

**IN THE COURT OF COMMON PLEAS  
PROBATE and JUVENILE DIVISIONS  
MEDINA COUNTY, OHIO**

IN RE: \_\_\_\_\_ CASE NO: \_\_\_\_\_

INSTRUCTIONS FOR CHANGE or CORRECTION TO PARTY INFORMATION

This shall serve as notice to the Court and to all parties involved in the above captioned case of the following party's change / correction of identification. The Court and all involved parties should direct all future correspondence to the new information below.

Date: \_\_\_\_\_ Party's Name: \_\_\_\_\_

Information in the case management system:

**Old** Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_

I hereby direct the Clerk to make the following changes and further **(check one)**  **authorize**  **do not authorize** changes to be made in the case management system in the following other cases for which I am named in any capacity:

Name: \_\_\_\_\_

**New** Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_

Signature or authorization of Party making Changes: \_\_\_\_\_

IF FORM IS COMPLETED BY COURT OR COURT EMPLOYEE:

Time & Date Information taken: \_\_\_\_\_ By: \_\_\_\_\_