

## **PUBLIC (PRO SE) INSTRUCTIONS FOR CHANGE OF NAME OF A MINOR IN RICHLAND COUNTY, OHIO**

### **FILING YOUR APPLICATION:**

FILING FEE: \$130.00

Cash or money order only, no personal checks or credit cards are accepted.

You can pick up a legal name change packet directly from the Court or you can visit our website at [probate.richlandcountyoh.gov](http://probate.richlandcountyoh.gov) and select "Miscellaneous." The documents online are printable fill-in forms.

ALL forms must be submitted in person at the Probate Court. Please bring a certified copy of the minor's birth certificate with you. It will be returned to you.

At the time of the application, the minor must be a resident of Richland County for at least sixty (60) days.

Please type or print legibly and complete the forms in their entirety. Be specific about the reason for the desired name change. You must include the full name you wish to change **TO** on all forms. If you omit a middle name in those spaces, the new legal name will not include a middle name.

You will receive a hearing date from the Court Clerk at the time of filing. All hearings are set at least 6 weeks after the filing date. Consent is required from each natural parent, separately. If both consents are not provided at the time of filing, the Court will issue a Judgment Entry Setting Hearing and Ordering Notice (Form 21.03), directing how the applicant is to serve the non-consenting parent.

If the address of the non-consenting parent is known, the non-consenting parent must be served with Notice of the Hearing (Form 21.5) either through certified mail or if necessary, by publication. It is the responsibility of the applicant to forward the Notice to the non-consenting parent by certified mail, return receipt requested not later than seven (7) days before the hearing. The return receipt (green card) showing delivery must be attached to a copy of the notice and presented to the Court at the hearing.

If publication is required, pursuant to Civ. R. 73, the applicant will be responsible for taking the notice to a newspaper of general circulation in Richland County for publication, or making arrangements for other service as directed pursuant to the Judgment Entry Setting Hearing and Ordering Notice.

Richland County Probate Court, 50 Park Ave. E., 2<sup>nd</sup> Fl., Mansfield, OH 44902  
(419) 774-5583

The newspaper will charge a separate fee for the publication. Note that some newspapers are published only once a week, so be sure your publication will run at least 30 days before the hearing. (See list of newspapers attached.) The newspaper will provide an Affidavit of Publication after the publication has ran. The applicant will need to provide that affidavit to the Court. (Failure to complete the publication timely may be cause for your name change to be denied.)

### Checklist

- \$130 Filing Fee (Cash or money order ONLY)
  - Certified Copy of Birth Certificate
  - Form 21.2 – Application for Change of Name of Minor
  - Form 21.02 – Affidavit in Support of Application of Name Change of Minor
  - Form 21.4 – Waiver of Notice of Hearing and Consent to Change of Name (for each natural parent)
  - Form 21.6 – Application/Entry to Waive Publication Requirements/Seal File
  - Form 21.03 – Judgment Entry Setting Hearing & Ordering Notice
  - Form 21.5 – Notice of Hearing on Change of Name
  - Form 21.3 – Judgment Entry-Change of Name
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- Read, review & follow instructions on Form 21.03 -(from the Court)
  - Read, review & follow instructions on Form 21.5 - (from the Court)
  - Non-consenting parent: Certified Mail or Publication
    - Certified mail, return receipt requested (green card)
    - Contact newspaper to file publication (at least 30 days prior to hearing); use the 2 forms above to provide to the newspaper
    - You will receive an Affidavit of Publication from the newspaper after the publication has run. You will need to provide this to the Court.
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### **ON THE DAY OF THE HEARING:**

Arrive on time! If necessary, bring your Return Receipt (green card) attached to Form 21.5 or if publication was required, bring the Affidavit of Publication. Also **bring two standard forms of identification** for each parent as well as the minor’s Social Security card.

### Checklist

- If required, Affidavit of Publication (provided by newspaper)
- If required, the Return Receipt (green card) attached to Form 21.5
- 2 Forms of Identification for each parent
- Social Security card for minor

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