

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

**FORMS & INSTRUCTIONS FOR CHANGE OF NAME (OF A MINOR)
(ORS 33.410 TO 33.440 & UTCR 9.320 & SLR 8.155)**

CHANGING THE NAME OF A MINOR:

Changing the legal name of a minor can be a simple process if no one objects to the change. The following are the steps involved:

- (1) Being appointed Guardian Ad Litem for the minor
- (2) Posting a public notice of the proposed name change in the Courthouse for at least 30 days
- (3) Personally serving the “other parent” if involved
- (4) A brief appearance before a judge who will sign the name change decree
- (5) A public posting of the name change of the minor for the new name to become official

FORMS IN PACKET

- (1) Application for appointment of Guardian Ad Litem for Name Change of a Minor (Form 1)
- (2) Order for appointment of Guardian Ad Litem for Name Change of a Minor (Form 2)
- (3) Petition for Name Change of a Minor (Form 3)
- (4) Notice of Name Change Hearing (Form 4)
- (5) Affidavit of Posting Notice of Name Change Hearing (Form 5)
- (6) General Judgment of Name Change (Minor) (Form 6)
- (7) Notice of General Judgment of Name Change (Minor) (Form 7)
- (8) Affidavit of Posting Notice of General Judgment (Minor) (Form 8)
- (9) Affidavit Supporting Waiver of Written Notice to Other Parent
RE: Name Change of a Minor (Form 9) **OPTIONAL**
- (10) Consent of Parent or Guardian for Name Change
of a Minor (Form 10) **OPTIONAL**
- (11) Proof of Mailing RE: Petition & Notice of Name Change Hearing
(Certified Mail) (Form 11) **OPTIONAL**

FEES

The charge for the forms provided at the courthouse is \$1.25. The court filing fee for a name change is \$158.00. There is a \$5.00 charge for a certified copy of your general judgment of name change. *There is also a \$10.00 judgment fee due and payable on the date of your hearing.*

INSTRUCTIONS

Please read all instructions carefully. **USE BLACK INK ONLY ON THE FORMS. DO NOT FILL OUT ALL THE FORMS AT ONCE. YOU WILL NEED TO COMPLETE THE FORMS AS YOU COMPLETE THE STEPS FOR A NAME CHANGE.** These are legal documents which must not contain mistakes. Do not alter the documents.

(First Visit to Courthouse)

- STEP 1:
- A. Fill out the Application for Appointment of Guardian Ad Litem for Name Change of a Minor (Form 1)
 - B. Fill out Order for Appointment of Guardian Ad Litem for Name Change of a Minor (Form 2) Please type or print.

STOP.....DO NOT FILL OUT ANYMORE FORMS AT THIS TIME. FOLLOW INSTRUCTIONS.

- STEP 2:
- A. Sign Form 1 in front of Family Law Clerk, located in Room 211 of the Multnomah County Courthouse. (Make sure you bring **one** form of valid photo identification)
 - B. Check with Family Law Clerk to determine which Judge is handling Ex Parte. **Ex Parte is held Monday-Friday at 8:30AM and 1:30PM.** You cannot file your case until you have been appointed your child's Guardian Ad Litem. Judges are available at 8:30AM and 1:30PM daily to hear your request, so plan your trip to the courthouse appropriately around these times.
 - C. Present Form 1 & Form 2 to the Judge at Ex Parte time for his/her signature. The judge will give you back your paperwork and instruct you to return to Room 211 for further processing of your name change.

- STEP 3:
- A. Fill out the PETITION FOR NAME CHANGE OF A MINOR (Form 3) Please type or print.
STOP.....DO NOT FILL OUT ANYMORE FORMS AT THIS TIME. FOLLOW INSTRUCTIONS.
 - B. Sign Form 3 in front of the Family Law Clerk, located in Room 211 of the Multnomah County Courthouse. (Make sure you bring **one** form of photo identification) **Ask Family Law Clerk to make you one copy of Form 3.**
 - C. Go to the cashier, located in Room 210 of the Multnomah County Courthouse. Pay the \$1.25 form fee and the \$158 court filing fee and \$5.00 copy fee. Obtain a case number from the cashier, making sure the cashier puts the case number on all eleven forms.

(Continued Instructions on First Visit to Courthouse)

- STEP 4:
- A. Complete NOTICE OF NAME CHANGE HEARING (Form 4)
Leave the following spaces blank: hearing date & time of hearing
 - B. Take Form 4 back to Room 211. Use the telephone on table by name change board and dial 83185. Ask for a Name Change hearing date for a **MINOR**.
 - C. Fill in the hearing date on Form 4. **Ask the Family Law Clerk to make you one copy of Form 4.**
 - D. Post Form 4 on the NAME CHANGE BULLETIN BOARD in Room 211. This form must remain posted for **at least thirty full days prior to the hearing.**

You now need to decide which method of service you will be using to serve the “other parent” or “legal guardian”. Below are options you need to consider.

The “other parent” or “legal guardian” must receive a “true copy” of Form 3 & Form 4 and you must show “proof of service” to the court that the “other parent” or “legal guardian” received the copies.

Personal Service:

You cannot personally serve the “other parent” or “legal guardian”. It must be someone over the age of 18, who is not a party to the suit, nor attorney or employee of yours. With the copies of Form 3 & Form 4 the Family Law Clerk has provided you, you may request the County Sheriff’s office to personally serve the “other parent” or “legal guardian”. If the “other parent” or “legal guardian” live in Multnomah County, our Sheriff can serve your papers. The fee for this is \$28.00 and you can pay the cashier in Room 210 and the cashier will forward your papers to the sheriff.

If the “other parent” or “legal guardian” live in any other county or any other state, it will be your responsibility to contact that county or state and find out what their procedure and fees are for service.

3rd Party Service:

You can also have a friend (over the age of 18) or a private process server serve Form 3 & Form 4 on the “other parent” or “legal guardian”. If this is the option you choose, ask the Family Law Clerk in Room 211 for a “3rd Party service packet” and follow the instructions in the packet.

Certified Mail:

Use Certified Mail, Return Receipt Requested, to send Form 3 & Form 4 to the “other parent” or “legal guardian”. This will only work if the “other parent” or “legal guardian” is willing to sign the return receipt. Attach the signed receipt (green card from the post office) to Form 11 (Proof of Mailing), fill out Form 11 and file it with the Family Law Clerk in Room 211. If the “other parent” or “legal guardian” will **not** sign the return receipt, you must arrange for personal service. **If you use this method, you must add an additional three days to the thirty day posting period pursuant to ORCP 10 (c). This means you must schedule your hearing at least 33 days out instead of thirty days.**

Consent of “Other Parent” or “Legal Guardian”

If the “other parent” or “legal guardian” voluntarily agrees to the Name Change, the “other parent” or “legal guardian” can complete Form 10, have their signature notarized and return it for filing with the Family Law Clerk in Room 211. (If the “other parent” or “legal guardian” lives in Multnomah County, they can come to Room 211 and have the Family Law Clerk notarize their signature with proper identification)

Waiver of Written Notice to Other Parent, pursuant to ORS 33.420 (3)

If the other parent has **NEVER** resided with the minor child and has never attempted to contribute to the financial support of that child, you may fill out Form 9 and have the Family Law Clerk in Room 211 notarized your signature. You must be a parent (as opposed to a legal guardian) in order to qualify to fill out Form 9.

(Second Visit to Courthouse-on the Hearing Date)

- STEP 5:
- A. Remove Form 4 (NOTICE OF NAME CHANGE HEARING) from bulletin board in Room 211.
 - B. Complete Form 5 (AFFIDAVIT OF POSTING NOTICE OF NAME CHANGE HEARING) and sign it in front of the Family Law Clerk in Room 211. Remember to bring proper identification with you, for this purpose.
 - C. Pay your \$10.00 judgment fee prior to going to the courtroom.
- STEP 6:
- A. Complete Form 6 (GENERAL JUDGMENT). Leave the following spaces blank: Judge’s signature line and date. At the hearing, the Judge will decide whether to sign. **This form must be completed before you go to your hearing.** Take Forms 4,5 and 6 to the court hearing. The

(Continued Instructions on Second Visit to Courthouse-on the Hearing Date)

Family Law Clerk in Room 211 will direct you to the appropriate courtroom. After your court hearing, the judge will keep Forms 4, 5 and 6 and instruct you to return to Room 211, as there is further processing that needs to be done.

- STEP 7:
- A. After your hearing, complete Form 7 (NOTICE OF GENERAL JUDGMENT OF NAME CHANGE).
 - B. Post Form 7 on **small** Name Change Bulletin Board in Room 211. (Board is clearly marked).
 - C. Fill out Form 8 (AFFIDAVIT OF POSTING NOTICE OF GENERAL JUDGMENT). Sign this in front of the Family Law Clerk in Room 211. Remember to bring proper valid photo identification with you for this purpose. The Family Law Clerk will keep Form 8 and file it with the court. **IF YOU WISH MORE THAN ONE COPY OF YOUR GENERAL JUDGMENT, NOW WOULD BE THE TIME TO PAY THE COURT CASHIER FOR THEM. EACH CERTIFIED COPY IS \$5.00.**

(After Leaving the Courthouse)

- D. A certified copy of your General Judgment will be mailed to you within two days of your hearing.
- E. Using the certified copy of your General Judgment as proof of the change, contact the Center for Health Statistics, P.O. Box 14050, Portland, OR 97239-0050, to change the minor's name on the birth certificate only if the child was born in Oregon. If your child was born in another state, you will need to contact that state to find out their requirements. The certified copy of the Judgment is needed for this purpose. Website: www.ohd.hr.state.or.us/chs/certif/certifaqs.htm#changerec
- F. Contact other agencies to change the minor's name on other official records (Social Security, DMV – if applicable)

FORM 1

IN THE CIRCUIT COURT OF THE STATE OF OREGON
For Multnomah County

In the Matter of the Change of Name of:)
)
)
_____)
Present Name of Child - Last, First, Middle)
)
 to)
)
_____)
Proposed Name of Child - Last, First, Middle)
)
)
_____)
Petitioner/Guardian Ad Litem)

Case No. _____

APPLICATION FOR
APPOINTMENT OF
GUARDIAN AD LITEM
FOR NAME CHANGE OF A
MINOR

The applicant, _____, respectfully represents:
Adult 18 or Older

1. I am a resident of the County of _____, State of Oregon.
2. I am a (check one): ___ Parent, ___ Other Relative _____ (type)
___ Friend, of the minor for whom a name change is proposed.
3. The minor, _____ resides with _____
Child's present name *Child's current caretaker*

No general guardian or conservator has been appointed by any court for the minor.

4. I wish to apply for a change of the child's name from: _____,
to: _____, and the appointment of a Guardian
Ad Litem is necessary for such purpose.
5. I am an adult, 18 years of age or older, and a suitable person to be appointed
Guardian Ad Litem for this child.
6. I submit this application to request the Judge appoint me as Guardian Ad Litem
to begin name change proceedings for the child and to serve as the child's
adult representative in these proceedings.

Dated this _____ day of _____, 20 ____ .

Signature of Guardian Ad Litem

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Court Clerk/Notary Public
My commission expires: _____

FORM 2

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:)
)
) Case No. _____
)

Present Name of Child - Last, First, Middle)
) ORDER FOR APPOINTMENT
) OF GUARDIAN AD LITEM
) FOR NAME CHANGE OF A
) MINOR
)
)
)
)

Proposed Name of Child - Last, First, Middle)
)
)
)
)
)

Petitioner/Guardian Ad Litem)

Based upon the application,

IT IS HEREBY ORDERED THAT: _____ is
appointed as Guardian Ad Litem to act on behalf of _____
Present Name of Child
in this proceeding.

Dated this _____ day of _____, 20 ____ .

Circuit Court Judge

Submitted by:

Petitioner/Guardian Ad Litem

FORM 3

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:)	
)	Case No. _____
_____)	
Present Name of Child - Last, First, Middle)	PETITION FOR NAME
)	CHANGE OF A MINOR
to)	
)	
_____)	
Proposed Name of Child - Last, First, Middle)	
)	
_____)	
Petitioner/Guardian Ad Litem)	

I, Petitioner, request a general judgment changing the name of the child as set forth in the petition. I have been appointed Guardian Ad Litem in this proceeding.

Additionally, my relationship with the child is as follows: (example: parent, relative, (list type), friend):

_____. I am 18 years of age or older.

The child resides in Multnomah County. The child's date of birth is: _____.

I ask that a hearing be scheduled with the court, concerning the Petition for Name Change of a Minor.

 Petitioner/Guardian Ad Litem

 Address

 City/State/Zip Telephone No.

STATE OF OREGON)
County of Multnomah) ss.

I, _____, being first sworn on oath, do hereby declare that I am the Petitioner in this case; I have read this Petition, know its contents, and I believe it is true.

Petitioner's Signature

Subscribed and sworn to before me this _____ day of _____, 20____.

Court Clerk/Notary Public for Oregon
My commission expires: _____

FORM 4

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:)
)
) Case No. _____
)
_____)
Present Name of Child - Last, First, Middle)
) NOTICE OF NAME CHANGE
) HEARING
)
to)
)
)
_____)
Proposed Name of Child - Last, First, Middle)
)
)
)
_____)
Petitioner/Guardian Ad Litem)

Based upon the Petition filed in this case, this Court will consider the name change request of the Petitioner on the _____ day of _____, 20 __, at _____ a.m. in Room 211 of the Multnomah County Courthouse, located at: 1021 SW 4th Avenue, Portland, Oregon.

This written notice of the time, place and subject of the above-named hearing shall be posted in a public place located in Multnomah County, Oregon, for thirty (30) days, beginning on _____, and ending on _____, 20 _____.
Today's Date *Date of Hearing*

This posting shall be filed as proof before the hearing.

Dated this _____ day of _____, 20 ____.

Signature of Petitioner

FORM 5

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:)

Case No. _____)

Present Name of Child - Last, First, Middle)

AFFIDAVIT OF POSTING
NOTICE OF NAME CHANGE
HEARING)

to)

Proposed Name of Child - Last, First, Middle)

Petitioner/Guardian Ad Litem)

STATE OF OREGON)
County of Multnomah) ss.

I, _____ being first duly sworn, do hereby declare:
Name of Petitioner

I posted the Notice of Name Change Hearing (Form 4) on the Multnomah County
Courthouse Bulletin Board, where it remained posted for thirty (30) days, beginning on
_____, 20 _____, and ending on _____, 20 _____.
Date Notice Posted *Today's Date*

The Notice of Name Change Hearing (Form 4) provided written notice of the petition to
change the minor's name and included the date, time, location and subject of the hearing. The
Bulletin Board where the notice was posted is located on the second floor of the Multnomah
County Courthouse, in Room 211, at the following address: 1021 SW 4th Avenue, Portland,
Oregon.

Signature of Petitioner

Subscribed and sworn to before me this _____ day of _____, 20 ____ .

Court Clerk/Notary Public for Oregon
My commission expires: _____

FORM 6

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:)
)
) Case No. _____
)

Present Name of Child - Last, First, Middle)
) GENERAL JUDGMENT OF
) NAME CHANGE (MINOR)
)
to)
)
)

Proposed Name of Child - Last, First, Middle)
)
)

Petitioner/Guardian Ad Litem)

Based on the Petition, and the court finding that proper notice to interested parties has been given and no person has shown cause why the requested general judgment should not be granted; now, therefore:

IT IS HEREBY ORDERED AND ADJUDGED:

The name of _____ is hereby changed to
Child's present name - Last, First, Middle

_____ and notice of the name change shall be posted
Child's new name - Last, First, Middle

in a public place in Multnomah County as required by law.

Dated this _____ day of _____, 20 ____.

Circuit Court Judge

Name of Petitioner/Guardian Ad litem

Address of Petitioner

City, State, Zip

FORM 7

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:)
)
) Case No. _____
)
_____)
Former Name of Child - Last, First, Middle)
)
) NOTICE OF GENERAL
) JUDGMENT OF NAME
) CHANGE (MINOR)
)
)
)
)
_____)
New Name of Child - Last, First, Middle)
)
)
)
_____)
Petitioner/Guardian Ad Litem)

TO ALL INTERESTED PERSONS:

This notice is posted to advise all persons that a General Judgment was signed in this case on _____, 20 _____, changing the minor child's name as *Today's Date* in the title of this notice.

Date of posting: _____, 20 _____.

Signature of Petitioner

FORM 8

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of: _____)
) Case No. _____
)
 Former Name of Child - Last, First, Middle)
) AFFIDAVIT OF POSTING
) NOTICE OF GENERAL
 to) JUDGMENT OF NAME
) CHANGE (MINOR)
)
 New Name of Child - Last, First, Middle)
)
)
 Petitioner/Guardian Ad Litem)

STATE OF OREGON)
 County of Multnomah) ss.

I, _____ being first duly sworn, do hereby declare:
 Petitioner/Guardian Ad Litem

A general judgment changing the name of the minor child, as indicated in the title of this affidavit, was signed by this court on: _____. I posted written
Date Judgment signed
 notice of the general judgment, in accordance with ORS 33.420, on: _____
 _____ (date). I posted this on the Multnomah County Courthouse
 Bulletin Board, located in Room 211, on the second floor, at the following address: 1021
 SW 4th Avenue, Portland, Oregon.

 Signature of Petitioner

Subscribed and sworn to before me this _____ day of _____, 20 ____.

 Court Clerk/Notary Public for Oregon
 My commission expires: _____

FORM 9

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:)
)
)
 _____)
 Present Name of Child - Last, First, Middle)
)
 to)
)
 _____)
)
)
 _____)
 Petitioner/Guardian Ad Litem)

Case No. _____
 AFFIDAVIT SUPPORTING
 WAIVER OF WRITTEN
 NOTICE TO OTHER PARENT
 RE: NAME CHANGE OF A
 MINOR

STATE OF OREGON)
 County of Multnomah) ss.

I, _____, being first duly sworn, say:

- I am a parent of _____ (*name of child*), the minor child in the above-captioned name change proceeding.
- The other parent of the minor child is: _____ (*name*).
- I request a waiver of the requirement set forth in ORS 33.420 (2) and SLR 8.155 (2), which obligates me to give the other parent written notice of this application for a change of the minor's name. I make this request for the following reasons:

Pursuant to ORS 33.420 (3), the other parent is not entitled to written notice in this proceeding, if both of the following are true. Both boxes must be true and checked to obtain a waiver:

_____ This minor child has never resided with the parent listed in paragraph two, above AND

_____ The parent listed in paragraph two, above, has never contributed to, nor attempted to contribute to, the financial support of this minor child.

- Based on the foregoing, I have not given the other parent written notice of the application for a change of the minor's name.

By statute, only a parent may sign this form: _____
 Signature of parent (who is caretaker)

Subscribed and sworn to before me this _____ day of _____, 20 ____.

 Clerk of Court/Notary Public
 My commission expires: _____

FORM 10

**IN THE CIRCUIT COURT OF THE STATE OF OREGON
For Multnomah County**

In the Matter of the Change of Name of:)

Case No. _____

_____))
Present Name of Child - Last, First, Middle)

**CONSENT OF PARENT OR
GUARDIAN FOR NAME
CHANGE OF A MINOR**

to)

_____))
Proposed Name of Child - Last, First, Middle)

_____))
Petitioner/Guardian Ad Litem)

I, _____, am the _____
Name of Parent or Guardian *Relationship to child*

of the following child: _____
Name of child who is subject to the name change petition

I have received a copy of the Name Change Petition and Notice of Name Change Hearing in the above-mentioned case. I hereby consent to the petition to change the child's name to _____

Proposed Name of Child

and I waive all further notice in this proceeding.

Signature of Parent or legal guardian

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Clerk of Court/Notary Public
My commission expires: _____

Submitted by:

Petitioner/Guardian Ad Litem

Address

City/State/Zip Code

FORM 11

IN THE CIRCUIT COURT OF THE STATE OF OREGON For Multnomah County

In the Matter of the Change of Name of:)
)
) Case No. _____
 _____)
 Present Name of Child - Last, First, Middle)
)
) **PROOF OF MAILING**
) **RE: PETITION & NOTICE**
 to) **OF NAME CHANGE HEARING**
) **(Certified Mail)**
)
 _____)
 Proposed Name of Child - Last, First, Middle)
)
)
 _____)
 Petitioner/Guardian Ad Litem)

STATE OF OREGON) ss.
 County of Multnomah)

I, _____, being first duly sworn, say:
Petitioner/Guardian Ad Litem

On the _____ day of _____, 20 _____, I mailed a copy of the Name Change Petition and a copy of the Notice of Name Change Hearing (with the hearing date filled in), by Certified Mail, Return Receipt Requested, to:

_____, who is the (*check one*):

___ parent, ___ legal guardian ___ other (*list relationship*) _____,
 of the child.

The Petition I mailed to the person listed above, requested the child's name be changed to: _____.

Proposed Name of Child

The return receipt from the post office, signed by the person listed above, and a copy of the Notice of Name Change Hearing I mailed to that person, are attached.

*Sign only after completing Certified
 Mail procedures (when you have a
 Return Receipt)*

 Signature of Petitioner/
 Guardian Ad Litem

Subscribed and sworn to before me this _____ day of _____, 20 _____.

 Clerk of Court/Notary Public
 My commission expires: _____