



**MONROE COUNTY COURT OF COMMON PLEAS  
PROBATE DIVISION**

**101 NORTH MAIN STREET, ROOM #39**

**WOODSFIELD, OH 43793**

**Tel - (740) 472-1654**

**Fax - (740) 472-2520**

**Judge James W. Peters**

## **Adult Change of Name Packet**

All of the forms in this packet may be filled in and printed online at:

[http://www.probatect.org/ohioprobatecourts/ohio\\_courts\\_standardforms.html](http://www.probatect.org/ohioprobatecourts/ohio_courts_standardforms.html)

## NAME CHANGE - ADULT

### GENERAL INFORMATION

As an adult under Ohio law, you do not have to obtain a name change through Court as long as you are not intending to deceive or to defraud and that you have notified your creditors and other such individuals. If, however, you wish to have a Court obtained name change, attached are the forms you need to apply to the Probate Court in which you live to have your name changed.

**NOTE:** You must have lived in the same county in the State of Ohio for at least one year. Do not try to file these papers if you cannot swear that you have lived in the county of filing in Ohio that long.

These instructions are intended to be a general guide to help you fill out the forms, file them with the Court, and get your request properly before the Judge. These instructions are not intended to be a legal analysis of your request or whether the Court will grant your request. They are merely to assist you in preparing your application.

The forms you will need are included with this packet and as follows:

1. Application for Change of Name of Adult Pursuant to ORC §2717.01 [form #21.0]
2. Affidavit of Inability to Pay (to waive prepayment of costs)
3. Judgment Entry (granting filing without prepayment of costs)
4. Notice of Hearing on Name Change (must be published) [form #21.5]
5. Judgment Entry Setting Hearing and Ordering Notice
6. Judgment Entry (granting name change) [form #21.1]

Fill out the forms according to the following instructions. Take them to the Clerk of the Probate Court. **You must file your application in the Probate Court in the county in Ohio in which you have been living for over a year.**

### INSTRUCTIONS

There are 4 steps to completing these forms.

#### **STEP 1--Filling out the Paperwork**

**A. Completing the Application (Form 21.0)**

1. Fill in the name of the county where you are filing this application.
2. Fill in your present name and the name you want
3. The Clerk will put in the Case Number
4. Fill in the name of your county again as well as the name you want
5. Put the reason why you want a name change
6. Sign the form and print your name and put your address and phone number

Please note that by signing the name change application you are telling the court that you will make sure that a notice of your application is published at least 30 days before your hearing in the paper in the Ohio town or area in which you have lived for over 1 year. You must pay for the costs of publication.

**B. Completing the Affidavit of Inability to Pay**

This form will let you file your Application without the pre-payment of costs. Fill in the county, your old name, and your proposed new name. **Your signature on this document must be notarized.**

**C. Completing the Notice Of Hearing on Change of Name (Form 21.5)**

When you file your application, you must also have completed most of the Notice of Hearing on Change of Name. Fill in the county, your old name, and your proposed new name. Sign the form, and print name, address, city, state, and zip code. The Probate Clerk will fill in the rest of the information.

**D. Completing the Judgment Entry Setting the Hearing and Ordering Notice (Form 21.0)**

The clerk will complete this form. The clerk will get the Judge to sign the order and will fill in the date of the hearing.

**E. Completing the Judgment Entry Granting Name Change (Form 21.1)**

Fill in the county, your old name, and your proposed new name. Put in your full name at birth, your birth date, and place of birth at the places indicated. Put your old name again, and then what you want your new name to be.

When you go to your final hearing, you must have with you a completed Judgment Entry. At the hearing, the Judge will sign it and make sure the clerk gives you a certified copy.

## **STEP 2—FILING THE PAPERS WITH THE COURT**

Make at least 2 copies of the papers that you have completed. Take the original and the 2 copies to the Probate Court Clerk in the County in which you have been residing for the last year. **YOU WILL BE RESPONSIBLE FOR THE COSTS OF PUBLISHING THE NOTICE OF HEARING and you will have to pay the court costs eventually.**

Tell the Clerk you want to file a Name Change for an Adult. The Clerk will take your papers and process them. This will include getting the Judge's signature and getting a hearing date. After the Clerk has filed your application, make sure you get time-stamped copies. The Clerk will put in the hearing date on the NOTICE. This will be your only notice of your hearing.

## **STEP 3—BEFORE THE HEARING**

Take the Notice of Hearing you got back from the Clerk to your local newspaper of general circulation. **NOTE: YOU MUST PUBLISH THIS NOTICE AT LEAST 30 DAYS BEFORE YOUR HEARING. IF YOU DO NOT, YOUR NAME CHANGE CANNOT BE GRANTED.** Tell them that you need the notice published **1 time** and that you need an **Affidavit of Publication after it is published.** Tell them that you need it published before the date of your hearing. You will be responsible for the costs of this publication. You will not get your Affidavit until you have paid the costs for putting it in the paper. Without the Affidavit, you will not get your name changed.

## **STEP 4—THE HEARING AND AFTER**

It is very important that you go to your hearing on time. Get to the courthouse early and check in with the Probate Clerk. On the date set for hearing, take your completed Judgment Entry changing your name, and your Affidavit of Publication. When your case is called, tell the Judge that you have your Affidavit of Publication and wish to make it a part of your case.

The Judge may swear you in and ask you why you want your name changed. Tell the Judge your reasons for wanting a different or new name. If the Judge grants your request, she or he will sign the Judgment Entry that you brought with you. Your name is now changed.

Get the Probate Clerk to certify you as many copies of your name change Entry as you need. There may be some costs for this. You will want to notify all agencies which should know of your new name. This may include Social Security Administration, your employer, the IRS, the post office, Child Support, Department of Job and Family Services, Bureau of Motor Vehicles, etc. It is your responsibility to let them know you have a new name.

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN RE: CHANGE OF NAME  
OF \_\_\_\_\_

TO \_\_\_\_\_ (Present Name)

CASE NO. \_\_\_\_\_ (Name Requested)

APPLICATION FOR CHANGE OF NAME OF ADULT  
[R.C. 2717.01]

The applicant states that the applicant is an adult and has been a bona fide resident of \_\_\_\_\_ County, Ohio, for at least one year immediately prior to the filing of this application.

The applicant requests a change of name from \_\_\_\_\_  
to \_\_\_\_\_  
for the following reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The applicant states that the applicant will cause notice of the application to be published once in a newspaper of general circulation in this county at least thirty (30) days before the hearing on this application.

The applicant states that the applicant

- 1) \_\_\_\_\_  has  has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity  
initials fraud.
- 2) \_\_\_\_\_  has a  has no duty to comply with R.C. 2950.04 or R.C. 2950.041 because the applicant was  
initials convicted of, pled guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Attorney Registration No.

IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE CHANGE OF NAME

Case No. \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

**AFFIDAVIT OF INABILITY TO PAY**

STATE OF OHIO

COUNTY OF \_\_\_\_\_

SS

I, \_\_\_\_\_, being duly sworn and cautioned, state that I am the Applicant in the above name change action, and that I do not have funds or assets with which to pre-pay the costs of filing the application. If sufficient funds do become available to me in the future, I will pay the costs at that time.

\_\_\_\_\_  
Signature

Sworn to and subscribed before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

IN THE PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN THE CHANGE OF NAME

Case No. \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

Judge \_\_\_\_\_

**Judgment Entry**

Upon Applicant's Affidavit, and for good cause shown, it is hereby **ORDERED** that the attached Application for Name Change be accepted without prepayment of costs.

\_\_\_\_\_  
JUDGE

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO  
\_\_\_\_\_, JUDGE

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
(Present Name)

\_\_\_\_\_ (Name Requested)  
Case No. \_\_\_\_\_

NOTICE OF HEARING ON CHANGE OF NAME  
[R.C. 2717.01]

Applicant hereby gives notice to all interested persons and to \_\_\_\_\_  
(Necessary person whose address is unknown)  
whose last known address is \_\_\_\_\_

that the applicant has filed an Application for Change of Name in the Probate Court of \_\_\_\_\_  
County, Ohio, requesting the change of name of \_\_\_\_\_  
to \_\_\_\_\_

The hearing on the application will be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_ o'clock \_\_\_\_ M. in the Probate Court of \_\_\_\_\_, County, located at \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Note to Publisher: The above legal notice including the caption is to be published once in its entirety. Costs are to be paid by applicant and an Affidavit of Publication is to be furnished to applicant.

PROBATE COURT OF \_\_\_\_\_ COUNTY, OHIO

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
To \_\_\_\_\_ (Present Name)  
\_\_\_\_\_  
(Name Requested)  
Case No. \_\_\_\_\_

JUDGMENT ENTRY - CHANGE OF NAME OF ADULT

On \_\_\_\_\_ an application for change of name was heard by this Court. The Court finds that proper notice of the application and hearing date was given by one publication in a newspaper of general circulation in this county at least thirty days prior to the hearing on the application. The Court further finds that reasonable and proper cause exists for changing the name. The Court finds that the applicant's complete name at birth was \_\_\_\_\_, applicant's date of birth was \_\_\_\_\_, and the place of birth was \_\_\_\_\_

\_\_\_\_\_  
City County State

Therefore, it is ORDERED the name of \_\_\_\_\_  
be changed to \_\_\_\_\_

\_\_\_\_\_  
Probate Judge

CERTIFICATION OF JUDGMENT ENTRY

The above Judgment Entry - Change of Name of Adult is a true copy of the original kept by me as custodian of the records of this Court.

Probate Judge/Clerk  
By \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date