

**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)

*To use these forms you must be at least 18 years of age
and your child must be a resident of Multnomah County.*

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) Appointing an adult as Guardian Ad Litem for the minor, by seeing a judge and having an order signed,
- (2) Posting a public notice of the proposed name change in the Courthouse for at least 30 days,
- (3) Personally serving the "other parent" (or both parents if the Guardian Ad Litem is not a parent) if involved,
- (4) Appearing briefly before a judge who will sign the name change judgment,
- (5) Publicly posting notice of the name change so the new name becomes 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 fee for filing a name change petition is \$111.00. There is a \$5.00 charge for one certified copy of your general judgment of name change.

INSTRUCTIONS

Please read all instructions carefully. **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 that 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 clearly.**

STOP: DO NOT FILL OUT ANYMORE FORMS AT THISTIME. FOLLOW THE INSTRUCTIONS.

STEP 2:

- A. **Sign Form 1 in front of Family Law Clerk**, located in Room 211 of the Multnomah County Courthouse.
Bring with you **one** form of valid photo identification – a current, state-issued driver’s license or identity card; current passport; current U.S. military identification card; current identity card issued by federally recognized tribe; or another current, government-issued document containing your photograph, signature, and physical description.
- 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 the child’s Guardian Ad Litem** (guardian for purposes of the legal case). 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 THE 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 \$111 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.

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 the table 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 **IDENTITY CHANGE POSTINGS** 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,” or both parents if you are not a parent of the child. Below are options for service. For more information on service see ORCP 7.

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.” Service must be done by someone at least 18 years old, who is not a party to the suit, nor an attorney or employee of yours. With the copies of Form 3 & Form 4, you may request the County Sheriff’s office to personally serve the “other parent” or “legal guardian”. If the “other parent” or “legal guardian” lives in Multnomah County, our Sheriff can serve your papers. The fee for this is \$36.00 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” lives in any other county or any other state, and you want the sheriff to do service for you, it is your responsibility to contact the sheriff’s office in that county or state and find out what their procedure and fees are for service.

3rd Party Service:

You can also have a friend (at least 18 years old) 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: (FORM 11)

You can also use Certified Mail, Return Receipt Requested, to send Form 3 & Form 4 to the “other parent” or “legal guardian.” This will work only 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 certified mail method, you must add an additional three days to the thirty day posting period. This is required by Oregon Rule of Civil Procedure 10 C. This means you must schedule your hearing at least 33 days out instead of thirty days out.**

Consent of “Other Parent” or “Legal Guardian” (FORM 10)

If the “other parent” or “legal guardian” voluntarily agrees to the Name Change, the “other parent” or “legal guardian” can complete Form 10. That person must sign Form 10 in front of a notary. The form must then be returned for filing with the Family Law Clerk in Room 211. (If the “other parent” or “legal guardian” lives in Multnomah County, he or she can come to Room 211 and have the Family Law Clerk notarize the signature with proper identification).

Waiver of Written Notice to Other Parent, pursuant to ORS 33.420 (3) (FORM 9)

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

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.

- B. The 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 to complete the process.

STEP 7:

- A. After your hearing, complete Form 7 (NOTICE OF GENERAL JUDGMENT OF NAME CHANGE).
- B. Post Form 7 on the Identity Change Postings bulletin board in Room 211. (The 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 WANT MORE THAN ONE COPY OF YOUR GENERAL JUDGMENT, PAY THE COURT CASHIER FOR THEM. EACH CERTIFIED COPY IS \$5.00.**

(After Leaving the Courthouse)

- A. You can use a certified copy of your General Judgment of Name Change as official proof of the change for public agencies or as you might otherwise need.

Providing a copy to The Center for Health Statistics , P.O. Box 14050, Portland, OR 97239-0050, to change your birth certificate will be useful only if you were born in Oregon. If you were born in another state, you will need to contact that state to find out that state's requirements. Oregon Vital Statistics website info is available at:

<http://public.health.oregon.gov/BirthDeathCertificates/ChangeVitalRecords/Pages/CourtOrderNameChange.aspx>

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 *(Name of Adult)*

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:

Present Name of Child – Last, First Middle

to

Proposed Name of Child – Last, First Middle

Petitioner/Guardian Ad Litem *(Name of Adult)*

Case No. _____

**ORDER FOR APPOINTMENT OF
GUARDIAN AD LITEM FOR NAME
CHANGE OF A MINOR**

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:

Present Name of Child – Last, First Middle

to

Proposed Name of Child – Last, First Middle

Petitioner/Guardian Ad Litem *(Name of Adult)*

Case No. _____

**PETITION FOR NAME CHANGE OF
MINOR**

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: _____
Describe relationship to child (parent, relative, etc)

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 (or contact address)

City/State/Zip Telephone

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:

Present Name of Child – Last, First Middle

to

Proposed Name of Child – Last, First Middle

Petitioner/Guardian Ad Litem *(Name of Adult)*

Case No. _____

**NOTICE OF NAME CHANGE HEARING
(MINOR)**

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:

Present Name of Child – Last, First Middle

to

Proposed Name of Child – Last, First Middle

Petitioner/Guardian Ad Litem (*Name of Adult*)

Case No. _____

AFFIDAVIT OF POSTING NAME CHANGE HEARING (MINOR)

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:

Present Name of Child – Last, First Middle

to

Proposed Name of Child – Last, First Middle

Petitioner/Guardian Ad Litem *(Name of Adult)*

Case No. _____

**GENERAL JUDGMENT OF NAME
CHANGE (MINOR)**

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 (or contact address)

City, State, Zip

Telephone

FORM 7

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 *(Name of Adult)*

Case No. _____

**NOTICE OF GENERAL JUDGMENT OF
NAME CHANGE (MINOR)**

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
set out 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:

Present Name of Child – Last, First Middle

to

Proposed Name of Child – Last, First Middle

Petitioner/Guardian Ad Litem *(Name of Adult)*

Case No. _____

**AFFIDAVIT OF POSTING NOTICE OF
GENERAL JUDGMENT OF NAME
CHANGE (MINOR)**

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: _____.

Date Judgment signed

I posted written notice of the general judgment, in accordance with ORS 33.420, on
_____ (date).

I posted this notice 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

Proposed Name of Child – Last, First Middle

Petitioner/Guardian Ad Litem *(Name of Adult)*

Case No. _____

AFFIDAVIT SUPPORTING WAIVER OF WRITTEN NOTICE TO OTHER PARENT RE NAME CHANGE OF MINOR

STATE OF OREGON)
County of Multnomah) ss.

I, _____, being first duly sworn, say:

1. I am a parent of _____ *(name of child)*, the minor child in this case.
2. The other parent of the minor child is: _____ *(name)*.
3. I request a waiver of the requirement set forth in ORS 33.420 (2) and SLR 8.155 (2), which requires 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:

Under 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 named in line 2, above
AND

_____ The parent listed in line 2, above, has never contributed to, nor attempted to contribute to, the financial support of this minor child.

4. 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:

Present Name of Child – Last, First Middle

to

Proposed Name of Child – Last, First Middle

Petitioner/Guardian Ad Litem *(Name of Adult)*

Case No. _____

**CONSENT OF OTHER PARENT OR
GUARDIAN TO NAME CHANGE OF
MINOR**

I, _____, am the _____
Name of Other Parent or Guardian (not the Guardian ad Litem listed above) *Relationship to child*

of the following child: _____
Name of child whose name the petition asks to change

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

_____ and I waive all further notice in this proceeding.
Proposed Name of Child

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:

Consenting Parent

Address (or contact address)

City/State/Zip Telephone

FORM 11

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 (*Name of Adult*)

Case No. _____

**PROOF OF MAILING re PETITION &
NOTICE OF NAME CHANGE HEARING**

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 _____ date of _____, 20__.

Clerk of the Court / Notary Public
My commission expires: _____