

NAME CHANGE e-FILING INSTRUCTIONS

On the Court's homepage select "Name Change "from the Forms dropdown list.

Jeffrey D. Mackey, Judge
Franklin County Probate Court

Probate Court | Marriage Department | Search | (614) 525-3894

HOME | ABOUT | LOCAL RULES | DEPARTMENTS | RECORD SEARCH | FORMS | CONTACT

WELCOME

JUDGE JEFFREY D. MACKEY
Judge Mackey serves as Administrative Judge of the Probate Division of the Common Pleas Courts, as well as

QUICK LINKS

- MARRIAGE LICENSE
- GUARDIANSHIP
- RESOURCE CENTER

FORMS dropdown menu items:

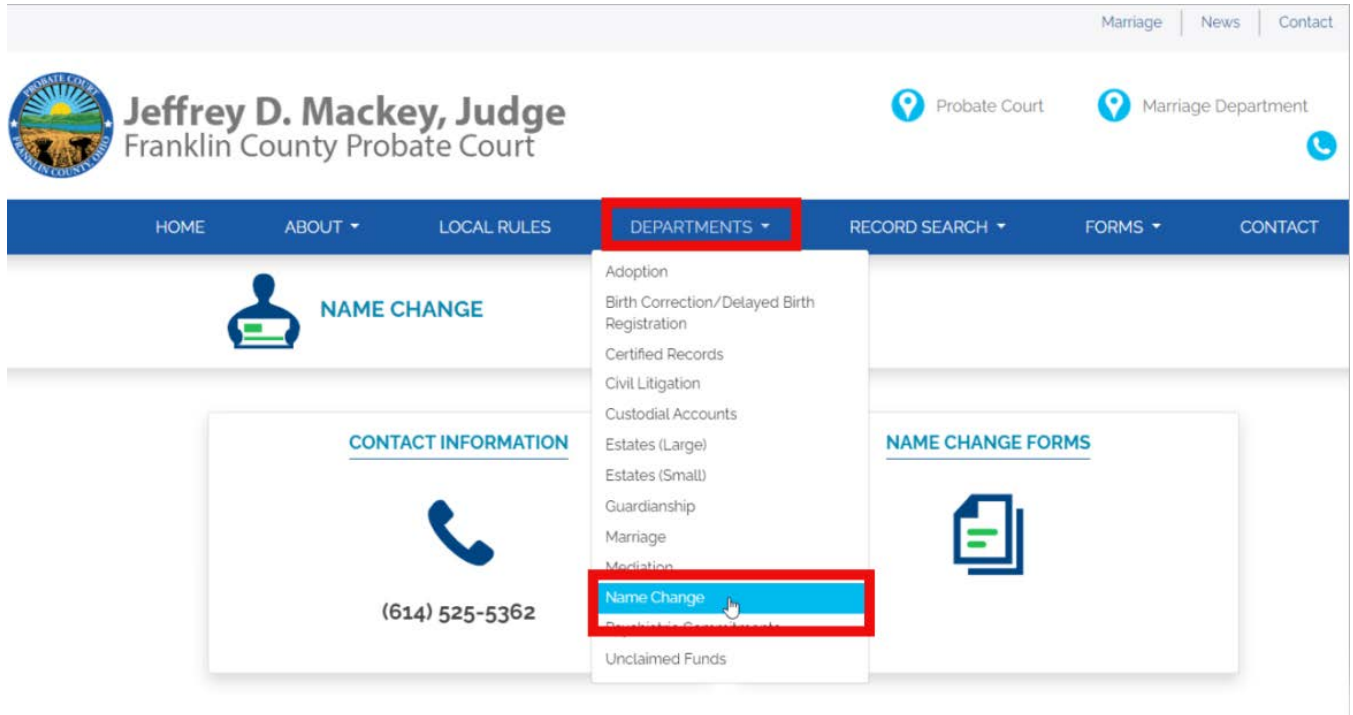
- EZ Forms Search
- Adoption
- Advance Directives
- Birth Records
- Civil
- Custodial Account
- Disinterment
- Estate (Large)
- Estate (Small)
- Guardianship/Conservatorship
- Marriage
- Minor's Settlement
- Miscellaneous
- Name Change**
- Paralegal Registration
- Psychiatric Commitment
- Successor Custodian
- Trust
- Unclaimed Funds
- Wrongful Death Trust Declaration

On the Name Change Forms page, select either the Name Change Packet that corresponds to your specific situation. Complete the appropriate name change packet and save it to your computer in a place that will be easy for you to find.

NAME CHANGE FORMS

Form Number	Form Name
	Adult Name Change Packet
	Adult Conform Name Packet
	Minor Name Change Packet
	Minor Conform Name Packet
	Confidential Name Change Packet
PC-NC-21.6D	Judgment Entry Dismissing Application/Failed to Appear
PC-NC-21.6E	Judgment Entry Dismissing Application/Non Resident
ePC-EGT-1.D	Application for Continuance of Hearing
ePC-EGT-1.De	Proposed Entry Continuing Hearing
PC-NC-21.6C	Rule 41 Stipulation of Dismissal

On the Court's homepage select the "Departments" option from the blue bar, Then select the "Name Change" option.



Scroll down and select the "Franklin County e-Filing System" link underneath the "Court Cost" section of the page. This will take you to the E-Filing page.



You will be taken to the e-Filing System log in page. Choose the blue Request Account button.



[Terms of use](#) [Payment policy](#)



Electronic Filing

powered by eFlex from Tybera



WELCOME to Electronic Filing in Franklin County, Ohio!

Whether you are an attorney or a pro se filer (representing yourself without representation from legal counsel) we provide information to assist your experience in e-Filing.

Log In

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)

[Request Account](#)

Read through the User Agreement. Once you have read the agreement, choose the radio button in front of the paragraph beginning with "I have read the applicable Administrative Order(s) and/or Local Rules".... and choose the blue Submit button.

electronic filing.

Service of pleadings and other documents filed electronically using the e-Filing System shall be governed by the above-referenced Administrative Orders and/or Local Rules governing e-Filing in effect on the date of the filing of the pleadings or documents to be served. E-Service shall not replace the methods of service of pleadings prescribed in the applicable Rules of Procedure. In accordance with those procedures, all parties registered and approved to file documents electronically may be served with notices and copies of documents filed subsequent to a Complaint or Third-Party Complaint by Notice of Electronic Filing (NEF). By accepting the terms of this e-Filing System User Agreement, the filer consents to receive notices and copies of documents electronically, and waives the right to receive by first class mail notice of any document filed electronically subsequent to the Complaint or Third-Party Complaint.

Each authorized user of the Franklin County, Ohio, e-Filing System agrees he/she will not use the e-Filing system to engage in criminal activity or to commit fraud or identity theft. Each authorized user of the Franklin County, Ohio, e-Filing System also agrees not to upload or submit prohibited content into the system. As used in this agreement, "prohibited content" includes, by way of example and not limitation, the following:

- Documents, articles, links or other materials that promote racism, bigotry, hatred or physical harm of any kind against any group or individual;
- Documents, articles, links or other materials that are or could be harmful to minors, exploit persons under 18 years of age in a sexual or violent way, or solicit personal information from anyone under 18 years of age;
- Documents, articles, links or other materials that harass or advocate harassment of another person or are abusive, threatening, or obscene;
- Documents, articles, links or other materials that involve the transmission of "junk mail," "chain letters," unsolicited mass mailing or "spamming;"
- Documents, articles, links or other materials that promote or contain information known to be false;
- Documents, articles, links or other materials that promote or encourage illegal activities or conduct, or provide instructional information about illegal activities such as making or buying illegal weapons, violating someone's privacy, or providing or creating computer viruses;
- Documents, articles, links or other materials that display pornographic materials or images of any kind; and
- Documents, articles, links or other materials that solicit passwords or personal identifying information from other users for commercial or unlawful purposes.

Each authorized user understands and agrees that in the event the user violates the provisions of this User Agreement and specifically this paragraph, the user's privilege to participate in the Franklin County e-Filing System and the user's access to the system may be terminated, at the sole discretion of the Common Pleas Court General Division, Common Pleas Court Probate Division, Common Pleas Court Domestic Relations Division, the Juvenile Branch of the Common Pleas Court Division of Domestic Relations and Juvenile Branch, the Tenth District Court of Appeals, and the Clerks of Court for the respective Courts. Each authorized user also understands and consents to removal of the prohibited content from the e-Filing System at the discretion of the Courts and Clerks identified.

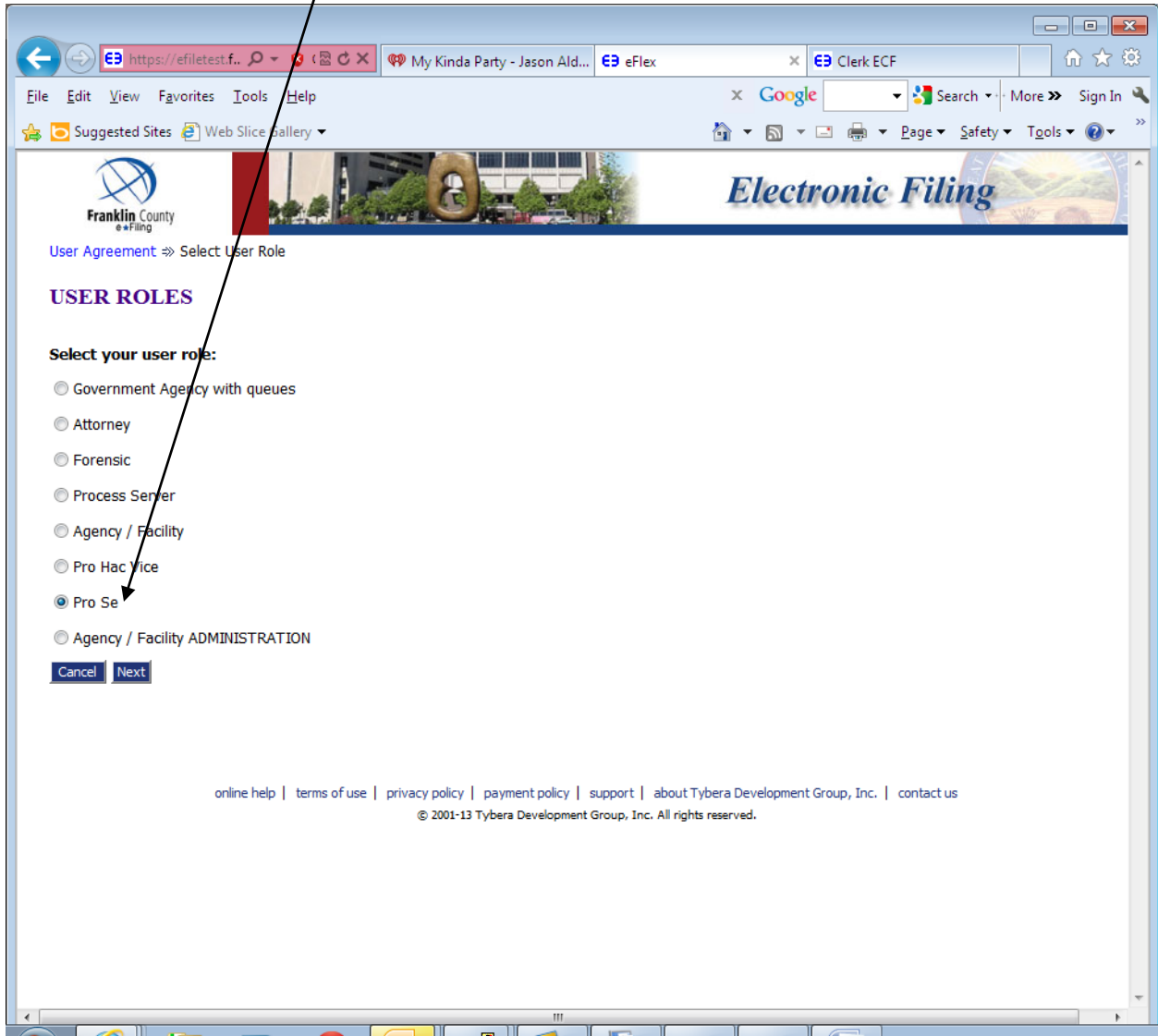
Important notice of redaction responsibility: Rules 44 and 45 of the Rules of Superintendence for the Courts of Ohio provide that parties and their attorneys should not include, or must redact where inclusion is necessary, certain personal identifiers in order to protect personal privacy. Rule 44 (H) defines personal identifiers to mean "social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as 'CV' for 'child victim.'" Personal identifiers should be omitted or redacted from all case documents submitted to the Court or filed with the Clerk, unless otherwise ordered by the Court.

I have read the applicable Administrative Order(s) and/or Local Rules, located at <http://www.franklincountyohio.gov/clerk/e-File.cfm>, that govern e-Filing and I accept the terms of the user agreement.

I do not accept the terms of the user agreement

Cancel Submit

Choose the User Role of Pro Se, then choose the Next button at the bottom of the page.

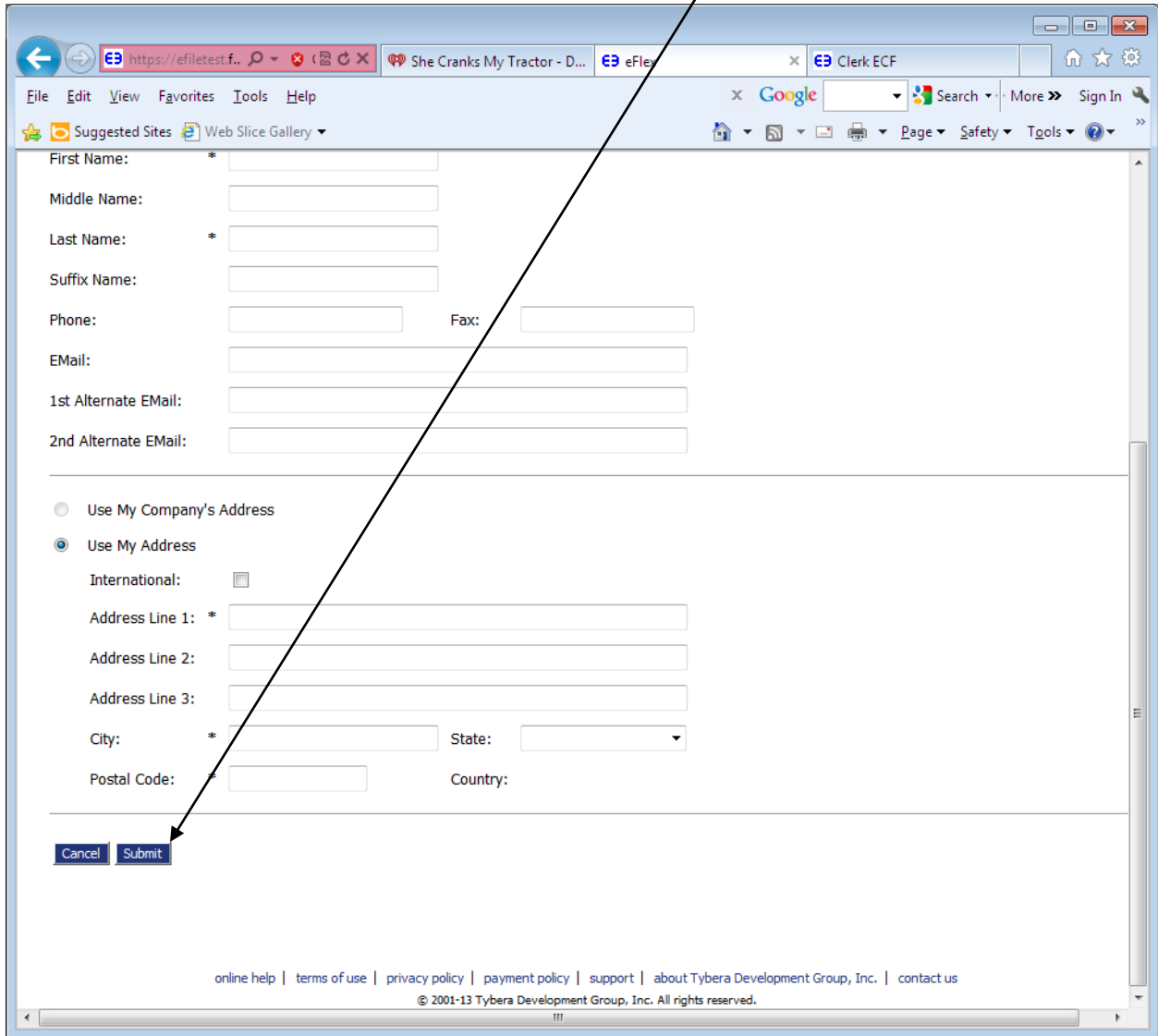


Enter all required information, choosing a User Name, Password, Confirm Password, First Name, Middle Name, Last Name, Suffix and Address. You may enter your phone number and fax number. If you have an e-mail address, please enter it in the line provided.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** https://efiletest.f..., She Cranks My Tractor - D..., eFlex, Clerk ECF
- Browser Menu:** File, Edit, View, Favorites, Tools, Help
- Search Bar:** Google, Search, More >>, Sign In
- Form Fields:**
 - *Required Fields:**
 - Company Name: Pro Se
 - User Name: *
 - Password: *
 - Confirm Password: *
 - Title:
 - First Name: *
 - Middle Name:
 - Last Name: *
 - Suffix Name:
 - Phone: Fax:
 - E-Mail:
 - 1st Alternate EMail:
 - 2nd Alternate EMail:
 - Use My Company's Address
 - Use My Address
 - International:
 - Address Line 1: *
 - Address Line 2:
 - Address Line 3:
 - City: * State:
 - Postal Code: * Country:

Once you have entered all information, choose the blue submit button at the bottom of the page.



The screenshot shows a web browser window with a registration form. The browser's address bar shows "https://efiletest.f...". The form includes the following fields and options:



- First Name: *
- Middle Name:
- Last Name: *
- Suffix Name:
- Phone: and Fax:
- E-Mail:
- 1st Alternate EMail:
- 2nd Alternate EMail:
- Radio buttons for "Use My Company's Address" and "Use My Address" (selected).
- International:
- Address Line 1: *
- Address Line 2:
- Address Line 3:
- City: * and State: (dropdown menu)
- Postal Code: * and Country:

At the bottom left of the form, there are two buttons: "Cancel" and "Submit". A blue arrow points from the text above to the "Submit" button. At the bottom of the page, there is a footer with links: "online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us" and a copyright notice: "© 2001-13 Tybera Development Group, Inc. All rights reserved."

Once you submit your request for an e-Filing account, you will receive an e-mail that states: *A request for a Pro Se account has been submitted for YOUR NAME HERE (your chosen user ID) at Pro Se.* When your e-filing account has been approved you will receive another e-mail stating: Your request for an e-Filing account has been approved.

You are now ready to begin e-Filing.


Log into the e-Filing system



Electronic Filing

powered by eFlex from Tybera

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WELCOME to Electronic Filing in Franklin County, Ohio!

Whether you are an attorney or a pro se filer (representing yourself without representation from legal counsel) we provide information to assist your experience in e-Filing.

Log In

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)

[Request Account](#)

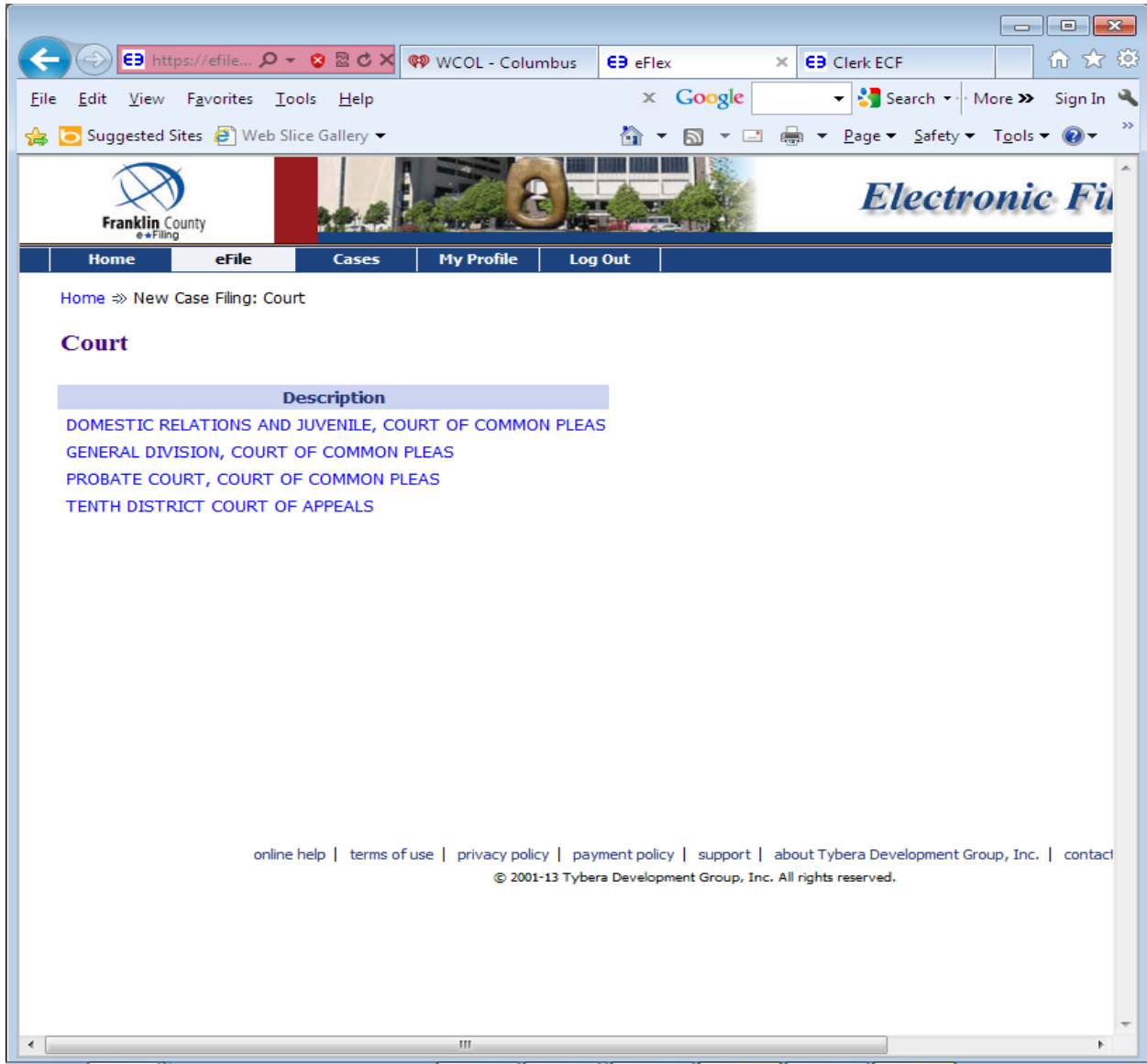
Choose New Case

The screenshot shows a web browser window displaying the Franklin County eFiling website. The browser's address bar shows the URL <https://efile...>. The website header includes the Franklin County eFiling logo and the text "Electronic Filings". A navigation menu contains the following items: Home, eFile, Cases, My Profile, and Log Out. The main content area is titled "Home" and features a list of five buttons with corresponding descriptions:

Button Label	Description
New Case	File new case
File To Existing Case	File subsequent document to existing case
Filing Status	Check the status of filings
My Recent Cases	List of my cases
Notifications	Review Notifications (1)

At the bottom of the page, there is a footer with the following text: "online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact" and "© 2001-13 Tybera Development Group, Inc. All rights reserved."

Choose PROBATE COURT, COURT OF COMMON PLEAS

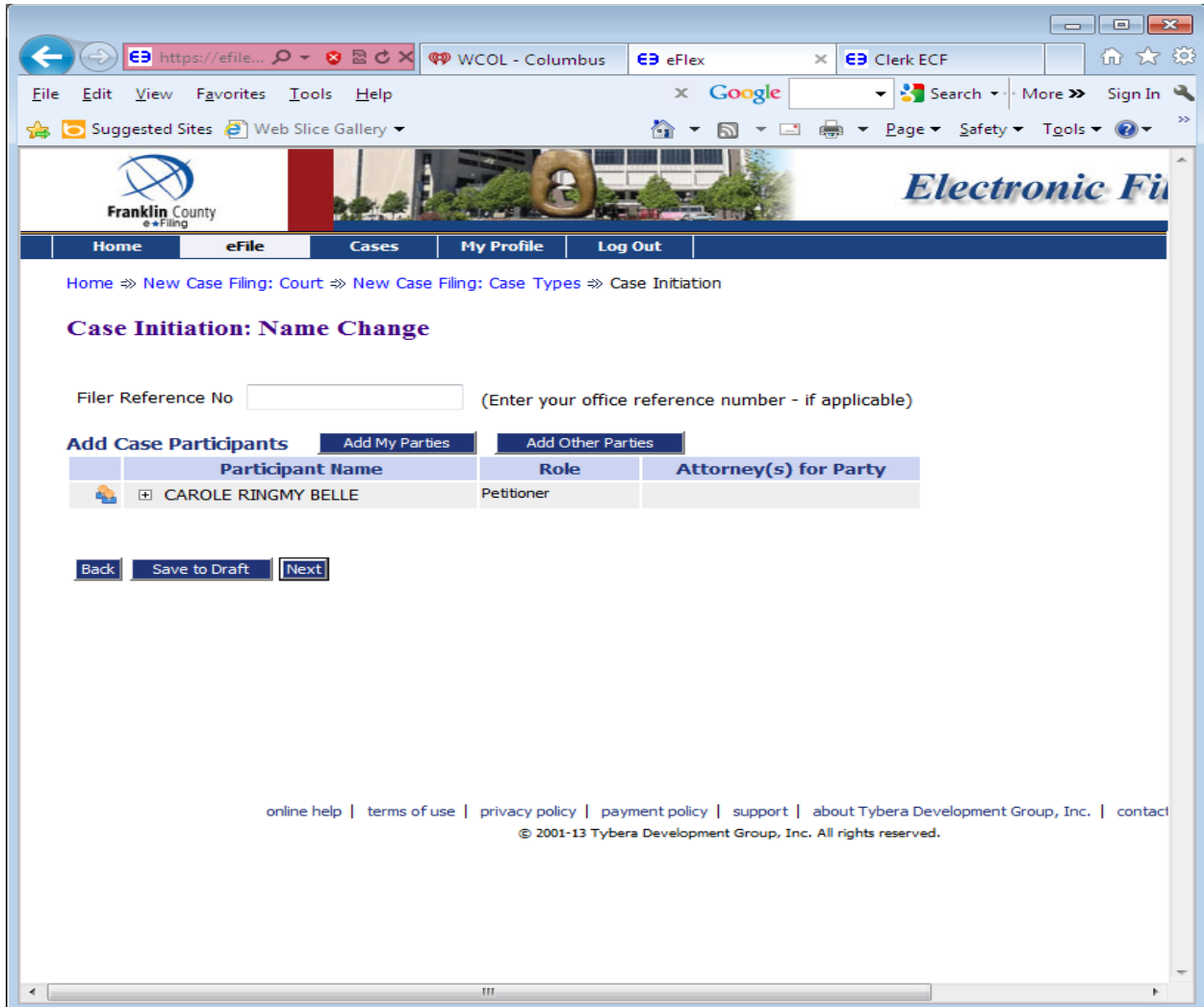


Choose Name Change

The screenshot shows a web browser window displaying the Franklin County eFiling website. The browser's address bar shows the URL <https://efile...>. The website header includes the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu contains links for Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail reads: Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types. The main content area is titled "Case Types" and features a table with a single column labeled "Description". The table lists various legal case types, including "Name Change".

Description
Adoption
Assignment of Lottery Proceeds
Birth Correction
Charge Against Municipal Officer
Civil
Delayed Birth Registration
Designation of Heir
Disinterment
Disposition of Bodily Remains
Enforcement of Subpoena
H.I.V. Testing
Insurance Company/Power of Attorney
Joint Declaration
Mental Health
Minor's Settlement
Name Change
Nomination of Guardian
Ohio Transfer to Minor's Act
P.O.A. Jurisdiction
Structured Settlement Transfer

You will be taken to the following screen



Click on the plus sign (+) next to your name to make sure your mailing address and e-mail address are correct.

If all information is correct and you are submitting a name change for an **adult**, choose the Next button.


If the information is incorrect, choose My Profile from the toolbar across the top of the page. From the My Profile dropdown box choose My Profile then choose Modify User Profile from the bottom toolbar to update your information. Once the information is updated, choose the Submit button at the bottom of the page.

Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Initiation

Case Initiation: Name Change

Filer Reference No (Enter your office reference number - if applicable)

Add Case Participants

Participant Name	Role	Attorney(s) for Party
 CAROLE RINGMY BELLE Phone: 6147730987 Email: blbishop@franklincountyohio.gov Address: 373 S. High St., 22nd Fl. Columbus, OH 43215-9076 US	Petitioner	

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If you are submitting a name change for a **minor**, choose the Add Other Parties button. On this screen you must enter the Mother's name and choose the Next button at the bottom of the page.

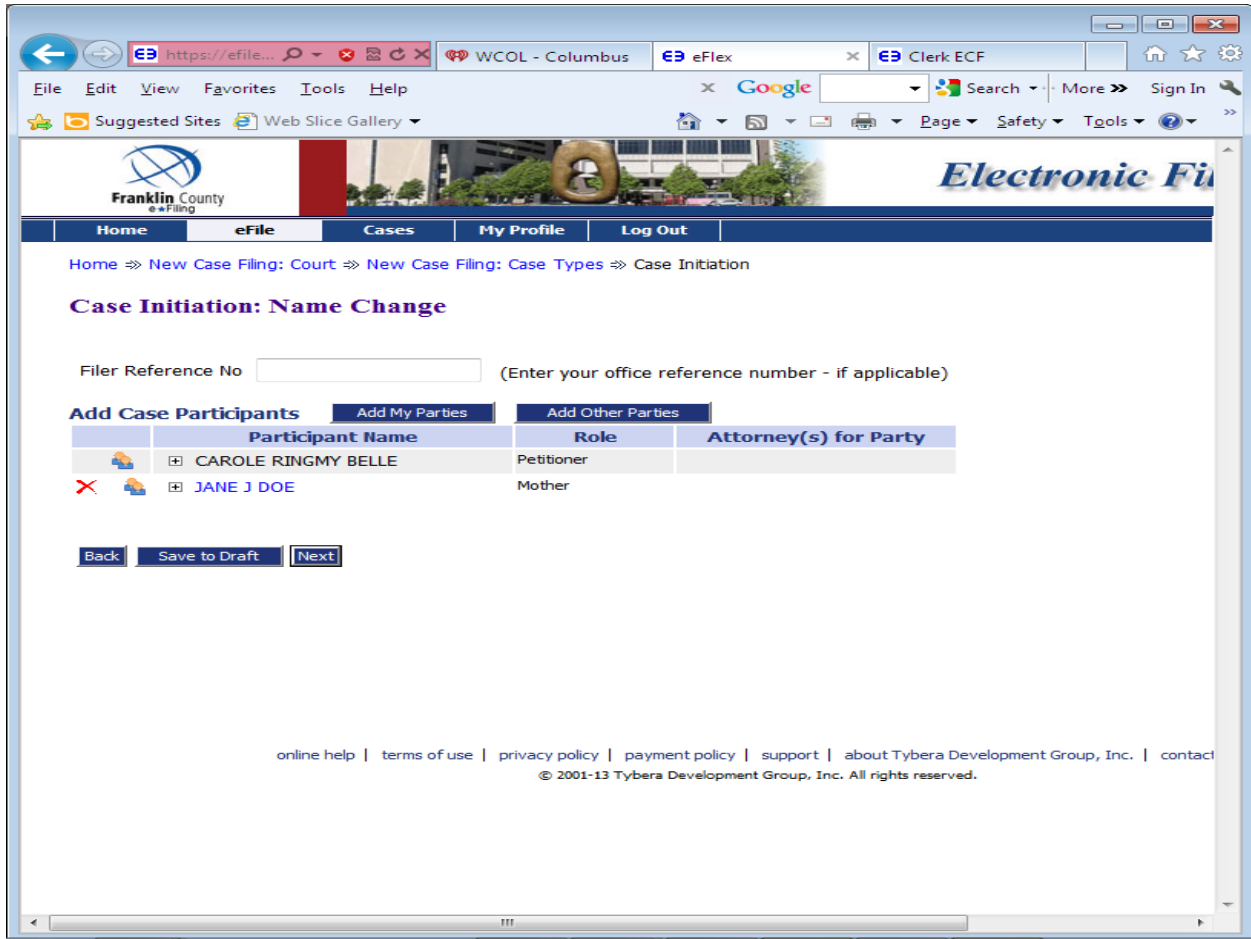
The screenshot shows a web browser window with the Franklin County eFile website. The browser's address bar shows the URL <https://efile...>. The website header includes the Franklin County eFile logo and the text "Electronic Filing". The navigation menu has tabs for Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail is: Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Initiation >> Add a Party. The form contains the following fields:

Party Type:	<input type="text" value="Mother"/>
First Name:	<input type="text" value="JANE"/>
Middle Name:	<input type="text" value="J"/>
Last Name: *	<input type="text" value="DOE"/>
Suffix:	<input type="text"/>

At the bottom of the form are two buttons: and .

At the bottom of the page, there is a footer with links: [online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#) | [contact](#). Below the links is the copyright notice: © 2001-13 Tybera Development Group, Inc. All rights reserved.

You will be taken back to the Case Initiation Screen. Choose Add Other Parties again to enter the Father's name.



Enter the father's name and choose the Next button at the bottom of the page.

The screenshot shows a web browser window with the URL <https://efile...>. The browser tabs include "WCOL - Columbus", "eFlex", and "Clerk ECF". The page header features the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu contains "Home", "eFile", "Cases", "My Profile", and "Log Out". The breadcrumb trail reads: "Home » New Case Filing: Court » New Case Filing: Case Types » Case Initiation » Add a Party".

The form fields are as follows:

Party Type:	Father
First Name:	JOHN
Middle Name:	J
Last Name: *	DOE
Suffix:	JR

At the bottom of the form are two buttons: "Back" and "Next".

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Choose the Next button after entering the parent.

Add information about UNKNOWN parent(s) too.

If the parent's name is unknown or not listed on the birth certificate, choose Unknown Father or Unknown Mother. Choose the Next button.

The screenshot shows a web browser window displaying the Franklin County eFiling portal. The browser's address bar shows the URL <https://efiletest.f...>. The page header includes the Franklin County eFiling logo and the text "Electronic Filing". A navigation menu contains "Home", "eFile", "Cases", "My Profile", and "Log Out". The user is identified as "user: CAROLE RINGMY BEL". The breadcrumb trail reads: "Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Party".

The "Add a Party" form contains the following fields:

- Party Type:
- First Name:
- Middle Name:
- Last Name: *
- Suffix:

At the bottom of the form are two buttons: "Back" and "Next".

Footer text includes: "online help | terms of use | privacy policy | payment policy | support | about Tybera Development Group, Inc. | contact us" and "© 2001-13 Tybera Development Group, Inc. All rights reserved."

This will take you to the Add a Document screen.

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Document

Case Subtype : Name Change

Document Category

Document Type *

Additional Text

Acceptable File Format(s) (*.doc,*.docx,*.pdf)

Document Location

Page Count

Add to Submission

Document Name	View Document	Edit Data	Size
Case Data	form.xml		0.01 MB

Total Size: 0.0 MB

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Choose Document Category: PETITION

Choose Document Type: Petition to Change Name

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Document

Case Subtype : Name Change

Document Category:

Document Type *

Additional Text:

Acceptable File Format(s) (*.doc,*.docx,*.pdf)

Document Location:

Page Count:

Add to Submission:

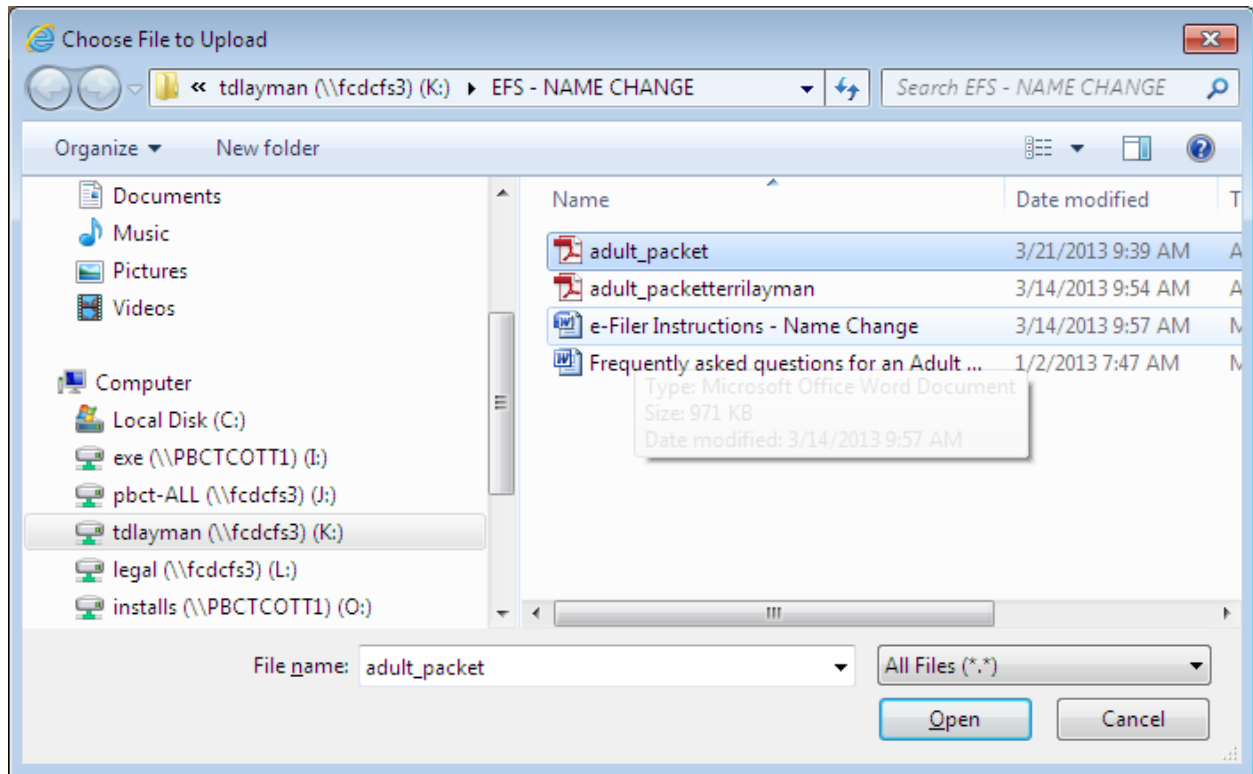
Document Name	View Document	Edit Data
Case Data	form.xml	0.0

Total Size: 0.0

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Click on the Browse button and this will take you to your computer to choose where you have stored the Petition packet for name change.



Once you find your document, highlight it and choose the Open button. This will upload your document to the e-Filing System.

Once you see your document on the Document Location line, choose the Add to Submission button.

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: CAROLE RINGMY BEL

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Case Types ⇒ Case Initiation ⇒ Add a Document

Case Subtype : Name Change

Document Category: PETITION

Document Type *: Petition to Change Name *

Additional Text:

Acceptable File Format(s) (*.doc,*.docx,*.pdf)

Document Location: K:\EFS - NAME CHANGE\adult_packet.pdf

Page Count:

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remo
Case Data	form.xml		0.01 MB		

Total Size: 0.0 MB

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This will take you to the Misc Petition screen to enter current name, alias and desired new name.

The screenshot shows a web browser window with the following content:

- Browser Tabs:** https://efile..., Pirate Flag - Kenny..., eFlex, Clerk ECF
- Address Bar:** https://efile...
- Navigation:** Home, New Case Filing: Court, New Case Filing: Case Types, Case Initiation, Add a Document, Misc Petition
- Form Title:** Petition to Change Name
- Case Name:**
 - First Name: CAROLE
 - Middle Name: RINGMY
 - Last Name: * BELLE
 - Suffix: (empty)
- Alias:**
 - First Name: (empty)
 - Middle Name: (empty)
 - Last Name: (empty)
 - Suffix: (empty)
- New Name:**
 - First Name: CAROLE
 - Middle Name: ANN
 - Last Name: * BELLE
 - Suffix: (empty)
- Date of Birth: *** (mm/dd/yyyy) 10/28/1974
- Adult** **Minor**
- Publisher:** The Daily Reporter - \$30.00
- Buttons:** Back, Next

Be sure to enter Case Name, an Alias if you use one, New Name, Date of Birth, choose Adult or Minor. IF THE NAME CHANGE IS FOR A MINOR WHOSE PARENT CAN NOT BE FOUND choose a Publisher either The Columbus Dispatch for \$50.00 or The Daily Reporter for \$30.00. The Court will take care of sending the publication information to the selected newspaper.

Choose the Next button at the bottom of the page.

This will take you back to the Add a Document page. Other documents, such as Driver's License, Birth Certificate, etc., are required to be filed with the Court and can be uploaded at this time. If you do not have a scanner, you may bring in to the Court other required documents on the hearing date and the Court can scan and e-File those documents for you.

Once all documents have been uploaded, choose the Next button at the bottom of the page.

Home >> New Case Filing: Court >> New Case Filing: Case Types >> Case Initiation >> Add a Document

Case Subtype : Name Change

Document Category MISCELLANEOUS A - C

Document Type * Copy of Driver's License

Additional Text

Acceptable File Format(s) (*.doc,*.docx,*.pdf)

Document Location

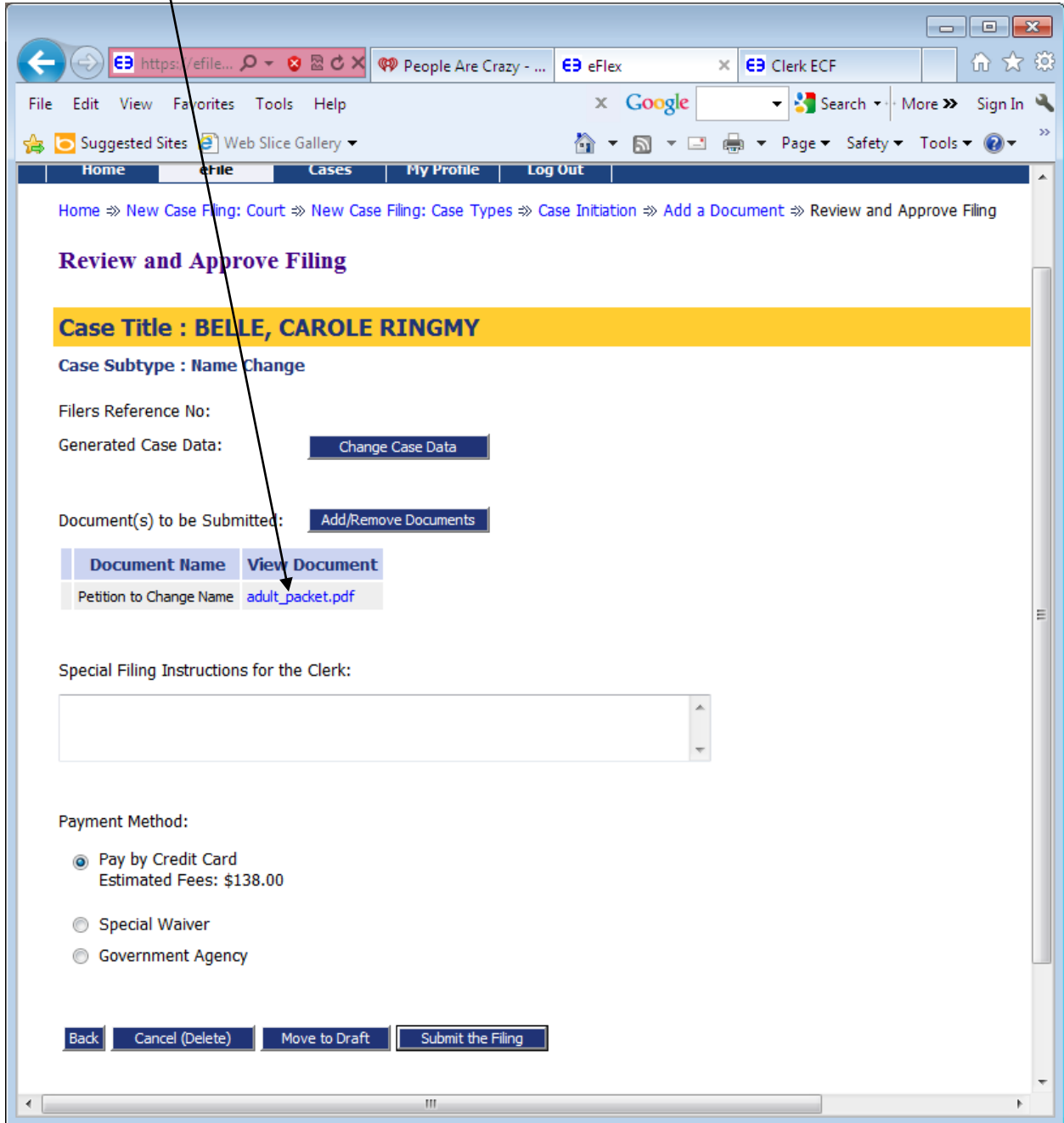
Page Count

Add to Submission

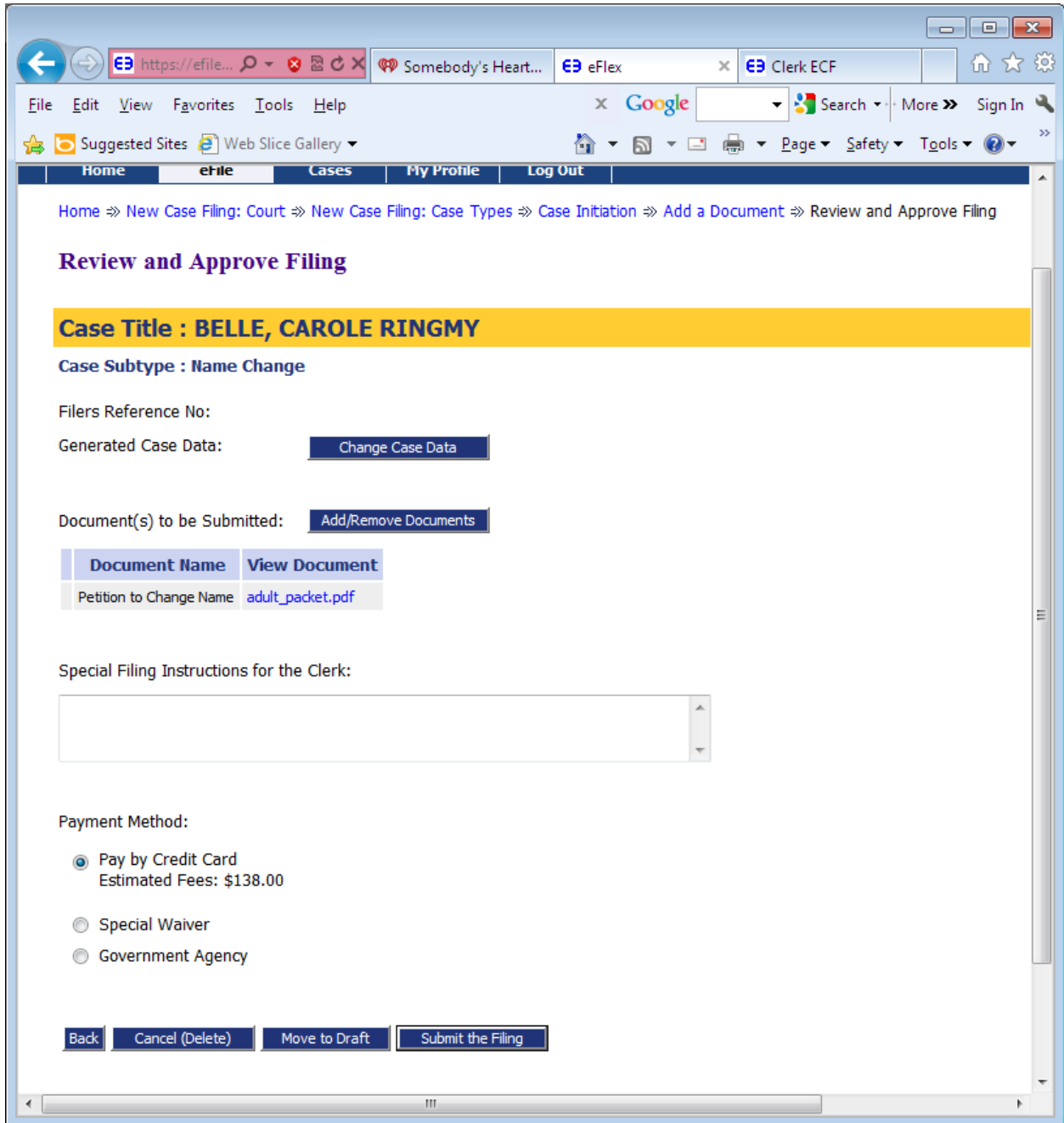
Document Name	View Document	Edit Data	
Case Data	form.xml		0.0
Petition to Change Name	adult_packet.pdf		0.0
			Total Size: 0.0

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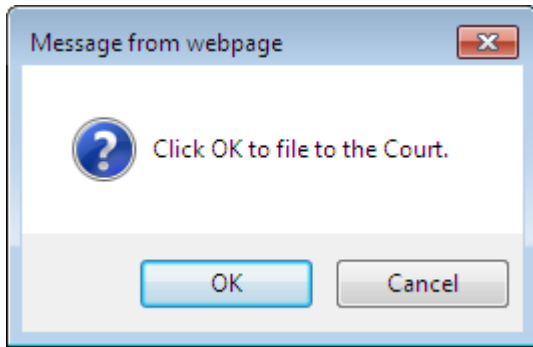
This will take you to the Review and Approve Filing page. By choosing the link under the View Document, you can look at all your documents one last time prior to submitting them to make sure you have uploaded the correct documents.



If everything is ready to submit, choose the Payment Method: Pay by Credit Card radio button. Choose the Submit the Filing button.



The below window will open up. Choose OK.



This will take you to the PayGov.US page where you will enter your credit / debit card information.

Once you have entered all required information, choose the green Review and Pay button.

The following payments are accepted for your transaction:

- Credit/Debit
- Check

Review and Pay ->

<<-- Edit Payor Info

<-- Edit Payment Amts

Cancel and Go Back

Payment Amount: \$138.00
Flat Convenience Fee: \$4.14

Payment Total: \$142.14

SSL Certificate

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Payment Information - Probate Court

Cardholder First Name: TESTING

Last Name: TESTING

Address: 373 S HIGH ST

City: COLUMBUS

State: OH

Zip Code: 43215

Billing Phone: 555-555-5555

Your Email Address: _____

Optional

Card Type: VISA

Card Number: 4111111111111111

Security Code: 123 Three or four-digit code printed on back of card

Expiration Date: Oct 2016

Read the paragraph highlighted in yellow and click the box in front of "I AGREE".

PayGOV.US

I Agree

By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is **NON-REFUNDABLE.**

If you would like to make any changes to the information you have entered, please select the page from the buttons below.

<<<-- Edit Payor Info
<<-- Edit Payment Amts
<-- Edit Payment Info
Cancel and Go Back

Payment Information - Probate Court	
Cardholder Name:	TESTING TESTING
Address:	373 S HIGH ST : COLUMBUS, OH
Credit Card:	VISA 4*****1111 exp 10/16
Payment Amount:	\$138.00
Convenience Fee:	\$4.14
Payment Total:	\$142.14

Copyright © 2009 PayGov, LLC www.PayGov.US

Payment Amount:	\$138.00
Flat Convenience Fee:	\$4.14
Payment Total:	\$142.14

[SSL Certificate](#)

Choose the Green Submit Payment button.

The screenshot shows a web browser window with the following elements:

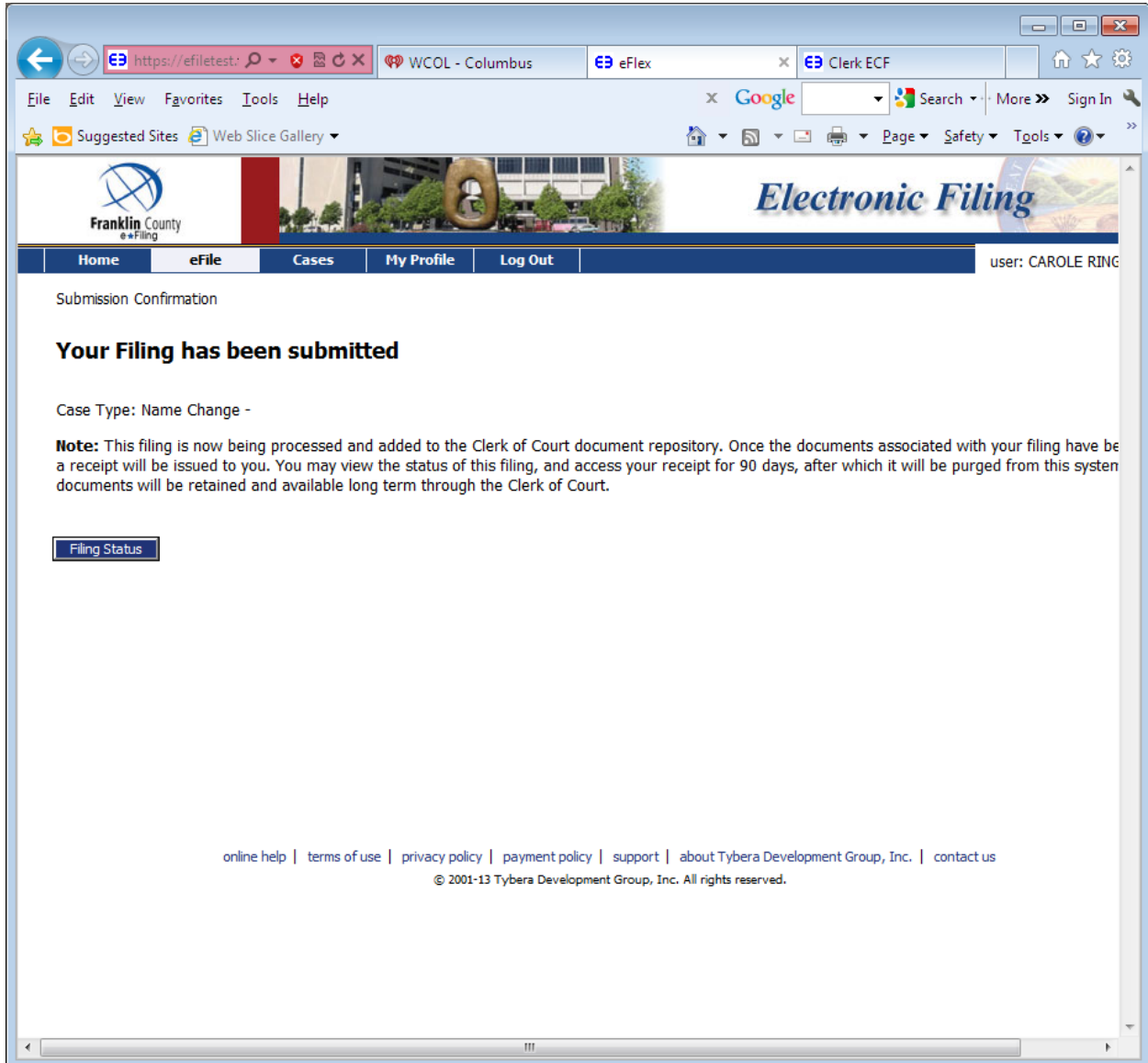
- Browser Tabs:** WCOL - Columbus, PayGov.US - Review P..., Clerk ECF.
- Address Bar:** https://testsec.p...
- Page Header:** PayGOV.US logo and an American flag graphic.
- Agreement Section:**
 - I Agree**
 - By checking this box, I agree to the flat convenience fee or the applicable percentage rate as noted below. This fee is **NON-REFUNDABLE**.
 - If you would like to make any changes to the information you have entered, please select the page from the buttons below.
- Payment Information - Probate Court:**
 - Cardholder Name: TESTING TESTING
 - Address: 373 S HIGH ST : COLUMBUS, OH
 - Credit Card: VISA 4*****1111 exp 10/16
 - Payment Amount: \$138.00
 - Convenience Fee: \$4.14
 - Payment Total: \$142.14
- Navigation Buttons:** <<<-- Edit Payor Info, <<-- Edit Payment Amts, <-- Edit Payment Info, **Submit Payment ->** (highlighted in green), Cancel and Go Back
- Summary Table:**

Payment Amount:	\$138.00
Flat Convenience Fee:	\$4.14
Payment Total:	\$142.14
- Security:** securityMETRICS PCI Certified logo and a link to the SSL Certificate.

You will be directed to the below page.

Your filing has been submitted to the Court and you will receive an e-mail once the clerk has accepted your filing.

To check on the status of your Name Change Petition choose the blue Filing Status button.



Filing Status

Franklin County eFiling

Electronic Filing

Home eFile Cases My Profile Log Out user: CAROLE RINGMY BELLE

Filing Status

My Filings

CAROLE RINGMY BELLE Filings

Report Criteria:

View Filings Between: 03/25/2013 AND [] []

Filing ID: [] Court Case #: [] Client #: [] Status: All

Go

My Filings Between 03/25/2013 and Today

Delete

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
<input type="checkbox"/>	14275	T,			03-25-2013:02:22:14 PM	Petition to Change Name	Awaiting Approval

Number of Filings: 1 * - Duplicated for resubmission † - Message from the court/clerk

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Currently your status is at Awaiting Approval, meaning it is waiting on the clerk to go through your petition packet and approve it.

When the clerk accepts your petition, the status will change to Accepted.

The screenshot shows a web browser window displaying the Franklin County eFiling portal. The user is logged in as CAROLE RINGMY BELLE. The page title is "Electronic Filing". The navigation menu includes Home, eFile, Cases, My Profile, and Log Out. The main content area shows the "My Filings" section for CAROLE RINGMY BELLE. Under "Report Criteria", there are search filters for "View Filings Between" (03/25/2013), "Filing ID", "Court Case #", "Client #", and "Status" (All). A "Go" button is present. Below this, a section titled "My Filings Between 03/25/2013 and Today" contains a table with one entry:

Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Status
14275		T,	600731	03-25-2013:02:22:14 PM	Petition to Change Name	Accepted

Below the table, it states "Number of Filings: 1" and includes a note: "* - Duplicated for resubmission" and "⚠ - Message from the court/clerk". At the bottom of the page, there are links for "online help", "terms of use", "privacy policy", "payment policy", "support", "about Tybera Development Group, Inc.", and "contact us". The copyright notice reads "© 2001-13 Tybera Development Group, Inc. All rights reserved."

After your Name Change Petition has been filed, the Court will file an Entry Setting Hearing. You are required to check your case history to see what date and time your hearing has been scheduled. Click on the hyperlink of the document titled 'Entry Setting Hearing and Ordering Notice for Name Change Application'. If the hearing date and time is not acceptable you must contact the Court within 2 business days for a new hearing date and time.

To check Case History:

From the Home Page, go into My Recent Cases. The case for your name change should be in the list under Search My Cases. If not, you can enter the case number, make sure the Court is on Probate Court, Court of Common Pleas, and enter your current last name, choose the History button and you will be able to see your petition and the Entry Setting Hearing.

My Filings

Report Criteria:

View Filings Between: AND [Clear Dates](#)

Filing ID: Court Case #: Client #: Status: ▼

[Go](#)

My Filings Between 10/04/2023 and Today

[Delete](#)

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Status
<input type="checkbox"/>	10140975				10-04-2023:01:35:07 PM	Application	Package Pending

Number of Filings: 1 * - Duplicated for resubmission ! - Message from the court/clerk