

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

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

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

**CHANGING YOUR NAME**

Changing your legal name is a simple court process involving three steps:

- (1) Posting a public notice of the proposed change in the circuit court for at least 14 days;
- (2) Provide proposed judgment to the court and upon receipt of entry of judgment;
- (3) Post public notice of the name change at the circuit court for your new name to become official.

**FORMS IN PACKET**

- |  |          |
|--|----------|
| (1) PETITION FOR CHANGE OF NAME (ADULT)                                | (FORM 1) |
| (2) DECLARATION SUPPORTING PETITION FOR CHANGE OF NAME (ADULT)         | (FORM 2) |
| (3) NOTICE OF FILING PETITION FOR CHANGE OF NAME POSTING (ADULT)       | (FORM 3) |
| (4) AFFIDAVIT OF POSTING NOTICE OF PETITION FOR CHANGE OF NAME (ADULT) | (FORM 4) |
| (5) GENERAL JUDGMENT FOR CHANGE OF NAME (ADULT)                        | (FORM 5) |
| (6) NOTICE OF POSTING GENERAL JUDGMENT FOR CHANGE OF NAME (ADULT)      | (FORM 6) |
| (7) AFFIDAVIT OF POSTING NOTICE FOR CHANGE OF NAME JUDGMENT (ADULT)    | (FORM 7) |

**FEES:**

You will be *required* to pay the necessary filing fee for a Name Change and a fee for a certified copy(s) of your General Judgment of Name Change.

**INSTRUCTIONS**

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

**FIRST VISIT TO CIRCUIT COURT:**

**STEP 1: PREPARING YOUR CASE**

- a. Fill out the PETITION FOR CHANGE OF NAME (**Form 1**).
  - i. Please type or print clearly.
- b. Fill out the DECLARATION SUPPORTING PETITION FOR CHANGE OF NAME (**Form 2**)

- i. Please type or print clearly.
  - ii. If you need additional space to complete (**Form 2**) please add extra pages.
- c. Bring one form of *valid* photo identification with current name; **Identification may not be expired** and must be state or federal issued.

**STOP: DO NOT FILL OUT ANY MORE FORMS AT THIS TIME**

**STEP 2: FILING YOUR CASE**

- a. Go to the Probate Window located on the first floor of the Jackson County Circuit Court. Pay **required** fees.
- b. Show your identification to the court clerk at the Probate Window. The court clerk will swear you in and watch you sign **Form 1**.
- c. The court clerk will give you a case number. Keep **Forms 1 and 2**. The court clerk will put the case number on all seven forms for you.

**STEP 3: NOTICE AND POSTING FOR FILING PETITION FOR NAME CHANGE**

- a. Complete the NOTICE FOR FILING PETITION FOR CHANGE OF NAME (**Form 3**). The court clerk will enter a date to be 14 days from the date of filing and posting your notice.
- b. Post **Form 3** on the Jackson County Circuit Court bulletin board on the first floor (*to the left of the elevators*). This form must remain posted for at least fourteen (14) full days.

**YOU MAY NOW LEAVE THE COURTHOUSE.**

**RETURN 14 DAYS AFTER POSTING OF NOTICE FOR FILING PETITION FOR NAME CHANGE.**

***SECOND VISIT TO CIRCUIT COURT. Bring your photo identification and the rest of your forms.***

**STEP 4: PREPARING FOR FILING GENERAL JUDGMENT OF NAME CHANGE.**

- a. **Remove Form 3** Notice for Filing Petition FOR CHANGE OF NAME from the Jackson County Circuit Court bulletin board and take to the Probate Window.

- b. Complete the AFFIDAVIT OF POSTING NOTICE FOR FILING PETITION FOR CHANGE OF NAME (**Form 4**) at the **Probate window**. Sign **Form 4** in front of the court clerk.
- c. Complete the GENERAL JUDGMENT of NAME CHANGE (form5). Leave the following spaces blank: Judge's signature line and date. You must complete the Certificate of Readiness section of the General Judgment to tell the judge that the judgment is ready for judicial signature. *See UTCR 5.100 for more information about notice and objections.*
- d. The proposed General Judgment will be sent to the Judge for signature.

**YOU WILL Return to the Circuit Court upon receipt of the Notice of Entry of Judgment**

**THIRD AND FINAL VISIT TO THE CIRCUIT COURT**

**STEP 5: FINAL STEPS FOR CHANGE OF NAME**

- a. Fill out the NOTICE OF POSTING GENERAL JUDGMENT FOR CHANGE OF NAME (**Form 6**).
- b. Post **Form 6** on the Jackson County Circuit Court bulletin board on the first floor (to the left of the elevators).
- c. Fill out the AFFIDAVIT OF POSTING NOTICE OF GENERAL JUDGMENT (**Form 7**). **DO NOT SIGN THIS FORM UNTIL** you are in front of the court clerk at the Probate Window. The court clerk will keep **Form 7** and file it with the court. The court clerk will provide you with a certified copy of the General Judgment of Name Change.

**IF YOU WOULD LIKE MORE THAN ONE COPY OF YOUR NAME CHANGE JUDGMENT, YOU WILL NEED TO PAY THE COURT CLERK FOR ADDITIONAL CERTIFIED COPIES.**

You can use a certified copy of your General Judgment of Name Change as official proof of the name 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 Jackson County

In the Matter of the Change of Name of:

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner

to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Case No. \_\_\_\_\_

## PETITION FOR CHANGE OF NAME (ADULT)

I, \_\_\_\_\_, do hereby declare that I am the petitioner in this case. I am 18 years old or older. I live in \_\_\_\_\_ County.

I request a General Judgment changing my name from \_\_\_\_\_,

*Your present name - Last, First, Middle*

to: \_\_\_\_\_

*Your new name - Last, First, Middle*

\_\_\_\_\_  
Petitioner's Signature (Present Name)

\_\_\_\_\_  
Address (or contact address)

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone Number

State of Oregon    )  
County of Jackson ) ss.

I, \_\_\_\_\_, being first sworn on oath, do hereby declare that I am the Petitioner in this case. I have read this Petition. The statements in the Petition are true.

\_\_\_\_\_  
*Petitioner's Signature (present name)*

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

\_\_\_\_\_  
Court Clerk/Notary Public for Oregon  
My commission expires: \_\_\_\_\_

# FORM 2

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

In the Matter of the Change of Name of:

Case No. \_\_\_\_\_

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner  
to

## DECLARATION SUPPORTING PETITION FOR CHANGE OF NAME (ADULT)

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

I am the Petitioner (applicant) in this case. All of the following statements are true:

1. I  have  have not been convicted of a crime. I have been convicted of:  
Name of County                      State                      Year Convicted                      Convicted of:

2. I  am  am not required to register as a sex offender.

3. I do not have a domestic violence, restraining order, stalking order, or no-contact order in effect against me in Oregon or in any other state or tribe  except for:

Name of County                      State                      Date Issued                      Type of Case:

4. I  do  do not have an obligation to pay child support or to pay off child support arrearages.

5. I  have  have not used other names. My former or other names are: \_\_\_\_\_

Certificate of Document Preparation. Check all that apply:

- I chose this form for myself and completed it without paid help.  
 A legal help organization helped me choose or complete this form, but I did not pay money to anyone.  
 I paid (or will pay) \_\_\_\_\_ for help choosing, completing, or reviewing this form.

**I further declare that all the above statements are true to the best of my knowledge and belief. I understand they are made for use as evidence in court and I am subject to penalty for perjury.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Contact Phone

# FORM 3

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

In the Matter of the Change of Name: of

Case No. \_\_\_\_\_

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner

**NOTICE OF FILING PETITION FOR CHANGE OF NAME  
(ADULT)**

to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Based upon the Petition filed in this case, this written notice is being posted in a public place located in the Jackson County Circuit Court, for at least fourteen (14) full days to advise all persons that \_\_\_\_\_ has filed a petition for a name change.

The petition is now pending before this court and all persons are hereby notified to file written objections on or before \_\_\_\_\_, (*Date is 14 days from filing date*).

This posting shall be filed as proof of public notice.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner (Present Name)



# FORM 5

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

In the Matter of the Change of Name of:

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner

to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

Case No. \_\_\_\_\_

## GENERAL JUDGMENT FOR CHANGE OF NAME (ADULT)

Based on the Petition, and that proper notice to interested parties has been given and no person has shown cause why the requested General Judgment should not be granted,

IT IS HEREBY ORDERED AND ADJUDGED:

The name of \_\_\_\_\_ is hereby changed to  
*Present Name - Last, First, Middle*

\_\_\_\_\_. Notice of the name change shall be posted in  
*Your new name - Last, First, Middle*

a public place in Jackson County as required by law.

### Certificate of Readiness

This proposed judgment is ready for judicial signature because this judgment is being submitted after proper notice to interested parties has been given and no objections have been filed.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address (or contact address)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

Number of Certified Copies of the Name Change Judgment requested: \_\_\_\_\_

# FORM 6

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

In the Matter of the Change of Name of:

Case No. \_\_\_\_\_

**NOTICE OF POSTING GENERAL JUDGMENT FOR  
CHANGE OF NAME (ADULT)**

\_\_\_\_\_  
*Your Present Name – Last, First, Middle*      Petitioner  
to

\_\_\_\_\_  
*Your New Name – Last, First, Middle*

TO ALL INTERESTED PERSONS:

This notice is posted to advise all persons that a General Judgment of Name Change was signed in this case on the date below. This Judgment changed the Petitioner's name.

Date of posting: \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner (Former Name)

\_\_\_\_\_  
Type or print your former name

