

GETTING A COURT ORDER FOR NAME CHANGE PREBLE COUNTY

What to File:

- You will need:
- 1) Completed Application for Change of Name (Adults: OH Supreme Court Forms 21.0, 21.1, and 21.5) (Minors: contact the court); and
 - 2) \$94.00 filing fee.

Note: An applicant for change of name must have lived in Preble County for at least a year at the time of the application. The applicant need not present proof of residency. 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 Preble 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.

Note: An applicant may file an Application to Waive Publication Requirement and Seal File. To apply, fill out form 21.6.

Where to File:

You must file in person at the Preble County Probate Court, 101 East Main St. #2, Eaton, OH 45320, (937) 456-8137.

Fees:

\$94.00 filing fee. Pay with cash or check only. Make check payable to Preble County Probate Court.

Tips for Filing:

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

Publication:

Notice of your name change application must be published **at least 30 days before** your hearing. The probate court recommends that you public notice in the Register Herald. This costs approximately \$30. Because of this short timeline, we recommend you visit the newspaper immediately after you file in the probate court.

The court will provide the appropriate forms for you to bring to the newspaper. Once publication has been completed, you must obtain proof of publication from the newspaper and provide this to the court either before or at your hearing.

Hearing:

Preble County Probate Court, 101 East Main St. #2, Eaton, OH 45320, (937) 456-8137.

After Name Change Granted:

You will receive certified copies of the entry approving the change of name. Request 6-10 certified copies of the entry; the court has indicated that there will be no additional costs associated with such a request.

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.