

INSTRUCTIONS FOR ADULT NAME CHANGE

These instructions are not a complete statement of the law. They cover basic procedures for filing an adult name change. Read through these instructions carefully before proceeding with the name change. The legality and the content of the forms are YOUR RESPONSIBILITY. Court staff is not allowed to give legal advice. If you have questions about a name change that are not answered in the instructions, you should contact an attorney.

GENERAL INFORMATION

Other than the Declaration in Support of Petition for Name change form, the Court does not provide the forms needed for a name change. You may obtain the forms from a stationary store (EG: Willamette Stationers).

Use black or blue ink and print or type when you fill out your forms.

The forms filed with the Court should be signed using your former name throughout the entire procedure.

A filing fee must be paid at the time the petition is filed.

Copies may be obtained from the clerks' office for \$.25 per page. A certified copy of any form will be an additional \$5.00.

The Court Clerks do not notify any agency or department of the name change.

STARTING YOUR CASE

(Step 1) PETITION FOR CHANGE OF NAME

This form starts the name change process and is the first form filed with the court. The filing fee must be paid at this time. All filings are submitted to the cashiers located on the 2nd floor of the Courthouse open Monday-Friday from 7:45 a.m. to 5:00 p.m.

(Step 2) ORDER TO SHOW CAUSE/DECLARATION IN SUPPORT OF PETITION

Attend an Ex Parte proceeding to have a judge set a hearing date and review your Declaration in Support of Petition for Name Change. Ex Parte is held between 8:30 a.m. and 8:50 a.m. Monday through Friday except legal holidays. If you plan to attend Ex parte on the same day you file your Petition, the cashier can direct you to the courtroom, otherwise check in at 8:00 a.m. with the information booth to find the courtroom. No appointment is necessary to attend. The hearing date set by the judge will be on a judicial day (Monday through Friday except holidays) at least 15 calendar days after the date the notice will be posted.

(Step 3) NOTICE OF CHANGE OF NAME HEARING

Use the date the Judge set on the Order to Show Cause (step 2) to complete the Notice of Change of Name Hearing form. **A copy of the Notice must be posted in a public place for at least 14 calendar days.** The cashier will file the original forms and will make 2 sets of copies, one for your records, and one for you to post. The cashier can direct you to the available locations to post in the courthouse.

(Step 4) DECLARATION- PROOF OF POSTING NOTICE OF HEARING

On the date of the hearing take the posting off the bulletin board and check in with the cashier on the 2nd floor for the location of your hearing. Bring forms for steps 3, 4 and 5 with you on the date of the hearing. The copies of the ORDER TO SHOW CAUSE and NOTICE OF CHANGE OF NAME HEARING forms (steps 2/3) will be attached to the step 4 form.

(Step 5) GENERAL JUDGMENT OF CHANGE OF NAME AND ORDER TO POST

This is the form the judge will sign. On the date of the hearing take this form along with the DECLARATION-PROOF OF POSTING NOTICE OF HEARING to the courtroom. Be sure you are here by 8:00 a.m. to check in with the cashier to find out which courtroom you will go to. The judge is in the court room for only 20 minutes. **Once the Judge signs the Judgment, a clerk will take the forms and direct you back to the cashiers.** You may purchase a certified copy of the name change after it has been filed with the cashier.

(Step 6) NOTICE OF CHANGE OF NAME JUDGMENT

Post this notice in a public place for fourteen (14) complete calendar days.

(Step 7) DECLARATION-POSTING NOTICE OF NAME CHANGE

After fourteen (14) complete calendar days, file this form with the cashier with a copy of the NOTICE OF CHANGE OF NAME JUDGMENT attached. Please make sure to sign the Declaration. The name change is not effective until this step is completed.