

**TO FILE FOR A NAME CHANGE IN FAMILY COURT**  
**YOU WILL NEED THE FOLLOWING DOCUMENTS**

A screening statement from the Department of Social Services that indicates whether the person is on the department's Central Registry of Child Abuse and Neglect.

**Location:** 1535 Confederate Street, on the corner of Bull and Confederate.  
**Will Need:** A picture ID to complete the form at their office.  
**By Phone:** You can also call the department and have a package mailed to you. The number for Human Services is 803-898-7318. This will prevent you from having to go to their office.  
**Cost:** None

The petitioner will need to obtain results of a fingerprint and criminal background check conducted by the State Law Enforcement Division (SLED).

The petitioner will also need a screening statement that indicates whether the person is listed on the division's Sex Offender Registry.

**Location:** 4400 Broad River Road in CJIS Building  
**Will Need:** Picture ID and complete the form at their office.  
**By Phone:** You can also call SLED and have a package mailed to you. The number of Criminal Records is 737-9000. This will prevent you from having to go to their office.  
**Cost:** \$25.00

**NOTE:** You will receive a fingerprint card in the mail. You will be required to visit the ~~Lancaster~~ County Detention Center to have a set of fingerprints taken. This card will be mailed back to SLED with your completed form and money order for \$25.00.

A signed affidavit from the petitioner as to whether or not the petitioner is under court order to pay child support or alimony is needed.

A copy of your birth certificate is also needed.

**This does not apply to a minor child where the parent is seeking a name change for the minor child or to a person seeking to return to the person's maiden name or a former married name in an action for a divorce, or to a person seeking to change his or her name as a result of a person's marriage.**

STATE OF SOUTH CAROLINA )

IN THE FAMILY COURT )

COUNTY OF Lancaster )

6th JUDICIAL CIRCUIT )

\_\_\_\_\_  
Plaintiff, )**FAMILY COURT COVERSHEET**

vs. )

\_\_\_\_\_  
Defendant. ) Docket No. \_\_\_\_\_

**NOTE:** The coversheet and information contained herein neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for docketing purposes for the Clerk of Court and must be signed and dated, and filled out completely. A copy of this coversheet must be served on the defendant(s) along with the Summons and Complaint.

Submitted by: \_\_\_\_\_

SC Bar # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_

Email: \_\_\_\_\_

Fax # \_\_\_\_\_

Other: \_\_\_\_\_

**DOCKETING INFORMATION (Check one box below if filing in a Mandatory Mediation County)**☐ This case is subject to MEDIATION pursuant to the Family Court Alternative Dispute Resolution Rules.☒ This case is exempt from ADR**Nature of Action Codes  
(Check One)****Marital Dissolution**

- ☐ Divorce (110)  
☐ Annulment (120)  
☐ Separate Support and Maintenance (130)  
☐ Registration of Foreign Divorce Decree – without support/custody (190)  
☐ Registration of Foreign Divorce Decree – with support/custody (191)  
☐ Marital Dissolution – Other (199) \_\_\_\_\_

**Abuse and Neglect**

- ☐ Abuse and Neglect – Child (210)  
☐ Abuse and Neglect – Adult (220)  
☐ Abuse and Neglect – Other (299) \_\_\_\_\_

**Juvenile Delinquency**

- ☐ Truancy (311)  
☐ Incurable (312)  
☐ Runaway (313)  
☐ Criminal Offense (320)  
☐ Juvenile Delinquency – Other (399) \_\_\_\_\_

**Protection from Domestic Abuse**

- ☐ Domestic Abuse – Intimate Partner (410)  
☐ Domestic Abuse – Minor (420)  
☐ Registration of Foreign Order of Protection (490)  
☐ Domestic Abuse – Other (499) \_\_\_\_\_

**Support**

- ☐ Child Support – Private (501)  
☐ Child Support – Administrative Process (502)  
☐ Child Support – Judicial Process (503)  
☐ Registration of Foreign Order of Support (504)  
☐ UIFSA – Outgoing (505)  
☐ UIFSA – Incoming (506)  
☐ Modification of Child Support – Private (507)  
☐ Modification of Child Support – DSS (508)  
☐ Modification of Alimony (525)  
☐ College Expenses (530)  
☐ Support – Other (599) \_\_\_\_\_

**Custody/Visitation**

- ☐ Child Custody/Visitation (610)  
☐ Modification of Custody/Visitation (615)  
☐ Registration of Foreign Child Custody Order (690)  
☐ Custody/Visitation – Other (699) \_\_\_\_\_

**Miscellaneous Actions**

- ☒ Name Change (710)  
☐ Correction/Birth Record (720)  
☐ Judicial Bypass (730)  
☐ Adoption (740)  
☐ Foreign Adoption (741)  
☐ Post Dissolution Equitable Distribution (750)  
☐ Paternity – Private (761)  
☐ Paternity – DSS (762)  
☐ Termination of Parental Rights – Private (771)  
☐ Termination of Parental Rights – DSS (772)  
☐ Miscellaneous Actions – Others (799) \_\_\_\_\_

Submitting Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Custodial Parent (if applicable): \_\_\_\_\_

**Note:** Frivolous civil proceedings are subject to sanctions pursuant to Rule 11, SCRCP and the South Carolina Frivolous Civil Proceedings Sanctions Act, S.C. Code Ann. § 15-36-10 et seq.

SCCA 467 (12/2015)

**Effective January 1, 2016**, family court actions in all counties are subject to mediation. Under the provisions of the Supreme Court's Rules for Alternative Dispute Resolution (ADR), mediation is defined as [an] informal process in which a third-party mediator facilitates settlement discussions between parties. Any settlement is voluntary. In the absence of settlement, the parties lose none of their rights to trial.

Also under the ADR Rules, the parties may agree on a mediator or the Clerk of Court will appoint a mediator from the certified list. If the Clerk appoints a mediator from the list, the mediator will be certified by the Board of Arbitrator and Mediator Certification and may be either a lawyer, a licensed mental health professional or any other individual meeting the certification requirements.

Whether or not the mediator is a lawyer, if appointed by the court, the charge per hour is set at a specified amount under the provisions of ADR Rule 9. Parties are responsible for payment of the mediator as set out in ADR Rule 9.

**SUPREME COURT RULES REQUIRE MEDIATION OF ALL CONTESTED DOMESTIC RELATIONS ACTIONS.** IF THE DOCKETING INFORMATION ON PAGE 1 OF THIS COVERSHEET INDICATES THAT THIS CASE IS SUBJECT TO **MEDIATION** YOU ARE NOTIFIED THAT MEDIATED SETTLEMENT CONFERENCES ARE REQUIRED IN THIS CASE, AND THAT THE COURT-ANNEXED ADR RULES SHALL APPLY TO ALL CASES IN WHICH MEDIATION IS REQUIRED. FOR ADDITIONAL INFORMATION CONCERNING THE PROCESS AND TIME FRAMES, PLEASE CONSULT THE ADR RULES. KEY SECTIONS OF THE RULES ARE IDENTIFIED BELOW.

#### **CONTESTED ACTIONS INVOLVING CUSTODY AND VISITATION**

Rule 3	Actions Subject to ADR
Rule 4(d)(1)(3)(4) &(5)	Appointment of Mediator by Family Court
Rule 5(g)	Scheduling in Family Court
Rule 6(g)	Agreement in Family Court
Rule 7(f)	Reporting Results of Conference
Rule 9	Compensation of Neutral

#### **ALL OTHER CONTESTED ACTIONS**

Rule 3	Actions Subject to ADR
Rule 4(d)(2)(3)(4) &(5)	Appointment of Mediator by Family Court
Rule 5(g)	Scheduling in Family Court
Rule 6(g)	Agreement in Family Court
Rule 7(f)	Reporting Results of Conference
Rule 9	Compensation of Neutral

**Indigent Cases:** Where a mediator has been appointed, a party may move before the Chief Judge for Administrative Purposes to be exempted from payment of neutral fees and expenses based upon indigency. Applications for indigency shall be filed no later than ten (10) days after the ADR conference has been concluded. Determination of indigency shall be in the sole discretion of the Chief Judge for Administrative Purposes.

**Please Note: Attendance at mediated settlement conferences is mandatory. You must comply with the Supreme Court rules regarding court-ordered mediation. Failure to do so may affect your case and may result in sanctions.**

**Note:** Frivolous civil proceedings are subject to sanctions pursuant to Rule 11, SCRPC and the South Carolina Frivolous Civil Proceedings Sanctions Act, S.C. Code Ann. § 15-36-10 et seq.

STATE OF SOUTH CAROLINA )  
COUNTY OF Lancaster )  
 )  
EX PARTE )  
 )  
 )  
 )  
\_\_\_\_\_)  
PLAINTIFF )

IN THE FAMILY COURT OF THE  
6th JUDICIAL CIRCUIT

PETITION FOR NAME CHANGE AND  
AMENDMENT OF BIRTH CERTIFICATE

DOCKET # \_\_\_\_\_

THE PLAINTIFF WAS BORN IN \_\_\_\_\_ COUNTY, STATE OF  
\_\_\_\_\_ ON \_\_\_\_\_ AND PRESENTLY RESIDES IN THE COUNTY OF  
Lancaster, STATE OF SOUTH CAROLINA.

THE PLAINTIFF'S LEGAL NAME IS \_\_\_\_\_

THE PLAINTIFF DESIRES TO CHANGE HIS/HER NAME TO \_\_\_\_\_

THE PLAINTIFF DESIRES THE NAME FOR THE FOLLOWING REASONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE PLAINTIFF HAS NO INTENTION TO DEFRAUD ANYONE OR TO AVOID CREDITORS BY VIRTUE OF THE  
NAME CHANGE.

THE PLAINTIFF RESPECTFULLY REQUESTS THIS COURT, PURSUANT TO SECTION 15-49-10 OF THE  
SOUTH CAROLINA CODE, ANN. (1976), ALLOW HIM/HER TO CHANGE HER/HIS LEGAL NAME TO:

\_\_\_\_\_

PLAINTIFF'S ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PLAINTIFF

PHONE # (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_

COUNTY OF Lancaster

## VERIFICATION

Plaintiff,

VS.

Defendant.

Docket No. \_\_\_\_\_

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public of South Carolina

(☒Plaintiff/☐Defendant)

My Commission expires: \_\_\_\_\_

State of South Carolina )

Affidavit

County of Lancaster )

)

I hereby swear that I am not required to pay child support or alimony to any person in the name of \_\_\_\_\_.

Sworn to before me on

\_\_\_\_\_ (date)

\_\_\_\_\_  
Plaintiff signature

\_\_\_\_\_ (signature)

Notary for SC

My commission expires \_\_\_\_\_

STATE OF SOUTH CAROLINA  
COUNTY OF Lancaster

IN THE FAMILY COURT  
~~6-2~~ JUDICIAL CIRCUIT

IN RE: CHANGE OF NAME

ORDER AND CERTIFICATE OF  
NAME CHANGE AND  
AMENDMENT OF BIRTH RECORD

OF \_\_\_\_\_

TO \_\_\_\_\_

EX PARTE: \_\_\_\_\_

DOCKET # \_\_\_\_\_

PLAINTIFF

I FIND THAT THIS COURT HAS JURISDICTION OVER THIS MATTER PURSUANT TO SECTION 63-3  
560 (8) & (9), CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED; THE PARTY IS ENTITLED AND  
NOT IN ANY WAY DISQUALIFIED TO HAVE HER/HIS NAME CHANGED; THAT THE APPLICABLE PROVISION  
OF SECTION 15-49-10, CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, HAVE BEEN  
Complied WITH; AND THAT THE FOLLOWING REASONS EXIST FOR THE CHANGE OF NAME:

I FURTHER FIND THAT THE FOLLOWING INFORMATION APPEARS ON THE BIRTH CERTIFICATE OF  
THE PARTY WHOSE NAME IS TO BE CHANGED:

\_\_\_\_\_  
FULL NAME AT BIRTH

\_\_\_\_\_  
FULL NAME OF FATHER

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
FULL MAIDEN NAME OF MOTHER

\_\_\_\_\_  
BIRTHPLACE: COUNTY AND STATE

IT IS, THEREFORE, ORDERED THAT THE NAME OF THE PARTY BE CHANGED AND MAY BE SO  
REFLECTED IN THE BIRTH CERTIFICATE OF THE PARTY,

FROM \_\_\_\_\_

TO \_\_\_\_\_

DATE \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
PRESIDING JUDGE

PLAINTIFF ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: FILE ORIGINAL WITH CLERK OF COURT, FORWARD CERTIFIED COPY TO STATE REGISTER OF VITAL  
STATISTICS, DHEC, 2600 BULL STREET, COLUMBIA, SOUTH CAROLINA, 29201

STATE OF SOUTH CAROLINA

COUNTY OF Lancaster

IN THE FAMILY COURT  
6th JUDICIAL CIRCUIT

**REQUEST FOR HEARING**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

) Docket No. \_\_\_\_\_

Plaintiff's Attorney: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Defendant's Attorney: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Guardian ad Litem: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Hearing: Name Change

Time Needed: 15 min

Dates and Times Unavailable: \_\_\_\_\_

Child Custody at Issue: ☐ Yes ☐ No

Are Other Issues Contested ☐ Yes ☐ No

If yes, explain: \_\_\_\_\_

If yes to either above, submit a mediation report.

Comments and Issues: \_\_\_\_\_

Hearing Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

For: ☒ Plaintiff

☐ Defendant

**\*\*\*\*Section below to be completed by Clerk of Court. \*\*\*\***

The hearing in this matter is scheduled for \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, at \_\_\_\_\_ (time)

☐ a.m./☐ p.m., Courtroom \_\_\_\_\_, before the Honorable \_\_\_\_\_ for \_\_\_\_\_ (length of time).