

Instructions for Name Change - Adult

Packet contains: Civil Information Form - Petition – Notice by Publication – Notice by Mail – Order
Read Directions Completely – Please Type or Print Neatly

Caution: Use of forms without the assistance of a lawyer could harm your legal rights. You may want to have a lawyer review your completed forms before you file them with the court. These are basic forms and may not cover every situation.

1. Petitioner: Complete the Civil Information Form and Petition except for the case and court numbers.
2. Sign the Petition in front of a Notary.
3. File the original and 1 copy with the Clerk of the District Court (2nd floor of the courthouse)
The filing fee is \$173.50.
4. Obtain case number and Court Division assignment from the Clerk of the District Court when you file.
5. Contact the Administrative Assistant for the court to which the case has been assigned, obtain a date and time for a hearing before the court and ask what that judge requires for notice (publication, mail or both).
6. Give notice as required by the judge. Notice by publication requires you to publish notice of the hearing once a week for three weeks in one of the local papers that publishes legal notices. The paper may send a statement of publication directly to the court or to you. If it is sent to you be sure to bring it with you to the hearing for filing with the Clerk of the District Court. Each notice by mail should be sent by registered mail – return receipt requested. Bring the return receipt(s) with you to the hearing for filing with the Clerk of the District Court.
7. Complete the Order Changing Name for the judge's signature. Bring it along with proof of notice (see # 6) to the hearing.
8. Make several copies of the signed Order (Social Security, credit card companies etc. will need a file stamped copy of the Order). File the Order with the Clerk of the District Court. The additional copies will be file stamped for no additional charge at that time.