

GETTING A COURT ORDER FOR NAME CHANGE JACKSON COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name
(Adults: Forms 21.0, 21.1, 21.5)
(Minors: Forms 21.2, 21.3, 21.4, 21.5)
 - 2) Certified copy of birth certificate; and
 - 3) \$193.00 filing fee.

Note: An applicant for change of name must have lived in Jackson 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 Jackson 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 Jackson County Probate Court, located at 350 Portsmouth St., Jackson, OH 45640, (740) 286-1401.

Fees:

\$193.00 filing fee by cash or check made payable to Jackson 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 in the Jackson County Telegram. The cost will be \$59.80. The court will provide you with form 21.5 to take to the newspaper.

Once publication is complete, you will need to request proof of publication from the paper and bring it to the court on or before your hearing date. Because of the short timeframe for publication we recommend you visit the newspaper immediately after filing your application with the court.

Hearing:

Jackson County Probate Court, 350 Portsmouth St., Jackson, OH 45640, (740) 286-1401.

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.