

POLK COUNTY CIRCUIT COURT
TWELFTH JUDICIAL DISTRICT

Instructions for Adult Change of Name

You may use these forms if you are an adult (18 or older) and you currently reside in Polk County. After filling out these forms, you may file them at:

Polk County Circuit Court
Polk County Courthouse
850 Main Street, Room 301
Dallas, OR 97338

Please note: If you do not reside in Polk County, you should not use these forms. You must file in the county in which you currently reside.

1. Filing the petition

The first step in this process is to fill out and file FORM 1 – Petition for Change of Name and FORM 2 – Order to Give Notice and Appear and Show Cause. Fill in all the blanks on the forms, but **do not** place your signature on the forms until you are in the presence of a notary public or court clerk, as your signature will need to be witnessed. On the order, you will leave blank the hearing date, time, room number and the area for the judge to date and sign.

The paperwork is filed at the court records office, room 301. At the time of filing, payment for the **filing fee of \$111.00** must accompany forms 1 and 2. When you pay the filing fee, you will get a case number. You will need to check back with the court the next day to see if the judge has signed the order.

2. If the order is signed

If the order has been signed, you will need to come back to the courthouse to get a copy of the order. At that time, you will also need to fill out FORM 3 – Notice of Hearing on Petition for Change of Name.

Court staff will review the notice and copy the order for you, so that you can post both forms publicly for fourteen days.

3. Submitting the judgment

Before the next scheduled hearing and after fourteen days have passed, the copy of the order and the notice are to be taken off public display. After they have been removed by you, you will need to fill out FORM 4 – Proof of Posting Notice of Petition for Change of Name and Show Cause Hearing as well as FORM 5 – Change of Name General Judgment and Order to Post Notice for the judge’s consideration.

4. Appearance at scheduled hearing

Prior to the hearing, check in at the court records office, room 301 of the Polk County Courthouse. At the hearing, the judge will determine whether to allow the change of name or not, depending on whether there are any objections.

5. After scheduled hearing

You will need to submit FORM 6 – Notice of Change of Name Judgment. Court staff will make a copy of the judgment for you to post in a public place located in this county along with Form 6. The notice is required to be posted in the public place for fourteen days.

6. Completing your name change and posting the last notice

On or after the 15th day of posting, remove the copy of the notice from the public place. At this time, you will complete FORM 7 – Proof of Posting Notice of Change of Name Judgment and file it with the court.

At this time, you will receive one certified copy of the Change of Name General Judgment free of charge. Any additional copies are \$5.00 for the certification and \$0.25 per page.

Note: If the proof of posting is not filed with the court, the court may set aside the Change of Name General Judgment without further notice.

7. Changing your name in other official records

In order to change your name on other official records (DMV, passport, social security, birth certificate), you will need a certified copy of the <u>Change of Name General Judgment</u> . Specifically, changing your birth certificate to your new name means contacting:	Center for Health Statistics 800 NE Oregon, Suite 215 PO Box 14050 Portland, OR 97214 888-896-4988 971-673-1190
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Please note: these forms are designed to work for most people, but we cannot address all possible situations, and cannot give legal advice. If these forms do not cover your situation, or if you need legal advice, please consult with an attorney before filing. The Oregon State Bar can provide assistance in locating an attorney for you, including lawyers willing to provide a low-cost initial consultation. For more information, call the Oregon State Bar at 1-800-452-8260 or visit their website at www.osbar.org/public/legalhelp.html