

Montgomery County Probate Court  
Judge Alice O. McCollum

## **NAME CHANGE APPLICATION INFORMATION FOR ADULT**

PLEASE REVIEW THE PACKET OF DOCUMENTS YOU HAVE RECEIVED FROM THE CLERK'S OFFICE. THE CLERK IS NOT AN ATTORNEY AND CANNOT ANSWER QUESTIONS ABOUT YOUR NAME CHANGE OR HOW TO FILL OUT THE FORMS. THESE FORMS MAY NOT MEET ALL OF THE REQUIREMENTS IN EACH CASE. IT IS THE APPLICANT'S RESPONSIBILITY TO SEE THAT ALL FORMS MEETS THE REQUIREMENTS IN EACH CASE.

THE APPLICANT **MUST** BE A RESIDENT OF MONTGOMERY COUNTY FOR A MINIMUM OF 1 CONTINUOUS YEAR BEFORE AN APPLICATION FOR A NAME CHANGE CAN BE FILED. **IF THE APPLICANT HAS NOT LIVED IN MONTGOMERY COUNTY FOR AT LEAST 1 YEAR, YOUR APPLICATION WILL BE DISMISSED AND YOUR FILING FEES WILL NOT BE REFUNDED.**

### **NAME CHANGE FOR AN ADULT**

#### **Filing Fee:**

\$116.00 (cash or money order only made payable to Montgomery County Probate Court) **\*NO PERSONAL CHECKS OR CREDIT CARDS ACCEPTED\***

All costs must be paid at the time the application is filed with this Court. These costs are subject to change without notice.

There may be additional costs for certified copies of the entry on the day of the hearing.

#### **Publication Fee:**

\$35.00 (VISA/MASTER CARD OR CASH ONLY). This fee is subject to change without notice. Paid to Daily Court Reporter.

#### **Necessary Forms:**

- Application For Name Change Of Applicant/Entry Setting Hearing (Form 21.0)
- Notice Of Hearing On Change Of Name (Form 21.5)
- Judgment Entry - Change Of Name (Form 21.3)
- Judge's Order Adopting Magistrate's Decision (Local Form)
- Picture Identification Of Applicant (To Be Presented At The Hearing)

### **IMPORTANT INFORMATION!!!!**

**THE APPLICANT MUST ATTEND THE HEARING.**

## **PROCEDURE:**

### **Step One: Complete the Forms**

The Applicant's present legal name and the name requested must be filled in at the top of each form.

**FORMS MUST BE FILLED OUT LEGIBLY IN BLUE OR BLACK INK OR TYPED. Illegible forms will not be accepted.**

**PLEASE MAKE SURE THAT THE REQUESTED NAME IS WRITTEN THE SAME WAY ON EACH PAGE AND IT IS SPELLED EXACTLY HOW YOU WANT IT. Once the forms have been filed you cannot change the name without submitting another application and an additional filing fee.**

### **Application for Change of Name of Applicant And Journal Entry Setting Hearing And Ordering Notice (Form 21.0)**

Mark the appropriate blocks and complete the information for each block checked.

Fill in the present name of the applicant and requested name of the Applicant.

The applicant must state a reason for the name change.

The Applicant's and Attorney's signatures, printed names, addresses and telephone number must be filled in.

If applicant does not have an attorney, the Attorney information block is left blank.

### **Notice of Hearing of Change of Name (Form 21.5)**

Fill in the present and requested names of the Applicant.

The Applicant's signature, printed name, and address must be filled in.

The Clerk will fill in the information on the hearing date and time.

### **Judgment Entry – Change Name of Applicant (Form 21.3)**

Fill in the Applicant's name at birth, date of birth and place of birth.

Fill in the present name and requested name of the Applicant.

## **STEP TWO: Filing the Forms**

Bring the completed forms, to the clerk's counter on the 2<sup>nd</sup> floor of the Montgomery County Courts Building, 41 N. Perry St., Dayton, OH 45402.

The clerk will check the forms and send you to the Magistrate's Office to have your application reviewed and approved for filing. The magistrate will sign the Entry Setting Hearing.

Bring the signed entry and other forms back to the clerk to process the forms after the Magistrate has signed the entry.

## **STEP THREE: Setting the Hearing**

The Clerk will set a hearing date approximately 6 to 8 weeks away and complete and time-stamp the Notice of Hearing of Change of Name.

The clerk will give you back the Notice of Hearing of Change of Name to take to the Daily Court Reporter newspaper for publication.

**THE STATE OF OHIO REQUIRES THAT ALL HEARINGS FOR LEGAL NAMES CHANGES BE PUBLISHED 1 TIME 30 DAYS PRIOR TO THE DATE OF THE HEARING. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.**

It is recommended that you go directly to the Daily Court Reporter newspaper after filing your forms so the publication can go on as soon as possible.

The Daily Court Reporter newspaper office is located at 120 W. Second Street, Liberty Tower, Suite 418, P.O. Box 340 MCS, Dayton, Ohio 45402, (937) 222-6000.

**THE DAILY COURT REPORTER IS A PRIVATE PUBLICATION COMPANY THAT HAS NO CONNECTION TO THIS COURT.**

## **STEP FOUR: THE HEARING**

Name change hearings are held in Courtroom 1 on the 2<sup>nd</sup> floor of the Montgomery County Courts Building, 41 N. Perry St., Dayton, OH on Wednesday afternoons.

Please arrive for your hearing at least 10 minutes prior to your scheduled hearing time and don't forget your picture identification.

The hearing will take approximately 10 to 15 minutes. After the magistrate signs the entry changing the Applicant's name he will send you across to the clerk's desk to file the signed entry.

The clerk will take the signed entry and case file from you, timestamp it, and ask how many certified copies of the entry you need and charge accordingly. Certified entries cost \$2.25 each.