

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

**E-FILE GUIDELINES – LEGAL NAME CONFORMITY OF MINOR**

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# General Guidelines and Documents

## Documents to Submit with Your E-Filing

- Application to Conform Legal Name of Minor* ([Form 21.2C](#)). (Must be typed with signature.)
- [Birth Certificate Information Form](#) (Must be typed complete with signature.)
- Photocopy of the Minor's Birth Certificate.
  - Non-English certificates must be accompanied by a professional translation.
- Affidavit in Support of Application to Conform Legal Name of Minor* ([Form 21.2CA](#)).
  - Ink-signed by Applicant and notarized by a Notary Public before submission to Court.
- Waiver of Notice of Hearing and Consent to Change of Name of Minor* ([Form 21.2CW](#)), signed by Non-Applicant Parent(s), if applicable. \*

**Note: If Applicant is also "Parent 1" no *Waiver and Consent* from "Parent 1" is necessary.**

**\*If the *Waiver of Notice of Hearing and Consent* is NOT submitted with your E-Filing...**

**Then the Applicant MUST present to the Court one of the following at the hearing:**

1. *Waivers of Notice of Hearing and Consent to Change of Name of Minor* signed by Non-Applicant Parent(s), OR
2. Proof of Service of Notice of Hearing by U.S. Certified Mail Service to Non-Consenting Parent(s). Service of Notice of Hearing may also be sent by commercial mail carriers (e.g., FedEx).
  - If the address of the Non-Consenting Parent(s) is unknown, U.S. Certified Mail Service should be attempted at the LAST KNOWN ADDRESS. At the hearing, the Court will inquire as to your attempts to locate the Non-Consenting party including proof of U.S. Mail Service.

Provide ONE of the following as Proof of Service:

- Returned Certified Mail "green card" clearly identifying recipient, OR
- Printed Delivery Confirmation of Mail from the online U.S. Post Office Certified Mail tracker, OR
- Printed Delivery Confirmation of Mail from a commercial mail carrier, OR
- The Undelivered Certified Mail returned to the Applicant or Applicant's attorney.

**Note:** If service is unclaimed, the Applicant must submit evidence of the unclaimed mail to the Court and may be required to file a *motion to serve by ordinary mail*. Additional hearings on the matter may be scheduled.

## 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.

## 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, require a criminal background check, or hold a formal hearing on the Application.

- The Minor **MUST** have been a resident of Cuyahoga County for at least sixty days (60 days) immediately prior to filing the Application.
- 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 the Application AFTER the initial filing date AND once publication has started MAY DELAY the Court proceedings. If the 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 the Application is granted, the Court will mail certified copies of the Court Order within 7-10 business days to the Applicant. **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 21.2C)*, 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 MINOR**  
[R.C. 2717.04, 2717.05, and 2717.13]

Applicant states that a misspelling, inconsistency, or other error of the above-named minor's legal name exists on one or more of his or her official identity documents, which causes a discrepancy in the minor's chain of identity. This Application provides the necessary information needed to conform the minor's legal name on all official identity documents.

Minor's Information:

Current legal name: George Washington Carver

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

Name at birth (if different than current name): George Carver

Date of birth: 01/01/2015

Place of birth: Cleveland

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

Applicant's relationship to the minor is:

Parent     Legal Guardian     Legal Custodian     Guardian ad Litem

Next, prepare clear, legible photocopies of the Minor's *Birth Certificate* and any other supporting documents 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.



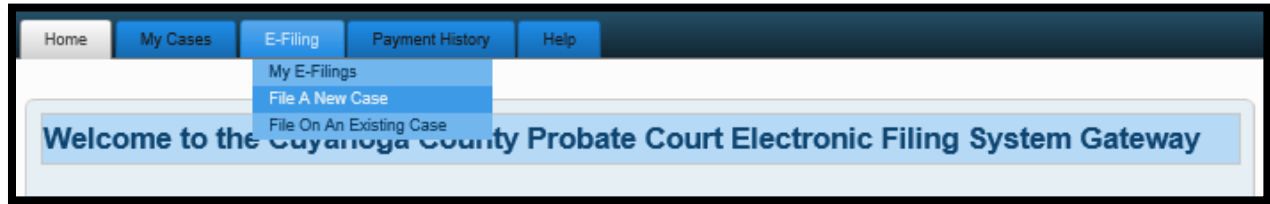
The screenshot shows the homepage of the Cuyahoga County Probate Court's Electronic Filing System. At the top left is the court's logo. The header identifies Judge Anthony J. Russo as the Presiding Judge and Judge Laura J. Gallagher. A navigation menu includes links for Home, Topics, Forms, Docket & 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" button 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 six 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 one of the following:

<p><b>CONFORMING LEGAL NAME OF MINOR WITH PUBLICATION</b></p>	<p>Select this code if ANY box is left unchecked on the <i>Affidavit in Support of Application</i>.</p> <p>OR</p> <p>The name or address of the Non-Applicant Parent(s), or of the alleged father, is unknown.</p>
<p><b>CONFORMING LEGAL NAME OF MINOR WITHOUT PUBLICATION</b></p>	<p>Select this code if ALL boxes are checked on the <i>Affidavit in Support of Application</i>.</p> <p>AND</p> <p>The name and address of the Non-Applicant Parent(s), or of the alleged father, is known, and is stated on Form 21.2C.</p>

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

Home My Cases E-Filing Payment History Help

File a New Case [Case Setup](#) >> Case Party >> Documents >> Review >> Payment >> Confirmation

**NEW CASE FILING**

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.

Case Category CIVIL/MISCELLANEOUS

Type of Filing CONFORMING LEGAL NAME OF MINOR WITHOUT PUBLICATION

Case Title GEORGE WASHINGTON CARVER (max 200 characters)

Save and Proceed Save 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 **PARTY MEMBERS** and click **Save Party** for each **Case Party Role**.  
The following roles are **REQUIRED** to *Conform Legal Name of Minor*.

Enter all names complete (first, middle, last) without abbreviations or initials.

Application Fields (Form 21.2C)	Case Party Role on Web
Present Legal Name (of Minor)	<b>Minor</b>
Applicant	<b>Applicant</b>

**Case Party Role** information **MUST** match the information on the *Application (Form 21.2C)* and must be consistent throughout all forms (e.g., when the Applicant is the same as “Parent 1”).

Enter the Minor’s Date of Birth in format mm/dd/yyyy.

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

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

Add an alias name for each identity document name reported on the Application (Form 21.2C).  
Select the **Add New Alias** button to add multiple alias names. Click the red “X” icon when finished.

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



**Edit** Party Role



**Delete** Party Role

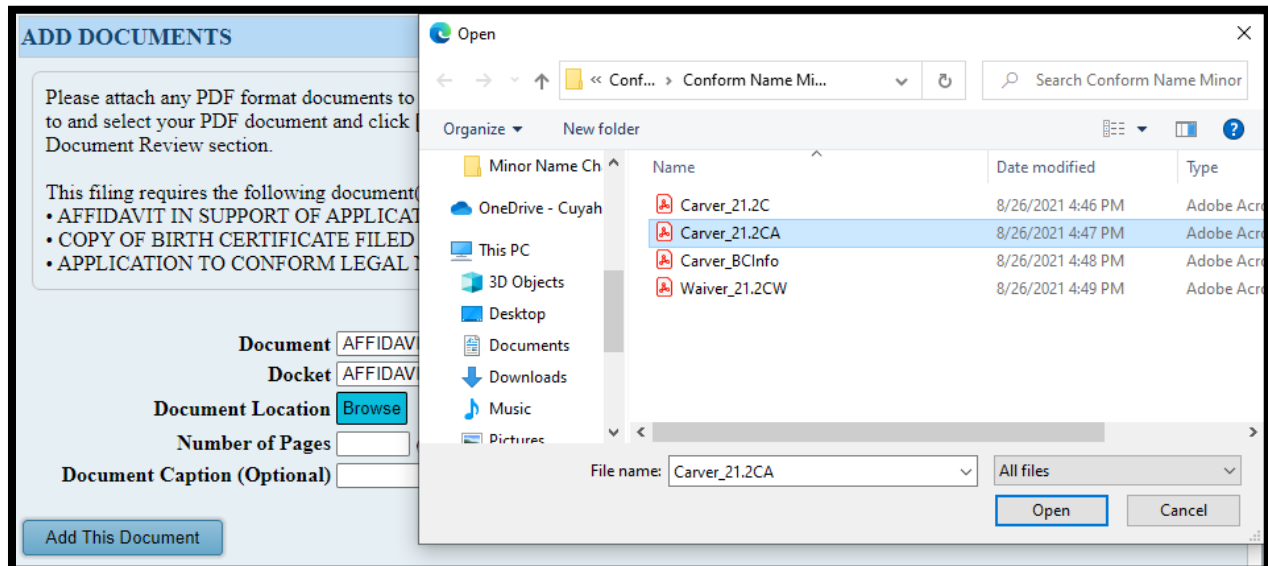


## Add Documents and Final Review

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 Minor (Form 21.2C)</i>	<b><i>Application to Conform Legal Name of Minor</i></b>
<i>Birth Certificate Information Form</i>	<b><i>Supplemental Document</i></b>
<i>Photocopy of the Minor's Birth Certificate</i> <i>Note: Non-English certificates must be accompanied by a professional translation.</i>	<b><i>Copy of Birth Certificate</i></b>
<i>Affidavit in Support of Application (Form 21.2CA)</i> <i>Note: Ink-signed by Applicant and notarized by a Notary Public.</i>	<b><i>Affidavit in Support of Application</i></b>
<b><i>*Non-Applicant's Waiver of Notice of Hearing and Consent to Conform Legal Name of Minor (Form 21.2CW), if applicable (See Page 2 for additional information).</i></b>	<b><i>*Waiver of Notice of Hearing and Consent to Application</i></b>

**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
	APPLICATION TO CONFORM LEGAL NAME OF MINOR (NO PUBLICATION)	2	Carver_21.2C.pdf		
	COPY OF BIRTH CERTIFICATE	1	Carver_BirthCert.pdf		
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf		
	WAIVER OF NOTICE OF HEARING AND CONSENT TO CONFORM LEGAL NAME OF MINOR	1	Waiver_21.2CW.pdf		
	AFFIDAVIT IN SUPPORT OF APPLICATION TO CONFORM LEGAL NAME OF MINOR	1	Carver_21.2CA.pdf		

[Save and Proceed](#)



**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 MINOR WITHOUT PUBLICATION

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

**APPLICANT:** [New Party](#) **(REPRESENTED BY SAWYER (6464649))**  
MOSES WASHINGTON CARVER  
1 W. LAKESIDE AVE.  
SUITE 123  
CLEVELAND, OH 44113  
(111) 111 - 1111

**MINOR:** [New Party](#)  
GEORGE WASHINGTON CARVER  
ALIAS 1: GEORGE CARVER  
ALIAS 2: G W CARVER  
1 W. LAKESIDE AVE.  
SUITE 123  
CLEVELAND, OH 44113  
(111) 111 - 1111

**DOCUMENT REVIEW** [EDIT](#)

View	Docket	Pages	File Name
	APPLICATION TO CONFORM LEGAL NAME OF MINOR (NO PUBLICATION)	2	Carver_21.2C.pdf
	COPY OF BIRTH CERTIFICATE	1	Carver_BirthCert.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf
	WAIVER OF NOTICE OF HEARING AND CONSENT TO CONFORM LEGAL NAME OF MINOR	1	Waiver_21.2CW.pdf
	AFFIDAVIT IN SUPPORT OF APPLICATION TO CONFORM LEGAL NAME OF MINOR	1	Carver_21.2CA.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	\$100.00
Convenience Fee	\$2.95
<b>Total Deposit Required</b>	<b>\$102.95</b>

On Behalf of:

Payment Type  Credit Card  Debit Card

**Bill To**

First Name  Last Name  Suffix

Country

Address Line 1

Line 2

City


State

Zip

Card Number  (without dashes or spaces)

Expiration (Month/Year)  /

CSV/CID Code  (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. #:** 22858  
**Date/Time Submitted:** 08/26/2021 17:10:28

**Case Category:** CIVIL/MISCELLANEOUS  
**Type of Filing:** CONFORMING LEGAL NAME OF MINOR WITHOUT PUBLICATION  
**Case Title:** GEORGE WASHINGTON CARVER

### PARTY ROLE INFORMATION

**APPLICANT:** [New Party](#) (REPRESENTED BY SAWYER (6464649))  
MOSES WASHINGTON CARVER  
1 W. LAKESIDE AVE  
SUITE 123  
CLEVELAND, OH 44113  
(111) 111 - 1111

**MINOR:** [New Party](#)  
GEORGE WASHINGTON CARVER  
ALIAS 1: GEORGE CARVER  
ALIAS 2: G W CARVER  
1 W. LAKESIDE AVE  
SUITE 123  
CLEVELAND, OH 44113  
(111) 111 - 1111

### DOCUMENT INFORMATION

Docket	Pages	File Name
APPLICATION TO CONFORM LEGAL NAME OF MINOR (NO PUBLICATION)	2	Carver_21.2C.pdf
COPY OF BIRTH CERTIFICATE	1	Carver_BirthCert.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf
WAIVER OF NOTICE OF HEARING AND CONSENT TO CONFORM LEGAL NAME OF MINOR	1	Waiver_21.2CW.pdf
AFFIDAVIT IN SUPPORT OF APPLICATION TO CONFORM LEGAL NAME OF MINOR	1	Carver_21.2CA.pdf

### PAYMENT

Filed on behalf of: MOSES WASHINGTON CARVER (APPLICANT)

**Filing Cost:** \$100.00  
**Convenience Fee:** \$2.95  
**Total Confirmed:** **\$102.95**

**Payment Type:** Credit Card  
**Credit Card Number:** \*\*\*\*\*6543  
**Submitted/Authorized Date:** 8/26/2021

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