

Instructions

Name Change of 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:

You may apply for a name change **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, the Court will review the filing for approval.
- All applications will be processed in a timely manner and copies of your submitted documents and the Judgment Entry of the Court will be provided to you by mail. If the matter must be set for a hearing, a deputy clerk will contact you by phone with further instructions.

The Court reserves the right to require additional documentation be submitted to support the applicant's name change or hold a formal hearing on the application.

Note: All paperwork must be typed. PDF fillable forms can be downloaded from the Court's website at 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 Acknowledgement - 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 for Change of Name of Adult (Form 21.0)
- Photocopy of Birth Certificate
- Photocopy of Driver's License or State ID (driver's license number, issuance date and expiration date will be redacted)
- Affidavit in Support of Application for Change of Name of Adult (Form 21.01)
 - 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 Changing Name of Adult (Form 21.1)

If Requesting the Name Change to be Confidential:

The law requires very specific criteria be met in order for someone to qualify for a confidential name change. The applicant must provide proof that it would jeopardize the applicant's personal safety to have the name change on the public record. Please refer to Ohio Revised Code section 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 change. 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)