

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

**E-FILE GUIDELINES – LEGAL NAME CONFORMITY ADULT**

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**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.*

# General Guidelines and Documents

## Required Documents to Submit with Your E-Filing

- Application to Conform Legal Name of Adult* ([Form 21.7](#)). (Must be typed with signature.)
- [Birth Certificate Information Form](#). (Must be typed with signature.)
- Copy of the Applicant's Birth Certificate.
  - Non-English certificates must be accompanied by 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.
- Copy of each of the identity document(s) to be conformed, as listed on *Form 21.7*.**
- Copy of an existing identity document establishing the requested conformed legal name.**
- Affidavit in Support of Application to Conform Legal Name of Adult* ([Form 21.07](#)).
  - 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 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 issued by email to the E-File Applicant or attorney 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.**
- 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.

## Notification of E-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.

- Leave the "CASE NUMBER" field blank on all forms for new cases.
- Complete all other captions and fields on all forms.
- Ensure that names are consistent on all forms and party role data entry.
- Ensure required information matches your supporting evidence (e.g., date of birth).
- PDFs must be clear, legible, and scanned "right-side-up," or they will be rejected.
- PDFs must not contain password protection or other security that restricts view by Court software or processing.
- PDFs must not contain duplicate pages or blank pages.

<b>PROBATE COURT OF CUYAHOGA COUNTY, OHIO</b> <b>ANTHONY J. RUSSO, Presiding Judge</b> <b>LAURA J. GALLAGHER, Judge</b>	
<b>IN RE: THE NAME OF</b>	<u>George Carver</u> <small>(Present Name)</small>
<b>TO</b>	<u>George Washington Carver</u> <small>(Requested Conformed Legal Name)</small>
<b>CASE NUMBER</b>	<u>LEAVE THIS FIELD BLANK - TO BE ADDED BY COURT</u> ←
<b>APPLICATION TO CONFORM LEGAL NAME OF ADULT</b> <b>[R.C. 2717.04 and 2717.05]</b>	
<p>Applicant is an adult and has been a bona fide resident of this county for at least 60 days immediately before filing this Application.</p> <p>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 to explain the misspellings, inconsistency, or other error and the corrections needed to conform Applicant's legal name on all official identity documents.</p>	
<b>Applicant's Information:</b>	
Present name:	<u>George Carver</u>
Address:	<u>1 Lakeside Avenue, West, Cleveland, Ohio 44113</u>
Marital Status:	<input type="checkbox"/> Never married <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Divorced <input type="checkbox"/> Separated
Name at birth:	<u>George Washington Carver</u>

CASE NO. LEAVE THIS FIELD BLANK - TO BE ADDED BY COURT

Check this box if more than two official identity documents are affected and attach the information on a separate page.

Applicant is one and the same person referenced in each of the official identity documents, despite the name discrepancy. But for the misspelling, inconsistency, or other error identified above, there would not be any discrepancy in Applicant's chain of identity.

An Affidavit in support of this Application is attached, as required in R.C. 2717.06.

All of the documentary evidence required by Local Rule or court order also accompanies this Application.

Applicant requests the Court to issue an order conforming Applicant's legal name in the manner described in this Application. Applicant acknowledges this application will not be used to correct the birth record.

<p>_____ Attorney for Applicant</p> <p>_____ Typed or Printed Name</p> <p>_____ Address</p> <p>_____ City            State            Zip</p> <p>_____ Phone Number (include Area Code)</p> <p>_____ Email Address</p> <p>_____ Attorney Registration No.</p>	<p><u>/S/George Washington Carver</u> Applicant's Signature</p> <p>George Washington Carver Typed or Printed Name</p> <p>1 Lakeside Avenue, West Address</p> <p>Cleveland, Ohio, 44113 City            State            Zip</p> <p>216-443-8948 Phone Number (include Area Code)</p> <p>probate_efile@cuyahogacounty.us Email Address</p>
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**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: Audit tracks are not required for the Application but must be presented if requested by a hearing officer.

**Other Forms Requiring Signature**

***Birth Certificate Information Form***

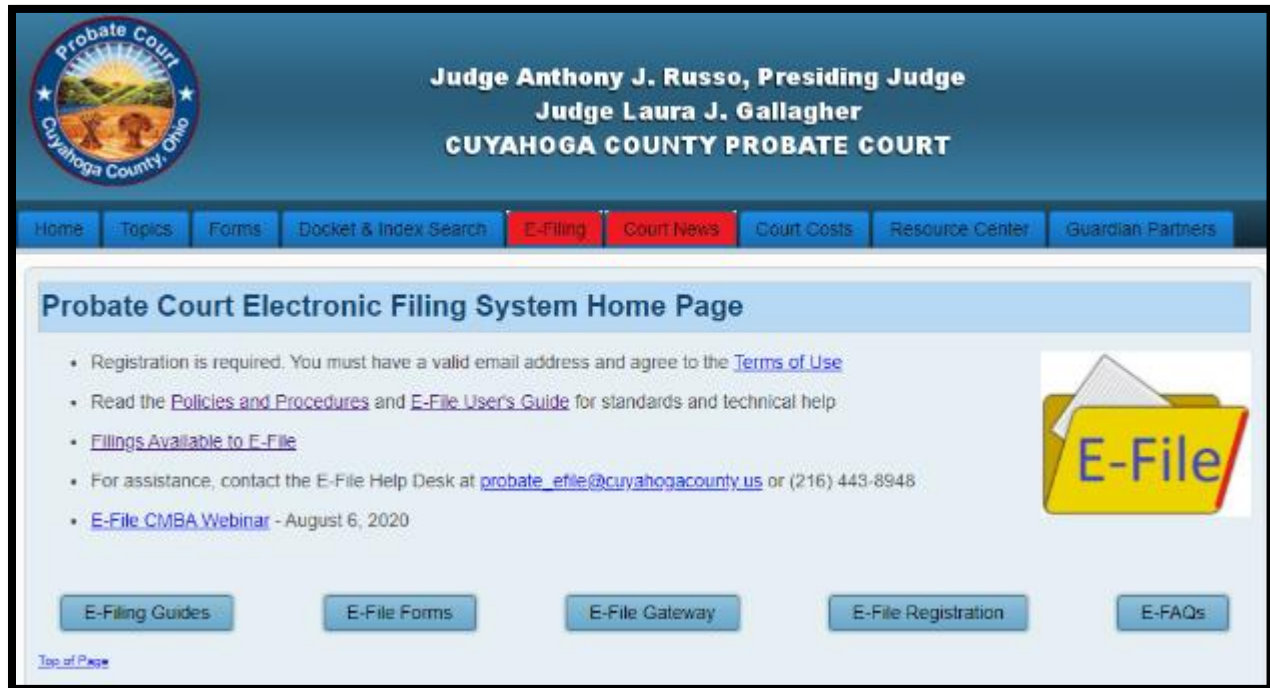
***Affidavit in Support of Application to Conform Legal Name of Adult (Form 21.07)***

**Affidavit MUST be ink-signed before a Notary Public and scanned as a PDF.**

***Release for Criminal Background Check (Form 21.14)***

# Create a New Case to Conform Name

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



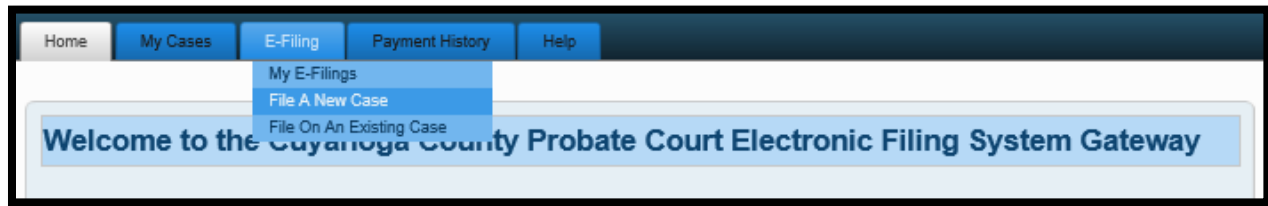
The screenshot shows the homepage of the Cuyahoga County Probate Court's Electronic Filing System. At the top left is the court's logo. The header identifies Judge Anthony J. Russo as the Presiding Judge and Judge Laura J. Gallagher. A navigation bar includes links for Home, Topics, Forms, Docket & Index 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 requirements, links to policies and user guides, a list of filings available for e-filing, contact information for the E-File Help Desk, and a link to an E-File CMBA Webinar. A yellow "E-File" folder icon is on the right. 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 in the bottom left corner.

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



The screenshot shows the login page for the Cuyahoga County Probate Court E-Filing Gateway. The header features the court's logo and the text "CUYAHOGA COUNTY PROBATE COURT E-FILING GATEWAY". A "Home" button is 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 is a login form with two input fields: "Login ID" containing the email address "tonly@cuyahogacounty.us" and "Password" containing seven asterisks. A blue "Login" button is positioned below the password field. At the bottom of the form 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>CONFORMING LEGAL NAME OF ADULT WITH PUBLICATION</b>	Select this code if ANY box is left unchecked on the <i>Affidavit in Support of Application</i> .
<b>CONFORMING LEGAL NAME OF ADULT WITHOUT PUBLICATION</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: CIVIL/MISCELLANEOUS

Type of Filing: CONFORMING LEGAL NAME OF ADULT 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 a single APPLICANT Case Party Role.

Enter your full legal present name (first, middle, last) as **Applicant**. This name should reflect one of the names on an identity document which needs to be conformed to a requested name. If you have multiple documents to be conformed, with different versions of your name, add those names as 'alias' names. See instructions below.

Application Fields (Form 21.7)	Case Party Role
Present Name	<b>Applicant</b>

Case Party Role information **MUST** match the information on the *Application (Form 21.7)*.

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 21.7). Add an alias for the Requested Name, also.

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

Case Party Role: APPLICANT

Person

Prefix: Prefix

First Name: GEORGE

Middle Name: WASHING

Last Name: CARVER

Suffix: Suffix

Date of Birth: 01/01/20

**Alias Entry** (Close X)

Suffix: Suffix

Alias 2

First Name: GEORGE

Middle Name:

Last Name: CARVER

Add New Alias Remove Alias

Alias Entry

Alias 1: GEORGE W CARVER  
Alias 2: GEORGE CARVER

Click **Save Party** after you have added all alias names for the APPLICANT role.



At the bottom of the ADD PARTY MEMBERS screen, you will see your saved Applicant role for review.

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

**PARTY ROLE REVIEW**

**APPLICANT:**  
[New Party](#)

(REPRESENTED BY SAWYER (646-649))  
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

When all information is complete and matching your documents, select **Save and Proceed** to advance to the **ADD DOCUMENTS** and **FILING REVIEW** screens.

## Add Documents and Final Review

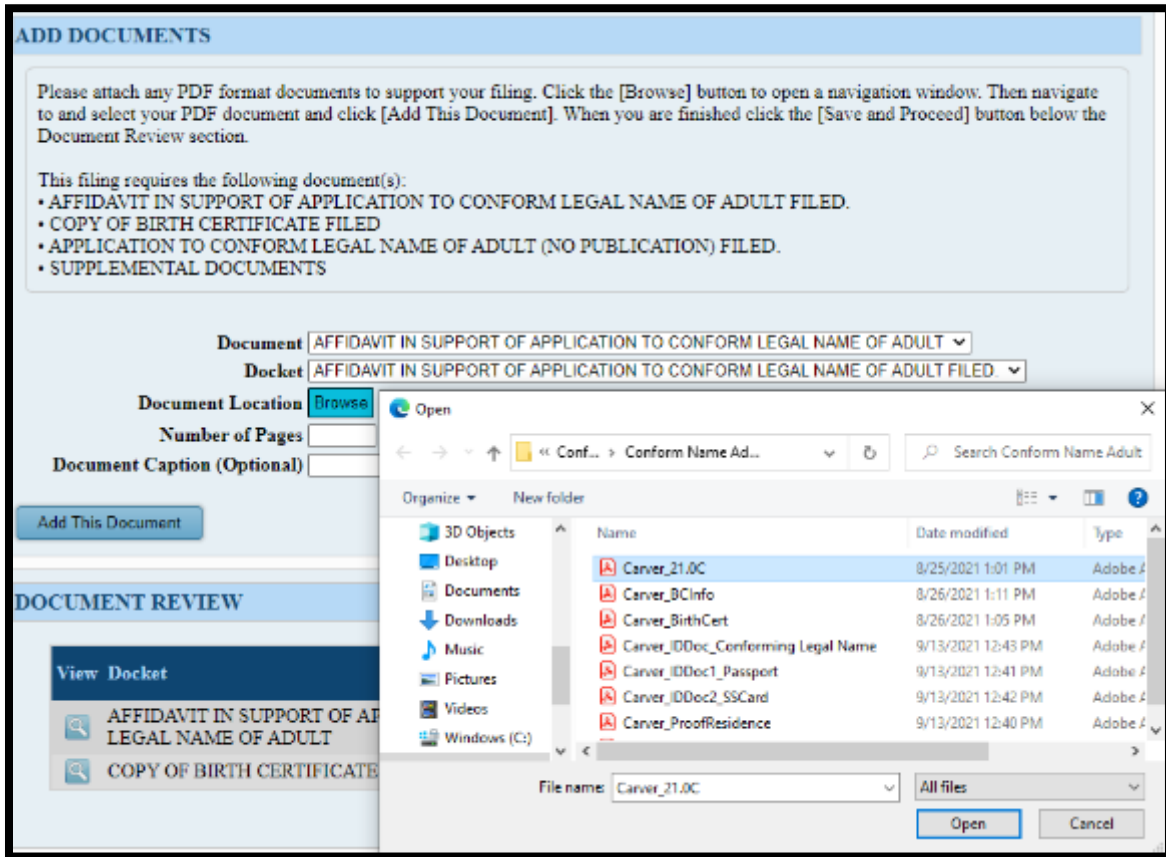
At the **ADD DOCUMENTS** screen, upload each of the following required documents:

<b>Separate PDFs Saved on your PC or Device</b>	<b>Docket codes in menu</b>
<i>Application to Conform Legal Name of Adult (Form 21.7)</i>	<b><i>Application to Conform Legal Name of Adult</i></b>
<i>Birth Certificate Information Form</i>	<b><i>Supplemental Document</i></b>
<p><i>Copy of the Applicant's Birth Certificate</i></p> <p><i>Note: Non-English certificates must be accompanied by a professional translation in the same PDF file.</i></p>	<b><i>Copy of Birth Certificate</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>Copy of official photo identification of adult Applicant (e.g., Driver's license, State ID, passport)</i>	<b><i>Supplemental Document</i></b>
<p><i>Copy of each of the identity document(s) to be conformed, as listed on Form 21.7.</i></p> <p><i>Note: Upload each separately.</i></p>	<b><i>Supplemental Document</i></b>
<i>Copy of the conforming identity document establishing your current legal name.</i>	<b><i>Supplemental Document</i></b>
<p><i>Affidavit in Support of Application (Form 21.07)</i></p> <p><i>Note: Ink-signed by Applicant and notarized by a Notary Public.</i></p>	<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**.

**Repeat these steps until all documents are uploaded and display in the Document Review.**



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 (NO PUBLICATION)	2	Carver_21.0C.pdf		
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf		
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc_Conforming Legal Name.pdf		
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc1_Passport.pdf		
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc2_SSCard.pdf		
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_ProofResidence.pdf		



**Remove Document**

Scroll down to the **Document Review** to review or correct documents.  
 Then select **Save and Proceed** to continue to the final **FILING REVIEW** screen.

At the **FILING REVIEW** screen, review your setup carefully, 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 WITHOUT 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 (NO PUBLICATION)	2	Carver_21.0C.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc_Conforming Legal Name.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc1_Passport.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc2_SSCard.pdf
	SUPPLEMENTAL DOCUMENTS FILED	1	Carver_ProofResidence.pdf

### NOTE FOR CLERK

Note to Clerk  (max 500 characters)

[Save and Proceed](#)

**Note:** The *Note for 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.

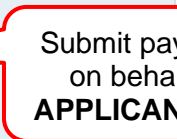
Third party payments will **NOT** be accepted. Attorneys who wish to file with a third-party firm card may contact the E-File Department by phone to setup an E-Firm account (one-time setup).

**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: 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: 12345678987654 (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 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.** (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. #:** 53560

**Date/Time Submitted:** 10/14/2021 12:57:22

**Case Category:** CIVIL/MISCELLANEOUS

**Type of Filing:** CONFORMING LEGAL NAME OF ADULT WITHOUT 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 (NO PUBLICATION)	2	Carver_21.0C.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_BCInfo.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc_Conforming Legal Name.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc1_Passport.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_IDDoc2_SSCard.pdf
SUPPLEMENTAL DOCUMENTS FILED	1	Carver_ProofResidence.pdf

### PAYMENT

Filed on behalf of: GEORGE 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:** 10/14/2021

Print

Home