

## Instructions

### Conforming a Legal Name of an Adult

It is suggested that you review the attached information sheet on Name Change, Conformity, or Birth Certificate Correction to determine which process is right for your situation. Our court staff will offer as much assistance as possible. However, our court staff cannot offer legal advice or answer legal questions. If you have questions as to which process will best suit your situation, you should seek the advice of an attorney.

#### Filing Fees:

Court Costs: \$124.00

#### Requirements:

An application to conform a legal name is a special proceeding separate from a name change. It is solely to correct misspellings, inconsistencies or errors on one or more official identity documents evidencing a person's current legal name.

You may apply to conform a legal name **only** if you have been a Pike County Resident for the past 60 days.

#### The Process:

The documents listed below must be prepared by the applicant or an attorney and submitted with the filing fee to the Court by mail or in person during normal business hours. Once the documents have been approved for filing by the court staff, you will be given a receipt for the filing fee. Your application will be processed in a timely manner and the Judge will review your application for approval. Copies of your filings and the Judgment Entry will be mailed to the applicant.

The Court reserves the right to require additional documentation be submitted to support the application to conform a legal name or hold a formal hearing on the application.

If the matter must be set for a hearing, a deputy clerk will contact you by phone with further instructions.

**Note:** *All paperwork must be typed. PDF fillable forms can be downloaded from the Court's website at [www.pikecountypjcourt.com](http://www.pikecountypjcourt.com). If you do not have access to a printer, then forms may be completed in ink. Please print LEGIBLY. You must list the individual's full name on all paperwork (first, middle and last). No initials may be used.*

#### Initial Filing:

- ☐ Self-Representation Acknowledgment - Form 75.1, *If applicable*
  - This form **must** be filed if applicant is not represented by an attorney.
- ☐ Criminal background check (BCI report) – must be dated within one (1) year. No exceptions.
- ☐ Application to Conform Legal Name of Adult (Form 21.7)
- ☐ Photocopies of the following documents are required to be submitted with the application:
  - Birth Certificate
  - Driver's License/State ID Card (driver's license number, issuance date and expiration date will be redacted)
  - Social Security Card (social security number must be redacted)
  - Marriage Record (if any)
  - Divorce Decree (if any)
  - Passport (if any)
  - Any identity document relating to the application to conform legal name
- ☐ Affidavit in Support of Application to Conform Legal Name of Adult (Form 21.07)
  - This must be notarized by a Notary Public. If you need a member of the court staff to notarize this affidavit, please bring this into the court unsigned and bring your driver's license or State issued ID with you.
- ☐ Judgment Entry Conforming Legal Name of Adult (Form 21.8)
  - If more than one document needs to be conformed, a separate Judgment Entry must be provided for each document

**If Requesting the Name Conformity to be Confidential:**

The law requires very specific criteria be met in order for someone to qualify for a confidential name conformity. The applicant must provide proof that it would jeopardize the applicant's personal safety to have the name conformity on the public record. Please refer to R.C. 2717.11 to determine if you meet the requirements.

**In addition to** the forms required for *initial filing* above, the documents listed below must also be submitted, along with any required attachments. The Judge will review all of the documents and make a determination as to whether it qualifies as a confidential name conformity. If so, the Court will contact the applicant or attorney to set a hearing, if determined necessary.

- ☐ Motion for Confidentiality of Proceeding (Form 21.6)
- ☐ Order Granting Confidentiality of Proceeding (Form 21.06)