

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CHANGE OF NAME

GENERAL INSTRUCTIONS FOR BOTH ADULTS & MINORS

The law requires that you have been a resident of Medina County for one (1) continuous year before you file your Application. In the case of a minor, the minor must also be at least one year old. If you have not lived in Medina County for at least one year, your Application will be dismissed and your filing fees will not be refunded.

1. The Application, with all information must be typed or legibly printed in ink.
2. Filings that are submitted in pencil or which are illegible will be rejected.
3. All Requested information must be completed. Do not leave any lines blank!
4. **All names must be complete. Use middle names, where applicable, instead of middle initials.**
5. Incorrect spellings may result in additional costs to you, as well as a delay in the proceedings.
6. Where your signature is required, make certain that you sign, print your name and include your complete address and telephone number, including the area code.
7. **You must bring a certified copy of your birth certificate when you file the Application.**
8. File the completed forms with the Medina County Probate Court. The Probate Court is located on the first floor of the County Court House, which is located on the East side of Medina Square. Our mailing address is 93 Public Square, Medina, Ohio 44256.
9. You may mail your forms to the Probate Court, **but this is not recommended.** If the forms are not properly completed as submitted it will delay your application.
10. You must include the Initial Filing Fee of \$150 with your application.
11. Once you file all the required forms, you will be given a "Notice of Hearing on Change of Name". You must take this notice form to the Medina Co. Gazette and publish the notice. The notice must be in the newspaper once (1) at least (30) days before the hearing. Failure to properly publish the notice will result in the denial of your application. The cost of the publication is paid directly to the newspaper and is not included in the court costs. You should contact the newspaper to inquire as to how much the publication cost will be.
12. After the newspaper publishes your notice, you will receive a Publisher's Affidavit (Proof of Publication) which **you must mail or bring to the Court prior to your hearing.**
13. **All applicants who are adults and all minors 12 years of age or older for whom a name change application has been filed, must attend the hearing.** Failure to attend the hearing will result in a denial of the name change application.

**** ONCE A NAME CHANGE APPLICATION HAS BEEN FILED,
THERE WILL BE NO COURT COSTS REFUNDED. ****

INSTRUCTIONS SPECIFICALLY FOR MINORS

1. In addition to the General Instructions, there are special instructions related to applications filed on behalf of minors.
2. A **Recent Certified copy** (within the past year) of the Birth Certificate is required.
3. If you are attempting to change the name of a minor, the parents of the minor, including an alleged father, must consent to the name change.
4. If a parent or alleged father does not consent to the name change, they must be given proper legal notice of the name change hearing. The non-consenting parent or alleged father is entitled to notice regardless of the amount of contact with the child or the amount of child support paid or not paid.
5. In the first instance, notice is usually given by Certified Mail, Return Receipt Requested.
6. In a minor name change, if a parent or alleged father does not consent, then the applicant must prove by clear and convincing evidence that the name of the minor should be changed. This may require witnesses and evidence to be presented at the hearing. If you have any questions as to how to present your case, you should consult with an attorney. The clerks at the Probate Court are not attorneys and therefore cannot give you legal advice.
7. **For minors 12 and older, minor must sign Minor's Consent form and attend hearing.**