Checklist
<u>Conforming a Legal Name of a Minor</u>

<u>Filing Fees</u>

Court Costs: $100.00 (Payable by cash, check or money order. Credit cards NOT accepted.)

* Additional costs may be incurred for certified mail service or publication

<u>Requirements</u>

An application to conform a legal name is a special proceeding separate from a name change. It is solely to correct misspellings, inconsistencies or errors on one or more official identity documents evidencing a person's current legal name.

You may apply for a name conformity **only** if the minor has been a Lucas County resident for the past 60 days.

<u>The Process</u>

The documents listed below must be prepared by the applicant or attorney, and submitted to the Court for filing, along with the filing fee. Once the documents have been approved for filing by the Court, the Court will do one of the following:

- o If **both natural parents' consent are provided**, the Court may dispense with a hearing and make a ruling on the application. Copies of the Judgment Entry will be mailed to the applicant upon approval.
- o If **both natural parents' consent are not provided,** the Court will set the application for a formal in-person hearing. The applicant will be required to appear. The non-consenting parent will be served with notice of the hearing.

 The Court will issue a Judgment Entry Setting Hearing and Ordering Notice, directing how service on the non-consenting parent will be performed.

The Court reserves the right to require additional documentation be submitted to support the name conformity or hold a formal hearing on the application.

Note: ***Note: All paperwork including the Judgment Entry must be typed and single-sided. We will not accept handwritten documents. Please do not staple original paperwork. You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.***

<u>Initial Filing</u>

☐ New Case Information Sheet

☐ Application to Conform Legal Name of Minor (Form 21.9)

☐ Photocopies of the following documents for the minor are required to be submitted with the application:
  o Birth Certificate
  o Driver's License/State ID Card (if any) (driver's license number, issuance date and expiration date must be redacted)
  o Social Security Card (social security number must be redacted)
  o Passport (if any)
  o Any identity document relating to the application to conform legal name

☐ Affidavit in Support of Application to Conform Legal Name of Minor (Form 21.09)
  - o This must be notarized by a Notary Public before being submitted for filing (Court staff cannot notarize documents)

☐ Judgment Entry Conforming Legal Name of Minor (Form 21.10)
  o If more than one document needs to be conformed, a separate Judgment Entry must be provided for each document

☐ Waiver of Notice of Hearing and Consent to Conform Legal Name of Minor (Form 21.12)
  - o Both parents of the minor must sign this waiver to dispense with a hearing on the application

If the both parents' consents are not provided with the application, the following must be filed:

☐ Judgment Entry Setting Hearing and Ordering Notice (Form 21.11)

☐ Notice of Hearing on Conforming Legal Name (Form 21.13)

<u>If Requesting the Name Conformity to be Confidential:</u>

The law requires very specific criteria be met in order for someone to qualify for a confidential name conformity. The applicant must provide proof that it would jeopardize the applicant's or minor's personal safety to have the name conformity on the public record. Please refer to R.C. 2717.11 to determine if you meet the requirements.

In addition to the forms required for *initial filing* above, the documents listed below must also be submitted, along with any required attachments. The Judge will review all of the documents and make a determination as to whether it qualifies as a confidential name conformity. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

☐ Motion for Confidentiality of Proceeding (Form 21.6)

☐ Order Granting Confidentiality of Proceeding (Form 21.06)

8/28/23