

WILLIAMS COUNTY COURT OF COMMON PLEAS - PROBATE DIVISION

KAREN K. GALLAGHER, JUDGE

CHECKLIST FOR CHANGE OF NAME PROCEEDING FOR MINORS

- 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.

MINOR – NAME CHANGE

Form 21.2 – Application for Change of Name of Minor

Form 21.02 – Affidavit in Support of Application for Change of Name of Minor

Form 21.4 - Consent to Change Name (If applicable)

Form 21.03 – Judgment Entry Setting Hearing and Ordering Notice

Form 21.5 Notice of Hearing on Change of Name

If Judge orders notice by certified mail or personal service: Proof of Notice to Non-consenting Parent (if applicable) must be filed prior to your hearing

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 21.14 – Release for Criminal Background Check (for parent/petitioner)

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.*

Form 21.3 – Judgment Entry Changing Name of Minor

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

Form 21.9 - Application to Conform Legal Name of Minor

Form 21.09 Affidavit in Support of Application to Conform Legal Name of Minor (must be notarized or signed in front of a Deputy Clerk)

Form 21.13 Consent to Name Conformity (if applicable)

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

If Judge orders notice by certified mail or personal service: Proof of Notice to Non-consenting Parent (if applicable) must be filed prior to your hearing

If Judge orders notice by publication: Affidavit of Publication (you will receive this from The Bryan Times after publication and must file it with the Court prior to your hearing)

Form 21.14 – Release for Criminal Background Check (for parent/petitioner)

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.*

Form 21.10 Judgment Entry Conforming Legal Name of Minor