

**GEAUGA COUNTY PROBATE COURT
JUDGE TIMOTHY J. GRENDALL**

CHECKLIST - NAME CHANGE-MINOR

These instructions are provided as a public service of the Geauga County Probate Court, are intended as a guideline only, and are not legal advice. Depending on the circumstances of each case, additional steps may be required that are not listed below. The clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. The documents that you file must be typewritten, legible, and completed in their entirety. The clerks may refuse for filing illegible or incomplete documents. The Court recommends that you obtain legal advice from your attorney or obtain assistance from the Court's Help Center before preparing and filing any forms. You may make an appointment with the Help Center by calling 440-279-1834. If you decide to proceed without assistance from your attorney or from the Court's Help Center, then you should read the following Probate Information Sheet before taking any action:

- Name Change of Minor

Filing Requirements

1. **Identification** - [if applicant is not represented by an attorney - see Geauga Probate Local Rule 78.10] regarding the applicant - provide (1) a government-issued photographic identification (e.g. a current driver's license or passport), and (2) evidence of current mailing address (e.g. recent utility bill, bank statement account, property tax bill, voter registration card).
2. **Form 21.2 Application for Change of Name of Minor** (note that the minor cannot sign any forms)
3. **Form 21.5 Notice of Hearing on Change of Name**
4. **Form 21.3 Judgment Entry - Change of Name of Minor**
5. **Form 21.4 Consent to Change Name** (see Additional Notes below regarding "No Consent")
6. **Certified Copy of Birth Certificate** - certified copy of (long form) birth certificate, showing city, county, and state of birth
7. **Court Cost Deposit** - arrange for payment of court cost deposit. See the "Probate Court Costs" on the Court's website.

Additional Notes

- Residency Requirement. The minor must be a resident of Geauga County for at least one year.

- No Consent - if one or both parents do not sign Form 21.4 - Consent to Change Name, then the applicant must provide the Court with the current or last known address of the parent(s) who did not consent. If there is an unknown parent or the address of a parent who did not consent is unknown, then the applicant shall file with the Court form **GC PF 21.7 - Affidavit - Change of Name-Minor**. If a parent is deceased, then file with the Court a copy of that parent's death certificate (redacting the social security number).
- Confidentiality. See Geauga Probate Local Rule 78.15. If the applicant wants to request that a name change application proceed without the publication requirement in accordance with R.C. §2717.01(A)(4), then the applicant must first file **Form 21.6 Application to Waive Publication Requirement and Seal File**. The Court may schedule a hearing on that application. At the hearing, the applicant must present sufficient evidence to prove that publication of the notice and keeping the filings and proceedings public will jeopardize the applicant's personal safety. The applicant should present at the hearing official or certified copies of police reports, court orders, stalking orders, or other relevant documents related to the application. Note that R.C. §2717.01(B) requires that
- Personal Identifiers See Geauga Probate Local Rule 57.2(C). Do not insert protected personal identifiers into a court document. If ordered by the Court, prepare and file form **GC PF 45.0 - Confidential Disclosure of Personal Identifiers**.