

GETTING A COURT ORDER FOR NAME CHANGE CLARK COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: Forms 21.0, 21.5, 21.0(B), "ncheat," 21.0A-A)
(Minors: Forms 21.2, 21.4, 21.5, 21.3, "ncheat," 21.0A-M);
 - 2) Copy of valid driver's license or state identification card;
 - 3) Certified copy of state-issued birth certificate; and
 - 4) \$89.00 filing fee.

Note: An applicant for change of name must have lived in Clark County for at least a year prior to 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 Clark 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 Clark County Probate Court, 50 East Columbia St., 5th floor, Springfield, Ohio 45502, (937) 521-1845. The Deputy Clerk responsible for name change matters is Monica Barrett. She can be reached at (937) 521-1853.

Fees:

\$89.00 filing fee. You may pay with personal check, cash, or money order. Make checks payable to Clark County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- The application forms **must be typed**. Make sure to fill in all blanks on the application except the case number and the hearing date. Forms available online at: <http://www.probate.clarkcountyohio.gov/formsApplication.php?k=1203110000065>

Publication:

To obtain proper publication, present Notice of Hearing on Change of Name to the newspaper. When you file your application with the court, you will receive the necessary forms for filing and information about how to file. Publication must be completed through the Springfield News-Sun, and it will cost \$45.

You must present proof of payment of the publication bill (a receipt) and a Proof of Publication during your hearing.

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

Hearing:

Clark County Probate Court, 50 East Columbia St., 5th floor, Springfield, Ohio 45502, (937) 521-1845.

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.

After Name Change Granted:

One certified copy 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 \$1.00 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.