

Checklist

Name Change of Minor

Filing Fees

Court Costs: \$138.00

Publication Fee: This is determined by the newspaper and applicant pays the newspaper directly.

Requirements

You may apply for a name change of the minor, **only** if the minor has been a Greene County resident for the past 12 months.

The Process

The documents listed below must be prepared by the applicant or his/her attorney, and brought into the court for filing, along with the filing fee. Once the documents have been approved for filing by the court, the court will set a hearing, approximately 6 weeks from the date of filing. The Court will fill in the case number and hearing date on Form 21.5 – Notice of Hearing on Change of Name. It is then the Applicant's responsibility to take that Notice to a newspaper of general circulation in Greene County, and have the Notice published one time, at least 30 days prior to the hearing. After it has been published, the newspaper will send the Proof of Publication to the Court.

**Note: All paperwork must be typed. We will not accept handwritten documents.
All filings must be single-sided. We will not accept double-sided originals.
Please do not staple original paperwork. We cannot accept filings with staples.**

Initial Filing

- Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
 - This form **must** be filed if applicant is not represented by an attorney.
- A photo copy of the child's birth certificate
- Contact Information Form (GC Form 75.3-A)
- Application for Change of Name of Minor (Form 21.2)
- Notice of Hearing on Change of Name (Form 21.5)
- Judgment Entry - Change of Name of Minor (Form 21.3)
- Consent to Change of Name (Form 21.4) *If applicable*
 - Any natural parent who is not the applicant, must either sign a consent or be served by the court with a notice of the hearing.
 - Note: if a father is listed on the birth certificate, then he must sign a consent, or be served by the court with a notice of the hearing, regardless of whether or not he has custody of the child.
 - If a parent is deceased, a photocopy of that parent's death certificate must be provided.
 - If a parent's whereabouts are unknown, see Affidavit below.
- Affidavit (GC Form 102.2) *If applicable*
 - If the whereabouts of a parent, or both parents are unknown, then this Affidavit must accompany the filing.

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, and requires that the Court have proof that publication would jeopardize the applicant's personal safety. Please refer to Ohio Revised Code section 2717.01(A)(4) to determine if you meet the requirements.

All of the forms listed above *except* the Notice of Hearing on Change of Name (Form 21.5), must be prepared by the applicant or his/her attorney, and brought into the court for filing, along with the filing fee.

In addition to the above forms, the documents listed below must also be submitted, along with any required attachments. The Judge 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 his/her attorney, to set a hearing.

- Request for Confidential Change of Name (GC Form 78.6-A)
- Entry Granting Confidential Name Change (GC Form 78.6-B)