

# PROBATE COURT OF CUYAHOGA COUNTY, OHIO

## NEW CASE GUIDELINES – E-FILE NAME CHANGE MINOR

### Documents to Submit with Your E-Filing:

- Application to Change Name (Minor)* ([Form 21.2](#))  
(**MUST** be typed and signed by Applicant with ink or E-Signatures.)
- Birth Certificate Information Form* (Attached to Form 21.2, signed by Applicant with ink or E-Signatures.)
- Copy of the minor's birth certificate  
(Non-English certificates **MUST** be accompanied by a professional translation.)
- Consent to Change of Name of Minor* ([Form 21.4](#))  
(**MUST** be typed and signed with ink signatures by the non-applicant parent or guardian. **MUST** be notarized.)

### If *Consent* is NOT submitted with your E-Filing...

#### **The Applicant MUST bring to the hearing one (1) of the four (4) following:**

1. *Consent to Change of Name of Minor* signed by non-applicant parent or guardian, and notarized.
2. Proof of Certified Mail Service of the Notice of Hearing to non-consenting parent or legal guardian.

If the address of the non-applicant parent or legal guardian is unknown, service should be attempted at the LAST KNOWN ADDRESS. At the hearing, the Court will inquire as to your attempts to locate the parent or guardian.

(Proof of Service includes: Returned Certified Mail "green card," OR printed Delivery Confirmation of Mail from the online U.S. Post Office Cert. Mail tracker, OR the Undelivered Certified Mail returned to the applicant/attorney.)

**Note:** If service is unclaimed, the applicant may be required to file a *motion to serve by ordinary mail* and the Court may schedule additional hearings on the matter.

3. [Affidavit](#) attesting mother's/father's whereabouts are unknown.
4. [Affidavit](#) attesting identity of father is unknown.

(Affidavits **MUST** be typed and signed with ink by the applicant, and notarized.)

**Proper notification of the hearing to parents, guardians, or other interested parties is required.**  
For more information about notification, and your hearing date,  
review the [Information Regarding Minor Name Change Applications](#).

### In addition to the documents listed above, original documents you **MUST** bring to your hearing: (One or more may apply to your situation):

- Applicant's valid photo identification.
- All documents or court orders establishing paternity (if the name of the father is not on the birth certificate).
- Copy of death certificate of any deceased parent of the minor.
- Certified order of guardianship of the minor (if the Applicant is a guardian).

## Minor Name Change May Not Be Necessary:

- If the name requested for the minor was already granted by order of a different court or by affidavit (E.g. Acknowledgment of Paternity, City Hall affidavit, CSEA).
- If the minor is a naturalized citizen, and the name requested for the minor was already changed through the naturalization process.
- If the minor is currently a party to a pending legal adoption case in a court of law.

**If you have any questions about a legal change of name, please consult an Ohio licensed attorney **BEFORE** you submit filings to the Probate Court.**

## Electronic Signature Format:

Sign documents in ink **OR** use an electronic conformed signature (**E-Signature**).

**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

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

/S/John W. Doe

\_\_\_\_\_  
Applicant's Signature

John W. Doe

\_\_\_\_\_  
Typed or Printed Name

12345 Main Street

\_\_\_\_\_  
Address

## 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 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.

## Additional Information:

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.

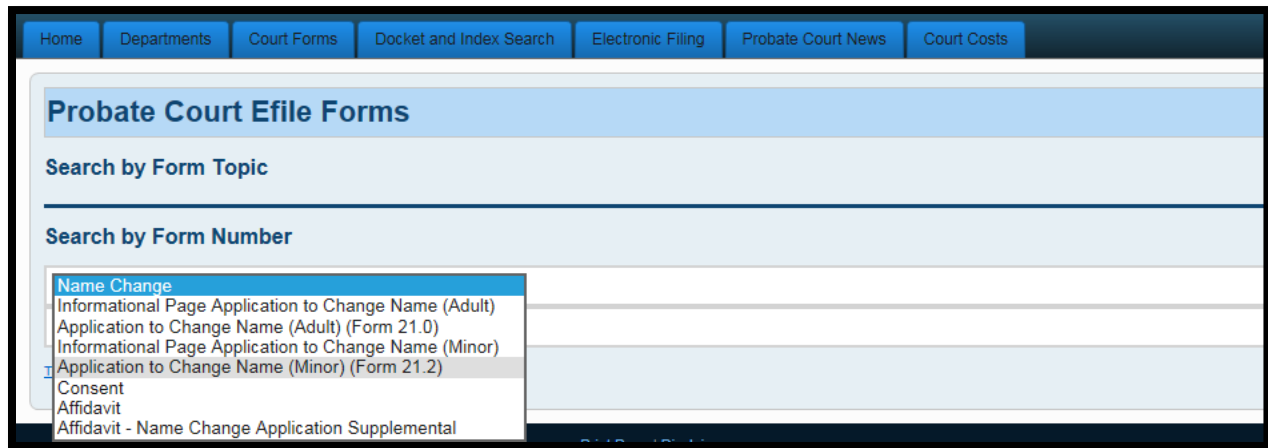
If your Application is GRANTED, you will receive certified copies of the Court Order within 7-10 business days. It is your responsibility to notify any pertinent agencies of the new name. Visit the Court's [Name Change topic page](#) for more information about certified copies and name changes through other courts or agencies.

To obtain an AMENDED OHIO BIRTH CERTIFICATE, contact the **Ohio Department of Health, Bureau of Vital Statistics** at 614-466-2531 or [www.odh.ohio.gov](http://www.odh.ohio.gov).

From the [Electronic Filing Home Page](#), select **E-File Forms**.



From **Probate Court E-File Forms**, find the **Name Change** menu, and then select the form *Application to Change Name (Minor) (Form 21.2)*.



Complete the *Application* and the attached *Birth Certificate Information Form* and save them to your PC to upload later.

**Complete and prepare the same way all required documents listed on page 1 of this guide.** *Affidavits* and *Consent* forms must be signed in ink and notarized.

**All documents MUST be TYPED and signed.**  
**Handwritten or incomplete documents will be rejected.**

Applicants **MUST** fill-in all fields and appropriate check-boxes on *Form 21.2*.

PROBATE COURT OF CUYAHOGA COUNTY, OHIO  
ANTHONY J. RUSSO, PRESIDING JUDGE  
LAURA J. GALLAGHER, JUDGE

IN RE: CHANGE OF NAME OF Thomas Alva Edison  
(Present Name)

TO: Sparky Edison  
(Name Requested)

CASE NO. \_\_\_\_\_

**APPLICATION FOR CHANGE OF NAME OF MINOR**  
[R.C. 2717.01]

The applicant states that the applicant is the  parent  legal guardian  guardian ad litem of the minor and that the minor has been a bona fide resident of Cuyahoga County, Ohio, for at least one year immediately prior to the filing of this application.

A certified copy of the minor's birth certificate is attached.

The applicant states that the name and address of Parent 1 of the minor is:  
Samuel Edison, Jr.

Be sure to answer and initial Questions 1 and 2.

The applicant states that the person for whom a change of name is being requested

1) \_\_\_\_\_  has  has not been convicted of, pleaded guilty to, or been adjudicated a delinquent child for identity  
initials fraud.

2) \_\_\_\_\_  has a  has no duty to comply with R.C. 2950.04 or R.C. 2950.041 because the applicant was  
initials 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, go to the [Electronic Filing Home Page](#).

Login at the **E-File Gateway** if you have an account, then continue to page 6.

If you do not have an E-File Account, select **E-File Registration** to create one.  
Notice of account approval will be sent to your email.

When your account is approved, follow the **Login** steps on Page 5.

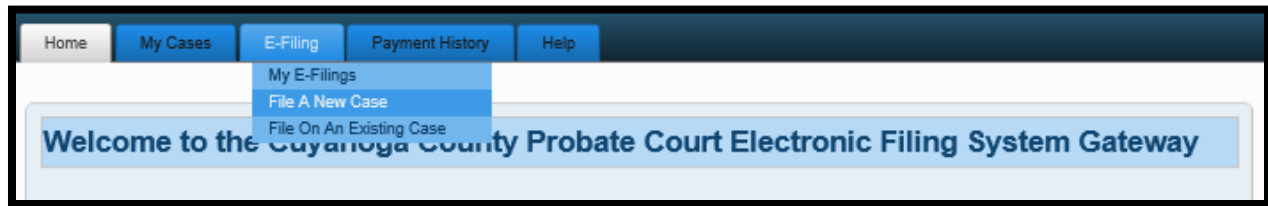
Go to the **E-File Gateway** and **Login** to your E-File Account.

The screenshot shows the homepage of the Probate Court Electronic Filing System. At the top left is the Probate Court logo for Cuyahoga County, Ohio. The header text reads: "Judge Anthony J. Russo, Presiding Judge", "Judge Laura J. Gallagher", and "CUYAHOGA COUNTY PROBATE COURT". A navigation bar contains links for Home, Departments, 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, there are three bullet points: "Registration is **required**. You must have a valid email address and agree to the [Terms of Use](#)", "Read the [Policies and Procedures](#) for detailed information about E-File standards", and "Read the [E-File User's Guide](#) for technical help submitting a filing". To the right is a yellow folder icon labeled "E-File". At the bottom, there are five buttons: "E-Filing Guides", "E-File Forms", "E-File Gateway", "E-File Registration", and "E-FAQs". A red arrow points from the text above to the "E-File Gateway" button. A "Top of Page" link is at the bottom left.

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

The screenshot shows the login page of the Cuyahoga County Probate Court E-Filing Gateway. The header features the Probate Court logo and the text: "CUYAHOGA COUNTY PROBATE COURT" and "E-FILING GATEWAY". A "Home" link is in the top left. The main content area contains the text: "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 this is a login form with two input fields: "Login ID" containing "tonly@cuyahogacounty.us" and "Password" containing six dots. A "Login" button is below the fields. At the bottom of the form are two links: "Create an account" and "Forgot Password".

At the **Welcome** screen, find the **E-Filing** tab and select **File A New Case...**



At the **NEW CASE FILING** screen:

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

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

For **Case Title** type the Full Current Name of the minor.

**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.)**

A screenshot of the 'NEW CASE FILING' form. At the top, a breadcrumb trail shows 'File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation'. The form has a title 'NEW CASE FILING' and a sub-header 'Enter the New Case Information below. When you are finished entering the data please click the [Save and Proceed] button to continue to the next screen.' The form contains four fields: 'Case Category' (dropdown menu with 'CIVIL/MISCELLANEOUS' selected), 'Type of Filing' (dropdown menu with 'NAME CHANGE MINOR' selected), 'Case Title' (text input with 'THOMAS ALVA EDISON' and '(max 200 characters)' label), and 'Note to Clerk' (text input with '(max 500 characters)' label). At the bottom right, there are three buttons: 'Save and Proceed', 'Save', and 'Cancel'.

**Tip:** Click **Save** to store your work with an **Incomplete** status and **Confirmation** number.  
(Use this option if you wish to stop here and complete your filing at a later time.)

Click **Save and Proceed** to store your filing, assign a **Confirmation** number, and advance to the **ADD PARTY MEMBERS** screen.

Complete **ADD PARTY MEMBERS** and click **Save Party** for each **Case Party Role**.  
 The following roles are REQUIRED for *Change of Name of Minor*.

Case Party Role on Web	Application Fields (Form 21.2)
Old Name (of Minor)	Present Name (of Minor)
New Name (of Minor)	Name Requested (of Minor)
Applicant	Applicant

**Case Party Role** information must match the information on the *Application (Form 21.2)*.

Enter all names complete without abbreviations or initials.

Note: If the minor has one name only, use the **Last Name** field for the **Old Name**.  
 If the applicant is requesting to change the minor's name to one name only, use the **Last Name** field for the **New Name**.

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



**Edit** Party Role

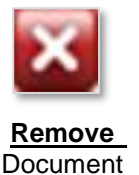


**Delete** Party Role

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

**Browse** and locate on your PC your saved *Application (Form 21.2)*.  
(Attach the *Birth Certificate, Affidavits, Consents*, and any Supplemental documents separately.)  
Enter the **Number of Pages** for each in the area provided, then select **Add This Document**.

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



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



At the **FILING REVIEW** screen...

Select **EDIT** to make corrections.

File a New Case [Case Setup](#) ▶ [Case Party](#) ▶ [Documents](#) ▶ [Review](#) ▶ [Payment](#) ▶ Confirmation Conf. # 115

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### 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 MINOR

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### PARTY ROLE REVIEW [EDIT](#)

**APPLICANT1:** [\(REPRESENTED BY ONLY\)](#)  
SAMUEL EDISON  
123 ALPHABET STREET  
CLEVELAND, OH 12345  
(216) 123 - 4567

**NEW NAME1:** SPARKY EDISON  
123 ALPHABET STREET  
CLEVELAND, OH 12345  
(216) 123 - 4567

**OLD NAME1:** THOMAS ALVA EDISON  
123 ALPHABET STREET  
CLEVELAND, OH 12345  
(216) 123 - 4567

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### DOCUMENT REVIEW [EDIT](#)

Docket	Pages	File Name
 APPLICATION TO CHANGE NAME (MINOR) FILED.	3	NameChange_Minor_Edison.pdf
 SUPPLEMENTAL DOCUMENT(S) FILED	1	NameChangeSupplemental.pdf

[Save and Proceed](#)

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 **AFTER** your E-Filing has been accepted by the Court.

Submit the filing **On Behalf of** the **Applicant** party role (not the Minor).

Complete the billing information of the **Credit** or **Debit Card** that will be charged.

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

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

Home My Cases E-Filing Payment History Help

File a New Case Case Setup Case Party Documents Review Payment Confirmation Conf. # 115

## 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
<b>Total Deposit Required</b>	<b>\$134.95</b>

On Behalf of: -- Select Filing Party --  
APPLICANT EDISON/SAMUEL/  
NEW NAME EDISON/SPARKY/  
OLD NAME EDISON/THOMAS/ALVA

Payment Type: OLD NAME EDISON/THOMAS/ALVA

**Bill To**

First Name: TEST Last Name: ONLY

Address Line 1: 1 MAIN STREET

Line 2:

City: CLEVELAND

State: OHIO Zip: 12345

Card Number: 1234567891234567 (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)

Submit Filing

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

Print a copy of the Confirmation for your records.

### 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. #: 115  
Date/Time Submitted: 01/20/2016 13:50:56

Case Category: CIVIL/MISCELLANEOUS  
Type of Filing: NAME CHANGE MINOR  
Case Title: THOMAS ALVA EDISON

### PARTY ROLE INFORMATION

APPLICANT1: SAMUEL EDISON  
123 ALPHABET STREET  
CLEVELAND, OH 12345  
(216) 123 - 4567

NEW NAME1: SPARKY EDISON  
123 ALPHABET STREET  
CLEVELAND, OH 12345  
(216) 123 - 4567

OLD NAME1: THOMAS ALVA EDISON  
123 ALPHABET STREET  
CLEVELAND, OH 12345  
(216) 123 - 4567

### DOCUMENT INFORMATION

Docket	Pages	File Name
APPLICATION TO CHANGE NAME (MINOR)	3	NameChange_Minor_Edison.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	NameChangeSupplemental.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: 1/20/2016

[Print](#) [Home](#)

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 Minor Name Changes](#) located under **E-File Forms** for additional information about accepted filings and requirements for the hearing.

(updated 1/16/2020)