

INSTRUCTIONS FOR COMPLETING AN APPLICATION TO CONFORM LEGAL NAME

GENERAL INSTRUCTIONS FOR BOTH ADULTS & MINORS

The law requires that you have been a resident of Medina County for sixty (60) days before you file your Application. In the case of a minor, the minor must be at least sixty days old. If you have not lived in Medina County for at least sixty days, your Application will be dismissed and your filing fees will not be refunded.

1. The Application, with all information must be typed or legibly printed in **ink**.
2. All requested information must be completed. Do not leave any lines blank!
3. **All names must be complete. Use middle names, where applicable, instead of middle initials.**
4. **You must bring a recent certified copy of your birth certificate (issued within the past year) and originals of any non-conforming identity documents when you file the Application.**
5. File the completed forms with the Medina County Probate Court. The Probate Court is located on the first floor of the County Court House, which is located on the East side of Medina Square. Our mailing address is 225 E. Washington St., 4th Floor, Medina, Ohio 44256.
6. You must include the Initial Filing Fee of \$150 (Adult) or \$175 (Minor) with your application.
7. If there is a hearing, all applicants who are adults and minors 10 years of age or older for whom an application to conform legal name has been filed, must attend the hearing. Failure to attend the hearing will result in a denial of the application.

INSTRUCTIONS SPECIFICALLY FOR MINORS

1. A **Recent Certified copy** (within the past year) of the Birth Certificate is required.
2. If publication is required, a "Notice of Hearing on Conforming Legal Name" will be mailed to you. You must sign and return it to the Court so we can send it to the Medina Co. Gazette for publication. You must then call the Gazette to pay for the cost of publication. The notice must be in the newspaper once at least thirty (30) days before the hearing. Failure to properly publish the notice may result in the denial of your application.
3. After the newspaper publishes your notice, you will receive a Publisher's Affidavit (Proof of Publication) which **you must mail or bring to the Court prior to your hearing.**
4. If you are attempting to conform the legal name of a minor, the parents of the minor, including an alleged father, must either consent to the application, or be given proper legal notice of the hearing. The non-consenting parent or alleged father is entitled to notice regardless of the amount of contact with the child or the amount of child support paid or not paid.

PROBATE COURT OF MEDINA COUNTY, OHIO

Kevin W. Dunn, Judge

IN RE: The Name of: _____
(Present Name)

Case No.

APPLICATION TO CONFORM LEGAL NAME OF ADULT

[R.C.2717.04 and 2717.05]

Applicant is an adult and has been a bona fide resident of Medina County, Ohio, for at least sixty (60) days immediately before filing this application.

Applicant states that a misspelling, inconsistency, or other error of Applicant's legal name exists on one or more of his or her official identity documents, which causes a discrepancy in Applicant's chain of identity. This application provides the necessary information to explain the misspelling, inconsistency, or other error and the corrections needed to conform Applicant's legal name on all official identity documents.

Applicant's Information:

Correct current legal name: _____

Address: _____

Marital Status: Never Married Married Widowed Divorced Separated

Name at birth: _____

Date of birth: _____

State where birth record was issued: _____

Desired legal name: _____

The following official identity document(s) contain a misspelling, inconsistency or other error: [Check all that apply]

- | | |
|------------------|----------------------------------|
| Birth Record | Marriage Record |
| Driver's License | State Issued Identification Card |
| Divorce Record | Social Security Card |
| Passport | Other _____ |

The misspelling, inconsistency, or other error on the official identity document(s) marked above is described below:

Official identity document: _____

Incorrect name that requires correction on this document: _____

Correct name that should be stated on this document: _____

Official identity document: _____

Incorrect name that requires correction on this document: _____

Correct name that should be stated on this document: _____

Check this box if more than two official identity documents are affected, and attach the information on a separate page.

PROBATE COURT OF MEDINA COUNTY, OHIO

Kevin W. Dunn, Judge

IN RE: The Name of: _____
(Present Name)

Case No.

**AFFIDAVIT IN SUPPORT OF APPLICATION
TO CONFORM LEGAL NAME OF ADULT**

[R.C.2717.06(A)]

Sate of Ohio, County of Medina, SS.

The undersigned, in support of the Application to Conform Legal Name of Adult, deposes, says and verifies all of the following:

- (1) The Applicant has been a bona fide legal resident of this county for a period of at least 60 days;
- (2) The Application is not made for the purpose of evading any creditors or other obligations;
- (3) The Applicant is not a debtor in any currently pending bankruptcy proceeding;
- (4) All documentary evidence submitted with the Application is true, accurate and complete.

The Applicant certifies under penalty of perjury that the statements in this Affidavit are true and complete.

Date

Applicant's Signature

Sworn to before me and subscribed in my presence the _____ day of _____

Notary Public

Typed or Printed Name

Commission Expiration Date: _____

PROBATE COURT OF MEDINA COUNTY, OHIO

Kevin W. Dunn, Judge

IN THE MATTER OF: _____

Case No. _____

SELF-REPRESENTATION ACKNOWLEDGEMENT

I acknowledge that I have read, understand and agree with all of the following statements:

1. The Court strongly recommended that I hire an attorney to represent me in this case. Contrary to the Court's recommendation, I have chosen to proceed with this case on my own without the assistance of an attorney.
2. I have the time, knowledge and ability to handle all aspects of this case correctly without assistance from the Court or any other person.
3. The Court and its Deputy Clerks are prohibited by law from assisting me with any aspect of this case, including without limitation determining what forms I am required to file and how to complete those forms.
4. The Court and its Deputy Clerks cannot provide me with any information regarding how to properly handle this case beyond the information on the Court's website: www.MedinaProbate.org.
5. I am responsible for understanding and correctly applying those portion of the Ohio Revised Code, Rules of Superintendence for the Courts of Ohio, Medina County Probate Court Local Rules of Practice, and all other rules, regulations, policies and case law that relate to this case.
6. The Court will hold me to the same standards that apply to attorneys and persons represented by attorneys in similar probate proceedings.
7. I have a duty to act fairly, honestly, impartially and in the mutual best interest of all persons or entities that may have an interest in this case. I also have a duty to not do anything in my self-interest that is detrimental or harmful to others.
8. I may be personally liable to any person or entity that suffers financial damages as a result of anything I do in this case that does not comply with the legal requirements that apply to this case.
9. If I violate anything in this Self-Representation Acknowledgement, the Court may terminate my authority to proceed further with this case, or may require that I must be represented by an attorney to continue with this case.

Applicant Signature

Typed or printed Name

Address

City

State

Zip

Phone Number (include area code)

E-mail Address