

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

**CHECKLIST: CONFORM LEGAL NAME OF MINOR**

- 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 21.9 – Application to Conform Legal Name of Minor** (R.C. 2717.04 & 2717.05, 2717.13 & 2717.18)
  - Minor 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 minor is to be provided at the time of filing.
  - Certified copy of the death certificate (for deceased parent(s)) is to be provided at the time of filing.
  - Certified copy of Court order granting legal custody is to be provided at the time of filing, if applicant is legal custodian(s).
- **Form 21.09 – Affidavit in Support of Application to Conform Legal Name of Minor** (RC 2717.06)
- **Form 21.13 – Consent to Name Conformity** (RC 2717.14)
  - Parent(s), alleged father, stepparent, legal custodian(s), or guardian ad litem(s).
  - Check with the Court for consent requirements.
- **Form – Notice to Parent**
  - Who has not consented and whose address is known. The Court will mail the Notice, by certified mail, to the parent(s) who has not consented.
- **Form - Affidavit Listing Three 3 Attempts to Locate**
  - Contact the court for further requirements.

- **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, minor, and their attorney must appear at the hearing.
- **Form 21.12 - Notice of Hearing on Conforming Legal 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 of general circulation in the county at least thirty (30) days prior to the hearing.
- **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 (minor'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 - 21.10 Judgment Entry Conforming Legal Name of Minor** (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 Minor *will not change the child's name on their birth certificate.*