

CHECKLIST- CHANGE OF NAME OF AN ADULT

(Disclaimer: This checklist is intended as a guideline only and is subject to modification by the Court at any time)

INITIAL DEPOSIT DUE AT TIME OF FILING (Cash / Check / Money Order Only): \$105.00

Publication Fee (if applicable): This is determined by the newspaper and applicant pays the newspaper directly.

REQUIREMENT AND PROCESS:

An adult desiring to change the person's name must be a Lake County resident for at least 60 days prior to the filing of a name-change application with the Lake County Probate Court. The application must contain the reason for which the change of name is sought and the new name requested. The application must also be supported by an affidavit verifying specific information required by law.

All documents should be typed and illegible documents will be refused for filing. All names must be complete. If applicable, use middle names instead of middle initials.

A copy of the applicant's birth certificate and a copy of a valid driver's license or state ID must be submitted with the application.

The Court reserves the right to order any of the following: require the submission of additional documentation to support the applicant's name change; require notice by publication in a newspaper of general circulation in the county at least 30 days before a scheduled hearing; hold a hearing on the name-change application; and require a criminal background check. Costs of publication and any fee required for the criminal records check must be paid by the applicant. Pursuant to R.C. 2717.16, certain offenses may prohibit the Court from ordering a change of name.

If a hearing is scheduled, the applicant must appear. Proof of any notice ordered by the Court must be submitted prior to hearing. At hearing, the burden of proof is on the adult to establish that reasonable and proper cause exists for changing the adult's name.

**Note: All paperwork should be typed, single sided, and please do not staple originals.
All documents being filed must have original signature.**

INITIAL FILING:

- Contact Information Form
- Self-Representation Acknowledgment Form (If Applicable)
- Form 21.0 Application for Change of Name of Adult
- Form 21.01 Affidavit in Support of Application for Change of Name of Adult
- Photocopy of Birth Certificate
- Photocopy of Driver's License or State ID (driver's license number, issuance date and expiration date must be redacted)

IF REQUESTING WAIVER OF PUBLICATION: Additional \$5.00 Filing Fee

Along with the application, an applicant may also file LCPC Form 21.20(A), Application to Waive Notice by Publication and Seal File, for the Court's consideration. The Court reserves the right to schedule a hearing on the request or issue a Judgment Entry on the request without hearing. Please refer to R.C. 2717.11 to determine if you can legally meet the requirements to file this form.

- LCPC 21.61 Application to Waive Notice by Publication and Seal File

Lake County Court of Common Pleas
Division of Probate
Judge Mark J. Bartolotta



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