

## GETTING A COURT ORDER FOR NAME CHANGE CHAMPAIGN COUNTY

### What to File:

- You will need:
- 1) Completed Application for Change of Name (Adults: Forms 21.0, 21.1, 21.5, Birth Certification Information Form, and Supplemental Information Form) (Minors, visit the Champaign County Probate Court for forms);
  - 2) Certified copy of birth certificate; and
  - 3) \$63.00 filing fee.

Note: The applicant must visit the Champaign County Probate Court to obtain a copy of all required forms. The forms provided during the clinic may not be turned into the court.

Note: An applicant for change of name must have lived in Champaign 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 Champaign 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 Champaign County Probate Court, 200 North Main Street #300, Urbana, Ohio 43075, (937) 484-1028.

### Fees:

\$63.00 filing fee. This fee can be paid by cash, check, or credit/debit card. An additional \$2.00 fee will be assessed if you choose to pay by credit or debit card. If you pay by check, make it payable to Champaign County Probate Court.

### Tips for Filing:

- Use your full middle name instead of your middle initial.
- The probate court will accept both typewritten and handwritten applications, although the instructions state that they will only accept typewritten documents. If you choose to handwrite your application, make sure the writing is legible.

### Publication:

The court will set a hearing date and contact you via telephone to inform you of the date after you have filed your application. Once you receive this call, you must return to the court to get a notice of your hearing. At least 30 days prior to the date of that hearing, you must publish this notice one time in the Urbana Daily Citizen. This will cost \$65. Once publication is complete, the newspaper will send proof of publication directly to the court before your hearing date.

- 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 very soon after receiving your copy of the notice.

### Hearing:

Champaign County Probate Court, 200 North Main Street #300, Urbana, Ohio 43075, (937) 484-1028.

Tip for the Hearing: If you wish, when you arrive for your hearing you can tell the bailiff why you are there and ask for your case to be called last, which may provide some privacy.

*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.*