

# **Court of Common Pleas**

**Division of Probate**

**LAKE COUNTY COURTHOUSE, WEST ANNEX**

**MARK J. BARTOLOTTA, JUDGE**

**PAINESVILLE, OHIO 44077**

**BETSY SWINDELL**

**Phone 440-350-2626**

**CHIEF DEPUTY/COURT ADMINISTRATOR**

**Fax 440-350-2628**

## **NAME CHANGE APPLICATION INFORMATION**

**Please review the packet of documents you have received from the clerk. The clerk is not an attorney and cannot answer questions about your name change. Law that you be a resident of Lake County for at least one continuous year before you file your application requires it. If you have not lived in Lake County for at least one year, your application will be dismissed and your filing fees will not be refunded. A copy of your birth certificate must be presented with your application.**

## **BUSINESS IN THIS COURT SHALL BE CONDUCTED ON A CASH BASIS**

**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 or received legal notice of the name change. The parent or alleged father must receive legal notice regardless of the name change in a newspaper of general circulation in the county. It is your responsibility to make sure that the legal notice is correct and completed. If the parents of the minor are divorced, a certified copy of the divorce decree must be presented with the application along with a copy of the minor's birth certificate.**

**In a minor name change, if the parent does not consent, 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 present at the time of the hearing. If you have any questions as to how to present your case, you should consult with an attorney.**

**The papers you file must be typed or written in ink and must be legible. Illegible documents will be refused for filing. All names must be complete. Use middle names instead of middle initials. Incorrect spellings may result in addition to cost to you as well as a delay in the change of name.**

**ONCE A NAME CHANGE APPLICATION HAS BEEN FILED, THERE WILL BE NO COURT COST REFUNDS**