# INSTRUCTIONS FOR CORRECTING A MARRIAGE CERTIFICATE AND/OR A CERTIFIED ABSTRACT OF MARRIAGE

**A fee is required at the time of filing. Current Court Costs are posted at:** https://www.probatect.org/about/general-resources. Please confirm the amount with the Cashier since filing fees may have changed subsequent to the publication of this instruction sheet. **We accept cash, cashier's checks or all major credit/debit cards as payment for the fee. No personal checks or money orders will be accepted.**

| **STEP 1: COMPLETE THE FOLLOWING FORMS:** |
|---|
| Application to Correct Marriage Certificate and/or Certified Abstract of Marriage (H.C. 621.00)<br>- Complete information<br>**Note: A certified copy of the Marriage Certificate and/or Certified Abstract of Marriage must be attached to the application** |
| Supporting Affidavit (H.C. 621.01)<br>- Complete affidavit<br>- Signature of Affiant must be notarized |
| Entry Setting Hearing on Application to Correct Marriage Certificate and/or Certified Abstract of Marriage (H.C. 621.02)<br>- A hearing will be set if the applicant needs additional evidence and/or supporting documentation<br>- **If the application is to correct the Marriage Certificate a hearing will be set before the Judge** |
| Entry Dispensing with Setting of Hearing on Application To Correct Marriage Certificate and/or Certified Abstract of Marriage (H.C. 621.04)<br>- If the application is to correct a Certified Abstract of Marriage and the applicant has produced enough evidence the Court will dispense with the hearing. |
| Judgment Entry Correcting Marriage Certificate and/or Certified Abstract of Marriage (H.C. 621.03)<br>- If the Court is satisfied that the facts are as stated, in the Application and Affidavit, the Court will issue the Entry. |
| **STEP 2: ASSIGNING MAGISTRATE AND REVIEWING FORMS** |
| When all forms have been completed, present them to the Magistrates' Assistant at the Information Desk on the 9th Floor of Probate Court. The Magistrate's Assistant will review the forms and assign a magistrate or send you to the Assignment Desk on the 10th Floor to obtain a hearing date before the Judge |
| If a magistrate is assigned and enough evidence is presented the Entry will be approved. If there is not enough evidence presented, the magistrate will set the application for hearing. The magistrate will send you to the cashier to pay the filing fee and file the paperwork. If the Judgment Entry Correcting Marriage Certificate and/or Certified Abstract of Marriage is approved, you will then proceed to the marriage license department to receive a certified copy of the corrected Abstract of Marriage. |
| If the application is to correct the **Marriage Certificate**, the applicant must have facts stated in the application by documentary evidence or by other evidence as the Court deems sufficient (i.e. provide Court with invoices from wedding, programs, witnesses, etc.) to be presented to the Judge at the hearing. |

# PROBATE COURT OF HAMILTON COUNTY, OHIO
# RALPH WINKLER, JUDGE

**MARRIAGE LICENSE OF:** _____
Name

**AND:** _____
Name

**ML NO.** _____ **CASE NO.** _____

# APPLICATION TO CORRECT MARRIAGE CERTIFICATE AND/OR CERTIFIED ABSTRACT OF MARRIAGE

Applicant is ☐ a party to the above marriage ☐ not a party to the above marriage, whose relationship to the parties to the Marriage Certificate and/or Certified Abstract of Marriage is _____. Applicant prays for an order to correct the Marriage Certificate and/or Certified Abstract of Marriage as follows:

**Item(s) to be corrected**

Item No._____ reads as _____ should read _____

Item No._____ reads as _____ should read _____

Item No._____ reads as _____ should read _____

Explain the reason(s) for the above requested corrections.

_____

_____

_____

If applicable, the parties to the marriage are unavailable by reason of: _____.

Applicant states that the facts in the foregoing application are true.

_____
Applicant

_____
Type or Print Name

_____
Address

_____
City, County, Zip Code

_____
Telephone Number

# PROBATE COURT OF HAMILTON COUNTY, OHIO
# RALPH WINKLER, JUDGE

**MARRIAGE LICENSE OF:** _____
Name

**AND:** _____
Name

**ML NO.** _____ **CASE NO.** _____

## SUPPORTING AFFIDAVIT(S)

STATE OF OHIO SS:
COUNTY OF HAMILTON

Being first duly sworn, _____ deposes and says that __he is _____ years of age, that __he has read the application and that __he has personal knowledge of the facts stated therein by reason of being

_____
(State relationship, if any, or state facts showing personal knowledge)

and that the statements made in the application are true as __he verily believes.

_____
Signature of Affiant

_____
Address

Sworn to before me and subscribed in my presence this ___ day of _____

_____
Notary Public / Deputy Clerk

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STATE OF OHIO SS:
COUNTY OF HAMILTON

Being first duly sworn, _____ deposes and says that __he is _____ years of age, that __he has read the application and that __he has personal knowledge of the facts stated therein by reason of being

_____
(State relationship, if any, or state facts showing personal knowledge)

and that the statements made in the application are true as __he verily believes.

_____
Signature of Affiant

_____
Address

Sworn to before me and subscribed in my presence this ___ day of _____

_____
Notary Public / Deputy Clerk

**PROBATE COURT OF HAMILTON COUNTY, OHIO**
**RALPH WINKLER, JUDGE**

**MARRIAGE LICENSE OF:** _____
Name

**AND:** _____
Name

**ML NO.** _____ **CASE NO**. _____

# ENTRY SETTING HEARING ON APPLICATION TO CORRECT CERTIFICATE OF MARRIAGE AND/OR CERTIFIED ABSTRACT OF MARRIAGE

The application to correct Marriage Certificate and/or Certified Abstract of Marriage filed by _____ is hereby set for hearing on the _____ day of _____, _____ at _____ o'clock ___ .M. in Room _____.

The Court is located at the William Howard Taft Center, Tenth Floor, 230 East Ninth Street, Cincinnati, Ohio 45202-2145.

Notice of hearing shall be given to the parties to the marriage unless the parties are deceased.

_____
Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO**
**RALPH WINKLER, JUDGE**

**MARRIAGE LICENSE OF:** _____
Name

**AND:** _____
Name

**ML NO.** _____ **CASE NO.** _____

# ENTRY DISPENSING WITH SETTING HEARING ON APPLICATION TO CORRECT MARRIAGE CERTIFICATE AND/OR CERTIFIED ABSTRACT OF MARRIAGE

The Court orders that the setting of a hearing be dispensed with in this matter.

_____
Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO**
**RALPH WINKLER, JUDGE**

**MARRIAGE LICENSE OF:** _____
Name

**AND:** _____
Name

**ML NO.** _____ **CASE NO.** _____

# JUDGMENT ENTRY CORRECTING MARRIAGE CERTIFICATE AND/OR CERTIFIED ABSTRACT OF MARRIAGE

Upon consideration of the affidavit(s) or other evidence, the Court finds that notice has been given or dispensed with as unnecessary and that the facts stated in the application are true.

It is ordered that the application to correct Marriage Certificate and/or Certified Abstract of Marriage be granted and that a corrected Marriage Certificate and/or Certified Abstract of Marriage be issued as set forth in the application issued and attached hereto.

It is further ordered that a certified copy of this order with the corrected Marriage Certificate and/or Certified Abstract of Marriage be transmitted to the Division of Vital Statistics, Columbus, Ohio.

_____
Ralph Winkler, Probate Judge

**PROBATE COURT OF HAMILTON COUNTY, OHIO**
**RALPH WINKLER, 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 has recommended that I hire an attorney to represent me in this case. However, I have chosen to proceed with this case without the assistance of an attorney.

2. The Court and its Deputy Clerks are prohibited by law from providing legal advice. I will follow the instructions provided in the form packets and on the Court's website, www.probatect.org.

3. I am responsible for understanding and correctly applying any statutes, case law, rules, regulations, policies, and procedures that relate to this case, including, but not limited to, the Ohio Revised Code, Rules of Superintendence for the Courts of Ohio, Hamilton County Probate Court Local Rules of Practice, and the Ohio Rules of Civil Procedure.

4. The same standards that apply to attorneys and persons represented by attorneys in similar probate hearings will apply to myself.

5. If I do not fulfill my responsibilities in this case as required by law, I may be subject to sanctions or penalties as provided by law, which may include removal as fiduciary or being required to be represented by an attorney.

6. I may be personally liable to any person or entity that suffers damages as a result of anything I do or fail to do in this case that does not comply with the legal requirements.

_____
Fiduciary/Applicant/Guardian

_____
Typed Printed Name

_____
Address

_____
City/State/Zip

_____
Telephone Number (include area code)

_____
Email