

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

E-FILE GUIDELINES – NAME CHANGE MINOR

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General Guidelines and Documents

Documents to Submit with Your E-Filing

- Application for Change of Name of Minor* ([Form 21.2](#)). (Must be typed complete with signature.)
- [Birth Certificate Information Form](#). (Must be typed complete with signature.)
- Copy of the Minor's Birth Certificate.
 - Non-English certificates must include a professional translation uploaded in the file.
- Copy of official photo identification of adult Applicant (e.g., Driver's license, State ID, passport).
- Copy of document that identifies adult Applicant's 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 Minor* ([Form 21.02](#)).
 - Ink-signed by adult Applicant and notarized by a Notary Public before submission to Court.
- Consent to Change of Name* ([Form 21.4](#)), ink-signed and notarized by Non-Applicant Parent(s) or Alleged Father, if applicable.
 - If Consent by the Non-Applicant Parent(s) is not submitted with your E-Filing, the Court may set a hearing on your application and require notice of hearing sent to non-consenting interested parties, according to Ohio Revised Code 2717.14.
 - If Applicant is also "Parent 1" on Form 21.2, no Consent from "Parent 1" is necessary.

***See page 3 for more information about Consent or
Notice to the Non-Applicant Parent(s) or Alleged Father**

Required Consent or Notice of Hearing

Per Ohio Revised Code 2717.14, the Court may set a hearing on your application and require the Applicant to send notice of the hearing to the parent or parents not consenting, or to other interested parties.

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

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

1. *Consent to Change of Name* signed and notarized by Non-Applicant Parent(s) or Alleged Father, 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 interested 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.

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, [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.

- The Applicant for the Minor **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 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 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 Minor (Form 21.2)*, the *Birth Certificate Information Form* and the *Affidavit in Support of Application (Form 21.02)*.

Save them to your PC or device to upload later.

The screenshot shows a court form titled "APPLICATION FOR CHANGE OF NAME OF MINOR [R.C. 2717.02, 2717.03, 2717.13 and 2717.14]". The form is filled out with the following information:

- IN THE MATTER OF THE NAME OF** Thomas Alva Edison (Present Legal Name)
- TO** Sparky Edison (Name Requested)
- CASE NUMBER** LEAVE THIS FIELD BLANK - TO BE ADDED BY COURT (indicated by a red arrow pointing left)
- Applicant requests a change of name from **Thomas Alva Edison** (First: Thomas, Middle: Alva, Last: Edison) to **Sparky Edison** (First: Sparky, Middle: , Last: Edison).
- The reason for requesting this name change is: **My son has always disliked his given name and would like to take the name of his late Grandfather to honor him.**

Next, prepare a clear, legible photocopy 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:

- 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 screenshot shows a signature line on a court form. The text above the line reads: "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." Below the line, the signature is typed as **/S/John W. Doe**. Below the signature line, the typed name is **John W. Doe**, and below that, the address is **12345 Main Street**. A red arrow points from the text "As an E-Signature, formatted by typing /S/ in front of the typed name" to the signature line.

- As an electronically signed or captured signature using software with audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign).

Note: **An audit track is required if Form 21.4 or any Consent is signed this way.**

Audit tracks are not required for the Application but must be presented if requested by a hearing officer reviewing the document.

Preparation and Submission of Consent (Form 21.4)

When **Consent to Change of Name (Form 21.4)** is submitted via the E-File Gateway, it must be ink-signed by the consenting party in front of a Notary Public and scanned as a PDF.

Note: Consents may NOT be signed with an E-Signature (e.g., “/S/Typed Name”).

Any *Form 21.4* signed and submitted using “/S/” will be rejected.

Note: If the Applicant is also “Parent 1” no Waiver and Consent from “Parent 1” is necessary.

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

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

1. *Consent to Change of Name* signed and notarized by Non-Applicant Parent(s) or Alleged Father, OR
2. Proof of Service of Notice of Hearing by U.S. Certified Mail Service to Non-Consenting parties. Service of Notice of Hearing may also be sent by commercial mail carriers (e.g., FedEx).
3. If the address of the Non-Consenting Party 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:

4. Returned Certified Mail “green card” clearly identifying recipient, OR
5. Printed Delivery Confirmation of Mail from the online U.S. Post Office Certified Mail tracker, OR
6. Printed Delivery Confirmation of Mail from a commercial mail carrier, OR
7. 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.

Create a New Name Change of Minor Case

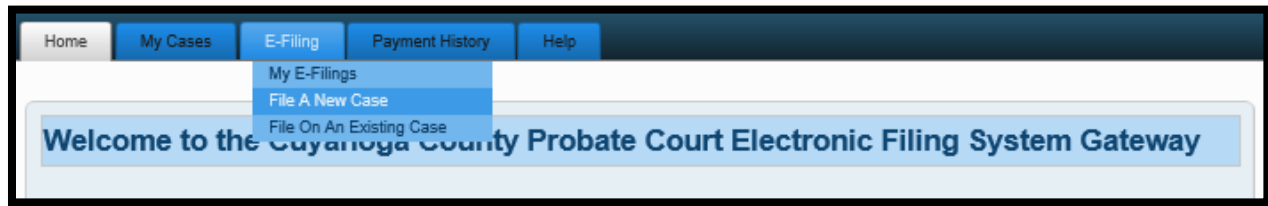
Go to the [Electronic Filing System Home Page](#). Select the blue **E-File Gateway** button.

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 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" 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 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:

<p><i>NAME CHANGE OF MINOR WITH PUBLICATION</i></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>OR</p> <p>There is no person alleged to be the father as stated on Form 21.2.</p>
<p><i>NAME CHANGE OF MINOR WITHOUT PUBLICATION</i></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 21.2.</p>

For **Case Title** type the full legal 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 NAME CHANGE OF MINOR WITH PUBLICATION

Case Title THOMAS ALVA EDISON (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** for *Change of Name of Minor*.

Enter the Minor's full legal present name (first, middle, last) as the **Old Name**.
Enter the full name requested (first, middle, last) as the **New Name**.
Enter all names complete without abbreviations or initials.

Application Fields (Form 21.2)	Case Party Role on Web
<i>Present Name</i> (of Minor)	Old Name (of Minor)
<i>Name Requested</i> (for Minor)	New Name (of Minor)
<i>Applicant</i> (Adult signing the form)	Applicant

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

Note: If the Minor currently has one name only, type it in the **Last Name** field for the **Old 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: I am representing this party member

Person Company

First Name:
 Middle Name:
 Last Name:
 Suffix:
 Date of Birth: Date of Death:

Phone Type: Phone Number:

Copy Address:
 Foreign Address Unknown Address

Address Type:

Address Line 1:
 Address Line 2:
 City:
 State: Zip Code:

Check Box
(If Attorney)

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

PARTY ROLE REVIEW

(REPRESENTED BY SAWYER (6464649))

APPLICANT:

SAMUEL THOMAS EDISON
 1 LAKESIDE AVENUE
 CLEVELAND, OH 44113
 (111) 111 - 1111



Edit Party



Delete Party

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 Change Name of Minor (Form 21.2)</i>	<i>Application to Change Name (Minor)</i>
<i>Birth Certificate Information Form</i>	<i>Supplemental Document</i>
<i>Copy of the Minor's Birth Certificate</i> <i>Note: Non-English certificates must include a professional translation.</i>	<i>Copy of Birth Certificate</i>
<i>Copy of document showing Applicant's 60-day residence in Cuyahoga County prior to filing Application</i>	<i>Supplemental Document</i>
<i>Copy of official photo identification of adult Applicant (e.g., Driver's license, State ID, passport)</i>	<i>Supplemental Document</i>
<i>Affidavit in Support of Application (Form 21.02)</i> <i>Note: Ink-signed by Applicant and notarized by a Notary Public.</i>	<i>Affidavit in Support of Application</i>
<i>*Consent to Change of Name (Form 21.4) if applicable (See Pages 3 & 6 for additional information).</i>	<i>*Waiver of Notice of Hearing and Consent to Change of Name</i> <i>Note: Attach multiple Consents separately</i>

(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 your uploaded file in the area provided. Select **Add This Document**.

ADD DOCUMENTS

Please attach any PDF format documents to support your filing. Click the [Browse] button to open a navigation window. Then navigate to and select your PDF document and click [Add This Document]. When you are finished click the [Save and Proceed] button below the Document Review section.

This filing requires the following document(s):

- AFFIDAVIT IN SUPPORT OF APPLICATION FOR CHANGE OF NAME OF MINOR FILED
- COPY OF BIRTH CERTIFICATE FILED
- APPLICATION FOR NAME CHANGE OF MINOR (WITH PUBLICATION) FILED.

Document: AFFIDAVIT FOR MINOR NAME CHANGE FILED
 Docket: AFFIDAVIT FOR MINOR NAME CHANGE FILED

Document Location: **Browse**
 Number of Pages:
 Document Caption (Optional):

Add This Document

DOCUMENT REVIEW

No documents to list.

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

DOCUMENT REVIEW

View	Docket	Pages	File Name	Document Caption	Remove
	APPLICATION TO CHANGE NAME (MINOR) REQUIRING PUBLICATION	2	NameChange_Minor_Edison.pdf		
	COPY OF BIRTH CERTIFICATE	1	BirthCert_Edison.pdf		
	SUPPLEMENTAL DOCUMENTS FILED	1	BCInfo_Edison.pdf		
	AFFIDAVIT IN SUPPORT OF APPLICATION FOR CHANGE OF NAME OF MINOR	1	Edison_Affidavit.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: NAME CHANGE OF MINOR WITH PUBLICATION

PARTY ROLE REVIEW [EDIT](#)

APPLICANT: (REPRESENTED BY SAWYER (6464649))
SAMUEL THOMAS EDISON
1 LAKESIDE AVENUE
CLEVELAND, OH 44113
(111) 111 - 1111
[New Party](#)

NEW NAME: SPARKY EDISON
1 LAKESIDE AVENUE
CLEVELAND, OH 44113
(111) 111 - 1111
[New Party](#)

OLD NAME: THOMAS ALVA EDISON
1 LAKESIDE AVENUE
CLEVELAND, OH 44113
(111) 111 - 1111
[New Party](#)

DOCUMENT REVIEW [EDIT](#)

View Docket	Pages	File Name
Q APPLICATION TO CHANGE NAME (MINOR) REQUIRING PUBLICATION	2	NameChange_Minor_Edison.pdf
Q COPY OF BIRTH CERTIFICATE	1	BirthCert_Edison.pdf
Q SUPPLEMENTAL DOCUMENTS FILED	1	BCInfo_Edison.pdf
Q AFFIDAVIT IN SUPPORT OF APPLICATION FOR CHANGE OF NAME OF MINOR	1	Edison_Affidavit.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 E-File Account Name.

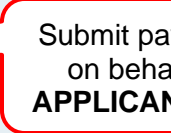
Third party payments will **NOT** be accepted. Attorneys who wish to file with a third-party firm card may contact the E-File Department by phone to setup an E-Firm account.

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: SAMUEL THOMAS EDISON (APPLICANT) 

Payment Type Credit Card Debit Card

Bill To

First Name SAMUEL Last Name EDISON Suffix -- Select --

Country UNITED STATES

Address Line 1 1 LAKESIDE AVENUE

Line 2

City CLEVELAND


State OHIO

Zip 44113

Card Number 123456789123456 (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)

 SSL

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 screen for your records.**