

GETTING A COURT ORDER FOR NAME CHANGE ATHENS COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name (Adults: Forms 21.0, 21.1, and 21.5) (Minors: Forms 21.2, 21.3, 21.4, and 21.5);
 - 2) Valid identification (driver's license or other ID card w/ picture);
 - 3) Certified copy of birth certificate presented with application; and
 - 4) \$116 filing fee.

Note: An applicant for change of name must have lived in Athens County for at least a year at the time of the application. The applicant need not present proof of residency. However, the applicant must sign the Application for Change of Name, which includes a statement that the applicant has lived in the county for at least one year immediately prior to filing the application.

Note: The Athens County Probate Court does not grant fee waivers for name changes. Equitas Health and TransOhio are currently working to secure financial assistance for those who need help with fees.

Where to File:

You must file in person at the Athens County Probate Court, 1 South Court St., Athens, Ohio 45701, (740) 592-3251.

Fees:

\$116.00 filing fee payable by, cash, debit or credit card, or check made payable to Athens County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- Either type application or write using ink.

Publication:

You must publish a notice of your name change one time in a newspaper of general circulation in Athens county, such as the Athens Messenger or the Athens News. Publication fee will be about \$30.00

To properly publish notice, present Form 21.5 (Notice of Hearing on Change of Name) to the newspaper. Request a "proof of publication" from the newspaper to present to the court.

Remember: notice of your name change application must be published **at least 30 days before** your hearing. Because of this timeline, we recommend you visit the newspaper immediately after you file in the probate court.

Hearing:

Athens County Probate Court, 1 South Court St., Athens, Ohio 45701, (740) 592-325.

Note: When the application is filed, the hearing will be scheduled approximately 4-6 weeks later, so ensure that you have the publication requirement completed.

The materials available at this form or web site are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney or call the probate court to obtain advice with respect to any particular issue or problem.