

**PROBATE COURT OF LUCAS COUNTY, OHIO
JUDGE JACK R. PUFFENBERGER**

INSTRUCTIONS FOR NAME CHANGE

1. Obtain the name change documents from the clerk in the Marriage License Department. Please specify whether it is a name change for an adult or for a minor. **NO NAME CHANGE IS AUTOMATIC. THE COURT WILL DETERMINE WHETHER JUST CAUSE EXISTS TO ORDER THE CHANGE OF NAME.** The documents may be completed at the Probate Court or can be taken with you to be filled out at your discretion. The following information is relative to completing the documents properly:

2. **APPLICATION: MUST BE COMPLETED IN BLACK INK OR TYPED.**

- A. Fill out the entire application form. Leave the Journal Entry blank.
- B. Fill out the entire name, including any applicable middle names. Mistakes or omissions could result in receiving the wrong name. **Please do not use any abbreviations or initials.**
- C. Sign the form in front of a Notary Public or a Deputy Clerk.

3. **NOTICE: MUST BE COMPLETED IN BLACK INK OR TYPED.**

Fill out the Notice of Hearing form leaving blank the space for a hearing date. The applicant will be billed for the publication fee from Legal News, which is separate and not included in the Court Costs fee.

4. **CONSENT: MUST BE COMPLETED IN BLACK INK OR TYPED.
(If the name change is for a minor under 18 years of age)**

BOTH PARENTS MUST COMPLETE AND SIGN A CONSENT FORM

- A. If either parent **does not sign**, please inform the deputy clerk of their address, and they will be served by certified mail. **Every effort must be made to obtain an address.**
- B. If one of the parent's names are unknown or the address is unknown:
 - 1) Please inform the clerk who will give you the appropriate form(s).
 - 2) You must also submit an affidavit signed in front of a Notary Public, outside of Probate Court, stating the unknown name or address and the length of time since the parent has had contact with the child.

5. **YOU MUST HAVE A CERTIFIED COPY OF YOUR BIRTH CERTIFICATE WHEN YOU FILE. IF YOU ARE AN ADULT, A PHOTO ID IS ALSO REQUIRED.**

6. Court costs are due at the time of filing. The cost is **\$66.10** for an adult Name Change and **approximately \$80.00** for a minor. The cost does include 2 certified copies of the

Judgment Entry. You may purchase additional certified copies of the Judgment Entry for \$1.05 each

7. After court costs are paid, a hearing date will be assigned (approximately 60 days). **PLEASE BE SURE TO WRITE DOWN YOUR COURT DATE!**
8. In approximately two weeks, you will receive a separate bill from Legal News for the publication costs. (approximately \$51.00) Please mail a check or money order immediately to **Legal News, 247 Gradolph Street, Toledo, Ohio 43612. DO NOT** try and pay the Legal News fee at the Probate Court. **Your change of name cannot proceed without payment.** Since publication must be completed 30 days prior to the hearing date, failure to promptly pay may void your hearing date and you may have to start over.
9. If you were born in the State of Ohio, Probate Court will forward a copy of the Judgment Entry changing your name to the Bureau of Vital Statistics. Your birth certificate will not be changed. However, your name change will be attached to it. If your birth took place in a different state, you will need to mail a copy of the Judgment Entry (changing your name) to the appropriate Bureau of Vital Statistics in that state.
10. Please note, if you fail to appear for your hearing, your application will be dismissed.

**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

INFORMATION SHEET REQUIRED IN NAME CHANGE

1. Are you filing the name change on behalf of yourself? Yes No

2. If not, what is your relationship to the person seeking the name change?

(Check one)

Parent

Legal Guardian

Guardian Ad Litem /Applicant to be named Guardian Ad Litem

3. Please complete the following as to information concerning person seeking name change:

Name at birth _____

Place of birth _____
City County State

Date of birth _____

4. If for a minor child:

Father's name and address:

Mother's name and address:

Legal Guardian or Guardian Ad Litem's name and address:

5. If for a minor child, are you custodial parent? Yes No

Date

Signature of Applicant

Address

Phone Number



**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

IN RE: CHANGE OF NAME OF _____
(Present Name)

TO _____
(Name Requested)

CASE NO. _____

**APPLICATION FOR CHANGE OF NAME OF ADULT
(R.C. 2717.01)**

The applicant states that the applicant is an adult and has been a bona fide resident of _____
County, Ohio, for a least one year immediately prior to the filing of this application.

The applicant requests a change of name from _____
to _____
for the following reason: _____

The applicant states that the applicant will cause notice of the application to be published once in
a newspaper of general circulation in this county at least thirty (30) days prior to the hearing on this
application.

Attorney for Applicant

Typed or Printed Name

Address

City State Zip

Telephone Number (include area code)

Attorney Registration No.

Applicant's Signature

Typed or Printed Name

Address

City State Zip

Telephone Number (include area code)



CASE NO. _____

JOURNAL ENTRY SETTING HEARING AND ORDERING NOTICE



The Court orders this application set for hearing on the _____ day of _____, 20_____, at _____ o'clock _____. m. The applicant is ordered to cause notice of the application to be given by one publication in a newspaper of general circulation in this county at least thirty (30) days prior to the hearing date, as well as certified mail service, return receipt requested, if necessary, as required by law.

Judge Jack R. Puffenberger

By _____
Deputy Clerk

**PROBATE COURT OF LUCAS COUNTY, OHIO
JACK R. PUFFENBERGER, JUDGE**

IN RE: CHANGE OF NAME OF _____
(Present Name)

TO _____
(Name Requested)

CASE NO. _____

NOTICE OF HEARING ON CHANGE OF NAME
[R.C. 2717.01]

Applicant hereby gives notice to all interested persons and to _____,
(Necessary person whose address is unknown)

whose last known address is _____,

that the applicant has filed an Application for Change of Name in the Probate Court of _____

County, Ohio, requesting the change of name of _____

to _____.

The hearing on the application will be held on the ____ day of _____,

20____, at _____ o'clock ____ M. in the Probate Court of _____ County,

located in the Lucas County Court House, 700 Adams Street, Suite 200, Toledo, Ohio 43604.

Applicant's Signature

Typed or Printed Name

Address

City

State

Zip

Note to publisher: The above legal notice including the caption is to be published once in its entirety. Costs are to be paid by applicant and an Affidavit of Publication is to be furnished to applicant.

**PROBATE COURT OF LUCAS COUNTY, OHIO
JUDGE JACK R. PUFFENBERGER**

IN RE: CHANGE OF NAME OF _____
(Present Name)

TO _____
(Name Requested)

CASE NO. _____

JUDGMENT ENTRY – CHANGE OF NAME OF ADULT

On _____ an application for change of name was heard by this Court. The Court finds that proper notice of the application and hearing date was given by one publication in a newspaper of general circulation in this county at least thirty days prior to the hearing on the application. The Court further finds that reasonable and proper cause exists for changing the name. The Court finds that the applicant's complete name at birth was _____, applicant's date of birth was _____, and the place of birth was _____

City County State

Therefore, it is **ORDERED** the name of _____
be changed to _____.

Judge Jack R. Puffenberger

CERTIFICATION OF JUDGMENT ENTRY

The above Judgment Entry – Change of Name of Adult is a true copy of the original kept by me as custodian of the records of this Court.

Judge Jack R. Puffenberger

By _____
Deputy Clerk

Date

