

NAME CHANGE AND NAME CONFORMITY CASES

Deposit: \$70

An additional \$25.00 court reporter fee will be assessed for all cases requiring a hearing.

As a result of House Bill 7, the following procedures will be effective August 17, 2021 in all name change and name conformity matters in the Wood County Probate Court.

1. There are 2 types of name changes: conformity of legal name on an official document and a general name change.
 - (i) A conformity name change is when the applicant seeks to make his or her legal name consistent in all official identity documents by correcting an inconsistency or other error in an official document.
 - (ii) A general name change is changing all or part of your name to something different. For example, from Susan to Sally or from Susan Brown to Susan Smith.
2. The applicant must be a resident of Wood County for 60 days prior to filing the application.
3. Certain identity documents will be required dependent on the type of name change request being made.
4. The court may require a criminal background check after the filing of any application.
5. In any case, a court hearing may be held at the court's discretion. When a hearing is required or the court determines a hearing is necessary, the court will determine the manner of service to parties. The applicant will be responsible for the costs of service. In a minor name change, service by publication may be necessary when the father is unknown or a parent's whereabouts are unknown to the applicant. Instructions for publication will be provided to you if ordered by the court.
6. When a name change application is filed on behalf of a minor child having an unknown father, or a parent whose whereabouts are unknown, or when a parent objects to a proposed name change, a hearing is required and notice must be published and other service made as required by law.
7. In a case where applicant's safety would be placed in jeopardy by hearing and notice requirements, the court may waive both notice and hearing requirements. Separate pleadings are required to be filed if such a request is being made.