

Prepared by U.S. Legal Forms, Inc.
Copyright 2016 - U.S. Legal Forms, Inc.

STATE OF OHIO

NAME CHANGE

MINOR PACKET

Control Number - OH-NAME-2

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to Ohio Law Summary.

I. **EXPLANATION OF PETITION FOR CHANGE OF NAME**

- A. In Ohio, an action for a court ordered Change of Name begins with the filing of a Petition in the Probate Court. The Petition must contain certain information. The forms in this packet include the necessary information for a Minor Name Change in the State of Ohio.
- B. You can use this packet if:
 - ▶ You are less than 18 years of age and have been a resident of the county in which you will file for the required amount of time as reflected in the law summary.
 - ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. **WHAT FORMS ARE INCLUDED**

- A. Application for Change of Name for Minor - (OH-NC-200) - This document states the reasons and other required details for your name change.
- B. Minor Name Change Application Information - (OH-NC-210) - This document provides additional information for your name change.
- C. Consent to Change of Name of Minor - (OH-NC-201) - This document provides the written consent of any necessary individuals who are not party to the action.
- D. Entry Setting Hearing & Ordering Notice - (OH-NC-202) - This document officially sets the matter for hearing.
- E. Notice of Hearing on Change of Name - (OH-NC-206) - Notice that your Application for Change of Name has been filed and the matter has been set for hearing. This should be published in the newspaper prior to the hearing.
- F. Cost Bill - (OH-NC-207) - This document provides the total costs associated with your request for name change.
- G. Affidavit - (OH-NC-208) - Statement under oath concerning non-petitioning parent.
- H. Judgment Entry Change of Name of Minor - (OH-NC-209) - This document verifies that the court conducted a hearing and found just and adequate cause to grant the name change of a minor.

- I. Affidavit in Proof of Service - (OH-NC-204) This document states the reasons and other required details regarding proof of service for a minor's name change.
- J. Affidavit - Unknown Address of Parent - (OH-NC-211) This affidavit is used to as documentation when the address of the parent is unknown as it relates to the name change of a minor.
- K. Name Change Application Supplemental Affidavit - (OH-NC-109) This is a sworn affidavit required of each and every applicant seeking a name change in Ohio. It is suitable for either adult applicants are adult applicants filing on behalf of a minor.

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

Note: This package contains forms for use throughout your State. However, some Counties, or Judges may require a different form, or modification to these forms. If this happens, please consult with your local Court Clerk. If you are required to use additional forms, please advise us by sending an e-mail to orders@uslegalforms.com.

III. PROCEDURE FOR CHANGE OF NAME (MINOR) FOR THE STATE OF OHIO

- A. Preliminary Note:
 1. The attached forms may be completed by:
 - a. Printing the forms and completing by hand. Use black ink and print neatly.
 - b. Printing the forms and completing using a typewriter.
 - c. By completing the forms on your computer using a word processing program and then printing the forms.
 2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
 3. Print three (3) complete sets of forms.
 4. All forms with a heading - the name of the court, the Petitioner's name, the case number, and the name of the document - require that the heading be completed. You will need to add the name of the court and the full name of the Petitioner. The "Action/Cause No." will be assigned by the court clerk at the time of filing.
 5. Forms that require your signature and include a notary block **MUST** be signed in the presence of the notary or court clerk who

will complete the acknowledgement. Use your complete name - first name, middle name, last name.

6. When a form is filed with the court, request the clerk "file-stamp" one copy of the form for your file.
7. A Law Summary is available and can be printed for your State. To do so, go to where you located this package and select the Law Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

B. Procedure

- Step 1: Complete all the forms using complete names - middle names instead of middle initials. A certified copy of the minor's birth certificate should be filed with the application.
- Step 2: File the Petition in the Probate Court in the county in which you have been a resident for a period of at least one (1) year and pay the appropriate fee.
- Step 3: A consent form must be signed by both parents.
- Step 4: After filing the Clerk will advise you how a hearing will be set. Notice of the application must be published in a newspaper of general circulation in the county once at least thirty days before the hearing on the application. A proof of publication must be presented to the Court at the time of filing. If one or both parents cannot be located to sign the consent, they must be notified by certified mail or by a separate publication providing the last known address of that parent. Follow the directions of the Clerk.
- Step 5: Appear as directed by the Clerk and present the Order to Change Name to the Court. The minor must be present at the hearing. At the hearing, any persons objecting to the requested Name Change will be heard by the Court; and the Court may examine, upon oath, the Petitioner(s) or other persons concerning the Petition.
- Step 6: Obtain a certified copy of the Order from the Clerk after it has been signed by the Judge. You are now ready to notify appropriate persons and governmental agencies of the change.

LAW SUMMARY

You may access the law summary by going to this URL address:

<http://www.uslegalforms.com/oh/OH-NAME-2.htm>

DISCLAIMER

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the State of Ohio. All Information and Forms are subject to this Disclaimer: All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem we suggest that you consult an attorney. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.

THESE MATERIALS ARE PROVIDED "AS IS" WITHOUT ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND INCLUDING WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT OF INTELLECTUAL PROPERTY, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT SHALL U.S. LEGAL FORMS, INC. OR ITS AGENTS OR OFFICERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION) ARISING OUT OF THE USE OF OR INABILITY TO USE THE MATERIALS, EVEN IF U.S. LEGAL FORMS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.