

# 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.butlercountyprobatecourt.org](http://www.butlercountyprobatecourt.org)
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: THE NAME OF** \_\_\_\_\_  
(Present Name)  
**TO** \_\_\_\_\_  
(Requested Conformed Legal Name)  
**CASE NO.** \_\_\_\_\_

**APPLICATION TO CONFORM LEGAL NAME OF ADULT**  
**[R.C. 2717.04 AND 2717.05]**

Applicant is an adult and has been a bona fide resident of this county for at least 60 days immediately before filing this Application.

Applicant states that a misspelling, inconsistency, or other error of Applicant's legal name exists on one or more of his or her official identity documents, which causes a discrepancy in Applicant's chain of identity. This Application provides the necessary information to explain the misspelling, inconsistency, or other error and the corrections needed to conform Applicant's legal name on all official identity documents.

Applicant's Information:

Present name: \_\_\_\_\_

Address: \_\_\_\_\_

Marital Status:  Never married  Married  Widowed  Divorced  Separated

Name at birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

State where birth record was issued: \_\_\_\_\_

The following official identify documents(s) contain a misspelling, inconsistent, or other error: *[Check all that apply]*

- |   |   |
|---|---|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Marriage Record                  |
| <input type="checkbox"/> Divorce Decree   | <input type="checkbox"/> State-issued Identification Card |
| <input type="checkbox"/> Passport         | <input type="checkbox"/> Social Security Card             |
| <input type="checkbox"/> Other _____      |   |

The misspelling, inconsistency, or other error on the official identity document(s) marked above is described below:

Official identity document: \_\_\_\_\_

Name that needs conformed on this document: \_\_\_\_\_

Conformed legal name that should be stated on this document: \_\_\_\_\_

Official identity document: \_\_\_\_\_

Name that needs conformed on this document: \_\_\_\_\_

Conformed legal name that should be stated on this document: \_\_\_\_\_

Requested conformed legal name: \_\_\_\_\_  
First Middle Last

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

Check this box if more than two official identity documents are affected and attach the information on a separate page.

Applicant is one and the same person referenced in each of the official identity documents, despite the name discrepancy. But for the misspelling, inconsistency, or other error identified above, there would not be any discrepancy in Applicant's chain of identity.

An Affidavit in support of this Application is attached.

All of the documentary evidence required by Local Rule or court order also accompanies this Application.

Applicant requests the Court to issue an order conforming Applicant's legal name in the manner described in this Application. Applicant acknowledges this application will not be used to correct the birth record.

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

**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 Legal Name)

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

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

**AFFIDAVIT IN SUPPORT OF APPLICATION**  
**TO CONFORM LEGAL NAME OF ADULT**  
[R.C. 2717.06]

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

The undersigned, in support of the Application to Conform Legal Name of Adult, deposes, says, and verifies the following:

1.  Applicant has been a bona fide resident of this county for a period of at least 60 days;
2.  The Application is not being made for the purpose of evading any creditors or other obligations;
3.  Applicant is not a debtor in any currently pending bankruptcy proceeding;
4.  All documentary evidence submitted with the Application is true, accurate, and complete.

The Applicant certifies under penalty of perjury that the statements in this Affidavit are accurate and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

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

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

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

\_\_\_\_\_  
Commission Expiration Date\_\_\_\_\_

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

**RELEASE FOR CRIMINAL BACKGROUND CHECK**

I understand that, as a result of making an application to change or conform my name, I am hereby authorizing and requesting the Probate Court, its agents, and its authorized employees, to make any and all examinations of my criminal record, and I hereby release any police or law-enforcement agency, and all individuals connected therewith, from all liability in providing such information.

DATED \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

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

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

**JUDGMENT ENTRY CONFIRMING LEGAL NAME OF ADULT**  
**[R.C. 2717.10]**

This matter came before the Court for hearing on \_\_\_\_\_, on an Application to Conform Legal Name of Adult. The Court finds there is sufficient proof that a misspelling, inconsistency, or other error of the Applicant's legal name exists on the official identity document indicated below, and that reasonable and proper cause exists for issuing this order to resolve the discrepancy and to conform the Applicant's legal name.

Official identify document that requires conformity of misspelling, inconsistency, or other error:

- |   |   |
|---|---|
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Marriage Record                  |
| <input type="checkbox"/> Divorce Decree   | <input type="checkbox"/> State-issued Identification Card |
| <input type="checkbox"/> Passport         | <input type="checkbox"/> Social Security Card             |
| <input type="checkbox"/> Other _____      |   |

Name that needs conformed on document(s): \_\_\_\_\_

Conformed legal name to be stated on the document(s): \_\_\_\_\_  
First Middle Last

The Court finds that, despite the name discrepancy, this official identity document identifies one and the same person. Therefore, the Court orders that Applicant's name on this official identity document is deemed conformed as stated above to be consistent with Applicant's other official identity document(s).

The Court further Orders that Applicant's conformed legal name is: \_\_\_\_\_  
First Middle Last

This Order shall not be used to correct the birth record.

\_\_\_\_\_  
John M. Holcomb, Probate Judge

**CERTIFICATION OF JUDGMENT ENTRY**

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

(Seal)

\_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Date