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**STATE OF OHIO**

**NAME CHANGE**

**FAMILY PACKET**

**Control Number - OH-NAME-3**

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 District Court. The Petition must contain certain information. The forms in this packet include the necessary information for a Family Name Change in the State of Ohio.

Please note that an Application for a Family Name Change is actually a combination of the application forms needed for an adult name change and those necessary for a minor name change. Most Ohio counties will accept the Family forms, issue one file or case number, and charge you one filing fee.

If the court will not accept an Application for a Family Name Change, please contact [orders@uslegalforms.com](mailto:orders@uslegalforms.com) and we will assist you in obtaining those forms necessary for changing the names of all the members of your family.

- B. You can use this packet if:
- ▶ You and all members of the family seeking a name change have been a resident of the county in which you reside for a period of one year prior to the date of filing your application for name change.
  - ▶ You and all adult applicants have and can produce identification sufficient to satisfy the court. This generally means at least one form of photographic identification.
  - ▶ You have what is termed a “reasonable and proper basis” for the requested name change(s).
  - ▶ You are not changing your name to avoid debts or defraud creditors.

## II. WHAT FORMS ARE INCLUDED

- A. Adult Information Form - (OH-NC-300) This form provides the Court with some personal information regarding the adult applicants. Even though it is not required by all Ohio courts, one should be completed for each adult applicant and made available to the Clerk at the time of filing the Petition.
- B. Cost Bill - (OH-NC-301) Name Change. This form, used by some Ohio courts, tracks and totals the costs and fees assessed the Applicant for the name change proceeding.
- C. Authorization to Release Confidential Information. - (OH-NC-302) This form, required by some Ohio courts, provides the court with permission to obtain confidential information regarding the applicant(s). Although it is not required by statute, some courts require the form as part of the process of determining if the name change is based upon a sufficient and proper reason.

- D. Application for Change of Name of Family - (OH-NC-303) This form provides to the court the information required by the name change statutes as part of the application process. It enumerates the reason for the requested name change(s) and other required details.
- E. Judgment Entry Setting Hearing and Ordering Notice. - (OH-NC-304) This form is the court's order setting a date for the name change hearing and directing the publication of the required notice. Note that this form is provided as a separate stand-alone form and is also appended to the Application for Change of Name. Some courts require a separate form and some accept the form appended to the Application.
- F. Notice of Hearing on Change of Name - (OH-NC-305) Notice that your Application for Change of Name has been filed and the matter has been set for hearing at a specific a time and on a date certain. This must be published at once in a newspaper of general circulation at least 30 days prior to the scheduled hearing. The Clerk will tell you which newspaper in your area is authorized to publish legal notices.
- G. Affidavit in Proof of Publication - (OH-NC-306) This form provides proof of publication of the Notice for Publication. As a general rule the newspaper will provide its own form and send the completed form directly to the Clerk after publication is complete. Occasionally, our customers have been asked for an Affidavit of Publication, so we have provided this for your use.
- H. Entry Approving Publication. - (OH-NC-307) This form is used by the court to record the court's formal acceptance and approval of the notice published by the Applicant as complying with the statutory requirements.
- I. Judgment Entry/Order - (OH-NC-308) Change of Name of Family - This is the final Order approving and granting the requested name change. Once this form is signed by the Judge and filed with the court, the name change is effective.
- J. Consent to Change of Name - (OH-NC-309) A parent not consenting to the change of name of a minor must be given notice of the hearing.
- K. Affidavit. - (OH-NC-310) If a parent is not consenting and can't be located for service of notice of the Application for Name Change, this form has been required by some Ohio courts to establish the parent's unavailability as a matter of record.
- L. 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](mailto:orders@uslegalforms.com).

### **III. PROCEDURE FOR CHANGE OF NAME (FAMILY) 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. One set will be filed with and retained by the Court. A second set will be stamped "filed" by the court and should be retained in your file. The third set is a back in the event one is needed later in the process.
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, and 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 the end of 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.
- Step 2: File the Petition in the District Court in the county in which you have been a resident and pay the appropriate fee.
- Step 3: After filing the Clerk will advise you how a hearing will be set and if publication of any notice is required. Follow the directions of the Clerk.
- Step 4: Prepare the Notice of Filing of Petition to Change Name using Form 5. It must be published one time at least ten (10) days prior to the date set for hearing in a newspaper authorized by law to publish legal notices printed in the county where the petition is filed if there be any printed in such county, and if there be none, then in some such newspaper printed in this state of general circulation in that county.
- Step 5: Appear as directed by the Clerk and present the Order to Change Name to the Court. 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: After it has been signed by the Judge, obtain a certified copy of the Order from the Clerk. You are now ready to notify appropriate persons and governmental agencies of the change.

### **NOTE ABOUT COMPLETING THE FORMS**

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock, click on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If problems, please let us know.

## **LAW SUMMARY**

The law summary for this package may be located and printed from the following address:

<http://www.uslegalforms.com/oh/OH-NAME-3.htm>

## **DISCLAIMER**

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