

# PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF: \_\_\_\_\_

CASE NO. \_\_\_\_\_

## SELF-REPRESENTATION ACKNOWLEDGMENT

I acknowledge that I have read, understand and agree with all of the following statements:

1. The Court strongly recommends that I hire an attorney to represent me in this case. Contrary to the Court's recommendation, I have chosen to proceed with this case without the assistance of an attorney.
2. I have the time, knowledge, and ability to handle all aspects of this case correctly without assistance from the Court or any other person.
3. The Court and its Deputy Clerks are prohibited by law from assisting me with any aspect of this case, including without limitation determining what forms I am required to file and how to complete those forms.
4. The Court and its Deputy Clerks cannot provide me with any information regarding how to properly handle this case beyond the information available on the Court's website, [www.probatecourt.bcoho.gov](http://www.probatecourt.bcoho.gov)
5. I am responsible for understanding and correctly applying those portions of the Ohio Revised Code, Rules of Superintendence for the Courts of Ohio, Butler County Probate Court Local Rules of Practice, and all other rules, regulations, policies and procedures, and case law that relate to this case.
6. The Court will hold me to the same standards that apply to attorneys and personas represented by attorneys in similar probate proceedings.
7. If I do not fulfill my responsibilities in this case properly and in a timely manner I will be subject to the compliance policies in the Butler County Probate Court Local Rules.
8. I have a duty to act fairly, honestly, impartially and in the mutual best interest of all persons or entities that may have an interest in this case. I also have a duty to not do anything in my self-interest that is detrimental or harmful to others.
9. I may be personally liable to any person or entity that suffers financial damages as a result of anything I do in this case that does not comply with the legal requirements that apply to this case.
10. If I violate anything in this Self-Representation Acknowledgment, the Court may terminate my authority to proceed further with this case, or may require that I must be represented by an attorney to continue with this case.

\_\_\_\_\_  
Fiduciary/Applicant/Guardian

\_\_\_\_\_  
Typed Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Email Address

**PROBATE COURT OF BUTLER COUNTY, OHIO**  
**JOHN M. HOLCOMB, JUDGE**

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
(Present Name)  
 TO \_\_\_\_\_  
(Requested Name)  
 CASE NO. \_\_\_\_\_

**APPLICATION FOR CHANGE OF NAME OF MINOR**  
**[R.C. 2717.01]**

Applicant is the  Parent  Legal Guardian  Legal Custodian  Guardian ad Litem of the minor. The minor has been a bona fide resident of this county for at least 60 days immediately prior to the filing of this Application. Applicant requests a change of the name of the minor from

First	Middle	Last
to		
First	Middle	Last

The reason for requesting this name change is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

A certified copy of the minor’s birth certificate is attached.

The name and address of Parent 1 of the minor is:

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 City, State, Zip Code

- The Waiver of Notice of Hearing and Consent of Parent 1 accompanies this Application.
- Applicant states that the address of Parent 1 is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address but cannot locate this individual.

The name and address of  Parent 2 or  the alleged father of the minor is:

\_\_\_\_\_  
 Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

- The Waiver of Notice of Hearing and Consent of Parent 2 or the alleged father accompanies this Application.
- Applicant states that the address of Parent 2 or the alleged father is unknown. Applicant has exercised all due diligence and made every reasonable effort to find the current address but cannot locate this individual.
- There is no person alleged to be the father/Parent 2 of the minor.

An Affidavit in support of this Application is attached.

The Applicant will serve Notice of the Hearing on any nonconsenting parent or alleged father as the Court requires pursuant to R.C. 2717.14.

\_\_\_\_\_  
Attorney for Applicant

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Telephone Number (include area code)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

Attorney Registration No. \_\_\_\_\_

# PROBATE COURT OF BUTLER COUNTY, OHIO

IN THE MATTER OF: \_\_\_\_\_

CASE NO. \_\_\_\_\_

## APPLICATION ADDENDUM

[TO BE COMPLETED WITH APPLICATION]

Please check the applicable box:

This is the original contact information for this case.

This is amended contact information for this case. Only the information that has changed is shown on this form. All other information remains the same as shown on the original contact information form.

Attorney for Applicant(s) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Attorney's Registration No. \_\_\_\_\_

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Applicant's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

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Co-Applicant's Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

CASE NO. \_\_\_\_\_

**APPLICATION ADDENDUM (Continued)**

Additional Party's Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, and Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

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Additional Party's Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, and Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

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Additional Party's Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, and Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

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Additional Party's Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, and Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

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Additional Party's Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, and Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**PROBATE COURT OF BUTLER COUNTY, OHIO**

**JOHN M. HOLCOMB, JUDGE**

**IN RE: CHANGE OF NAME OF** \_\_\_\_\_  
(Present Name)

**TO** \_\_\_\_\_  
(Requested Name)

**CASE NO.** \_\_\_\_\_

**AFFIDAVIT IN SUPPORT OF  
APPLICATION FOR CHANGE OF NAME OF MINOR  
[R.C. 2717.06]**

State of Ohio }  
County of \_\_\_\_\_ } SS

The undersigned, in support of the Applicant's Application for Change of Name of Minor, deposes, says, and verifies the following:

Check all that apply:

1.  Applicant is the  parent  legal guardian  legal custodian  guardian ad litem of the minor;
2.  The minor has been a bona fide resident of \_\_\_\_\_, County, Ohio, for at least sixty (60) days immediately prior to the filing of the Application;
3.  The Application is not made for the purpose of evading any creditors or other obligations;
4.  The minor has not been adjudicated a delinquent child for identity fraud;
5.  The minor does not have a duty to comply with R.C. 2950.04 or R.C. 2950.041 because the minor was NOT adjudicated a delinquent child for having committed a sexually oriented offense or a child-victim-oriented offense;

Any other information relevant to the Application \_\_\_\_\_

All documentary evidence submitted with the Application is true, accurate, and complete.

\_\_\_\_\_  
Applicant

Sworn to before me and subscribed in my presence the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public/Deputy Clerk

**PROBATE COURT OF BUTLER COUNTY, OHIO**

**JOHN M. HOLCOMB, JUDGE**

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Name)

CASE NO. \_\_\_\_\_

**JUDGMENT ENTRY SETTING HEARING AND ORDERING NOTICE**

[R.C. 2717.08 and 2717.14]

The Court sets the Application for Change of Name in this case for hearing on \_\_\_\_\_, 20\_\_  
at \_\_\_\_\_ M.

The Court orders the Applicant to serve a Notice of Hearing in the following manner on all necessary parties who have not waived notice:

By certified mail, return receipt requested

By personal service

By publication once in a newspaper of general circulation in this county at least 30 days before the hearing

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant shall file proof of service with the Court before the hearing.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

**PROBATE COURT OF BUTLER COUNTY, OHIO  
 JOHN M. HOLCOMB, JUDGE**

IN RE: CHANGE OF NAME OF \_\_\_\_\_  
(Present Name)

TO \_\_\_\_\_  
(Requested Name)

CASE NO. \_\_\_\_\_

**CONSENT TO CHANGE OF NAME  
 [R.C. 2717.14]**

The undersigned \_\_\_\_\_

**[check one of the following 2 capacities by which your consent is given]**

- Parent
- Alleged Father

hereby waives notice of the hearing on the Application for Change of Name and consents to the change of name of \_\_\_\_\_  
 to \_\_\_\_\_  
 as proposed in the Application.

\_\_\_\_\_

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Deputy Clerk/Notary Public



**PROBATE COURT OF BUTLER COUNTY, OHIO**

**JOHN M. HOLCOMB, JUDGE**

**IN RE: CHANGE OF NAME OF** \_\_\_\_\_  
(Present Name)

**TO** \_\_\_\_\_  
(Requested Name)

**CASE NO.** \_\_\_\_\_

**NOTICE OF HEARING ON CHANGE OF NAME**

[R.C. 2717.08 and 2717.14]

Applicant gives notice that the Applicant has filed an Application for Change of Name in this

Court requesting the change of name of \_\_\_\_\_  
First Middle Last

to \_\_\_\_\_  
First Middle Last

A hearing on the Application will be held on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_ M.

in the Probate Court of \_\_\_\_\_, County, located at

\_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Email Address

Note to Publisher: The above legal notice including the caption is to be published once in its entirety. Costs are to be paid by applicant and an Affidavit of Publication is to be furnished to applicant.

**PROBATE COURT OF BUTLER COUNTY, OHIO**

**JOHN M. HOLCOMB, JUDGE**

**IN RE: CHANGE OF NAME OF** \_\_\_\_\_  
(Present Name)

**TO** \_\_\_\_\_  
(Requested Name)

**CASE NO.** \_\_\_\_\_

**JUDGMENT ENTRY  
CHANGING NAME OF MINOR  
[R.C. 2717.09]**

On \_\_\_\_\_, an Application for Change of Name of Minor was heard by this Court. The Court finds that all parties entitled to notice, e.g., legal parents, parent, father, or alleged father, either have waived notice of hearing and consented to the Application or were properly served and failed to object to the Application. The Court finds that Applicant has provided sufficient proof that the facts in the Application show reasonable and proper cause for changing the minor's name as requested.

The Court finds the minor's complete name at birth was \_\_\_\_\_. The minor's date of birth was \_\_\_\_\_, and the place of birth was

\_\_\_\_\_  
City County State

Therefore, it is **ORDERED** the name of \_\_\_\_\_  
First Middle Last

be changed to \_\_\_\_\_  
First Middle Last

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probate Judge

**CERTIFICATION OF JUDGMENT ENTRY**

The above Judgment Entry Changing Name of Minor is a true copy of the original kept by me as custodian of the records of this Court.

\_\_\_\_\_, **Probate Judge**

**(Seal)**

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date