

FRANKLIN COUNTY PROBATE COURT

MINOR NAME CHANGE APPLICATION INFORMATION

Please review the packet of documents you have received. The Probate Court clerk is not an attorney and cannot answer questions about your name change. It is required by law that you be a resident of Franklin County for at least one continuous year before you file your packet. If you have not lived in Franklin County for at least one year, your application will be dismissed and your filing fees will not be refunded.

BUSINESS OF THIS COURT IS CONDUCTED ON A CASH BASIS

If you are attempting to change the name of a minor, the parents of the minor, including the alleged father, must consent to the name change or receive legal notice of the name change. The parent or alleged father must receive legal notice of the filing of the name change application and the hearing that is scheduled, regardless of the amount of contact with the child or the amount of support paid.

You must also publish the name change in a newspaper of general circulation in the county. It is your responsibility to make sure that the legal notice is correct and completed. If you have questions as to how to complete service of notice, you should consult with your attorney.

In a minor name change, if a parent does not consent, the applicant must prove by clear and convincing evidence that the name of the minor should be changed. This may require witnesses and evidence to be presented at a hearing. If you have any questions as to how to present your case, you should consult with an attorney.

The papers you file must be typed or written in ink and must be legible. Illegible documents will be refused for filing. All names and addresses must be **complete**. Use middle names instead of middle initials. P.O. Boxes are not permitted for the applicant's address. Incorrect spellings or incorrect addresses may result in additional costs to you as well as a delay in the change of name.

**ONCE A NAME CHANGE APPLICATION HAS BEEN FILED,
THERE WILL BE NO COURT COST REFUNDS.**