

WILLIAMS COUNTY COURT OF COMMON PLEAS - PROBATE DIVISION

KAREN K. GALLAGHER, JUDGE

CHECKLIST FOR CHANGE OF NAME PROCEEDING FOR ADULTS

- Please make sure that all legal requirements are met before filing an Application.
- NOTE: It is your responsibility to determine which type of application you need to file. If you have any questions or need guidance, please contact an attorney. **Ohio law prohibits Court staff from answering questions that provide legal advice.**
- All Forms can be found on the website of the Ohio Supreme Court www.supremecourt.ohio.gov, Click on Forms, Probate Forms. The forms are fillable. **The Court requires all filings to be typed.**
- You can also visit the Ohio Supreme Court Access to Justice website for a list of resources for self-represented individuals at bit.ly/ohioa2j
- A deposit of \$175.00 is due at the time of filing the Application. The Court accepts cash, money order, certified check or credit card (no personal checks). A credit card payment will be assessed a convenience fee.

ADULT – NAME CHANGE

Form 21.0 – Application for Change of Name of Adult

Form 21.01 – Affidavit in Support of Application for Change of Name of Adult (must be notarized or signed in front of a Deputy Clerk)

Form 21.03 – Judgment Entry Setting Hearing and Ordering Notice

Form 21.5 – Notice of Hearing on Change of Name

Form 21.14 – Release for Criminal Background Check

You are required to get a BCI background check. This can be done at the Williams County Sheriff's Office, 1425 East High Street, Bryan, OH. Background checks can be done between the hours of 8:30 am and 3:30 pm, Monday – Thursday and you do not need to schedule an appointment. Cost for the BCI background check is \$30.00. The background check must be filed with the Court prior to the hearing.

A certified copy of Birth Certificate must be included with the application. The birth certificate will be file stamped and be a part of the Court's official file. *It will NOT be returned to you.*

If Judge orders Notice by Publication:

- You are responsible for taking the Notice to a newspaper of general circulation in Williams County for publication. You will pay the cost of publication directly to the newspaper.
- An Affidavit of Publication must be filed with the Court prior to your hearing. The Affidavit is provided to you by the newspaper in which the Notice was published.

Form 21.1 – Judgment Entry for Change of Name of Adult

ADULT – CONFORM LEGAL NAME
(Corrects misspelling, inconsistency or other error of legal name
on one or more official documents)

Form 21.7 - Application to Conform Legal Name of Adult

Form 21.07 – Affidavit in Support of Application to Conform Legal Name of Adult (must be notarized or signed in front of a Deputy Clerk)

Form 21.11 – Judgment Entry Setting Hearing and Ordering Notice for Application to Conform Name

Form 21.12 – Notice of Hearing on Conforming Legal Name

Form 21.14 – Release for Criminal Background Check

You are required to get a BCI background check. This can be done at the Williams County Sheriff's Office, 1425 East High Street, Bryan, OH. Background checks can be done between the hours of 8:30 am and 3:30 pm, Monday – Thursday and you do not need to schedule an appointment. Cost for the BCI background check is \$30.00. The background check must be filed with the Court prior to the hearing.

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Form 21.8 – Judgment Entry Conforming Legal Name of Adult