, 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 "user: MICHAEL L. MILLER".

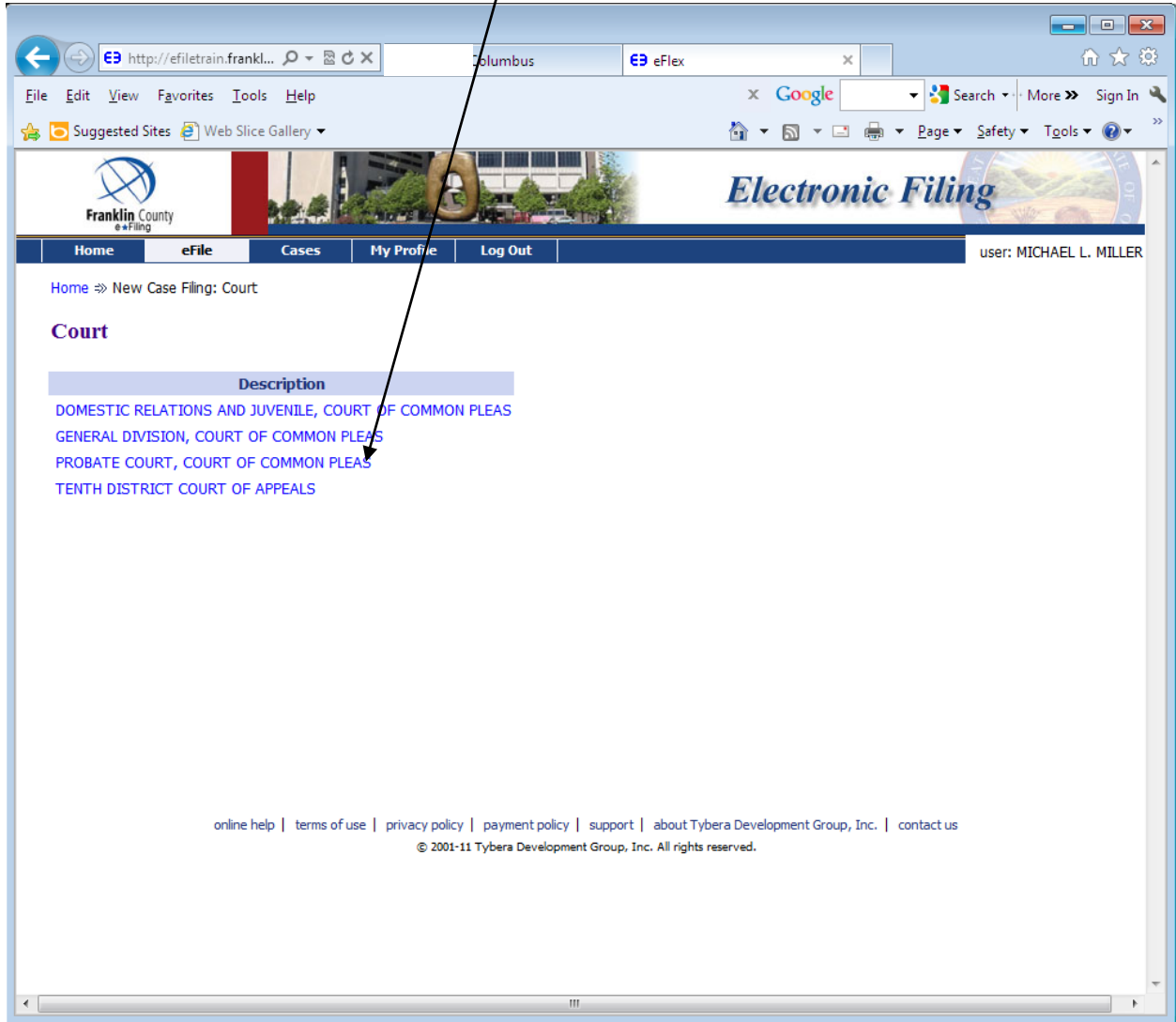
Under the "Home" section, there are five main menu items:

- [New Case](#): File new case
- [File To Existing Case](#): File subsequent document to existing case
- [Filing Status](#): Check the status of filings
- [My Recent Cases](#): List of my cases
- [Notifications \(28\)](#): Review Notifications

At the bottom of the page, there is a footer with the following text:

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)  
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Choose Probate Court, Court of Common Pleas



Choose Adoption

The screenshot shows a web browser window displaying the Franklin County eFiling portal. The browser's address bar shows the URL <http://efiletrain.franklin...>. The page features a navigation menu with options: Home, eFile, Cases, My Profile, and Log Out. The user is logged in as 'user: MICHAEL L. MILLER'. The breadcrumb trail indicates the current path: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types. Under the 'Case Types' heading, there is a table with a 'Description' column. The 'Adoption' link is highlighted, and an arrow from the text 'Choose Adoption' points to it. Other links in the list include 'Civil' and 'Mental Health'. At the bottom of the page, there is a footer with links for 'online help', 'terms of use', 'privacy policy', 'payment policy', 'support', 'about Tybera Development Group, Inc.', and 'contact us', along with a copyright notice: '© 2001-11 Tybera Development Group, Inc. All rights reserved.'

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

The screenshot shows a web browser window displaying the Franklin County eFiling portal. The browser's address bar shows the URL [http://efiletrain.franklin...](http://efiletrain.franklincountyohio.gov). The page features a navigation menu with options: Home, eFile, Cases, My Profile, and Log Out. The user is identified as MICHAEL L. MILLER. The breadcrumb trail indicates the current path: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype. The main heading is "Case Subtype". Below this, a table with a single column titled "Description" lists the following options: Adoption Custodian, Adult Adoption, Agency, Foreign, Grandparent Adoption, Guardianship, Petition for Release of Information, Pre-Placement, Relative, and Step-Parent. A "Back" button is located at the bottom left of the list. At the bottom of the page, there is a footer with links for online help, terms of use, privacy policy, payment policy, support, about Tybera Development Group, Inc., and contact us, along with a copyright notice: © 2001-11 Tybera Development Group, Inc. All rights reserved.

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 identified as "user: 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, there is a "Filer Reference No" input field with a placeholder "(Enter your office reference number - if applicable)". Under the heading "Add Case Participants", there are 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 form area, there are three buttons: "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.franklin...> and the page title "eFlex". The browser's address bar shows "http://efiletrain.franklin...". The page header includes the Franklin County eFiling logo and the text "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:

**Attorney(s) for this Party:**

Last Name	Supreme Court No.	Delete
MILLER	000025561	X

Last Name: \*  
Supreme Court No.: \*

**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](#)

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.

The screenshot shows a web browser window displaying the Franklin County eFiling system. The browser's address bar shows the URL <http://efiletrain.franklin...>. The page title is "Electronic Filing". The user is logged in as "user: MICHAEL L. MILLER".

The main content area shows the "Add a Party" form. 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: Female Petitioner
- First Name: JANE
- Middle Name: ANN
- 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 -

**Attorney(s) for this Party:**

Last Name	Supreme Court No.	Delete
MILLER	000025561	X

Below the table are input fields for "Last Name: \*" and "Supreme Court No.: \*", and an "Add" button.

Does this party need a court appointed assessor? No

Buttons: Back, Next

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.

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

Back Next

**Attorney(s) for this Party**

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

Add

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.

The screenshot shows a web browser window displaying the Franklin County eFiling system. The browser's address bar shows the URL `http://efiletrain.frankl...` and the page title is "eFlex". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Suggested Sites", "Web Slice Gallery", "Google", "Search", "More >>", "Sign In", "Home", "Page", "Safety", and "Tools".

The Franklin County eFiling logo is visible in the top left corner. The page title is "Electronic Filing". The user is logged in as "user: MICHAEL L. MILLER". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out".

The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Party.

The form is titled "Add a Party" and includes the following fields and sections:

- Party Type:** Birth Mother (dropdown menu)
- Agency:** (dropdown menu)
- First Name:** SALLY
- Middle Name:** SUE
- Last Name: \*** SMITH
- Suffix:** (text input)
- Phone:** (text input)
- Email:** (text input)
- Physical or Last Known Address:**
  - Domestic
  - Address Line 1:** 9876 BROAD ST
  - Address Line 2:** (text input)
  - City:** COLUMBUS
  - State:** Ohio (dropdown menu)
  - Zip / Postal Code:** 43215 - (text input)
- Does this party need a court appointed assessor?** No (dropdown menu)

At the bottom of the form, there are two buttons: "Back" and "Next".

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 eFile

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:

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"/>	<input type="button" value="Add"/>

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.

The screenshot shows the 'Case Initiation: Agency' screen in the Franklin County eFiling system. The page includes a navigation menu with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The user is identified as 'MICHAEL L. MILLER'. The breadcrumb trail is: Home » New Case Filing: Court » New Case Filing: Case Types » Case Subtype » Case Initiation.

The main section is titled 'Case Initiation: Agency' and contains a 'Filer Reference No' field. Below this is the 'Add Case Participants' section, which includes two buttons: 'Add My Parties' and 'Add Other Parties'.

	Participant Name	Role	Attorney(s) for Party
✖	JOHN ALAN DOE	Male Petitioner	MILLER
✖	JANE ANN DOE Phone: 6145555555 Address: 1234 MAIN ST COLUMBUS, OH 43215	Female Petitioner	MILLER Bar #: 000025561
✖	FRANKLIN CO CHILDREN SERVICES	Agency	
✖	SALLY SUE SMITH	Birth Mother	
✖	JOSEPH JONES	Biological Father	

At the bottom of the participant list are three buttons: 'Back', 'Save to Draft', and 'Next'.

Footer text includes: 'online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us' and '© 2001-11 Tybera Development Group, Inc. All rights reserved.'

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.

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	<a href="#">form.xml</a>		0.01 MB		

Total Size: 0.0 MB

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact us](#)  
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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.

The screenshot displays the eFileTrain web application interface. The browser address bar shows the URL <http://efiletrain.franklincountyohio.gov>. The page header includes the Franklin County logo and the text "Electronic Filing". The user is identified as "MICHAEL L. MILLER". The navigation menu includes "Home", "eFile", "Cases", "My Profile", and "Log Out". The breadcrumb trail is: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Subtype ⇒ Case Initiation ⇒ Add a Document.

The main content area is titled "Case Subtype : Agency". It contains the following form fields and controls:

- Document Category:** A dropdown menu with "PETITION" selected.
- Document Type \*:** A dropdown menu with "Petition for Adoption of Minor Child \*" selected.
- Additional Text:** An empty text input field.
- Acceptable File Format(s):** A label indicating supported formats: (\*.doc, \*.docx, \*.pdf).
- Document Location:** A text input field containing "K:\EFS - ADOPTION FORMS\Petition ePC-A-18.0.pdf" and a "Browse..." button.
- Page Count:** An empty text input field.
- Add to Submission:** A button with the text "Add" highlighted in blue.

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

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	<a href="#">form.xml</a>		<a href="#">0.01 MB</a>		
			Total Size:	0.0 MB	

At the bottom of the page, there are navigation buttons: "Back", "Move 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."

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.

The screenshot shows a web browser window displaying the Franklin County eFiling website. The browser's address bar shows the URL <http://efiletrain.franklin...>. The website's header includes the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu at the top contains links for Home, eFile, Cases, My Profile, and Log Out. The user is logged in as "MICHAEL L. MILLER".

The main content area displays a breadcrumb trail: [Home](#) ⇒ [New Case Filing: Court](#) ⇒ [New Case Filing: Case Types](#) ⇒ [Case Subtype](#) ⇒ [Case Initiation](#) ⇒ [Add a Document](#) ⇒ [Adoption Application](#). Below the breadcrumb trail is the section "Petition for Adoption of Minor Child".

The form includes the following fields:

- 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: \*

Below the form is a section titled "Please select the parties associated with this adoptee:" which contains a table with the following data:

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

At the bottom of the form are two buttons: "Back" and "Next".

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 eFile

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: BABY

Middle Name: GIRL

Last Name: \* SMTIH

Suffix:

Adoption Name:

First Name: SAMANTHA

Middle Name: MARIE

Last Name: \* DOE

Suffix:

Date of Birth: \* (mm-dd-yyyy) 09/28/2012

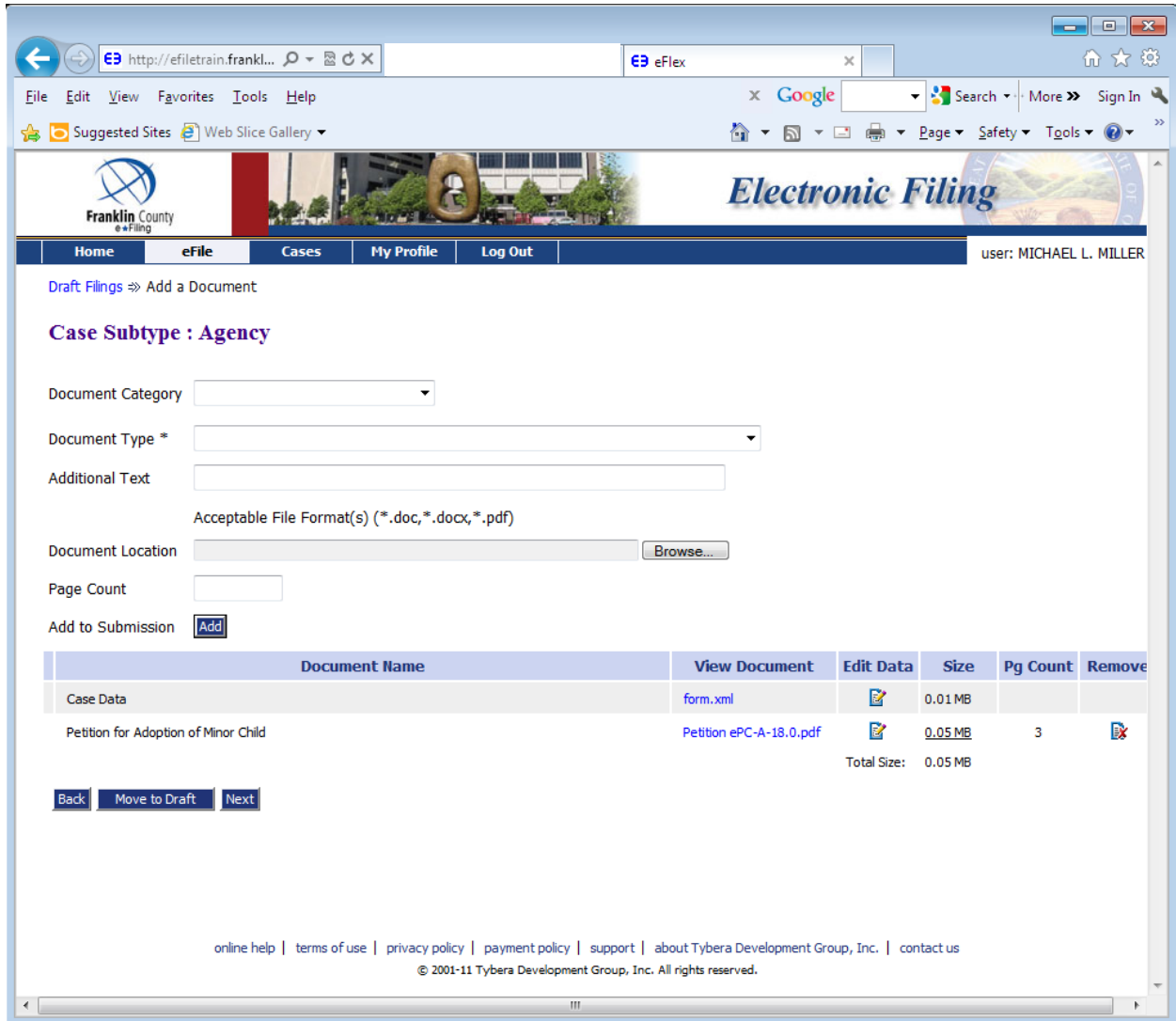
Sex: \* Female

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

Back Next

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 the Franklin County eFiling system interface. The browser address bar displays "http://efiletrain.frankl...". The page header includes the Franklin County logo and "Electronic Filing". The navigation menu has "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "MICHAEL L. MILLER".

The main content area is titled "Draft Filings => Add a Document". Below this, the "Case Subtype : Agency" is displayed. The form includes fields for "Document Category", "Document Type \*", "Additional Text", "Document Location" (with a "Browse..." button), and "Page Count". An "Add" button is present under "Add to Submission".

A table lists the uploaded documents:

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

Total Size: 0.13 MB

Navigation buttons: Back, Move to Draft, 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.

**Review and Approve Filing**

**Case Title : DOE, JOHN ALAN**

**Case Subtype : Agency**

Generated Case Data: [Change Case Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
Petition for Adoption of Minor Child	<a href="#">Petition ePC-A-18.0.pdf</a>
Proposed Orders for Hearing, Notice and Appointment of Investigator/Assessor	<a href="#">Entry Setting Hearing ePC-A-18.1e.pdf</a>
Preliminary Petitioner's Account	<a href="#">Preliminary Account ePC-A-18.9A.pdf</a>
Birth Certificate/Adoption Case	<a href="#">BIRTH CERTIFICATE.docx</a>

Special Filing Instructions for the Clerk:

Payment Method:

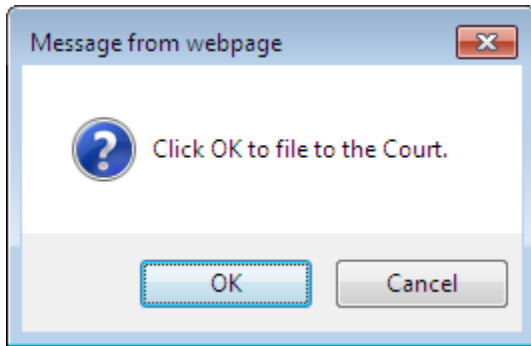
Pay by Credit Card  
Estimated Fees: \$169.00

Government Agency

Special Waiver

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

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 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:

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:

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.

**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

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<<<-- 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

[SSL Certificate](#)