

**PROBATE COURT OF CUYAHOGA COUNTY, OHIO**  
**ANTHONY J. RUSSO, PRESIDING JUDGE**  
**LAURA J. GALLAGHER, JUDGE**

**MARRIAGE LICENSE CERTIFICATE RETURN – GUIDELINES**

**Quick Steps To E-File**


1. The Officiant must [create an E-File account](#).

(Returns signed by the Officiant may also be E-Filed by either marriage Applicant.)

2. [Login to your E-File account](#).

3. Select *File On An Existing Case* from the blue E-Filing tab.

4. Search your existing marriage case by name or number.

Select the green  to E-File on your case.

5. Add your role to the case as **OFFICIANT**.

(If not the Officiant, the Applicant must CLAIM their role at the bottom of the Party Role screen.)

6. ADD DOCUMENTS: Upload the signed Marriage Return as a PDF file.

7. PAYMENT: Select your name as OFFICIANT (or APPLICANT).

(There is NO PAYMENT DUE for Returns.)

Click SUBMIT.

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**.

If the filing is **Rejected**, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must start the filing again.

Contact the Help Desk for questions: [\(216\) 443-8948](tel:216-443-8948) or [probate\\_efile@cuyahogacounty.us](mailto:probate_efile@cuyahogacounty.us).