

Case Number: _____ Hearing Date/Time: _____ <p style="text-align: center;">COURTROOM _____</p>

WASHINGTON COUNTY CIRCUIT COURT

NAME CHANGE PROCEEDING FOR A MINOR

FORMS AND INSTRUCTIONS

PLEASE NOTE:

The court staff is *not allowed to give legal advice*. Read the instructions carefully and fill out the forms according to the steps outlined in the instructions. If you have questions about a name change that are not answered in the instructions, you should contact an attorney. The Oregon State Bar Lawyer Referral Service can provide names of attorneys in your area. The phone number for lawyer referral service is: 1-800-452-7636.

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- Form 6 - Consent to Change of Name (Minor)
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- Form 8 - Declaration Supporting Petition for Name Change
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Washington County Circuit Court
 145 N.E. Second Avenue
 Hillsboro, Oregon 97123

Name Change Ex Parte Orientation
 Tuesdays and Thursdays
 12:45 p.m. to 1:15 p.m.
 Room B-7

***PLEASE READ ALL THE INSTRUCTIONS CAREFULLY.
NOTE: ONLY COMPLETE THE FORMS NEEDED FOR THE STEP
YOU ARE ON IN THE NAME CHANGE PROCEEDING.***

PLEASE NOTE:

You must bring valid photo ID (driver's license, Oregon photo ID card or passport) with you *each* time you come to the courthouse. In addition to the above identification, **a certified copy of the minor's birth certificate *must* be presented at the time of the name change hearing.**

WHO CAN FILE FOR A NAME CHANGE?

You must be an Oregon resident and you must file your name change in the county where you reside.

COST OF NAME CHANGE ?

The filing fee is \$105.00, the cost of *each* certified copy is \$5.25.

HOW LONG WILL IT TAKE?

Depending on the date of your hearing, a name change will take about 4-8 weeks to complete. You will need to come to the courthouse twice, first to file your papers and second to appear at your court hearing. You **cannot** mail your forms to the court. You must post your own notices and sign the declarations at the appropriate time.

ALL THE FORMS MUST BE COMPLETED IN BLACK OR BLUE INK.

NAME CHANGE PROCEDURE

1. Fill out the petitions (Forms 1 and 2). Be sure to clearly print the minor's present legal name and new name on **all** forms. Do not use initials as part of the name. Also fill out the top part of the orders (Forms 3 and 4) leaving the date and signature lines blank.
2. Fill out the Notice of Name Change Hearing (Form 5), leaving the date of hearing blank.
3. If the minor is over the age of 14 but under the age of 18 and consenting to the appointment of Guardian Ad Litem and name change, complete form 6 and obtain the minor's signature.
4. **When you are ready to file the petitions and set a hearing date, you must appear at Name Change Ex Parte Orientation** which is held in the Probate Department (Room B-7) on Tuesdays and Thursdays (choose one day) from 12:45 p.m. to 1:15 p.m. **If you are not ready to file your petition, a clerk will be available on Tuesdays and Thursdays should you have any procedural questions.** Please note that court staff is not allowed to give you legal advice.

Take Forms 1 - 6 to Room B-7 on the basement level of the Washington County Courthouse, 145 N.E. Second Avenue, Hillsboro, Oregon. Bring valid photo ID with you to the courthouse. The clerk will give you a case number and a hearing date. Fill in the case number on all of your forms. Fill in the hearing date on the Notice of Name Change Hearing (Form 5) and post it on the bulletin board (clerk will inform you of location). Finally, pay the filing fee (\$105.00) at the cashier.

Before the hearing date:

5. A parent has the right to notice and time to object to any change in their child's name. You can file the Consent to Change of Name (Form 7A or 7B) to show the court the minor's *other* parent agrees to the name change. (If you receive consent from the minor's other parent, it is *not* necessary to file the Declaration Supporting Petition for Name Change - form 8.)
6. If you cannot obtain consent from the minor's other parent, you must try to get a copy of the Notice of Hearing (Form 5) to them. If you are mailing the Notice of Hearing, it is recommended that the notice is mailed by certified mailing.

7. If you cannot obtain consent from the minor's other parent, you must file the Declaration Supporting Petition for Name Change (Form 8) to tell the court that the parent(s) did get notice OR why you *cannot* get notice to the parent(s). The declaration should tell the court why you cannot get notice to the parent(s) AND why the court should not require you to give notice to the parent(s). **Be specific when you fill out the declaration.** If you do not give the court enough specific information, you may be ordered to find the parent and give them notice before the name change is granted.

Some examples:

- have not seen the parent for how many years (give number of years)
- you do not know where the parent is
- what you have done to try and locate the parent
- the parent has not paid child support for how many years
- the parent has not written or visited the minor for how many years
- any other information you want the court to consider.

Fill out the declarations (Forms 8 and 9).

8. Also before the hearing, fill out the top part of the General Judgment of Name Change (Form 10), the Notice of General Judgment of Name Change (Form 11) and the Declaration of Posting Notice of General Judgment of Name Change (Form 12), **leaving the date and signature lines blank.**

9. On the date of your hearing you must bring forms 7 through 13 with you to court. Be sure to have a photo ID: (a valid driver's license, an Oregon ID card or a passport) and a certified copy of the minor's birth certificate. **First take the Notice of Name Change Hearing (Form 5) off of the bulletin board and go the courtroom. There will be information on the bulletin board to tell you the number of your courtroom.** In the courtroom, a clerk will verify all documents are in order for the hearing.

10. If someone appears to object, the court will set another time to hear evidence on the objection. If there are objections, the judgment will not be signed, you will be asked to come back on the second hearing date. You may want to contact an attorney to advise you if someone objects.

11. If no one appears to object and all your documents are presented, the court will rule on the request for change of name. The court will keep all of the original forms in the permanent court file.

12. If the court signs the judgment, you will be required to post the Notice of General Judgment of Name Change (Form 11) on the same bulletin board.

13. Go to the information counter located near the bulletin board where your first notice was posted. A name change clerk will be there to assist you. Fill in the date the Judge signed the judgment on the Notice of General Judgment of Name Change (Form 11). The clerk will then check your notice and have you post the notice on the bulletin board. It ***will not*** be necessary for you to come back to the courthouse to remove your last notice from the bulletin board. The clerks will do this for you after 14 days of posting.

14. Fill out and sign the Declaration of Posting Notice of General Judgment of Name Change (Form 12). **Hand it to the clerk for filing.**

15. Decide how many certified copies of the judgment you will need. Fill out the Request for Certified Copies (Form 13) and pay the fee at the cashier. ***The cashier will keep this form.*** The certified copies will be mailed to you within 5 judicial days.

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of _____

Case No. _____

FIRST

MIDDLE
(Minor's Present Legal Name)

LAST

**PETITION FOR
NAME CHANGE FOR MINOR**
(Form 1)

to

FIRST

MIDDLE
(Minor's New Name)

LAST

Petitioner requests a Judgment changing minor's name from _____

_____ to _____
(Minor's Present Legal Name -First, Middle, Last) (Minor's New Name - First, Middle, Last)

and a hearing scheduled concerning the name change petition. The name change is not requested for any purpose which is contrary to public policy.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Dated this _____ day of _____, 20_____.

Signature of Petitioner

Petitioner's Name (Please Print)

Address

City/State/Zip Code

(_____) _____
Telephone Number

**Verification of Petitioner;
For Court Use Only:**

I.D. Provided: _____

I.D. Number: _____

Petitioner's Date of Birth: _____

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

to

**PETITION FOR
APPOINTMENT OF
GUARDIAN AD LITEM**
(Form 2)

(Minor's New Name - First, Middle, Last)

ORCP Rule 27(A)(1) and (2) Check *all* that apply:

Petitioner represents to the Court as the legal parent of the child under the age of 14, and petitions the court for the appointment as Guardian Ad Litem.

Petitioner's relationship with the parent listed on the birth certificate is:

- Married Divorced Separated Never Married Other parent deceased
 Other parent not listed on the Birth Certificate

If the parents are unmarried, has legal paternity of the child been established? Yes / No
If yes, paternity has been established by the following legal means: _____

The other legal parent of the child consents to the petition before the Court to appoint a Guardian Ad Litem. Evidence of the consent to Guardian Ad Litem and Name Change is filed herein.

OR

I have not obtained the other legal parent's consent; however, I will be sending them notice of this name change hearing by certified mail. Proof of certified mailing will be submitted at the name change hearing.

The child, over the age of 14 but under the age of 18, consents to the petition before the Court to appoint a Guardian Ad Litem. Evidence of the consent to Guardian Ad Litem and Name Change is filed herein.

For Court use only: _____ _____
--

The child is now living with: _____, at the following address:
Street _____, City/State/Zip _____
For how long? _____.

Is there any other court order now in effect concerning the child? _____
If yes: Case number: _____ filed in _____ County, State of _____

I have/have not participated as a party, witness or in any other capacity in any other proceeding concerning the custody, parenting time or visitation of the child.

I know of no other proceeding that could affect this case (including any other proceeding concerning custody, parenting time enforcement, protective orders, termination of parental rights and adoptions) in this or any other state EXCEPT: _____
(If none, so state)

I know of no other person who has the physical or legal custody of the child or who claims custody, parenting time or visitation rights with the child EXCEPT: _____
(If none, so state)

Therefore, _____, as the legal _____
(Name of Proposed Guardian Ad Litem) (Mother/Father)
of the above named minor, is properly qualified to act as Guardian Ad Litem for _____
_____, a minor who is _____ years old.
(Name of Minor)

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.

Dated this ____ day of _____, 20____.

Signature of Petitioner

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

to

**ORDER APPOINTING
GUARDIAN AD LITEM
(Form 3)**

(Minor's New Name - First, Middle, Last)

Based upon the Petition for Appointment of Guardian Ad Litem filed in this matter,

IT IS HEREBY ORDERED:

That _____ is appointed as Guardian Ad Litem to act on behalf
(Name of Guardian Ad Litem)
of the above named minor child in this name change proceeding.

Dated: _____

Circuit Court Judge

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

**ORDER TO SHOW CAUSE AND
GIVE NOTICE OF
NAME CHANGE HEARING
(Form 4)**

to

(Minor's New Name - First, Middle, Last)

Based upon the Petition filed in this matter, the Court will consider the name change request of the Petitioner on the _____ day of _____, 20__ at _____ a.m./p.m. in Courtroom _____ of the Washington County Courthouse, 145 NE Second Avenue, Hillsboro, Oregon.

At the above cited time, any interested persons shall appear to object and/or file written objections prior to the hearing date to show cause why the Petition for Name Change should not be granted.

Notice of Name Change Hearing shall be posted in a public place in Washington County for a period of at least 14 days.

Dated: _____

Circuit Court Judge

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

to

**NOTICE OF NAME
CHANGE HEARING**
(Form 5)

(Minor's New Name - First, Middle, Last)

Based upon the Petition filed in this matter, the Court will consider the name change request of the Petitioner on the ____ day of _____, 20__, at _____ a.m./p.m. in Courtroom ____ of the Washington County Courthouse, 145 NE Second Avenue, Hillsboro, Oregon at which time any objections of interested persons will be heard.

This written notice of the time, place, and subject of the hearing shall be posted in a public place located in Washington County, Oregon for at least 14 days preceding the hearing and proof of posting shall be filed herein.

Dated: _____

Signature of Petitioner

For use at Court Hearing only:
B.C. _____

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

**CONSENT TO CHANGE
OF NAME**

to

(Minor)

(Minor's New Name - First, Middle, Last)

(Form 6)

I, _____, am _____ years old. I am aware that

_____ has petitioned this Court to be appointed as my
(Guardian Ad Litem's name)

Guardian Ad Litem and petitioned this Court to change my name.

I waive further notice of this proceeding and consent to the appointment of
Guardian Ad Litem and to the proposed change of name.

Dated: _____

Signature of Minor

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of _____

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

to

(Minor's New Name - First, Middle, Last)

**CONSENT TO CHANGE
OF NAME**

(Minor's Legal Father)

(Form 7A)

I, _____, am the legal father of the above
(Name of Minor's Legal Father)
cited minor.

Check one:

- I have petitioned this Court to change my child's name.
- I am aware that _____ has petitioned this Court to
change my child's name.

I waive further notice of this proceeding and consent to the proposed change of my
child's name.

Dated: _____

Signature of Minor's Legal Father

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

to

(Minor's New Name - First, Middle, Last)

**CONSENT TO CHANGE
OF NAME**
(Minor's Legal Mother)

(Form 7B)

I, _____, am the legal mother of the above
(Name of Minor's Legal Mother)
cited minor.

Check one:

I have petitioned this Court to change my child's name.

I am aware that _____ has petitioned this Court to
change my child's name.

I waive further notice of this proceeding and consent to the proposed change of my
child's name.

Dated: _____

Signature of Minor's Legal Mother

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

**DECLARATION OF POSTING
NOTICE OF NAME
CHANGE HEARING
(Form 9)**

to

(Minor's New Name - First, Middle, Last)

I, _____ certify and affirm that in accordance with
(Guardian Ad Litem's Name)

ORS 33.420, written notice stating the time, day, place and subject of the hearing for name change of the Petitioner was posted on the Washington County Courthouse Bulletin Board, 150 North First Avenue, Hillsboro, Oregon and remained posted for the statutory number of days beginning:

_____, 20____, and ending _____, 20____.
(Date Notice was Posted) (Today's Date)

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty of perjury.

Dated: _____

Signature of Guardian Ad Litem

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

to

(Minor's New Name - First, Middle, Last)

**NOTICE OF GENERAL
JUDGMENT OF NAME CHANGE
(Form 11)**

A Judgment was signed in the above action on _____, 20____,
(Today's date)
changing the Minor's name as set out in the title of this pleading.

Signature of Guardian Ad Litem

(Print your Name)

Date of Posting: _____, 20____.

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON**

In the Matter of the Name Change of

Case No. _____

(Minor's Present Legal Name - First, Middle, Last)

to

(Your New Name - First, Middle, Last)

**DECLARATION OF POSTING
NOTICE OF GENERAL JUDGMENT
OF NAME CHANGE
(Form 12)**

In accordance with ORS 33.420, a written notice of the name change ordered and adjudged by this Court on _____, 20____, was posted by me on the Washington County Courthouse Bulletin Board, 150 North First Avenue, Hillsboro, Oregon as required by law.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty of perjury.

Dated: _____

Signature of Guardian Ad Litem

REQUEST FOR CERTIFIED COPIES OF NAME CHANGE JUDGMENT
(Form 13)

Case Number: _____

Case Name: _____
(Minor's Old Name)

Number of Certified Copies Requested: _____

x \$5.25

Total Amt. Due: _____

After your judgment is signed, you have posted the notice and signed the declaration, take this form to the cashier's office and pay for the certified copies. **Leave this form with the cashier.**

Your copies will be mailed to you within 5 judicial days.

Mailing Address:

