



## CUYAHOGA COUNTY COURT OF COMMON PLEAS DIVISION OF DOMESTIC RELATIONS

### FILING COURT DOCUMENTS REMOTELY

You may file documents by mail or online.

#### Step #1:

1. Go to:  
<http://domestic.cuyahogacounty.us>
2. Click on 'Forms'
3. Select the forms to file
4. For help deciding & knowing which forms to file, review the Court's website or call 216-443-8880

#### Step #2:

1. Decide to file documents by mail or online (e-filing)
2. Mail requires printing documents, making copies and mailing them to the Clerk of Court with any filing fee required by check or money order
3. Online/E-filing requires ability to complete & save PDF documents to your computer or device and submit payment of filing fees by credit or debit card

#### FILING BY MAIL

1. Either:
  - a. Complete the forms online & print them, or
  - b. Print the forms & complete them by hand
2. Make certain all documents that require a notarized signature are notarized
3. Make 2 copies of each completed document
4. Place in an envelope:
  - a. The original documents
  - b. 2 sets of copies of the original documents
  - c. Filing fee by check or money order made payable to "Clerk of Court"
  - d. Mail envelope with all contents to:

Domestic Relations Clerk of Court, 1 West Lakeside Ave., Room 35, Cleveland, Ohio 44113

Download  
the Court's App:  
CourtConnect



Register for E-filing  
to see details of your case

#### E-FILING

1. Register for E-filing at: <http://domestic.cuyahogacounty.us> by clicking on the E-Filing Tab
2. Complete the E-Filing Application at the bottom of the E-Filing section
3. Direct any questions about E-Filing to: 216-698-8682 or [Efile\\_support@cuyahogacounty.us](mailto:Efile_support@cuyahogacounty.us)
4. Download & save the documents to your computer/device.
5. Complete the documents & save them again.
6. Login into your E-Filing account & go to the E-Filing User Guide on the bottom of the page for instructions.

#### FILING FEES

1. Filing fee list: <http://coc.cuyahogacounty.us/en-US/filing-fees.aspx> (If not listed, then typically the filing fee is \$50.00)
2. There are no filing fees for Motions to Show Cause or Petitions for Domestic Violence Protection Orders
3. Contact the Clerk of Court for more information: 216-443-7955

#### DROP-OFF OPTION

1. Put original & 1 copy of documents in the secured Clerk of Court Dropbox at the Old Courthouse front lobby.
2. Include filing fee. Payment methods: Cash, Check or Money Order only (credit/debit cards by E-filing only)

To get legal advice from an attorney, contact: CMBA Lawyer Referral Service at: [CleMetroBar.org/LRS](http://CleMetroBar.org/LRS) or (216) 696-3532