

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

E-FILE GUIDELINES – LEGAL NAME CONFORMITY OF MINOR

Contents

General Guidelines and Documents	2
Documents to Submit with Your E-Filing	2
Required Consent or Notice of Hearing.....	3
Preparation and Submission of Consent (<i>Form 21.13</i>)	3
E-File Account Setup.....	4
Application Procedures, Proof of Residency, and Additional Information	4
Notification of Filing Status	4
Document Preparation and Signatures	5
Create a New Case to Conform Name	7
Add Party Members.....	10
Add Documents and Final Review	12
Payment	15
Sample Confirmation Screen.....	16

General Guidelines and Documents

Required Documents to Submit with Your E-Filing

- Application to Conform Legal Name of Minor* ([Form 21.9](#)). (Must be typed 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.
- Copy of each of the identity document(s) to be conformed, as listed on *Form 21.9*.**
 - Copy of an existing identity document establishing the requested conformed legal name.**
 - Affidavit in Support of Application to Conform Legal Name of Minor* ([Form 21.09](#)).
 - Ink-signed by adult Applicant and notarized by a Notary Public before submission to Court.
 - Consent to Name Conformity*** ([Form 21.13](#)), 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 21.9, 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 Name Conformity* 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 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.

Preparation and Submission of Consent (Form 21.13)

When ***Consent to Name Conformity (Form 21.13)*** 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: If the Applicant is also “Parent 1,” ***Consent*** from “Parent 1” is not necessary.

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 5 – *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.**
- 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 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.

PROBATE COURT OF CUYAHOGA COUNTY, OHIO ANTHONY J. RUSSO, Presiding Judge LAURA J. GALLAGHER, Judge	
IN RE: THE NAME OF	<u>George Washington Carver</u> <small>(Present Legal Name)</small>
TO	<u>George Carver</u> <small>(Requested Conformed Legal Name)</small>
CASE NUMBER	<u>LEAVE THIS LINE BLANK - TO BE ADDED BY COURT</u> ←
APPLICATION TO CONFORM LEGAL NAME OF MINOR [R.C. 2717.04, 2717.05, and 2717.13]	
<p>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. This Application provides the necessary information needed to explain the misspelling, inconsistency, or other error and the corrections needed to conform the minor's legal name on all official identity documents.</p> <p>The minor has been a bona fide resident of this county for at least 60 days immediately before filing this Application.</p> <p>Minor's Information:</p> <p>Present name: <u>George Washington Carver</u></p> <p>Address: <u>1 Lakeside Avenue West, Cleveland, Ohio, 44113</u></p> <p>Name at birth: <u>George Carver</u></p>	

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 image shows a portion of a legal form. At the top right, it says "CASE NO." followed by a line for the case number. Below this, there is a paragraph of text: "Applicant requests the Court to issue an order conforming the minor's legal name in the manner described in this Application so the minor's legal name and chain of identity are consistent on all of his or her official identity documents. Applicant acknowledges this application will not be used to correct the birth record." Below the text are two columns of input fields. The left column has a line for "Attorney for Applicant" and a line for "Typed or Printed Name". The right column has a line for "Applicant's Signature" containing the text "/S/Giles Carver", a line for "Typed or Printed Name" containing "Giles Carver", and a line for an address containing "1 Lakeside Avenue, West". A red arrow points from the text in the second bullet point above to the "/S/" in the signature field.

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

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

Exception: *Consent to Name Conformity (Form 21.13)* MUST be ink-signed by the consenting party in front of a Notary Public and then scanned as PDF for upload. See page 3 for more information about *Form 21.13*.

Create a New Case to Conform Name

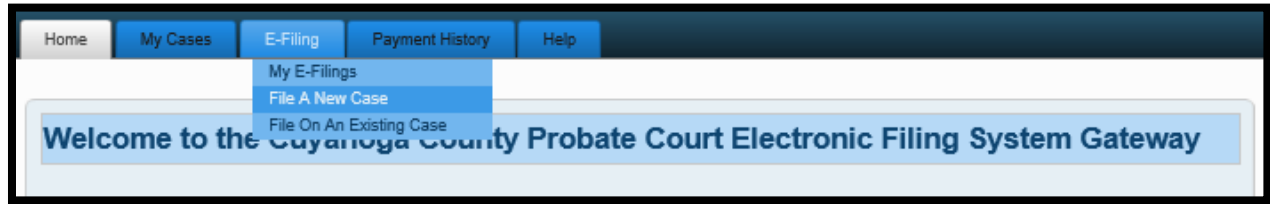
Go to the [Electronic Filing System Home Page](#). Select the blue **E-File Gateway** button.

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 is required with a valid email and agreement to the Terms of Use; users should read Policies and Procedures and the 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 a message: "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 message are two input fields: "Login ID" with the value "tonly@cuyahogacounty.us" and "Password" with masked characters. 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 align="center">CONFORMING LEGAL NAME OF MINOR WITH PUBLICATION</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 align="center">CONFORMING LEGAL NAME OF MINOR WITHOUT PUBLICATION</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 **Minor's present legal name (first, middle, last)**. This name should reflect one of the names on an identity document which needs to be conformed to a requested name and should match the name entered on the next screen for the Minor Case Party Role.

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

The following roles are REQUIRED to *Conform Legal Name of Minor*.

Application Fields (Form 21.9)	Case Party Role on Web
<i>Applicant</i> (Adult Signing Form 21.9)	<i>Applicant</i>
<i>Present Legal Name</i> (of Minor)	<i>Minor</i>

Enter complete names (first, middle, last) without abbreviations or initials when possible. Click **Save Party** for each **Case Party Role** that you add before adding the next.

Case Party Role information **MUST** match the information on the *Application (Form 21.9)* and must be consistent throughout all forms (e.g., when the Applicant is the same as “Parent 1”).

Add the APPLICANT party role name and contact information. Save Party.

Add the MINOR party role: Enter the minor’s full legal present name (first, middle, last). This name should reflect one of the names on an identity document which needs to be conformed to a requested name. If the minor has multiple documents to be conformed, with different versions of that name, add those names as ‘alias’ names. See instructions below.

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 name matching an identity document name for the minor, as reported on the Application (Form 21.9). 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 click the [Add This Party] button, the party member will be added to the review section.

Case Party Role: MINOR

Person

Prefix: Prefix

First Name: GEORGE

Middle Name: WASHING

Last Name: CARVER

Suffix: Suffix

Date of Birth: [] Date of Death: []

Alias Entry

Alias 2

First Name: G

Middle Name: W

Last Name: CARVER

Suffix: Suffix

Add New Alias Remove Alias

Alias 1: GEORGE CARVER

Alias 2: G W CARVER

Alias 3:

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

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

PARTY ROLE REVIEW includes options to **Edit** or **Delete** saved parties.

Proofread your information against your identity documents before selecting **Save and Proceed**.

PARTY ROLE REVIEW	
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



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.

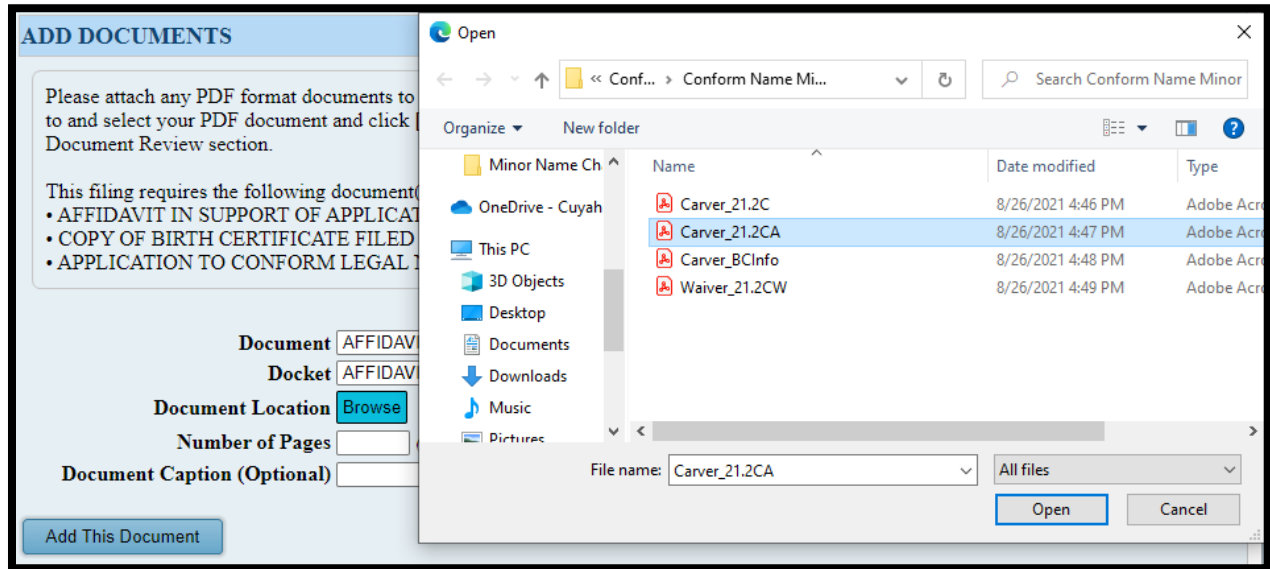
Add Documents and Final Review

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

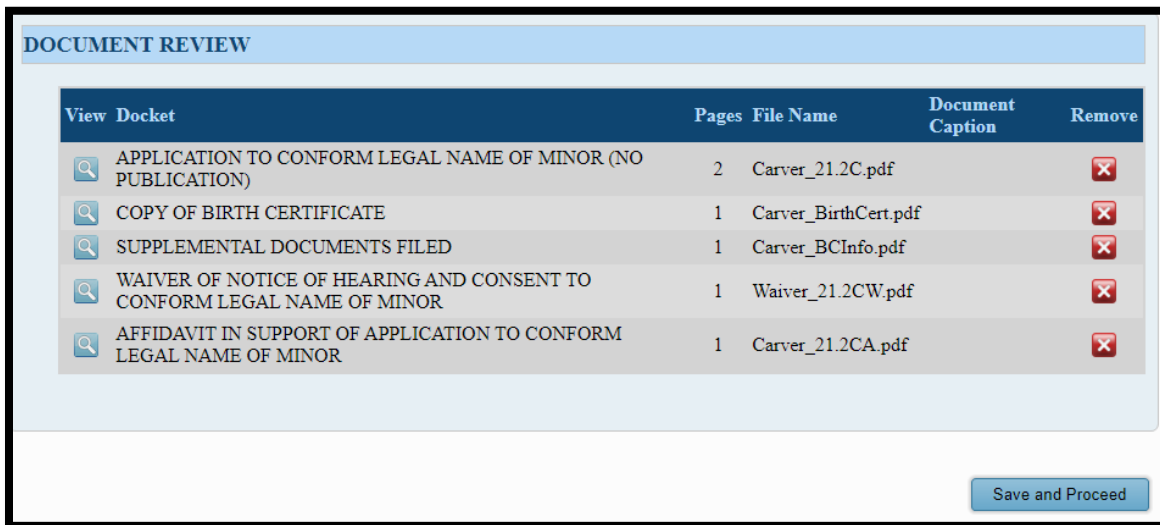
Separate PDFs Saved on your PC or Device	Docket codes in menu
<i>Application to Conform Legal Name of Minor (Form 21.9)</i>	<i>Application to Conform Legal Name of Minor</i>
<i>Birth Certificate Information Form</i>	<i>Supplemental Document</i>
<i>Copy of the Minor's Birth Certificate</i> <i>Note: Non-English 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 21.09)</i> <i>Note: Ink-signed by Applicant and notarized by a Notary Public.</i>	<i>Affidavit in Support of Application</i>
<i>Copy of Identity Document(s) listed on Form 21.9 showing name needing to be conformed</i>	<i>Supplemental Document</i>
<i>Copy of Identity Document listed on Form 21.9 showing name requested</i>	<i>Supplemental Document</i>
<i>*Consent to Name Conformity (Form 21.13) if applicable (See Page 3 for additional information).</i>	<i>*Waiver of Notice of Hearing and Consent to Application</i> <i>Note: Upload 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.
 Then select **Add This Document**.



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



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 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 (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
Total Deposit Required	\$102.95

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)



Submit payment
on behalf of
APPLICANT role

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](#)