

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

NEW CASE GUIDELINES – E-FILE NAME CHANGE ADULT

Documents to Submit with Your E-Filing

- Application to Change Name (Adult) ([Form 21.0](#)).

(**MUST** be typed complete with ink signatures or **E-Signatures**.)

- Birth Certificate Information Form (**MUST** be typed complete with ink signatures or **E-Signatures**.)

- Copy of the Applicant's Birth Certificate.

Non-English certificates **MUST** be accompanied by a professional translation.

You **MUST** bring the **original documents** to your hearing, including:

- Applicant's valid photo identification.

BEFORE YOU FILE...

Probate Court staff are not permitted to give legal advice. Before filing with the Court, patrons should contact the Ohio Department of Health (Bureau of Vital Statistics), Social Security Administration, and related records agencies for change of name requirements and instructions.

Example: Persons assuming the last name of a spouse **MAY NOT NEED** a Probate order to change their name.

AS YOU PREPARE TO FILE...PLEASE NOTE

All prior changes of name (e.g., names assumed through marriage, restored by divorce, or altered in any way by naturalization or the adoption process) may affect your petition.

If you have legal questions about changing your name, please consult an Ohio licensed attorney **BEFORE** you submit filings and payment to the Probate Court.

Filing Status and Notification of Hearing

- If the filing is accepted, you will receive notification by email.
- If a hearing is scheduled, you will receive a Notice of Hearing by email or regular mail within 3-5 business days.
- If the filing is not accepted, you will receive notification of the reason for rejection by email. Corrected filings may be resubmitted within 72 hours. After 72 hours, you must file a new case.

Electronic Signature Format

Applicants and Attorneys **MUST** sign documents in ink **OR** use an E-Signature. See example below.

Type **"/S/"** in front of your typed name on the signature line.

The applicant states that the applicant will cause notice of the application to be published once in a newspaper of general circulation in this county at least thirty (30) days before the hearing on this application. In addition, notice will be given by the applicant to any non-consenting parent or alleged parent, whose addresses are known, by certified mail, return receipt requested.	
_____ Attorney for Applicant	<u>/S/John W. Doe</u> Applicant's Signature
_____ Typed or Printed Name	John W. Doe Typed or Printed Name
	12345 Main Street

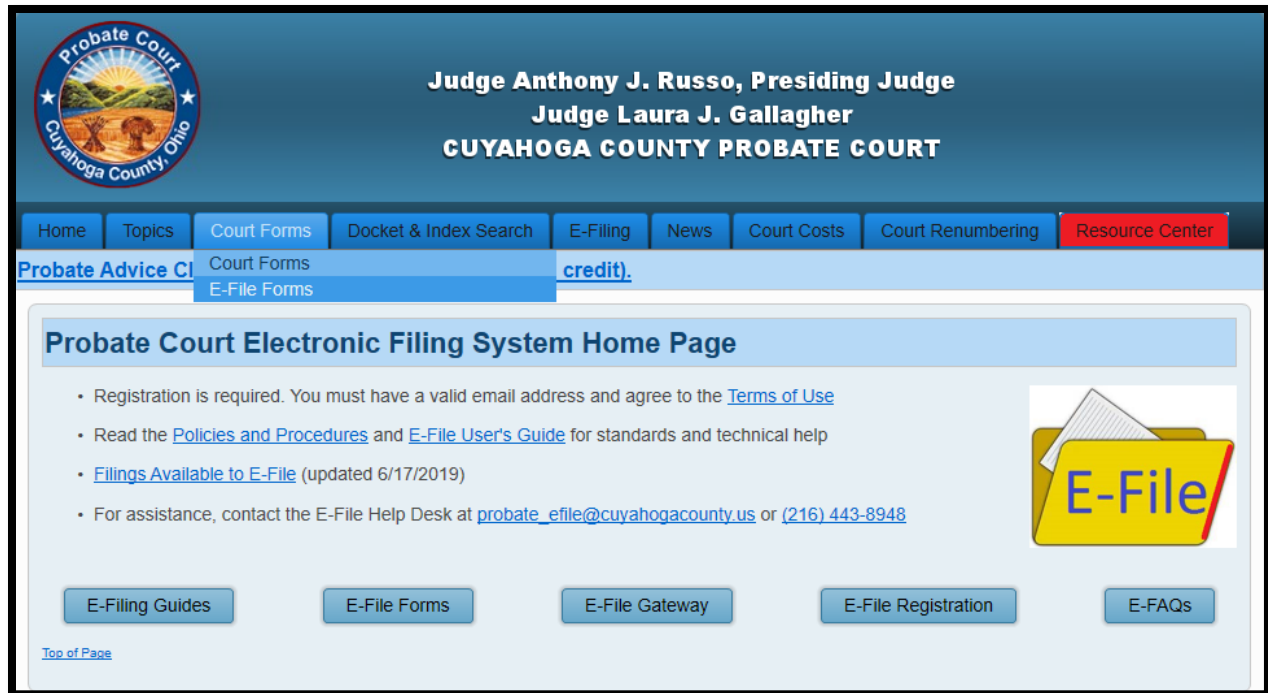
Quick Steps For E-Filing

1. Create a Probate Court E-File Account at the [E-File Account Registration page](#).
2. Download, type completely, sign, and save to your PC all required [E-File forms](#).
Sign documents in ink **OR** use an **E-Signature** by typing **"/S/"** in front of the typed name on the signature line.
3. To prepare for your hearing date, read the [Information Regarding Adult Name Change Applications](#).
4. Login, add your parties and documents, review your information and submit your credit card payment.
The name on the credit/debit card MUST match the Registered Account Name.
5. On the Payment screen, submit the filing On Behalf of the **Old Name** party role to receive a confirmation number.
Please keep this confirmation for your records.

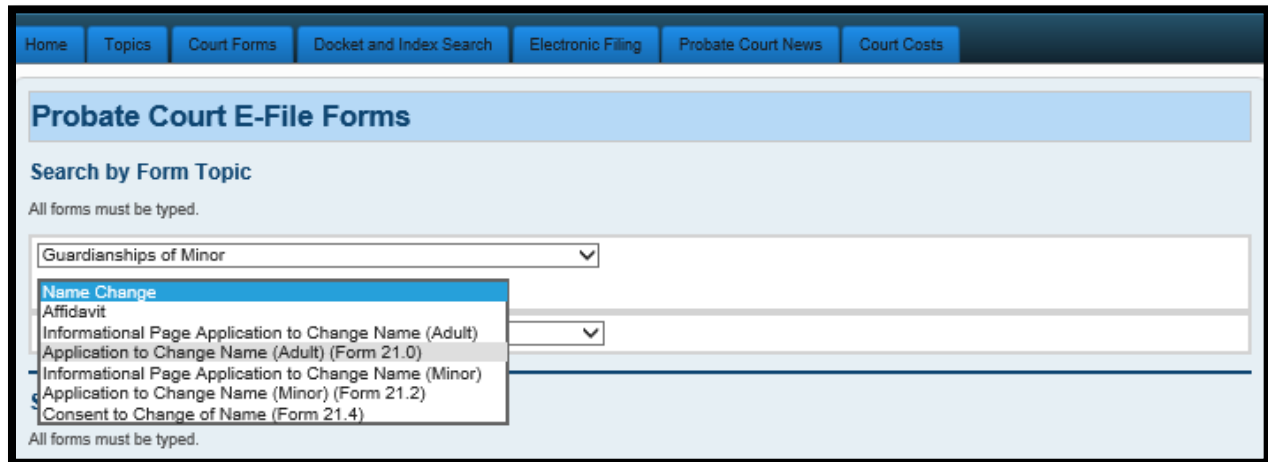
Additional Information

- Applicants **MUST** have been a resident of Cuyahoga County for at least one year immediately prior to filing.
- Any incorrect information and/or any changes made to your Application **AFTER** the initial filing date **AND** once publication has started **MAY DELAY** the Court proceedings. If your Application needs to be **AMENDED** for any reason, there may be an additional \$50.00 charge and may result in a later hearing date and a re-publication for the **AMENDED** Application.
- If your Application is **GRANTED**, you will receive certified copies of the Court Order within 7-10 business days. **It is your responsibility to notify any pertinent agencies of the new name.**
- Access the Probate Court [Name Change topic page](#) for additional information regarding name changes.
- Contact the [Ohio Department of Health, Bureau of Vital Statistics](#) for an Amended Birth Certificate.

From the [Electronic Filing System Home Page](#), find **E-File Forms** under the **Court Forms** tab.



Select **E-File Forms** and navigate to the *Application to Change Name (Adult) (Form 21.0)*.



Complete the *Application to Change Name (Adult) (Form 21.0)* and the attached *Birth Certificate Information Form* and save them to your PC to upload later.

All documents MUST be TYPED, Ink Signed or E-Signed. Handwritten applications and incomplete applications will be rejected.

Fill-in ALL fields and appropriate check-boxes on the *Application (Form 21.0)*.

(Leave the "CASE NO." field blank—the Court will provide this number later.)

IN RE: CHANGE OF NAME OF <u>Robert Allan Smith</u> <small>(Present Name)</small>
TO <u>Robert Thomas Smith</u> <small>(Name Requested)</small>
CASE NO. _____
APPLICATION FOR CHANGE OF NAME OF ADULT [R.C. 2717.01]
The applicant states that the applicant is an adult and has been a bona fide resident of Cuyahoga County, Ohio, for at least one year immediately prior to the filing of this application.
The applicant requests a change of name from <u>Robert Allan Smith</u> to <u>Robert Thomas Smith</u> for the following reason: <u>I would like to honor my late Grandfather by using his first name as my middle name.</u>

Be sure to answer and initial Questions 1 and 2.

The applicant states that the applicant	
1) _____ Initials	<input type="checkbox"/> has <input type="checkbox"/> has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity fraud.
2) _____ Initials	<input type="checkbox"/> has <input type="checkbox"/> has no duty to comply with R.C. 2950.04 or R. C. 2950.041 because the applicant was convicted of, pled guilty to, or was adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim oriented offense.

Once your documents are signed and saved to your PC, return to the [Electronic Filing Home Page](#).

Login at the **E-File Gateway** if you have an account, then continue to page 7.

If you do not have an E-File Account, select **E-File Registration** from the home page.
(Complete all required fields as shown on page 5.)

Notice of account approval will be sent to your email.
When your account is approved, follow the **Login** steps on Page 6.

Create An E-File Account. Your submission will be reviewed within 72 hours.



CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY

[Home](#)

CREATE AN E-FILE ACCOUNT

Password must be at least six (6) characters long with one (1) numeric value.
Security Question answer must be at least two (2) characters long.
All account submissions will be reviewed within 72 hours.

Name

ATTORNEY ▼

Test

Middle

Only

Suffix ▼

Email address

tonly@cuyahogacounty.us

Enter a password

●●●●●●

Confirm password

●●●●●●

Choose a security question

WHAT IS THE NAME OF YOUR FIRST PET? ▼

Security question answer

Duffy

I am an attorney. 1234567

I am [pro se](#)

[E-Notice Sign Up](#)

I agree to the [terms of use](#)

Clear

Cancel

Submit

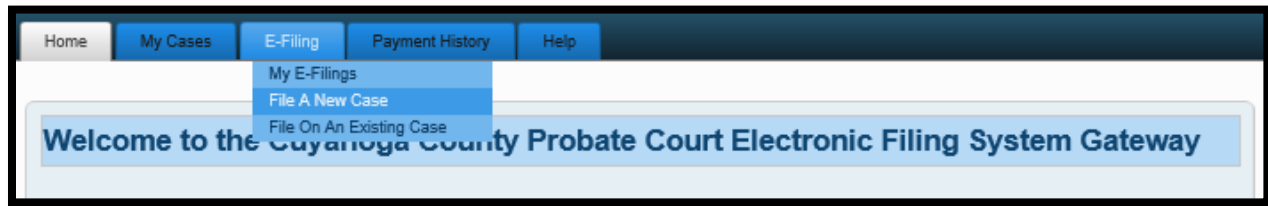
Go to the [Electronic Filing System Home Page](#). Select the **E-File Gateway**.

The screenshot shows the homepage of the Cuyahoga County Probate Court's Electronic Filing System. At the top left is the court's logo. The header identifies Judge Anthony J. Russo as the Presiding Judge and Judge Laura J. Gallagher. A navigation bar includes links for Home, Topics, Court Forms, Docket and Index Search, Electronic Filing, Probate Court News, and Court Costs. The main heading is "Probate Court Electronic Filing System Home Page". Below this, a list of instructions and updates is provided, including links to Terms of Use, Policies and Procedures, and an E-File User's Guide. A yellow folder icon labeled "E-File" is positioned to the right. At the bottom, there are five buttons: E-Filing Guides, E-File Forms, E-File Gateway, E-File Registration, and E-FAQs. A "Top of Page" link is located in the bottom left corner.

Login using your **Login ID** (email address) and your **Password**.

The screenshot displays the login page for the Cuyahoga County Probate Court's E-Filing Gateway. The header features the court's logo and the text "CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY". A "Home" button is visible in the top left. The main content area contains a message: "To use the Cuyahoga County web gateway, please log in using the user name and password registered to you. Services include viewing your cases, e-filing and printing your reports." Below the message are two input fields: "Login ID" with the value "tonly@cuyahogacounty.us" and "Password" with seven dots. A "Login" button is positioned below the password field. At the bottom, there are two links: "Create an account" and "Forgot Password".

Select the **E-Filing** Tab, then click **File A New Case...**

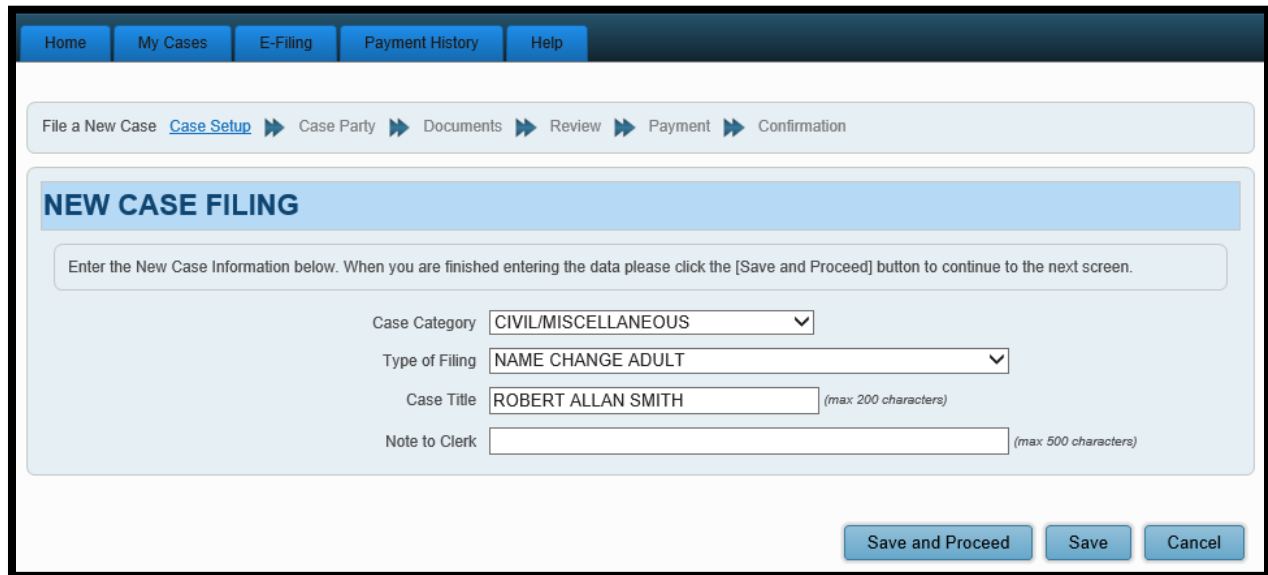


For **Case Category** select *CIVIL/MISCELLANEOUS*.

For **Type of Filing** select *NAME CHANGE ADULT*.

For **Case Title** type the full legal name (first, middle, last) of the Applicant.

Note to Clerk is an optional field for brief notes or questions for the E-File clerk.
(DO NOT use this field to present facts or questions relevant to your hearing.)



Selecting **Save** assigns a **Confirmation** number and saves your work to your account with an **Incomplete** status. (Use this option if you wish to stop here and continue your filing later.)

Selecting **Save and Proceed** stores your filing, assigns a **Confirmation** number, and advances you to the **ADD PARTY MEMBERS** screen.

ADD PARTY MEMBERS and click **Save Party** for each **Case Party Role**.

Enter your full legal present name (first, middle, last) as your **Old Name**.
 Enter the full name requested (first, middle, last) as your **New Name**.

Application Fields (Form 21.0)	Party Role for Applicant
<i>Present Name</i>	Old Name
<i>Name Requested</i>	New Name

Case Party Role information **MUST** match the information on the *Application (Form 21.0)*.

Note: If the Applicant currently has one name only, type it in the **Last Name** field for the **Old Name**.

Note: If the Applicant is requesting a change of name to one name only, use the **Last Name** field for **New Name**.

Use **PARTY ROLE REVIEW** to proofread your information before selecting **Save and Proceed**.



Edit Party Role



Delete Party Role

After you **ADD PARTY MEMBERS**, you must **ADD DOCUMENTS** for the filing.

Required documents:

- *Application to Change Name (Adult) (Form 21.0) with Birth Certificate Information Form*
- *Copy of Applicant's Birth Certificate* (scan as PDF to your PC)

Home My Cases E-Filing Payment History Help

File a New Case Case Setup Case Party Documents Review Payment Confirmation Conf. # 814

ADD DOCUMENTS

Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

This filing requires the following document(s):
• APPLICATION TO CHANGE NAME (ADULT) FILED.

Document: APPLICATION TO CHANGE NAME (ADULT) ▼
Docket: APPLICATION TO CHANGE NAME (ADULT) FILED. ▼
Document Location: Browse RAS_Name Change_2016-12-01.pdf
Number of Pages: 2 (max 9999)

Add This Document

DOCUMENT REVIEW

No documents to list.

Save and Proceed

Browse and locate on your PC your saved PDF files. (Attach the *Birth Certificate* separately.)

Enter the number of pages in your uploaded file in the area provided.

Then select **Add This Document**.

Home My Cases E-Filing Payment History Help

File a New Case Case Setup Case Party Documents Review Payment Confirmation Conf. # 814

ADD DOCUMENTS

Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

This filing requires the following document(s):
• APPLICATION TO CHANGE NAME (ADULT) FILED.

Document: APPLICATION TO CHANGE NAME (ADULT) ▼
Docket: APPLICATION TO CHANGE NAME (ADULT) FILED. ▼
Document Location: Browse RAS_Name Change_2016-12-01.pdf
Number of Pages: (input field)

Add This Document

DOCUMENT REVIEW

No documents to list.

Choose File to Upload

Adult Name Change Info > RAS_Name Change_2016-12-01.pdf

Name	Date modified	Type	Size
RAS_Name Change_2016-12-01	12/1/2016 9:35 AM	Adobe Acrobat D...	101 KB

Microsoft Paint | ^
Name Changes
Paint Screen Shc
OneDrive

Added document(s) will display in the **DOCUMENT REVIEW** area.

DOCUMENT REVIEW

Docket	Pages	File Name
APPLICATION TO CHANGE NAME (ADULT) FILED.	2	RAS_Name Change_2016-12-01.pdf
COPY OF BIRTH CERTIFICATE FILED	1	RAS_Birth Certificate_2016-12-01.pdf
SUPPLEMENTAL DOCUMENT(S) FILED	1	RAS_BC_Translation_2016-12-01.pdf

[Save and Proceed](#)



Remove
Document

Select **Save and Proceed** to continue to the final **FILING REVIEW** screen.

FILING REVIEW [EDIT](#)

Below is a summary of the E-Filing data you have entered. To modify any of the data please use the navigation links above or the [Edit] links to the right of each heading. If the data below is correct click the [Save and Proceed] button to continue.

Case Category: CIVIL/MISCELLANEOUS
Type of Filing: NAME CHANGE ADULT

PARTY ROLE REVIEW [EDIT](#)

NEW NAME1: [\(REPRESENTED BY ONLY \(1234567\)\)](#)
ROBERT THOMAS SMITH
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44111
(216) 123 - 4567

OLD NAME1: [\(REPRESENTED BY ONLY \(1234567\)\)](#)
ROBERT ALLAN SMITH
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44111
(216) 123 - 4567

DOCUMENT REVIEW [EDIT](#)

Docket	Pages	File Name
APPLICATION TO CHANGE NAME (ADULT) FILED.	2	RAS_Name Change_2016-12-01.pdf
COPY OF BIRTH CERTIFICATE FILED	1	RAS_Birth Certificate_2016-12-01.pdf
SUPPLEMENTAL DOCUMENT(S) FILED	1	RAS_BC_Translation_2016-12-01.pdf

[Save and Proceed](#)

Select [EDIT](#) to make corrections.

When all information is correct, select **Save and Proceed** to continue to the **PAYMENT** screen.

Payment is authorized at the time of submission.

Your **Credit** or **Debit Card** will be charged only **AFTER** your E-Filing has been accepted.

Submit the filing “**On Behalf of**” the Applicant’s “**OLD NAME**” party role.

Complete your card billing information.

The name on the credit/debit card **MUST MATCH** the Registered Account Name.

Third party payments will **NOT** be accepted.

PAYMENT

Enter your credit or debit card information below to authorize payment. Your card will be confirmed for the amount shown on the Total Deposit Required line while your filing is under review and charged only after your filing has been accepted by the Court.

An additional convenience fee will be charged by Point and Pay for electronic payment. This will appear as a separate charge on your statement. The convenience fee is non-refundable outside of the same business day your electronic filing is accepted.

The name on the credit/debit card **MUST** match the Registered Account Name. Third party payments will **NOT** be accepted.

Filing Charges	\$130.00
Convenience Fee	\$4.95
Total Deposit Required	\$134.95

On Behalf of: OLD NAME SMITH/ROBERT/ALLAN

Payment Type Credit Card Debit Card

Bill To

First Name TEST Last Name ONLY

Address Line 1 1 WEST LAKESIDE AVENUE

Line 2 SUITE 134


City CLEVELAND

State OHIO Zip 44113

Card Number 123456789123456 (without dashes or spaces)

Expiration (Month/Year) JAN / 2017

CSV/CID Code 123 (AMX 4 digits on front, all others 3 digits on back of card)



Review your information, then select **SUBMIT** to send your filing to the Court for review. A confirmation screen will display.

Print a copy of the confirmation screen for your records.
(See sample confirmation on following page...)

Sample confirmation screen...

File a New Case Case Setup ► Case Party ► Documents ► Review ► Payment ► Confirmation Conf. # 814

FILING CONFIRMATION

Your filing has been submitted. Below is a summary of this transaction you may [Print] or copy for your records.

Your card is confirmed for the amount shown on the Total Confirmed line while your filing is under review and charged only after your filing has been accepted by the Court.

Conf. #: 814
Date/Time Submitted: 12/01/2016 09:54:00

Case Category: CIVIL/MISCELLANEOUS
Type of Filing: NAME CHANGE ADULT
Case Title: ROBERT ALLAN SMITH

PARTY ROLE INFORMATION

NEW NAME1: (REPRESENTED BY ONLY (1234567))
ROBERT THOMAS SMITH
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44111
(216) 123 - 4567

OLD NAME1: (REPRESENTED BY ONLY (1234567))
ROBERT ALLAN SMITH
1 MAIN STREET
APARTMENT 1
CLEVELAND, OH 44111
(216) 123 - 4567

DOCUMENT INFORMATION

Docket	Pages	File Name
APPLICATION TO CHANGE NAME (ADULT)	2	RAS_Name Change_2016-12-01.pdf
BIRTH CERTIFICATE	1	RAS_Birth Certificate_2016-12-01.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	RAS_BC_Translation_2016-12-01.pdf

PAYMENT

Filing Cost: \$130.00
Convenience Fee: \$4.95
Total Confirmed: \$134.95
Payment Type: Credit Card
Credit Card Number: *****1111
Submitted/Authorized Date: 12/1/2016

Your E-Filing now has a status of **Received** and cannot be edited while under review by the Court. Your filing can be **Canceled** from the E-File System through the **My Filings** tab.

Users will be notified by email if a filing has been **Accepted** or **Rejected**.

Refer to the [Informational Page for Adult Name Changes](#) located under **E-File Forms** for additional information about the filing after its acceptance by the Court.