

GETTING A COURT ORDER FOR NAME CHANGE MADISON COUNTY

What to File:

- You will need: 1) Completed Application for Change of Name
(Adults: Forms 21.0 and 21.1. Contact the court for official forms)
(Minors: Forms 21.2, 21.3, 21.4, contact the court for official forms)
- 2) \$96.00 filing fee.

Note: An applicant must either pick up an official packet in person from the probate court or request that a packet be sent to their residence via postal mail. The version you take home from Equitas Health may not be submitted to the court.

Note: An applicant for change of name must have lived in Madison County for at least a year prior to the time of the application. The applicant need not present proof of residency, but 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 Madison 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 mail at the Madison County Probate Court is located at 1 North Main Street #205, London, Ohio 43140, (740) 852-0756.

Fees:

\$96.00 filing fee. You may pay with personal check, money order, cashier's check, or cash. Make checks payable to the Madison County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- The application forms may be handwritten or typed. If handwriting the application, make sure to use blue or black ink and write legibly. Make sure to fill in all blanks on the application except the case number and the hearing date. Forms are not available online. They may be obtained by contacting the court and asking for a copy via email or postal mail.

Publication:

Notice of your name change application must be published one time **at least 30 days before** your hearing. When you file your application with the court, you will receive the necessary forms for publishing and information about how to publish. Publication must be completed through the Madison Messenger, and it will cost \$31.60. Because of the short timeline, the court recommends that you visit the Madison Messenger very soon after you file your application.

Note: Once publication has occurred, you must present proof of publication to the court. Ask the Madison Messenger to provide the appropriate documentation and then submit this to the court.

Hearing:

Madison County Probate Court, 1 North Main Street #205, London, Ohio 43140, (740) 852-0756.

After the Hearing:

Two certified copies of the entry approving the change of name will be provided. Additional certified copy of the entry approving the change of name may be obtained for \$2.00 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.