

GETTING A COURT ORDER FOR NAME CHANGE WARREN COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: Forms 21.0, 21.1A, 21.1B, 21.5)
(Minors: Forms 21.2, 21.3, 21.4, 21.5)
 - 2) Photo copy of birth certificate (not required, but useful); and
 - 4) \$120 filing fee.

Note: An applicant for change of name must have lived in Warren 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 Warren 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 may file in person or by mailing the application to the Warren County Probate Court, 900 Memorial Drive, Lebanon, Ohio 45036, (513) 261-1180.

Fees:

\$120.00 filing fee, payable by cash or money order only.

Tips for Filing:

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

Publication:

The \$120 filing fee includes the cost of publication. The court will take care of publishing notice of your name change hearing one time **at least 30 days before** your hearing date in a newspaper of general circulation in Warren County.

Hearing:

Warren County Probate Court, 900 Memorial Drive, Lebanon, Ohio 44702, (513) 261-1180.

After Name Change Granted:

Five certified copies of the entry approving the change of name will be provided. Additional certified copies of the entry approving the change of name may be obtained for \$1.75 each.

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.