

**ASHTABULA COUNTY COURT OF COMMON PLEAS
PROBATE DIVISION
ALBERT S. CAMPLESE, JUDGE**

Andrew J. Misiak
Court Administrator



Richard L. Dana
Magistrate

Minor Name Change Required Forms Checklist

You may apply for a name change **only** if the minor has been a resident of Ashtabula County for at least 60 days prior to filing.

The Process

The documents listed below must be prepared by the applicant or an attorney, and submitted to the Court for filing, along with the filing fee. Once filed, the Court will review the filings. Copies of the Judgment Entry will be mailed to the applicant if the Application is granted.

- If **all living parents' consents are provided**, the Court may dispense with a hearing and make a ruling on the application. Copies of the Judgment Entry will be mailed to the applicant upon approval.
- If **all living parents' consents are not provided**, the Court will set the application for a formal hearing. The applicant will be required to appear. The Minor must also appear unless excused by the Court. The non-consenting parent will be served with notice of the hearing as required by R.C. Chapter 2717.

All hearings are set approximately 6 weeks from the date of filing. The Court will issue a Judgment Entry Setting Hearing and Ordering Notice, directing how service on the non-consenting parent will be performed. If the non-consenting parent will be served by publication, the applicant will be responsible for taking the notice to a newspaper of general circulation in Ashtabula County for publication. Proof of service must be filed with the Court at least 7 days prior to the hearing.

Pursuant to Local Rule, any Application for Name Change of Minor that does not have consents by all living parents must be filed by an attorney.

The Court reserves the right to require additional documentation be filed to support the name change, require a criminal background check, or hold a formal hearing on the application.

Note: You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.

Initial Filing

- ☐ Required Information Sheet – Name Change
- ☐ Application for Change of Name of Minor (SPF 21.2)
- ☐ Photocopy of Birth Certificate
- ☐ Photocopy of Driver's License or State ID (driver's license number, issuance date and expiration date must be redacted)
- ☐ Photocopy of Social Security Card (social security number must be redacted)
- ☐ Affidavit in Support of Application to Conform or Change Name of an Adult or Minor (Local Form)
 - This must be notarized by a Notary Public before being submitted for filing
- ☐ Judgment Entry Changing Name of Minor (SPF 21.3)
- ☐ Waiver of Notice of Hearing and Consent to Change of Name of Minor (SPF 21.4)
 - All living parents of the minor must sign this waiver before the Court will consider dispensing with a hearing on the application

If Requesting the Name Change to be Confidential:

The law requires very specific criteria be met in order for someone to qualify for a confidential name change. The applicant must provide proof that it would jeopardize the applicant's personal safety to have the name change on the public record. Please refer to Ohio Revised Code section 2717.11 to determine if you meet the requirements.

In addition to the forms required for *initial filing* above, the documents listed below must also be filed, along with any required attachments. The Court will review all of the documents and make a determination as to whether it qualifies as a confidential name change. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- ☐ Motion for Confidentiality of Proceeding (Form 21.6)

The above information is provided as a public service to aid in providing an understanding of the process for changing the name of an adult. It is an overview and should not be considered legal advice. It is recommended you contact an attorney for assistance in your specific situation.