

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

**E-FILE GUIDELINES – NAME CHANGE ADULT**

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**BEFORE YOU FILE...**

**Last Name Change after Marriage:** *Ohio residents may take the last name (surname) of their spouse without a name change order from the Court, if the only change is your last name to your spouse’s last name. Your valid marriage certificate serves as proof of a name change and can be used to update your Social Security card and Driver’s license or State ID.*

*After you have updated these identification documents, you must also update all other forms of identification and related records (medical, insurance, school, employment, etc.).*

**Any other change to first, middle, or last names after marriage may require an order from the Court.**

**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, consult an Ohio licensed attorney **BEFORE** you submit filings and payment to the Probate Court.*

**Probate Court staff are not permitted to give legal advice.**

# General Guidelines and Documents

## Documents to Submit with Your E-Filing

*Application for Change of Name of Adult* ([Form 21.0](#)). (Must be typed complete with signature.)

[Birth Certificate Information Form](#). (Must be typed complete with signature.)

Copy of the Applicant's Birth Certificate.

- Non-English certificates must include a professional translation.

Copy of official photo identification of Applicant (e.g., Driver's license, State ID, passport).

Copy of document that identifies current residence in Cuyahoga County for last 60 days.

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

- Applicant's driver's license or State ID with a current address issued over 61 days ago, or
- Utility bill addressed to Applicant at current address dated 61 days prior to filing, or
- Government-issued document with Applicant name and current address issued over 61 days ago.

*Affidavit in Support of Application for Change of Name of Adult* ([Form 21.01](#)).

- Ink-signed by Applicant and notarized by a Notary Public before submission to Court.

*Release for Criminal Background Check* ([Form 21.14](#)). (Must be typed complete with signature.)

## E-File Account Setup

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

If you do not have an E-File Account, [register here first](#) for account approval.

## 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.

The Court may require additional documentation, 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. Photocopies of any of the following may be submitted as proof of residency, subject to review by the Court:
  - Driver's license or State ID with a current address, issued 61 days ago, or
  - Utility bill addressed to Applicant at current address dated 61 days prior, or
  - Government-issued document with Applicant name and current address issued 61 days ago.
- If a hearing is required, a Notice of Hearing will be emailed to the Applicant or attorney with instructions regarding the hearing format (online via Zoom, by phone, 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 the Application is granted, the Court will mail certified copies of the Court Order to the Applicant within 7-10 business days. It is the Applicant's responsibility to notify any pertinent agencies of the change to the name.**
- See 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.

## Notification of Filing Status

Notification your filing has been **Accepted** or **Rejected** will be sent to your email. Rejected filings email will include instructions to correct the submission.

Corrected rejected filings may be resubmitted within 72 hours. After 72 hours, you must start the filing again with a new confirmation number.

## 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 for Change of Name of Adult (Form 21.0)*, the *Birth Certificate Information Form* and the *Affidavit in Support of Application (Form 21.01)*.

Save them to your PC or device to upload later.

**IN THE MATTER OF THE NAME OF** Robert Allan Smith  
(Present Legal Name)

**TO** Robert Thomas Smith  
(Name Requested)

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

**APPLICATION FOR CHANGE OF NAME OF ADULT**  
[R.C. 2717.02 and 2717.03]

Applicant requests a change of name from Robert Allan Smith  
to Robert Thomas Smith

The reason for requesting this name change is: I would like to honor my late Grandfather by using his first name as my middle name.

Next, prepare clear, legible photocopies of your *Birth Certificate*, *State ID* or *Driver's License* for photo identification, and *Documentation of 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:

- As an ink signature, the signed document then converted to a scanned PDF copy, or
- As an **E-Signature**, formatted by typing **/S/** in front of the **typed name** on signature lines, or

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

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

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

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

12345 Main Street

- 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 for the Application but must be presented if requested by a hearing officer reviewing the document.

# Create a New Name Change of Adult Case

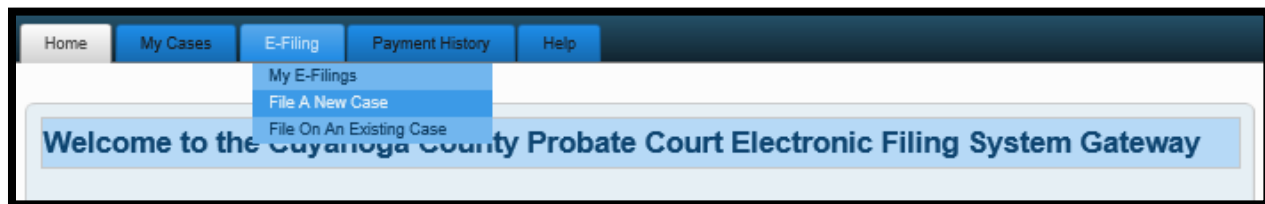
Go to the [Electronic Filing System Home Page](#). Select the blue **E-File Gateway** button.

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 of 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 blue "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:

<b><i>NAME CHANGE OF ADULT WITH PUBLICATION</i></b>	Select this code if ANY box is left unchecked on the <i>Affidavit in Support of Application</i> .
<b><i>NAME CHANGE OF ADULT WITHOUT PUBLICATION</i></b>	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.

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

Type of Filing

Case Title  (max 200 characters)

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**.

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
Present Name	Old Name
Name Requested	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**.

**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 are finished click the [Save and Proceed] button below the party role review section.

Case Party Role: **OLD NAME**  I am representing this party member  
 Person  Company

First Name: **ROBERT**  
Middle Name: **ALLAN**  
Last Name: **SMITH**  
Suffix: **Suffix**  
Date of Birth: **10/10/1980** Date of Death:   
**Add Alias**

Phone Type: **CELL** Phone Number: **(216)123-4567**  
 Foreign Address  Unknown Address

Address Type: **HOME ADDRESS**  
Address Line 1: **1 MAIN STREET**  
Address Line 2: **APARTMENT 1**  
City: **CLEVELAND**  
State: **OHIO** Zip Code: **44111**

**Save Party**

**Check Box (If Attorney)**

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

**PARTY ROLE REVIEW**

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

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

**Save and Proceed** **Cancel**



**Edit** Party Role



**Delete** Party Role

## Add Documents and Final Review

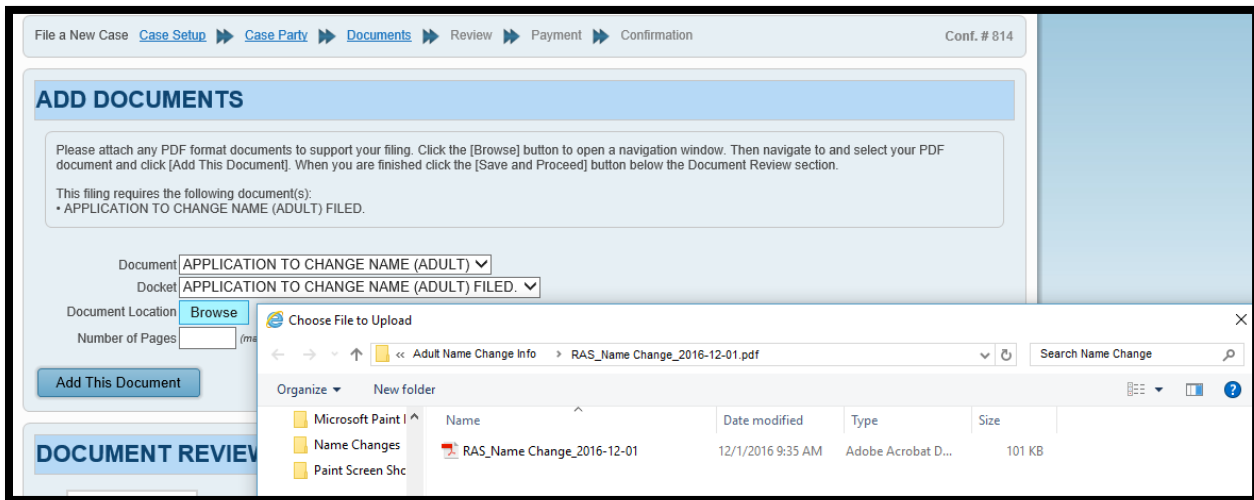
At the **ADD DOCUMENTS** screen, upload each of the following required documents:

<b>Separate PDFs Saved on your PC or Device</b>	<b>Docket codes in menu</b>
<i>Application to Change Name of Adult (Form 21.0)</i>	<b><i>Application to Change Name (Adult)</i></b>
<i>Birth Certificate Information Form</i>	<b><i>Supplemental Document</i></b>
<i>Copy of the Applicant's Birth Certificate</i> <i>Note: Non-English certificates must include a professional translation.</i>	<b><i>Copy of Birth Certificate</i></b>
<i>Copy of official photo identification of Applicant</i> <i>(e.g., Driver's license, State ID, passport)</i>	<b><i>Supplemental Document</i></b>
<i>Copy of document showing 60-day residence in Cuyahoga County prior to filing Application</i>	<b><i>Supplemental Document</i></b>
<i>Affidavit in Support of Application (Form 21.01)</i> <i>Note: Ink-signed by Applicant and notarized by a Notary Public.</i>	<b><i>Affidavit in Support of Application</i></b>
<i>Release for Criminal Background Check (Form 21.14)</i>	<b><i>Release for Criminal Background Check</i></b>

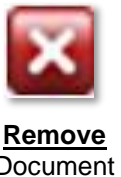
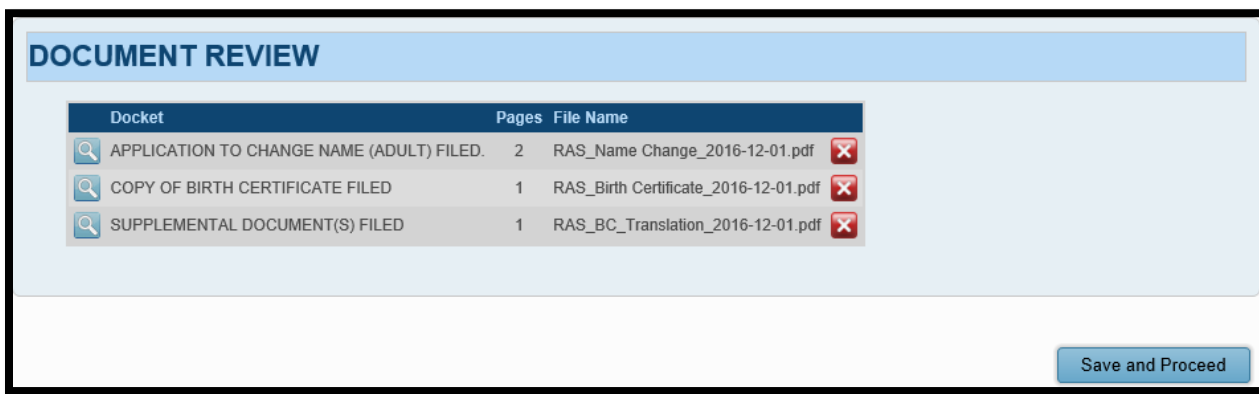
(Instructions for upload continued on next page)



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



Added document(s) will display in the **DOCUMENT REVIEW** area at the bottom of the screen.  
 (Be sure the documents attached are associated to the right document codes.)



**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: 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](#)

**Note:** Leave the Document Caption field blank for new case filings.

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’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. 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.

Filing Charges	\$130.00
Convenience Fee	\$4.95
<b>Total Deposit Required</b>	<b>\$134.95</b>

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)



Submit payment on behalf of OLD NAME role

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

**Print a copy of the confirmation screen for your records.**  
(See sample confirmation of submission 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**.

If a hearing is determined necessary for your Application, you will receive a Notice of Hearing with instructions regarding the hearing format (online via Zoom, by phone, or in person at Court).