

Franklin County Probate Court: Name Change E-Filing Guide

For Name Changes, Name Conformity and Name Changes for Minors

For ALL Name Change
types

Table of Contents

BEFORE YOU FILE.....	2
PART 1: FRANKLIN COUNTY E-FILING - GENERAL GUIDELINES FOR NAME CHANGE.....	5
Franklin County e-Filing – General Guidelines	6
Forms for all Name Change Filings.....	6
Document Signatures.....	7
Certified Copies.....	7
Hearings.....	8
Case Association	8
PART 2: NAME CHANGE PROCESS OVERVIEW.....	9
Clerks’ Initial Review – Case Opening.....	9
Name Change of an Adult Case Type	9
Name Change of a Minor Case Type	10
Name Conformity Case Type	11
PART 3: E-FILING STEPS TO OPEN A CASE.....	13
Creating an e-Filing Account.....	13
Selecting a Role	14
Opening a Case.....	15
Selecting the Case Type	15
Case Initiation.....	17
FREQUENTLY ASKED QUESTIONS.....	22

BEFORE YOU FILE

Before starting a name change case in Franklin County Probate Court, review the following important information to ensure that filing a case is necessary and appropriate:

1. You Must Be a Resident of Franklin County

Only **legal residents of Franklin County** may file a name change petition in this court. You must have lived in Franklin County for at least **60 days prior** to filing. If you live in a different county, you must file your case in the probate court for your county of residence.

2. Just Married? You May Not Need to File

If you were recently married and are simply taking your spouse's last name, you **do not need to file a name change case**. Instead, take a **certified copy of your marriage abstract** to the Social Security Administration and other agencies to update your name. This is a standard name update process and does not require a court order.

3. Returning to a Previous Name After Divorce

If you are resuming a previous last name (such as your maiden name) after a divorce, first **check your divorce decree**. Judges often include a provision restoring your former name as part of the final divorce order. If this provision is included, **you do not need to file a name change**—you can use a certified copy of your divorce decree to update your name with government agencies.

Taking a few minutes to check these details can save you time, money, and unnecessary paperwork. If you're not sure whether a court-ordered name change is required in your situation, consider speaking with an attorney or contacting the probate court clerk before filing.

What Kind of Name Change Is Right for Me?

Before starting your name change case, it's important to understand which type of name change you should file. Franklin County Probate Court processes several types of name change cases, and choosing the correct one ensures your case is handled efficiently and avoids delays. Below is an overview of each name change case type, who it applies to, and when it should be used.

1. Adult Name Change

Who it's for:

Any FRANKLIN COUNTY RESIDENT 18 years of age or older who wishes to legally change their name.

When to file this case type:

- You want to change your legal name due to personal, cultural, or religious reasons.
- You are returning to a previous name (e.g., after a divorce or separation and the name was not changed in the divorce decree).
- You want to change your full name, first name, last name, or correct spelling for any non-criminal, lawful reason.

Common examples:

- Changing a name that's difficult to pronounce or spell.
- Changing your name after a gender transition.
- Reverting to a maiden name if not handled during divorce.

2. Minor Name Change

Who it's for:

Children **under the age of 18** whose parent(s) or legal guardian(s) are requesting a legal name change on their behalf.

When to file this case type:

- You are a parent or legal guardian and wish to change the child's first, middle, or last name.
- The child's name does not match the custodial parent's or household's name.
- You want to correct a name on the child's birth certificate or other legal documents.

Important Notes:

- All legal guardians and/or both parents typically must be notified, and consent is required in most cases.
- If one parent does not consent, a hearing date may be set, and explanation may be required to explain why the name change is in the child's best interest.

Common examples:

- Changing a child's surname to match a custodial parent's name.
 - Correcting a birth certificate misspelling.
 - Changing a child's name following adoption or family restructuring.
-

3. Name Conformity

Who it's for:

Individuals who already use a consistent name across most records but need a court order to resolve **minor differences in name appearance** across legal documents.

When to file this case type:

- You need your name to match across key documents (e.g., driver's license, Social Security record, passport, school or employment records).
- Your name appears slightly differently on some documents, preventing you from obtaining identification, benefits, or employment.
- You have transitioned genders, and your documents do not consistently reflect your chosen name.

Important Notes:

- This is **not** a full name change but a request for the court to issue an order confirming that slightly different versions of your name refer to the same person.
- This type of case is often used to help with compliance for REAL ID, employment eligibility, or immigration processes.
- No publication or background check is typically required.

Common examples:

- Your birth certificate lists "John Michael Smith," but your driver's license says "John M. Smith."
 - Your Social Security record uses your full married name, while your passport still has your maiden name.
 - Your gender marker and name differ between documents after a gender transition.
-

PART 1: FRANKLIN COUNTY E-FILING - GENERAL GUIDELINES FOR NAME CHANGE

Franklin County e-Filing – General Guidelines

Judge Mackey has issued an Administrative Order establishing the technical requirements for electronic filing. The Administrative Order is available on the Franklin County Probate Court website under [Franklin County Probate Court Administrative Rules Regarding eFiling](#). This guide is provided as a supplemental resource and is intended to offer helpful guidance for users who are unfamiliar with the Franklin County Probate Court (FCPC) e-Filing system. It does not replace the Administrative Order or any applicable court rules.

The FCPC e-filing system does not allow court staff to partially accept or reject a “package” of documents that are filed as a part of the same upload: each and every document must be acceptable for filing, or all will need to be rejected.

Accordingly, please be aware that every submitted pleading in a particular package must be able to be APPROVED FOR FILING. In some instances, the system may allow a filer to submit documents that are not able to be approved in a particular case, or at a particular time. In such a situation, the clerks may reject back pleadings that are substantively able to be approved.

NOTE: THE COURT’S **ACCEPTANCE** OF A DOCUMENT FOR FILING
DOES NOT SIGNIFY **APPROVAL** OF THE SUBSTANCE OF THE DOCUMENT.

Forms for all Name Change Filings

GENERALLY: The Probate Court web pages list The Supreme Court of Ohio’s standard probate forms and additional documents accepted by the Franklin County Probate Court in the administration of legal name changes. The standard probate forms are acceptable for filing so long as they are completed in accordance with the court’s standards; however, many have been modified to make them more readily acceptable for Franklin County e-filing.

- The modified forms, as well as supplemental forms specific to Franklin County that may be required by Local Rule and/or are preferred by the court, are available on the Court’s website at: <https://probate.franklincountyohio.gov/forms/>
- The major modification to most forms is the need for a proposed Entry to be filed separately from an application. Accordingly, many pleadings that were previously on one page have now been divided into two separate pages. **Please note that every proposed Entry must have the words “Signature Page Attached” included above the Judge’s signature line.**

Document Signatures

Generally, signatures on forms and pleadings may be submitted in the following ways:

1. As an ink signature, with 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 **of an individual who has created a profile in the court's e-Filing system** (this is NOT acceptable for individuals who do not have their own unique profiles in the e-Filing system), or
3. As an electronically signed PDF copy, using software with audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign). Submit electronically signed forms and attach to each its audit track in the same PDF file, behind the form itself.

NOTE: Waivers may NOT be signed in the e-Signature format described in Option 2, above. Signed waivers for pleadings may be submitted to E-File using the following methods:

1. As scanned PDF copies with original ink signatures, or
2. As electronically signed PDF copies, using signature capture software which includes audit tracking capability (e.g., DocuSign, RightSignature, Adobe Sign). Submit electronically signed waivers and attach to each its audit track in the same PDF file, behind the waiver form. Waivers submitted without an audit track will be rejected. Electronically signed waivers may be subject to further review by hearing officers.

A further explanation of the court's signature standards is available on the website, at the link below:

[Franklin County Probate Court Signature Standards](#)

Certified Copies

The following specific documents will be automatically certified upon the initial issuance by the court; and one certified copy will be mailed to the filer unless otherwise prearranged with the court:

- Entry Granting Correction of Birth Record
- Entry Granting Name Change
- Entry Conforming Legal Name

If additional copies are needed, a filer should upload a Request for Certified Copies form together with the document of which the copies are requested.

A certified copy of a court filing may be requested at any time by filing a Request for Certified Copies form, a sample of which is included hereafter.

Hearings

- An **Application to Change the Name of a Minor** or an **Application to Conform the Legal Name of a Minor** may require a consent hearing if the consent of both parents is not provided with the filing. If a hearing is required, the filer/applicant will receive a hearing notice containing the date and time to appear at the Probate Court, along with any additional instructions for participating remotely (e.g., by telephone or Zoom), if applicable. If an interpreter is needed, please contact the Court as soon as possible so that one can be scheduled for the hearing.

Hearings may be conducted remotely or in-person, as determined by the Judge or Magistrate assigned to the case but will generally be held via Zoom.

- If you received an email or mail notice of hearing indicating a Zoom hearing is set, please do not appear at Court in person.
- If you have questions, please contact the Court to verify the status of your hearing.

If you have a scheduling conflict for a particular hearing date, please email the court's legal staff at probate.legal@franklincountyohio.gov and/or upload an Application for Continuance of Hearing. The court will make every reasonable effort to accommodate a convenient date and time for all parties.

Case Association

The e-filing system allows registered users with specific filing roles to receive e-notices about a case and view nonconfidential filings through the e-filing system online docket. However, users besides the person who opened the case may need to have their e-filing accounts associated with a particular case in order to access these features.

To associate your pro se account with a case in the e-filing system, please file a notice of case association to the case. This notice will be reviewed by court staff and if approved, access to the specified case will be granted.

The screenshot shows a web interface for filing documents. A dropdown menu is open for 'Document Category'. The menu lists several options: ALL, APPEND/ATTACH DOCUMENTS, APPLICATIONS/MOTIONS, ENTRY/ORDER, MEDIATION, MISCELLANEOUS A - C, MISCELLANEOUS D - L, MISCELLANEOUS M - P, MISCELLANEOUS Q - W, NOTICE OF CASE ASSOCIATION, PETITION, and PROPOSED ENTRY/ORDER. The 'NOTICE OF CASE ASSOCIATION' option is highlighted with a red box. A red arrow points to the 'Move to Draft' button, which is located below the dropdown menu. The 'Back' button is also visible. The copyright notice '©2001-2025 Tyber' is at the bottom right of the dropdown menu.

Document Category
ALL
APPEND/ATTACH DOCUMENTS
APPLICATIONS/MOTIONS
ENTRY/ORDER
MEDIATION
MISCELLANEOUS A - C
MISCELLANEOUS D - L
MISCELLANEOUS M - P
MISCELLANEOUS Q - W
NOTICE OF CASE ASSOCIATION
PETITION
PROPOSED ENTRY/ORDER

Back Move to Draft

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PART 2: NAME CHANGE PROCESS OVERVIEW

Clerks' Initial Review – Case Opening

In ALL case types, when the FCPC has received an uploaded package of forms intended to open a new case, the clerks will first provide a threshold review to determine whether the minimum requirements have been satisfied for a case to be opened in Franklin County. The clerks' initial review is solely to determine whether a case should be opened.

Name Change of an Adult Case Type

The legal name change process involves filing a request with the court to formally change your name, providing appropriate supporting documentation, and attending a hearing if required. Once the court reviews and approves the request, it will issue a **court order legally granting the name change**. This order can then be used to update your name with the Social Security Administration, the Ohio Bureau of Motor Vehicles (BMV), financial institutions, and other government or private entities.

Before you can begin the process of requesting a legal name change, you will need to gather and prepare the following **required documents**. These items must be complete and ready to upload when you initiate your filing:

1. **Completed Application to Change Name of Adult or Minor**

You must fill out the official application form to change legal name. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

2. **Copy of a Government-Issued Photo ID**

You must include a clear copy of a valid government-issued identification document. Acceptable forms of ID include:

- A state-issued driver's license
- A state-issued identification card
- A U.S. passport (proof of residency is required along with passport)
- Proof of Residency can include lease or rental agreement, utility bills, mortgage statement or property tax bill

3. **Copy of the Current Birth Certificate**

A copy of the existing birth certificate that you are seeking to correct must also be included. This document helps verify the current record on file and indicates what information is being changed. Certificate of Naturalization may be used in lieu of birth record.

4. **Proof of any prior legal name change**

A certified copy of any previous legal name change should also be included. This document helps verify the current record on file and indicates what information is being changed.

Name Change of a Minor Case Type

The legal name change of a minor involves a legal guardian or biological parent who is listed on the minor's birth certificate filing a request with the court to formally change the minor's name, providing proof of consent from both minor's biological parents, providing appropriate supporting documentation, and attending a hearing if required. If the applicant is a legal guardian, proof of custody must be provided. Once the court reviews and approves the request, it will issue a **court order legally granting the name change**. This order can then be used to update the minor's name with the Social Security Administration, financial institutions, and other government or private entities.

Before you can begin the process of changing the legal name of a minor, you will need to gather and prepare the following required documents. These items must be complete and ready to upload when you initiate your filing:

1. Completed Application and Affidavit to Change Name of Minor

You must fill out the official petition form for changing legal name. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant (minor parents or legal guardian).
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

2. Completed and Signed Waiver of Notice of Hearing and Consent to Change Name or Conform Name of Minor

Each biological parent must complete a consent form in order for name change process to proceed. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

3. Affidavit Regarding Location of Non-Consenting Parents

If one or more parents do not consent to name change or are unable to be located, applicant must complete an Affidavit Regarding Location of Non-Consenting Parents. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

4. Copy of a Government-Issued Photo ID of Applicant

You must include a clear copy of a valid government-issued identification document. Acceptable forms of ID include:

- A state-issued driver's license
- A state-issued identification card
- A U.S. passport (proof of residency is required along with passport)
- Proof of Residency can include lease or rental agreement, utility bills, mortgage statement or property tax bill

5. Copy of the Minor's Current Birth Certificate

A copy of the existing birth certificate that you are seeking to correct must also be included. Certificate of Naturalization may be used in lieu of birth record.

Adult Name Conformity Case Type

An **Application to Conform a Legal Name** is a specialized legal process that allows individuals to correct **minor discrepancies, misspellings, or inconsistencies** in their legal name across official identity documents. It is important to understand that this is a **distinct proceeding from a legal name change**—it does *not* serve to adopt a new name, but rather to bring uniformity to documents that reflect a person's **current legal name**. You may submit your application electronically using the eFiler interface. Please carefully follow the instructions below to avoid delays in processing. Before you can begin the process of conforming an adult's legal name, you will need to gather and prepare the following required documents. These items must be complete and ready to upload when you initiate your filing:

1. **Completed Application to Conform Legal Name of an Adult**

You must fill out the official application for name conformity. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

2. **Copy of a Government-Issued Photo ID of Applicant**

You must include a clear copy of a valid government-issued identification document. Acceptable forms of ID include:

- A state-issued driver's license
- A state-issued identification card
- A U.S. passport (proof of residency is required along with passport)
- Proof of Residency can include lease or rental agreement, utility bills, mortgage statement or property tax bill

3. **Copies of Documents Containing Name Discrepancies**

You must include a copy of each document that contains a misspelling, incorrect order, or other variation of your legal name. This may include Social Security records, medical records, school transcripts, or any official identification where the name does not match exactly.

4. **Copy of the Current Birth Certificate**

A copy of the existing birth certificate that you are seeking to correct must also be included. This document helps verify the current record on file and indicates what information is being changed. Certificate of Naturalization may be used in lieu of birth record.

Minor Name Conformity Case Type

An **Application to Conform a Legal Name of a minor** is a specialized legal process that allows parents or legal guardians of minors to correct **minor discrepancies, misspellings, or inconsistencies** in the legal name of the minor across official identity documents. It is important to understand that this is a **distinct proceeding from a legal name change**—it does *not* serve to adopt a new name, but rather to bring uniformity to documents that reflect the minor's **current legal name**. Before you can begin the process of conforming a minor's legal name, you will need to gather and prepare the following required documents. These items must be complete and ready to upload when you initiate your filing:

1. **Completed Application and Affidavit to Conform Name of Minor**

You must fill out the official petition form for changing legal name. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant (minor parents or legal guardian).
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

2. **Completed and Signed Waiver of Notice of Hearing and Consent to Change Name or Conform Name of Minor**

Each biological parent must complete a consent form in order for name change process to proceed. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

3. **Affidavit Regarding Location of Non-Consenting Parents**

If one or more parents do not consent to name conformity or are unable to be located, applicant must complete an Affidavit Regarding Location of Non-Consenting Parents. This form must be:

- Fully completed with accurate and legible information.
- Signed by the applicant.
- Notarized — meaning the form must be signed in front of a notary public.
- Stamped and signed by the notary, confirming the notarization.

4. **Copy of a Government-Issued Photo ID of Applicant**

You must include a clear copy of a valid government-issued identification document. Acceptable forms of ID include:

- A state-issued driver's license
- A state-issued identification card
- A U.S. passport (proof of residency is required along with passport)
- Proof of Residency can include lease or rental agreement, utility bills, mortgage statement or property tax bill

5. **Copy of the Minor's Current Birth Certificate**

A copy of the existing birth certificate that you are seeking to correct must also be included. This document helps verify the current record on file and indicates what information is being changed. Certificate of Naturalization may be used in lieu of birth record.

6. **Copies of Documents Containing Name Discrepancies**

You must include a copy of each document that contains a misspelling, incorrect order, or other variation of your legal name. This may include Social Security records, medical records, school transcripts, or any official identification where the name does not match exactly.

PART 3: E-FILING STEPS TO OPEN A CASE

Creating an e-Filing Account

Each user must have their own unique e-filing account to submit filings to the FCPC. Note that a paralegal may not file “on behalf of” an attorney: each attorney must utilize their own account.

To create an account, navigate to <https://efile.franklincountyoh.tyberacloud.net/> and select “Request Account.”



Franklin County eFiling

Electronic Filing
powered by eFile from tybera

Welcome to eFiling

Please Log In

Username
mkbeaver

Password

Notice
☐ I have read and agree to the Notice of Redaction Responsibility.

[Log In](#)

[Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users
If you have not signed in before, please request a user account.

[Request Account](#)

We encourage you to stay informed about our eFiling updates and explore the new interface. For the latest information, [visit our resources page](#).

Selecting a Role

When creating an account in the e-filing system, it is important for individuals representing themselves (without an attorney) to correctly identify themselves as **pro se filers**. Selecting the correct filer role ensures you have access to the appropriate filing options and system features.

[User Agreement](#) ⇒ Select User Role

USER ROLES

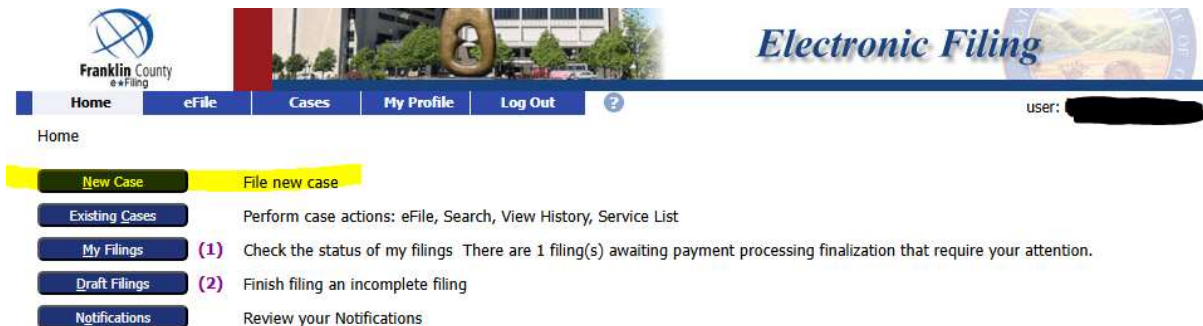
Select your user role:

- ☐ Agency / Facility
- ☐ Agency / Facility ADMINISTRATION
- ☐ Attorney
- ☐ Attorney-CSEA
- ☐ Court Reporter External
- ☐ Financial Institution
- ☐ Forensic
- ☐ Government Agency
- ☐ Media
- ☐ Parenting Coordinator/Custody Evaluator
- ☐ Pro Hac Vice
- ☒ Pro Se
- ☐ Probate ADAMH Bd Review
- ☐ Probate Doctor
- ☐ Probate Paralegal Proxy
- ☐ Probate Prescreener
- ☐ Process Server
- ☐ Proxy Filer

[Cancel](#) [Next](#)

Opening a Case

After logging in, a filer may request to open a new case by clicking the “New Case” button.



The filer will next be prompted to select the FCPC from the list of available courts:



Selecting the Case Type

Selecting a Case Type:

When opening a new case, a filer will need to choose a case type from a list of drop downs. It is very important for a filer to select the correct case type and sub-type when initiating a new case. Please complete review all case type options in advance. **If you are unsure of the most appropriate case type or sub-type, please contact the court for assistance.**

A list of available case types is shown below:

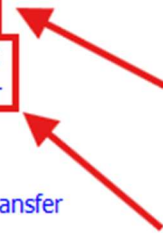
Case Type

Description
Adoption
Civil
Estates
Guardianship Adult
Guardianship Minor
Mental Health
Miscellaneous
Name Change
Name Conformity - Adult
Name Conformity - Minor
Restricted Cases
Trust

For Name Changes, the available case type will be listed as Name Change. For Name Conformity, the available case type will be shown as Name Conformity.

Case Type

Description
Adoption
Birth Correction
Civil
Delayed Birth Registration
Estates
Guardianship Adult
Guardianship Minor
Mental Health
Minor's Settlement
Miscellaneous
Name Change
Name Conformity - Adult
Name Conformity - Minor
Protective Services
Restricted Cases
Structured Settlement Transfer
Trust



Case Initiation

Adding Case Participants:

For each case type, the first screen will prompt a filer to add Case Participants.

Case Initiation: Name Change

Add Case Participants **Add My Parties** **Add Other Parties** (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
	+ JOHN SMITH	Petitioner	

Select "Add My Parties" to enter the contact information for the Applicant.

Note: If this case involves a minor name change or minor name conformity, the parent or legal guardian initiating the process will be listed as the Applicant—not the minor.

For Minor Name Changes and Minor Name Conformity Cases:

Select "Add Other Parties" to enter the information for the minor's biological parents. Information for both the mother and the father must be provided.

[Home](#) ⇒ [New Case Filing: Court](#) ⇒ [New Case Filing: Case Type](#) ⇒ [Case Initiation](#) ⇒ [Add a Party](#)

Add a Party: Name Change

Party Type:

First Name:

Middle Name:

Last Name: *
(or Business Name)

Name Suffix:
(Jr, Sr, ...)

Adding Proposed Pleadings:

Next, the system will prompt a filer to upload documents to the court. Some, but not all, required pleadings are designated with an asterisk (*). The court will reject a request to open a case unless all of the required forms are submitted. Refer to the Document Type drop-down list in the Add Document section of the filer interface for a list of all required documents for your specific case type.

For Name Change and Name Conformity cases, the Document Type will automatically default to:

- “Petition to Change Name Adult or Minor” for Name Changes
- “Application to Conform Legal Name” for Name Conformities

Case Sub Types : Name Change

Document Category

Document Type *

Additional Text

Page Count

These Document Types should only be used when uploading the actual petition or application. Any supporting documents (e.g., birth certificates, affidavits) must be uploaded under their appropriate document types.

After selecting the document:

1. From DOCUMENT LOCATION, the filer will need to navigate to where the document is saved on their computer.
2. Select the file.
3. Click ADD to Add to Submission.

Case Sub Types : Name Change

Document Category

Document Type *

Additional Text

Page Count

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

Document Location No file selected.

Add to Submission 

After clicking ADD, the system will direct the filer to the Case Information screen. This is where you will:

- Enter the current legal name and requested name
- Provide any alias (if applicable)
- Enter the date of birth
- Select whether the filing is for an adult or minor

[Home](#) ⇒ [Draft Filings](#) ⇒ [Add a Document](#) ⇒ Misc Petition

Petition to Change Name Adult or Minor

Case Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Alias:

First Name:

Middle Name:

Last Name:

Suffix:

New Name:

First Name:

Middle Name:

Last Name: *

Suffix:

Date of Birth: *

(mm/dd/yyyy)

Adult ☒ Minor ☐

Publisher:

- Complete publication information:
 - Select "No Publication \$0" for adults.
 - Select "Daily Reporter \$30" for minors only when both parents are not giving consent.

Publisher:

No Publication - \$0.00

The Columbus Dispatch - \$60.00

The Daily Reporter - \$30.00

rivac

Once the Case Information screen is completed, you will return to the document upload area to continue adding required documents.

To add additional documents:

1. Change the Document Category to "ALL" to access the full list of options.
2. Select the appropriate Document Type (e.g., "Birth Certificate" when uploading a birth certificate).
3. Click CHOOSE FILE, locate the saved PDF, and click ADD.

Case Sub Types : Name Change

Document Category

Document Type *

Additional Text

Page Count

Document Location

Add to Submission

Case Data

Petition to Change Na

Birth Certificate

Identification Card

Petition to Change Name Adult or Minor *

Affidavit

Affidavit (Name Change Case)

Agreement

Application

Application for Attorney Fees

Application to Limit Public Record Access and Make File Conf

Attachments

Birth Certificate

Certified Copy

Consent

Consent to Change of Name

Copy of Driver's License

If the specific document you are uploading is not listed under Document Type, select:

- "Miscellaneous Filing" as the Document Type
- Then type the actual document name (e.g., "Marriage Certificate") in the Additional Text field.

Case Sub Types : Name Change

Document Category

Document Type *

Additional Text

Page Count

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

Document Location No file selected.

Add to Submission

Note: Documents are not added until they appear in the blue box under DOCUMENT NAME.

After all necessary documents have been added and are visible under the Document Name list, click NEXT to proceed to the final steps of submission.

Case Title : SMITH, JOHN

Case Sub Types : Name Change

Document Category

Document Type *

Additional Text

Page Count

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

Document Location No file selected.

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data		 ✓	0.01 MB		
Petition to Change Name Adult or Minor	1 TEST Page.pdf	 ✓	0.02 MB	1	
Birth Certificate	1 TEST Page.pdf		0.02 MB	1	
Identification Card	1 TEST Page.pdf		0.02 MB	1	
			Total Size: 0.06 MB		

Review and Submit Filings:

The next screen will show any deficiencies in case information (They will be listed in red text). The filer needs to select to "PAY BY CREDIT CARD;" confirm the list of documents that are intended to be submitted; and submit the filing to the court via the Submit Filing button.

Estimated Fees: \$128.00

☒ Pay by Credit Card

FREQUENTLY ASKED QUESTIONS

1. I'm having technical issues. What do I do?

- Please email efiling-probate@franklincountyohio.gov to reach the court's technology staff. If applicable include a screenshot of any error message.

2. Why were my filings rejected?

- In your electronic notification of rejected pleadings, there is a box that should contain a brief explanation from court staff.
 - The court can only accept or reject an entire package of pleadings, and you may have simply included pleadings that are not yet timely, or that the docket cannot accept when filed together.

3. My filings were accepted, what happens now?

- After filings have been accepted, status updates will be available via the My Filings page in the filer interface. There, you can view the Status column of the page in order to track the progress of your court filings.

4. My correction was approved by the court, how do I order a new, updated birth certificate?

- After you receive a notification that pleadings have been approved and a court Entry granting the name change has been issued, you will contact the Ohio Department of Vital Statistics and order a new birth certificate from them. The court DOES NOT provide a copy of the new updated birth certificate, nor do they place an order for one on your behalf.

5. I am having difficulty with e-filing or I don't have access to a computer/printer/scanner. Can I just mail in my application and documents with payment or drop it off at the courthouse??

- No. The FCPB has transitioned into e-filing cases and is no longer accepting paper filing. You may visit your local public library and use their resources to e-file your case. Also, the court does have kiosks available where you may e-file your case with staff available to offer support.