

**CHANGE OF NAME INFORMATION
FOR A MINOR CHILD**

Lincoln County Circuit Court
PO Box 100, Newport, OR 97365
(541) 265-4236

1. PETITION FOR NAME CHANGE OF A MINOR is prepared by the Guardian and filed with the Court. A filing fee of \$105.00 is required. (Stevens-Ness form No. 515 may be used).
2. PETITION FOR APPOINTMENT OF GUARDIAN AD LITEM is prepared by the Guardian and filed with the court. (Stevens-Ness form No. 512 may be used).
3. AFFIDAVIT RE PETITION FOR APPOINTMENT OF GUARDIAN AD LITEM is prepared by the Guardian and filed with the court. (Stevens-Ness form No. 513 may be used.)
4. ORDER APPOINTING GUARDIAN AD LITEM is prepared by the Guardian and filed with the court. (Stevens-Ness form No. 514 may be used.)
5. NOTICE RE FILING OF PETITION FOR CHANGE OF NAME OF MINOR CHILD is sent to the custodial parent, non-custodial parent and any legal guardian. (Stevens-Ness form No. 517 may be used) This notice is sent to the last known address of the parent(s) or legal guardian.
6. WAIVER AND CONSENT TO CHANGE OF NAME OF MINOR CHILD may be filed with the court, if the parents or legal guardian, consent to the name change. If consent(s) are filed with the court, the notice, as listed above, is not required. (Stevens-Ness form No. 528 may be used)
7. AFFIDAVIT RE PROOF OF MAILING OR DELIVERY OF NOTICE RE FILING OF PETITION FOR CHANGE OF NAME OF MINOR CHILD is prepared by the Guardian and filed with the court if the consent form, as listed above, is not filed. (Stevens-Ness form No. 518 may be used)
8. NOTICE OF CHANGE OF NAME HEARING is prepared by the Guardian and filed with the Court. The clerk will fill in a hearing date and give the Guardian a certified copy of the Notice to be posted in a public place. (Stevens-Ness form No. 519 may be used).
9. AFFIDAVIT - PROOF OF POSTING NOTICE OF HEARING is prepared by Guardian prior to the hearing date and filed with the Court. The affidavit must be signed in front of a Notary Public or Court Clerk. Attach the Notice of Change of Name Hearing to the Affidavit. (Stevens-Ness form No. 520 may be used).

10. CONSENT TO CHANGE OF NAME OF MINOR CHILD is prepared and signed by the child if the child is of age. Check the form for information (Stevens-Ness form No. 521 may be used)
11. GENERAL JUDGMENT OF CHANGE OF NAME is prepared by Guardian and brought to Court on the hearing date. If the name change is allowed, the Judge will sign the Judgment. A certified copy of the Judgment costs \$5.25 (Stevens-Ness form No. 522 may be used)
12. NOTICE OF CHANGE OF NAME JUDGMENT is prepared by the Guardian after the Judgment is signed and posted in a public place for a period of time determined by the judge. (Stevens-Ness form No. 523 may be used).
13. AFFIDAVIT - POSTING NOTICE OF NAME CHANGE is prepared by the Guardian and signed in front of a Notary Public or Court Clerk. Attach the Notice of Name Change Judgment to the Affidavit. (Stevens-Ness form No. 524 may be used).
14. If you have any further questions, you may wish to contact a lawyer. The Court Clerk cannot give you legal advice. If you do not have a lawyer, you may contact the Lawyer Referral Service of the Oregon State Bar at 1-800-452-7636.

NOTE: The Stevens-Ness forms mentioned above are the most common and are generally carried by most stationers or office supply stores. Other forms, including those of your own creation, may also be used as long as they conform to the requirements of the Oregon Revised Statutes and Uniform Trial Court Rules. The statutes regarding name change are found in Volume 1, ORS 33.410 - 33.440.

10/01/11