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

**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, at www.probatecourt@bcohio.gov.
6. 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.
7. The Court will hold me to the same standards that apply to attorneys and personas represented by attorneys in similar probate proceedings.
8. 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.
9. 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.
10. 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.
11. 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 MINOR

**[R.C. 2717.04, 2717.05, and 2717.13]**

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

The minor has been a bona fide resident of this county for at least 60 days immediately before filing this Application.

Minor's Information:

Present name: _____

Address: _____

Name at birth: _____

Date of birth: _____

State where birth record was issued: _____

Applicant's relationship to the minor is:

☐ Parent ☐ Legal Guardian ☐ Legal Custodian ☐ Guardian ad Litem

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:

**CASE NO._____**

_____
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 of the minor.

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

☐ Social Security Card ☐ Driver's License

☐ Passport ☐ State-issued Identification Card

☐ 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

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

The minor 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 the minor'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.

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.

Applicant requests the Court to issue an order conforming the minor's legal name in the manner described in this Application so the minor's legal name and chain of identity are consistent on all of his or her official identity documents.

_____ _____
Attorney for Applicant Applicant's Signature

**CASE NO._____**

| | |
|---|---|
| _____ | _____ |
| 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
## JOHN M. HOLCOMB, JUDGE

**IN THE MATTER OF:** _____

**CASE NO.** _____

## APPLICATION ADDENDUM
**[TO BE COMPLETED WITH APPLICATON]**

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. _____

---

Applicant's Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number _____

Email Address _____

---

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 _____

---

Additional Party's Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number _____

Email Address _____

---

Additional Party's Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number _____

Email Address _____

---

Additional Party's Name _____

Street Address _____

City, State, and Zip Code _____

Telephone Number _____

Email Address _____

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# PROBATE COURT OF BUTLER COUNTY, OHIO

# JOHN M. HOLCOMB, JUDGE

**IN RE: THE NAME OF**_____
**(Present Name)**

**TO**_____
**(Requested Conformed Legal Name)**

**CASE NO.** _____

## AFFIDAVIT IN SUPPORT OF APPLICATION TO CONFORM LEGAL NAME OF MINOR

**[R.C. 2717.06]**

*State of Ohio* }
} *SS*
*County of Butler* }

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

Check all that apply:

1. ☐ Applicant has personal knowledge of the facts stated in this Affidavit;

2. ☐ The minor has been a bona fide legal resident of this county for a period of at least 60 days;

3. ☐ The Application is not being made for the purpose of evading any creditors or other obligations;

4. ☐ The minor is not a debtor in any currently pending bankruptcy proceeding;

5. ☐ 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_____



PRINT

# 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



**PRINT**

# PROBATE COURT OF BUTLER COUNTY, OHIO

## JOHN M. HOLCOMB, JUDGE

**IN RE: THE NAME OF**_____
**(Present Name)**

**TO**_____
**(Requested Conformed Legal Name)**

**CASE NO.** _____

## NOTICE OF HEARING ON CONFORMING LEGAL NAME

**[R.C. 2717.08 and 2717.14]**

Applicant gives notice that the Applicant has filed an Application to Conform Legal Name in this Court requesting the Court resolve discrepancies in the legal name of _____
First Middle Last
in one or more official identity documents.

A hearing on the Application will be held on _____, 20____, at _____ ___M. in the Probate Court of Butler County, Ohio located at the Butler County Courthouse, 101 High Street, 2nd Floor, Hamilton, OH 45011.

_____
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: THE NAME OF**_____
**(Present Name)**

**TO**_____
**(Requested Conformed Legal Name)**

**CASE NO.** _____

## CONSENT TO NAME CONFORMITY
**[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 to Conform Legal Name and consents to the conformed legal 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



PRINT

# 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 CONFORMING LEGAL NAME OF MINOR

**[R.C. 2717.10]**

This matter came before the Court for consideration of an Application to Conform Legal Name of Minor. Upon review of all the evidence presented, the Court finds there is sufficient proof that a misspelling, inconsistency, or other error of the minor'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 minor's legal name.

Official identity document(s) that requires conformity of misspelling, inconsistency, or other error:

- ☐ Social Security Card
- ☐ Driver's License
- ☐ Passport
- ☐ State-issued Identification Card
- ☐ Other _____

Name that needs conformed on document(s):_____

Conformed legal name that should 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 as the other official identity documents. Therefore, the Court orders that minor's name on this official identity document is conformed as stated above to be consistent with minor's other official identity document(s).

The Court further orders that minor's conformed legal name is: _____
First Middle Last

It is so ordered.

_____ _____
Date

_____, Probate Judge

## CERTIFICATION OF JUDGMENT ENTRY

The above Judgment Entry Confirming Legal 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



PRINT