



Montgomery County Probate Court

Judge David D. Brannon

NAME CHANGE APPLICATION INFORMATION FOR ADULT

Forms are available at www.mcoho.org/probate

The applicant **must** be a resident of Montgomery County, Ohio for a minimum of sixty (60) continuous days before an application for a name change can be filed. **If the applicant has not lived in Montgomery County, Ohio for at least sixty (60) days, the case will be dismissed and the filing fee will NOT be refunded.**

1) Complete your BCI Background

- **BCI background check must be performed on your CURRENT LEGAL NAME not the name you are changing it to. By law your name change cannot be approved until the Court receives your BCI background check.**
- Old background checks obtained for other purposes are not accepted.
- Request the Background Check to be mailed to the following address

**Montgomery County Probate Court
41 North Perry Street, 2nd Floor
Dayton, Ohio 45422**

2) Complete Forms

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

- Application for Change of Name of Applicant and Journal Entry Setting Submission or Hearing [Form 21.0]
- Judgment Entry – Change Name of Applicant [Form 21.1]
- Magistrate's Decision – Change of Name [Form 21.1.1]
- Notice of Hearing of Change of Name [Form 21.5] IF the Court notifies you to prepare

3) Filing Forms

- Bring the completed forms to Montgomery County Probate Court. M-F before 8:30-3:30

OR

- 4. E-File remotely from your home or office
http://www.mcoho.org/government/courts/common_pleas_court_-_probate_division/efiling.php

4) Paying Court Costs and Setting Submission or Hearing

- Pay Court Filing Fee (and if needed, Publication Fee)
- The clerk will set a submission or hearing date approximately 8 weeks away

5) Publication: **IF REQUIRED BY THE COURT**

- The Court will send the Notice of Hearing on Change of Name to THE COX MEDIA GROUP OHIO (Dayton Daily News) for the publication process to begin.

6) The Hearing: **IF REQUIRED BY THE COURT**

- If a hearing is required by the Court, the Court will notify by regular mail.
*****THE APPLICANT MUST ATTEND ALL HEARINGS*****

DISCLAIMER

The forms and/or instructions provided in hard copy or online via this Court's website are provided as a public service to you. All employees of the Court, including Judge, Magistrates, Case Management Specialists and Clerks, cannot answer questions about the legal issues you, your family or others may be facing. Gov. Bar R. VII, sec. 2(A) defines the unauthorized practice of law as the "rendering of legal services for another by any person not admitted to practice in Ohio under Rule I and not granted active status under Rule VI, or certified under Rule II, Rule IX, or Rule XI of the Supreme Court Rules for the Government of the Bar of Ohio." The definition of the unauthorized practice of law is further developed on a case-by-case basis by the Supreme Court of Ohio. It is unlawful for any court staff to give you advice on legal issues. The Supreme Court of Ohio enforces the rules against the unauthorized practice of law.

If someone on the Court's staff declines to give you information on the choice of form to use to advance your matter, how to fill out the form(s), or what steps you should or should not take regarding your case, please realize they are declining to advise you on legal issues so they do not break the law. Please do not perceive the Court staff as being unwilling to help you. They are merely executing their sworn duty to follow the law.

Please seek the advice of a licensed attorney if you have questions about your legal rights and responsibilities.