

MIAMI COUNTY PROBATE COURT
(www.co.miamicountyohio.gov)

CHECKLIST: CONFORM LEGAL NAME OF ADULT

- Forms must be typewritten or printed legibly in ink.
- Names must be completed in full (include complete name, first-middle-last, on all documents).
- There may be additional requirements based upon the specific circumstances in the case.
- Filing a Conform Legal Name will correct an inconsistency, misspelling or other error in a person's legal name. The action conforms a legal name to correct problems *in the past*. ***IT DOES NOT CHANGE A PERSON'S LEGAL NAME AND IT WILL NOT CHANGE THE NAME ON THE BIRTH CERTIFICATE.***

INITIAL FILINGS / REQUIREMENTS:

- Court cost due at time of filing (Local Rule 58.1). There may be additional court cost due during the name change process.
- **Form 21.7 – Application to Conform Legal Name of Adult** (R.C. 2717.04 & 2717.05, 2717.18)
 - Applicant must be a resident of Miami County, Ohio for at least sixty (60) days immediately before filing the application.
 - Applicant's driver's license or state I.D. is to be presented at the time of filing.
 - Originals or certified copies of the official identity documents that contain a misspelling, inconsistency or other error of the adult is to be provided at the time of filing.
- **Form 21.07 – Affidavit in Support of Application to Conform Legal Name of Adult** (RC 2717.06)
- **Form 21.11 – Judgment Entry Setting Hearing and Ordering Notice** (RC 2717.08 & 2717.14)
 - Will only be used if a hearing is scheduled.
 - If a hearing is scheduled, the Entry will be mailed to the applicant or their attorney. The applicant and their attorney must appear at the hearing.
- **Form 21.12 – Notice of Hearing on Change of Name** (RC 2717.08, 2717.14)
 - Will only be used if a hearing is scheduled.
 - If a hearing is scheduled, the Court will coordinate the publication with a newspaper.

- **Form 21.6B Application to Waive Publication Requirement and Seal File, *IF APPLICABLE*, (R.C. 2717.11)**
 - Must attach documentation / satisfactory proof that open records of the name change or publication of the hearing notice would jeopardize the applicant's personal safety.
- **Form - Entry Setting Hearing**
 - Only necessary if Form 21.6 - Application to Waive Publication Requirement and Seal File is filed.
- **Form 45D - Confidential Disclosure of Personal Identifiers (SupR 45(D), LR 45)**
 - Only to be used when personal identifiers are omitted from a case document.
- **Form - Request for Interpreter**
 - Only necessary if there is need for a foreign language or a deaf interpreter at the hearing.

HEARING REQUIREMENTS:

- **Form - Motion to Continue Hearing**
 - Additional costs may be required.
- **Form 21.8 – Judgment Entry – Conforming Legal Name of Adult (RC 2717.10)**
 - The attorney of record or the applicant will receive certified copies of the Judgment Entry, if approved.
 - The Judgment Entry Conforming Legal Name of Adult *will not change the applicant's name on their birth certificate.*