

## Instructions for Change of Name of an Adult

Please review the Name Change packet, the clerk's are not attorneys and therefore cannot answer legal questions about your name change or how to complete the forms.

**The documents that you file must be typewritten, legible AND completed in their entirety** (Forms on our web site can be typed prior to printing). Illegible or incomplete documents may be refused for filing. All names and addresses must be complete, P.O. boxes are not permitted for the applicant's address. Incorrect addresses or incorrect spellings may result in your case being dismissed or continued with additional filings and/or court costs being required.

You must be a resident of Butler County for at least one (1) continuous year prior to the filing the Application. If you have not lived in Butler County for at least a year, your application will be dismissed and your filing fees **will not** be refunded.

**A deposit of \$95.00 is required at the time of filing.** Additional costs may be required the date of your hearing. Please confirm the amount with the clerk since filing fees may have changed subsequent to the publication of this instruction sheet. This fee must be paid in cash, check or money order. After the application is filed, your filing fees **will not** be refunded.

**1. At initial filing you will need:**

- a. **\$95.00 cash check or money order**
- b. **Form 21.0 Application for Change of Name of Adult**
  - i. Make sure that you state the full legal name (first, middle and last) as it is now, and the full name that you are requesting, do not use initials. You must provide the reason for the change of name.
  - ii. The case number and hearing date will be assigned by the clerk.
- c. **Form 21.5 Notice of Hearing on Changing of Name**
  - i. Complete all information that is requested except for the case number and hearing date.

**2. Publish the Form 21.5 Notice of Hearing on Change of Name**

- a. You must publish the *Notice of Hearing on Change of Name 21.5* at least thirty (30) days prior to the hearing in one of the following newspapers.
  - 1) Hamilton Journal News-Hamilton Oh.
  - 2) Middletown Journal-Middletown, Oh.
  - 3) Oxford Press-Oxford, Oh.

There is a separate fee for publication which you will need to pay directly to the newspaper.

After the publication is completed and you have paid the publication fees, the newspaper will send you a "Proof of Publication". You must bring this document with you to the hearing. If the publication is not completed at least thirty days (30) days prior to the hearing, the name change cannot be granted, and you will be required to republish at additional costs to you.

**3. The day of the hearing you will need:**

- a. **Form 21.1 Judgment Entry- Change of Name of Adult**
  - i. You must complete **ALL** information on this form above the Judge's signature line.
- b. **Proof of Publication** from the local newspaper
- c. Photo identification

**IF YOU DO NOT COMPLETE FORM 21.1 (JUDGMENT ENTRY - CHANGE OF NAME OF ADULT) IN IT'S ENTIRETY AND BRING TO THE HEARING WITH YOUR PROOF OF PUBLICATION & PHOTO IDENTIFICATION, THE JUDGE OR MAGISTRATE MAY NOT BE ABLE TO GRANT YOUR APPLICATION .**

**FAILURE TO COMPLETE ALL FORMS IN THEIR ENTIRETY MAY RESULT IN YOUR HEARING BEING CANCELLED OR CONTINUED AND ADDITIONAL COURT COSTS BEING ACCRUED**

After the hearing, if you were born in Ohio, it will be necessary for you to mail a certified copy of the judgment entry (one certified copy will be provided by the Court) to the Bureau of Vital Statistics, 246 North High Street, P.O. Box 15098 Columbus, Ohio 43215-0098. This will become an addendum to your birth certificate. This will *not* change your original birth certificate.

**PROBATE COURT OF BUTLER COUNTY, OHIO**

**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 at 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 before the hearing on this  
application.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Attorney Registration No.

## JUDGMENT ENTRY SETTING HEARING AND ORDERING NOTICE

The Court orders this application set for hearing on the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 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 required by law.

\_\_\_\_\_  
Probate Judge

By: \_\_\_\_\_  
Deputy Clerk

**PROBATE COURT OF BUTLER COUNTY, OHIO**  
**RANDY T. ROGERS, JUDGE**

**IN RE: CHANGE OF NAME OF** \_\_\_\_\_  
(Present Name)  
**To** \_\_\_\_\_  
(Name Requested)  
**Case No.** \_\_\_\_\_

**NOTICE OF HEARING ON CHANGE OF NAME**

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 Butler County, Ohio, requesting the  
change of name of \_\_\_\_\_

to \_\_\_\_\_.

The hearing on the application will be held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at  
\_\_\_\_\_ o'clock \_\_\_\_\_ .m. in the Probate Court of Butler County located in the Historical Butler County Courthouse,  
101 High St., Second Floor Hamilton, OH 45011

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Notice 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 BUTLER COUNTY, OHIO

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 \_\_\_\_\_

\_\_\_\_\_  
Probate Judge

### 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.

Probate Judge/Clerk  
By \_\_\_\_\_  
Deputy Clerk  
\_\_\_\_\_  
Date