

GETTING A COURT ORDER FOR NAME CHANGE SENECA COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: Forms 21.0, 21.1, 21.5, Judgment Entry Setting Hearing, and Supplemental Affidavit)
(Minors: Forms 21.2, 21.3, 21.4, 21.5, Judgment Entry Setting Hearing, and Supplemental Affidavit)
 - 2) Certified copy of birth certificate; and
 - 3) ~\$200 filing fee.

Note: An applicant for change of name must have lived in Seneca County for at least one continuous 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 Seneca 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:

File in person at the Seneca County Probate Court, located at 108 Jefferson St., Tiffin, OH 44883, (419) 447-3121.

Fees:

The filing fee will range from \$195-\$200. You may pay this fee using cash or certified check made payable to Seneca County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- Your application may be typed or handwritten in blue or black ink. If handwriting, make sure it is legible.

Publication:

Notice of your name change application must be published one time **at least 30 days before** your hearing. The court will take care of this requirement for you, and the fee for this service is included in your application filing fee. The application fee will vary depending on which newspaper the court publishes your name change application in (determined by which city in Seneca County you live in).

Hearing:

Seneca County Probate Court, 108 Jefferson St., Tiffin, OH 44883, (419) 447-3121.

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.