

SHELBY COUNTY PROBATE COURT

www.shelbycoprobate.org

MINOR NAME CHANGE CHECKLIST

(revised 06/07/2016)

INITIATION REQUIREMENTS

- ___ Form 21.2 - Application for Change of Name of Minor (*RC 2717.01*)
- ___ Minor child has been a resident of Shelby County, Ohio for at least one year immediately prior to filing of application by a parent, legal guardian, guardian ad litem
- ___ Copy of birth certificate
- ___ Form 21.5 – Notice of Hearing on Change of Name (Court will fax Notice to local newspaper for publication at least 30 days prior to hearing)
- ___ Form 21.4 – Consent to Change of Name (parents, alleged father)
- ___ Form 21.21 – Notice to Parent (that has not consented, whose address is known, by certified mail – return receipt requested)
- ___ Form 21.6 - Application to Waive Publication Requirement and Seal File (IF APPLICABLE)
- ___ First, middle and last name must be spelled out
- ___ Security deposit for costs (*Local Rule 58.1*)

HEARING REQUIREMENTS

- ___ Proof of Publication from local newspaper
- ___ Form 21.3 – Judgment Entry – Change of Name of Minor
- ___ All publication costs and court costs must be paid in full

OTHER: _____
