

YAMHILL COUNTY CIRCUIT COURT 25th JUDICIAL DISTRICT

535 NE Fifth Street, McMinnville, Oregon 97128

503-434-7530

Instructions for Adult Change of Name - Packet #1

(ORS 33.410 to 33.440 and UTCR 9.320)

Changing your legal name is a simple process involving a 14-day posting of the proposed name change, a brief appearance before a Judge who can sign the judgment, and a 10-day posting of the notice of name change. However, if the judge finds the name change is not consistent with the public interest the request will be denied.

You may use these forms if you are an adult (18 or older) and currently reside in Yamhill County. You can download the packet for free from our website at www.courts.oregon.gov/Yamhill. Or you can purchase Packet #1 from the court cashier for \$2.00. After filling out these forms, you may file these forms and pay the required filing fee with the Cashier in Room 135.

These forms are designed to work for most people, if these forms do not cover your situation, or if you need legal advice, please consult with an attorney before filing. Court staff cannot give legal advice. The Oregon State Bar can provide assistance in locating an attorney for you, including lawyers willing to provide a low-cost initial consultation. Call the Oregon State Bar at 1-800-452-8260 or visit their website at www.osbar.org/public/legalhelp.html

If you want the court clerk to witness your signature on documents you intend to file, you must bring valid photo ID (driver's license, Oregon photo ID card or passport) with you each time you come to the courthouse.

Step 1: Filing the Petition

Complete the *Petition for Change of Name (Form 1)* and *Notice of Petition for Change of Name (Form 2)*. Complete all the blanks on the forms, **do not place your signature or date on the forms** until you are in the presence of a court clerk.

File the completed paperwork *Forms 1 and 2* at the court records office, Room 135 and pay the required filing fee. When you pay the filing fee, you will get a case number and the cashier will schedule a date at least 15 days in the future for your next hearing.

On the *Notice of Petition for Change of Name (Form 2)* fill in a weekday at least 14 days after the date you post the notice in the space available for the deadline to file objections. You will need to put this same date in the area that says: "DO NOT REMOVE THIS NOTICE BEFORE _____." Once you complete the Notice, you must post the Notice on the bulletin board located on the first floor of the Yamhill County Courthouse. This Notice must remain posted for 14 days.

If any objections are filed, you will be notified by mail of a new hearing date. It is your responsibility to keep the court informed of your current address where notices of hearing dates can be sent. At the hearing, the judge will hear from you and the person filing objections, and will decide whether to grant the name change.

Step 2: Filing the Declaration re: Proof of Posting Notice of Change of Name

On the date of your hearing after your Notice (Step 1) has been posted for the full 14 days, remove the Notice and complete the *Declaration re: Proof of Posting Notice of Petition for Change of Name (Form 3)*. **Do not place your signature or date on the form** until you are in front of a court clerk. You will bring these with you to the court on the day of your hearing. (Step 3).

Step 3: Hearing and Submitting your Judgment

On the day scheduled for the hearing check in with Room 135 to determine the room and Judge assigned for Name Change Hearings. You must bring the following three completed forms with you to the hearing:

1. *The Notice of Petition for Change of Name (Form 2)*, which you removed from the bulletin board,
2. *Declaration re: Proof of Posting Notice of Petition for Change of Name (Form 3)*,
3. *Change of Name General Judgment (Form 4)*

If these documents are adequate, the Change of Name General Judgment will be signed by the Judge on the scheduled hearing date. File these documents with the cashier in Room 135.

If these documents are not adequate, the Judgment will not be signed and you may be required to begin the entire name change process again.

After the Judge has signed your Change of Name General Judgment you must complete and post *Notice of Name Change Judgment (Form 5)* on the bulletin board located on the first floor of the Yamhill County Courthouse. This Notice of Name Change Judgment must be posted for 10 days. (A clerk will remove the Notice after the 10 day period.)

Step 4: Declaration re: Proof of Posting Notice of Change of Name Judgment

After you post your Notice complete the *Declaration re: Proof of Posting Notice of Name Change Judgment (Form 6)*; **do not place your signature or date on the form** until you are in front of a court clerk and file it with the cashier in Room 135. At this time, you will receive one certified copy of the Change of Name General Judgment free of charge. Additional certified copies are \$5.25.

Note: If the Declaration re: Proof of Posting is not filed with the court, the court may set aside the Change of Name General Judgment without further notice.

Step 5: Changing Your Name In Other Official Records

In order to change your name on other official records (DMV, passport, social security, birth certificate), you will need a certified copy of the Change of Name General Judgment.

For instance, changing your birth certificate to your new name means contacting:

Center for Health Statistics
800 NE Oregon, Suite 215
PO Box 14050
Portland, OR 97214
888-896-4988