

PROBATE COURT OF CUYAHOGA COUNTY, OHIO

ANTHONY J. RUSSO, PRESIDING JUDGE

LAURA J. GALLAGHER, JUDGE

E-FILE GUIDELINES – LEGAL NAME CONFORMITY ADULT

Contents

General Guidelines and Documents	2
Documents to Submit with Your E-Filing	2
Notification of Filing Status	2
E-File Account Setup.....	3
Application Procedures, Proof of Residency, and Additional Information	3
Document Preparation and Signatures	4
Create a New Case to Conform Name	5
Add Party Members.....	7
Add Documents and Final Review	8
Payment	11
Sample Confirmation Screen.....	12

General Guidelines and Documents

Documents to Submit with Your E-Filing

- Application to Conform Legal Name of Adult* ([Form 21.0C](#)). (Must be typed with signature.)
- [Birth Certificate Information Form](#) (Must be typed complete with signature.)
- Photocopy of the Applicant's Birth Certificate.
 - Non-English certificates must be accompanied by a professional translation.
- Photocopy documentation to support residence in Cuyahoga County.

Current residence of the Applicant may be established using any of the following:

 - Applicant's unexpired driver's license or State ID with a current address, or
 - Recent utility bill addressed to Applicant at current address, or
 - Any government-issued document with Applicant name and current address.
- Affidavit in Support of Application to Conform Legal Name of Adult* ([Form 21.0CA](#)).
 - Ink-signed by Applicant and notarized by a Notary Public before submission to Court.

Notification of Filing Status

You will receive an email from the Court indicating your filing has been **Accepted** or **Rejected**. If the filing is **Rejected**, you will receive notification of the reason for rejection by email.

Corrected filings may be resubmitted within 72 hours. If you do not correct the rejected filing within 72 hours, you must start the filing again with a new confirmation number.

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 conform 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 conforming your name, please consult an Ohio licensed attorney **BEFORE** you submit filings and payment to the Probate Court.

E-File Account Setup

If you have a registered E-File Account, [Login](#) with your email address and password at the **Gateway** and continue to page 4 – *Document Preparation and Signatures*.

If you do not have an E-File Account, select [E-File Registration](#) and complete all required fields.

Your request will be reviewed within 72 hours. Notice of account approval will be sent to your email.

Application Procedures, Proof of Residency, and Additional Information

The Application and supporting documents must be prepared by the applicant or an attorney, and submitted to the Court for filing, along with the filing fee. Once the documents have been accepted for filing, the Court will review the filing for approval. Copies of the Judgment Entry will be mailed to the applicant after approval.

The Court may require additional documentation to support the Application, require a criminal background check, or hold a formal hearing on the Application.

- Applicants **MUST** have been a resident of Cuyahoga County for at least sixty days (60 days) immediately prior to filing the Application. Any of the following may be submitted as proof of residency, subject to review by the Court:
 - Photocopy of an unexpired driver's license or State ID with a current address, or
 - Photocopy of a recent utility bill addressed to Applicant at current address, or
 - Photocopy of any government-issued document with Applicant name and current address.
- If a hearing is required, a Notice of Hearing will be issued by email to the E-File Applicant with instructions regarding the hearing format (online via Zoom or in person at Court).
- 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, the Court will mail certified copies of the Court Order to the Applicant 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 on name changes.
- Contact the [Ohio Department of Health, Bureau of Vital Statistics](#) for information about amending Birth Certificates.

Document Preparation and Signatures

Forms downloaded from the Court's web pages are fillable PDFs and **MUST be typed** complete with signatures. Handwritten or incomplete forms will not be accepted.

Complete all fields on the *Application (Form 21.0C)*, the *Birth Certificate Information Form* and the *Affidavit in Support of Application*. Save them to your PC or device to upload later.

IN THE MATTER OF THE NAME OF George Washington Carver
(Present Legal Name)

CASE NUMBER LEAVE THIS FIELD BLANK - TO BE ADDED BY COURT ←

APPLICATION TO CONFORM LEGAL NAME OF ADULT
[R.C. 2717.04 and 2717.05]

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 needed to conform Applicant's legal name on all official identity documents.

Applicant's Information:

Current legal name: George Washington Carver

Address: 1 Lakeside Avenue, West, Cleveland, Ohio 44113

Name at birth: George Carver

Date of birth: 01/01/2000

Place of birth: Cleveland, Ohio

A copy of Applicant's birth certificate is attached with this application.

Marital Status: Never married Married Widowed Divorced Separated

Next, prepare clear, legible photocopies of your *Birth Certificate* and *Proof of Residency* in Cuyahoga County as PDF files to upload later.

Signatures on Applications and pleadings for E-File may be submitted in the following ways:

- 1) As an ink signature, the signed document then converted to a scanned PDF copy, or
- 2) As an **E-Signature**, formatted by typing **/S/** in front of the **typed name** on signature lines, or
- 3) As an electronically signed or captured signature using software with audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Note: The audit track is not required with submission for forms or pleadings but must be presented if requested by a hearing officer reviewing the document.

Sample **E-Signature**:

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

/S/John W. Doe
Applicant's Signature

John W. Doe
Typed or Printed Name

12345 Main Street

Create a New Case to Conform Name

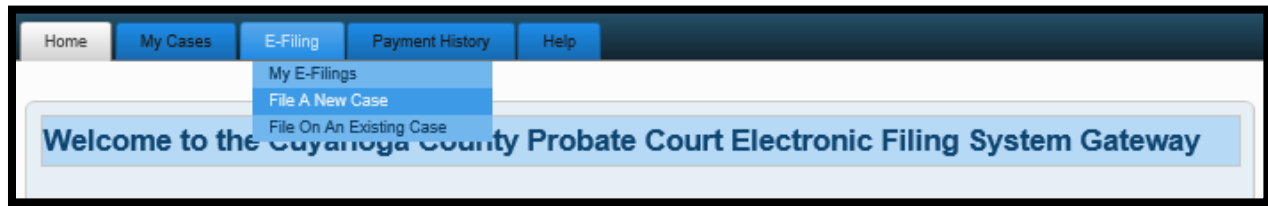
Go to the [Electronic Filing System Home Page](#). Select the blue **E-File Gateway** button.

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, Forms, Docket & Index Search, E-Filing (highlighted in red), Court News, Court Costs, Resource Center, and Guardian Partners. The main content area is titled "Probate Court Electronic Filing System Home Page" and contains a list of instructions: registration is required with a valid email and agreement to the Terms of Use; users should read the Policies and Procedures and E-File User's Guide; a list of filings available for e-filing; contact information for the E-File Help Desk (probate_efile@cuyahogacounty.us or 216) 443-8948; and a link to an E-File CMBA Webinar from August 6, 2020. A yellow "E-File" folder icon is positioned to the right of the instructions. 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 at the bottom left.

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

The screenshot shows 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" link is visible in the top left. The main content area contains the following 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 text are two input fields: "Login ID" with the value "tonly@cuyahogacounty.us" and "Password" with masked characters. 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 one of the following:

CONFORMING LEGAL NAME OF ADULT WITH PUBLICATION	Select this code if ANY box is left unchecked on the <i>Affidavit in Support of Application</i> .
CONFORMING LEGAL NAME OF ADULT WITHOUT PUBLICATION	Select this code if ALL boxes are checked on the <i>Affidavit in Support of Application</i> .

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

A screenshot of a web form titled 'NEW CASE FILING'. At the top, there is a breadcrumb trail: 'File a New Case > Case Setup > Case Party > Documents > Review > Payment > Confirmation'. Below the title is a light blue box with the instruction: '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 three fields: 'Case Category' with a dropdown menu showing 'CIVIL/MISCELLANEOUS', 'Type of Filing' with a dropdown menu showing 'CONFORMING LEGAL NAME OF ADULT WITH PUBLICATION', and 'Case Title' with a text input field containing 'GEORGE WASHINGTON CARVER' and a note '(max 200 characters)'. At the bottom right, there are three buttons: 'Save and Proceed', 'Save', and 'Cancel'.

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

ADD the APPLICANT Case Party Role and select the “Person” radio button beneath.

Enter your full legal present name (first, middle, last) as Applicant.

Application Fields (Form 21.0C)	Case Party Role
Legal Present Name	Applicant

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

Enter your Date of Birth in format mm/dd/yyyy.

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

Next, select the blue **Alias Entry** button.

Add an alias name for each identity document name reported on the Application (Form 21.0C). Select the **Add New Alias** button to add multiple alias names. Click the red “X” icon when finished.

ADD PARTY MEMBERS

Enter the Party Information. Click the [Add This Party] button to add the party member to the filing. You can add an unlimited number of party members this way. When you

Case Party Role: APPLICANT
 Person

Prefix: Prefix
First Name: GEORGE
Middle Name: WASHIN
Last Name: CARVER
Suffix: Suffix

Date of Birth: Date of Death:

Alias Entry

Alias 2
First Name: GEORGE
Middle Name:
Last Name: CARVER
Suffix: Suffix

Add New Alias Remove Alias

Alias 1: GEORGE CARVER
Alias 2: GEORGE CARVER
Alias 3:
Alias 4:

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

PARTY ROLE REVIEW

APPLICANT:

(REPRESENTED BY SAWYER (6464649))
GEORGE WASHINGTON CARVER
ALIAS 1: GEORGE W CARVER
ALIAS 2: GEORGE CARVER
1 W. LAKESIDE AVE.
SUITE 123
CLEVELAND, OH 44113
(111) 111 - 1111



Edit Party Role



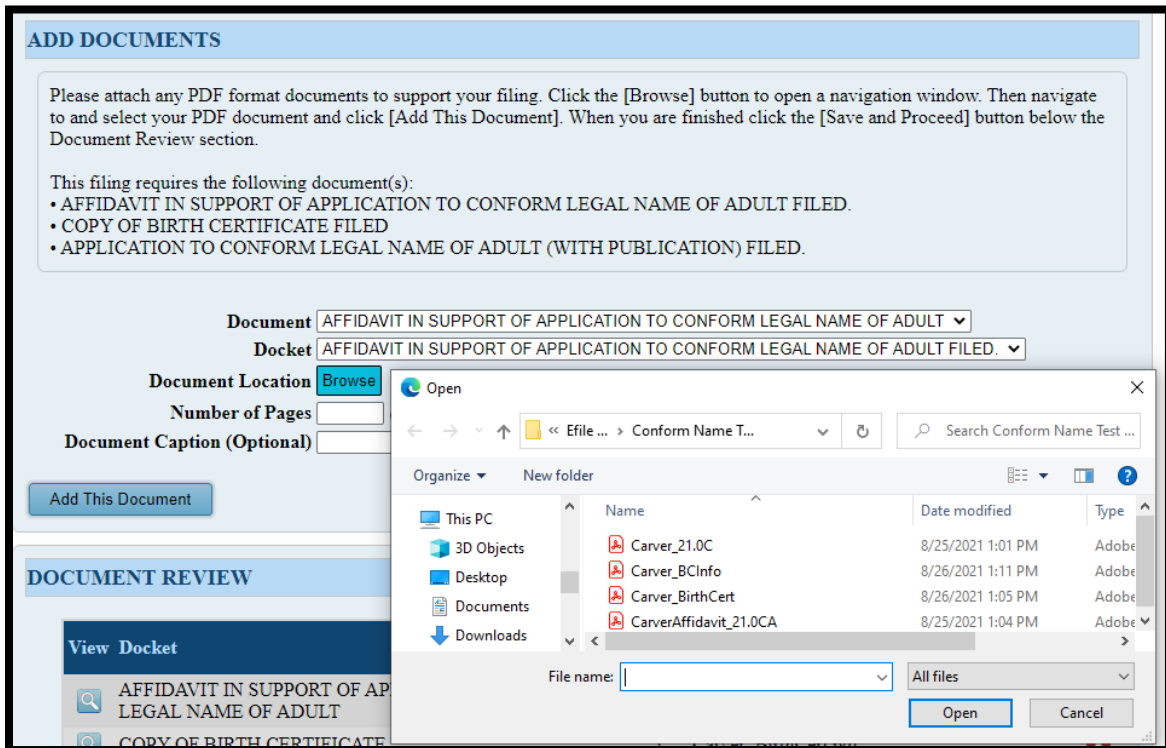
Delete Party Role

Add Documents and Final Review









At the **ADD DOCUMENTS** screen, upload each of the following required documents:

Separate PDFs Saved on your PC or Device	Docket codes in menu
<i>Application to Conform Legal Name of Adult (Form 21.0C)</i>	Application to Conform Legal Name of Adult
<i>Birth Certificate Information Form</i>	Supplemental Document
<i>Photocopy of the Applicant's Birth Certificate</i> <i>Note: Non-English certificates must be accompanied by a professional translation.</i>	Copy of Birth Certificate
<i>Documentation to support residency in Cuyahoga County</i>	Supplemental Document
<i>Affidavit in Support of Application (Form 21.0CA)</i> <i>Note: Ink-signed by Applicant and notarized by a Notary Public.</i>	Affidavit in Support of Application

Browse and locate on your PC or device your saved PDF files.
Enter the number of pages in your uploaded file in the area provided.
Then select **Add This Document**.



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

DOCUMENT REVIEW						
View	Docket	Pages	File Name	Document Caption	Remove	
	AFFIDAVIT IN SUPPORT OF APPLICATION TO CONFORM LEGAL NAME OF ADULT	1	CarverAffidavit_21.0CA.pdf			
	COPY OF BIRTH CERTIFICATE	1	Carver_BirthCert.pdf			
	APPLICATION TO CONFORM LEGAL NAME OF ADULT REQUIRING PUBLICATION	2	Carver_21.0C.pdf			
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf			



Remove
Document

Note on Rejected Filings

If your filing is rejected and needs correction to documents, access the filing by its confirmation number on the *Welcome Screen* after login, choose to “Edit This Filing” and proceed to the **Add Documents** screen.

Scroll down to the **Document Review** to remove individual uploads for correction. Select the red “X” icon to remove individual documents.

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

At the **FILING REVIEW** screen, select [EDIT](#) to make corrections.

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: CONFORMING LEGAL NAME OF ADULT WITH PUBLICATION

PARTY ROLE REVIEW [EDIT](#)

APPLICANT:
[New Party](#)

(REPRESENTED BY SAWYER (6464649))
GEORGE WASHINGTON CARVER
ALIAS 1: GEORGE W CARVER
ALIAS 2: GEORGE CARVER
1 W. LAKESIDE AVE.
SUITE 123
CLEVELAND, OH 44113
(111) 111 - 1111

DOCUMENT REVIEW [EDIT](#)

View	Docket	Pages	File Name
	AFFIDAVIT IN SUPPORT OF APPLICATION TO CONFORM LEGAL NAME OF ADULT	1	CarverAffidavit_21.0CA.pdf
	COPY OF BIRTH CERTIFICATE	1	Carver_BirthCert.pdf
	APPLICATION TO CONFORM LEGAL NAME OF ADULT REQUIRING PUBLICATION	2	Carver_21.0C.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf

NOTE FOR CLERK

Note to Clerk (max 500 characters)

[Save and Proceed](#)

Note: The *Note to Clerk* field is optional but can be used to alert the Court to scheduling conflicts or related cases.

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

Payment

Payment of \$130.00 (with publication) or \$100.00 (without publication) is authorized at the time of submission, including convenience fees.

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

Submit the filing “**On Behalf of**” the “**APPLICANT**” 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. Attorneys who wish to file with a third-party firm card may contact the E-File Department by phone to setup an E-Firm account (one-time setup).

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.
If you receive the error "There was a problem connecting to the payment server," select F5 from your keyboard to refresh the screen.

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

On Behalf of: GEORGE WASHINGTON CARVER (APPLICANT) ▼

Payment Type Credit Card Debit Card

Bill To

First Name GEORGE Last Name CARVER Suffix -- Select -- ▼

Country UNITED STATES ▼

Address Line 1 1 W. LAKESIDE AVE.

Line 2 SUITE 123

City CLEVELAND


State OHIO ▼

Zip 44113

Card Number 123456789876543 (without dashes or spaces)

Expiration (Month/Year) JAN ▼ / 2024

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...

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. #: 22856

Date/Time Submitted: 08/26/2021 13:56:03

Case Category: CIVIL/MISCELLANEOUS

Type of Filing: CONFORMING LEGAL NAME OF ADULT WITH PUBLICATION

Case Title: GEORGE WASHINGTON CARVER

PARTY ROLE INFORMATION

APPLICANT:

New Party

(REPRESENTED BY SAWYER (6464649))

GEORGE WASHINGTON CARVER
ALIAS 1: GEORGE W CARVER
ALIAS 2: GEORGE CARVER
1 W. LAKESIDE AVE.
SUITE 123
CLEVELAND, OH 44113
(111) 111 - 1111

DOCUMENT INFORMATION

Docket	Pages	File Name
AFFIDAVIT IN SUPPORT OF APPLICATION TO CONFORM LEGAL NAME OF ADULT	1	CarverAffidavit_21.0CA.pdf
COPY OF BIRTH CERTIFICATE	1	Carver_BirthCert.pdf
APPLICATION TO CONFORM LEGAL NAME OF ADULT REQUIRING PUBLICATION	2	Carver_21.0C.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf

PAYMENT

Filed on behalf of: GEORGE WASHINGTON CARVER (APPLICANT)

Filing Cost: \$130.00

Convenience Fee: \$4.95

Total Confirmed: **\$134.95**

Payment Type: Credit Card

Credit Card Number: *****6543

Submitted/Authorized Date: 8/26/2021

Print

Home