

## NAME CHANGE PROCEDURE IN THE MAJALENGKA DISTRICT COURT SYSTEM CLASS II B: A REVIEW OF CIVIL PROCEDURE LAW

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### Abstract

**Background.** Name change is one of the civil rights guaranteed by Indonesian law, the implementation of which is regulated through a court determination mechanism. In practice, every citizen who wants to change their name is required to apply to the District Court according to their domicile.

**Aims.** This study aims to analyze the name change procedure in the judicial system in the Majalengka District Court Class II B. The formulation of the research problem is focused on the name change procedure.

**Methods.** The research method employed is empirical juridical, combining the study of laws and regulations as secondary data with the results of interviews and observations in court as primary data.

**Result.** The results of the study showed that the name change procedure was carried out through the submission of an application, examination of supporting documents, trial, and appointment of judges.

**Conclusion.** The process is primarily based on positive legal provisions; however, obstacles include a lack of public understanding of the requirements and procedures that must be met, as well as the lengthy processing time resulting from incomplete documents that are not fulfilled from the outset.

**Implementation.** This research is expected to contribute to improving judicial services and become a reference for people who want to apply for a name change according to legal procedures.

**Keywords:** Name Change Procedure, Court Determination, Empirical Juridical

## **1. INTRODUCTION**

Name change is one of the civil rights guaranteed by Indonesian law, the implementation of which is regulated through a court determination mechanism. In practice, every citizen who wants to change their name is required to apply to the District Court according to their domicile. This is in line with the provisions of Article 52 of Law No. 23 of 2006 concerning Population Administration, which states that name changes can only be made upon court determination. The process of changing one's name in court involves administrative and trial stages that the applicant must go through to obtain a determination from a judge with permanent legal force. This phenomenon is interesting to study both juridically and empirically, considering that there are still obstacles in the public's understanding of the procedures, requirements, and duration of the name change application process at the Majalengka District Court Class II B. This research is expected to provide an overview of the applicable name change mechanism, the obstacles faced, and the effectiveness of its implementation in judicial practice.

## **2. RESEARCH METHODS**

This research method employs the Empirical Juridical Method, a legal research approach that combines normative legal analysis (law in books) with empirical research (law in practice). This means that the research focuses not only on laws and regulations, but also on how those laws are applied and practiced in society. This study uses primary data (results of observations and interviews in the field) and secondary data (legal literature, laws, and regulations) to understand the effectiveness of the law and its impact on society.

## **3. DISCUSSION RESULT**

### **NAME CHANGE PROCEDURE IN THE MAJALENGKA DISTRICT COURT SYSTEM CLASS II B**

#### **Procedure for Substitution Application**

The applicant came to the local Court, registered an Application for Name Change at the One-Stop Integrated Service (PTSP), filled in the biodata, then got a Case Number. After that, following the trial, and when the Judge has obtained the determination of the case, then copy and legalize the court determination, submit a request for data change to the Disdukcapil, complete the

required documents, and the Disdukcapil will record the name change based on the court's determination. They will change the data in the system and issue a new birth certificate (with a fringe note or name change).

Requirements for registration of the application for name change at the Majalengka District Court.

1. The original application letter is affixed with the Applicant's signature;
2. Sophcopy file of application letter ((Ms. Words) in the form of CD/Flash disk);
3. Photocopy of the Applicant's ID Card;
4. Photocopy of Family Card;
5. Photocopy of the birth certificate to be replaced or there is an error;
6. Photocopy of Diploma;
7. Photocopy of Marriage Certificate Citation;
8. Photocopy of other documents using the name requested;
9. Photocopy of other supporting documents;

Note:

1. Photocopy of proof of letter stamped with Rp. 10,000 (ten thousand rupiah) stamped by the post office and at Scane;
2. Payment of case fees through the State Savings Bank (BTN);
3. 2 (two) witnesses and original letter evidence are brought at the time of the trial.

To record a change of population name at the Population and Civil Registration Office (Disdukcapil), the applicant must prepare:

1. Determination of the District Court on the change of name.
2. Original e-ID and photocopy.
3. Original Family Card (KK) and photocopy.
4. Original Birth Certificate and photocopy.
5. The name change application form provided by the Disdukcapil.
6. A Statement of Non-Dispute signed on a stamp (if requested by the Disdukcapil).

The applicant, Aan Fujiamah, wanted to register his child, Rosita, in the Elementary School (SD) at SD Biawak Jatitujuh Majalengka. Still, the school burdened his registration, because the school required the student's name to be at least 2 words, so the Applicant submitted

a Name Change Application to the Majalengka District Court with Case Number 44/Pdt.P/2025/PN Mjl.

After registering the Name Change Application and passing the existing procedures, the Majalengka District Court will issue a determination of the Name Change Application.

#### **4. CONCLUSION**

Based on the research results, the procedure for changing the name at the Majalengka District Court Class II B is carried out through several stages, including applying, verifying the completeness of the file, determining the hearing and trial schedule, and issuing a judge's determination. Juridically, the mechanism is by the provisions of Law Number 23 of 2006 concerning Population Administration and its implementing regulations. However, empirically, there are still obstacles, such as a lack of public understanding of administrative requirements, incomplete files, and lengthy processing times. Thus, it can be concluded that the name change procedure at the Majalengka District Court Class II B has been conducted by the provisions of the law; however, its effectiveness can still be improved through enhanced service and socialization.

#### **Suggestion**

1. **For the Majalengka District Court Class II B**, it is recommended to increase socialization to the public regarding the terms and stages of name change so that the trial process is more efficient.
2. **For the applicant community**, it is expected to prepare complete documents from the beginning in accordance with legal provisions to reduce administrative obstacles.
3. **For local governments and population agencies**, it is necessary to increase coordination with the courts so that the determination of name changes can be immediately followed up in population documents.
4. **For academics and legal researchers**, this study can be a starting reference for comparative studies on the effectiveness of name change procedures in various district courts in Indonesia.

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**PHOTO ATTACHMENT**



## ACCEPTANCE LETTER



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Nomor : 631 /KPN.W11-U14/HM.1/VI/2025 Majalengka, 26 Juni 2025  
Lampiran : -  
Hal : Permohonan Kunjungan Menghadiri  
Persidangan

Kepada  
Dekan Fakultas Hukum Universitas Gunung Jati  
di

Tempat

Memenuhi surat Permohonan Kunjungan Menghadiri Persidangan dengan nomor surat 434/B/FH/V/2025 tertanggal 23 Mei 2025 perihal pada pokok diatas. Bersama ini kami sampaikan bahwa kami **MENERIMA** permohonan izin Kunjungan Menghadiri Persidangan dengan nama-nama mahasiswa dibawah ini:

No.	NPM	Nama Mahasiswa
1	123010117	Abraham Nabil Alfarizi
2	123010226	Hadi Maulana P.
3	123010189	Angga Nugraha Praja
4	123010128	Daffa Adiesta P. K.
5	123010130	Muhammad Rizki P. S.
6	123010216	Khodijah Sefty Amelia

yang akan melakukan Kunjungan Menghadiri Persidangan dalam rangka menyelesaikan tugas mata kuliah Hukum Acara Peradilan Perdata oleh Dosen Pengampu Bapak Dr. Dadan Taufik, S.H., M.H., M.Kn.

Demikian kami sampaikan, atas perhatiannya kami ucapkan terima kasih.

a.n. Ketua Pengadilan Negeri Majalengka  
Panitera

  
Yaeli HASTUTY