

## Instructions Conforming a Legal Name of a Minor

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

\* Additional costs may be incurred for certified mail service or publication

### 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 for a name conformity **only** if the minor has been a Pike County resident for the past 60 days.

### The Process:

The documents listed below must be prepared by the applicant or 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, and the Court will do one of the following:

- If **both natural parents' consents are provided**, the Court may dispense with a hearing and make a ruling on the application. Copies of the Judgment Entry will be mailed to the applicant upon approval.
- If **both natural parents' consents are not provided**, the Court will set the application for a formal in-person hearing. You will be contacted by phone for instructions, and you will be required to appear. The non-consenting parent will be served with notice of the hearing.

All hearings are set approximately 6 weeks from the date of filing. The Court will issue a Judgment Entry Setting Hearing and Ordering Notice, directing how service on the non-consenting parent will be performed.

- If the non-consenting parent is to be served by certified mail, the Court will issue service;
- In the non-consenting parent will be served by publication, personal service or other method of service pursuant to Civ. R. 73, **the applicant will be responsible** for taking the notice to a newspaper of general circulation in Pike County for publication or making arrangements for other service as directed pursuant to the Judgment Entry Setting Hearing and Ordering Notice. Proof of service must be filed with the Court at least 7 days prior to the hearing.

The Court reserves the right to require additional documentation be submitted to support the name conformity, require a criminal background check, 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](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 *If applicable*
  - This form **must** be filed if applicant is not represented by an attorney.
- Application to Conform Legal Name of Minor (Form 21.9)
- Photocopies of the following documents for the minor are required to be submitted with the application:
  - Birth Certificate
  - Driver's License/State ID Card (if any) (driver's license number, issuance date and expiration date must be redacted)
  - Social Security Card (social security number must be redacted)
  - Passport (if any)
  - Any identity document relating to the application to conform legal name

- Affidavit in Support of Application to Conform Legal Name of Minor (Form 21.09)
  - 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 Minor (Form 21.10)
  - If more than one document needs to be conformed, a separate Judgment Entry must be provided for each document
- Waiver of Notice of Hearing and Consent to Conform Legal Name of Minor (Form 21.12)
  - Both parents of the minor must sign this waiver to dispense with a hearing on the application

If the both parents' consents are not provided with the application, the following must be filed:

- Judgment Entry Setting Hearing and Ordering Notice (Form 21.11)
- Notice of Hearing on Conforming Legal Name (Form 21.13)

**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)