

GETTING A COURT ORDER FOR NAME CHANGE CLERMONT COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name (Adults: Forms 21.0, 21.1, 21.5, and 271.00) (Minors: check website);
 - 2) Current government-issued photo identification; and
 - 3) \$130.00 filing fee Adults, \$100.00 Minors.

Note: An applicant for change of name must have lived in Clermont County for at least a year prior to filing. Proof of residency is not required; however, the applicant must sign the Application for Change of Name, which includes a statement that the applicant has lived in the county for at least one year immediately prior to filing the application.

Note: The Clermont County Probate Court does not grant fee waivers for name changes. Equitas Health and TransOhio are currently working to secure financial assistance for those who need help with fees.

Where to File:

You should file in person at the Clermont County Probate Court clerk's counter, located at 2379 Clermont Center Dr., Batavia, Ohio 45103, (513) 732-7243.

Fees:

\$130.00 filing fee Adults. You may pay with cash, checks (if local), or money order. Make check or money order payable to the Clermont County Probate Court.

Tips for Filing:

- Use your full middle name instead of your middle initial.
- The application forms may be typed or handwritten in either blue or black ink. If handwriting, make sure it is legible.

Publication:

The court will set a hearing date after you have filed your application forms. At least 30 days prior to the date of that hearing, you must publish notice of the hearing one time in the Clermont Sun. This will cost \$35 and must be paid directly to the newspaper.

Once publication is complete, you must obtain proof of publication from the newspaper and provide this to the court publication prior to the date of your hearing. Because of the short timeline for publication, we recommend that you visit the newspaper very soon after filing in the probate court.

Hearing:

Clermont County Probate Court, 2379 Clermont Center Dr., Batavia, Ohio 45103, (513) 732-7243.

After Name Change Granted:

You will receive two certified copies of the entry approving the change of name will be provided. Additional certified copies of the entry approving the change of name may be obtained for \$1.00 each.

The materials available at this form or web site are for informational purposes only and not for the purpose of providing legal advice. You should contact your attorney or call the probate court to obtain advice with respect to any particular issue or problem.