

WASHINGTON COUNTY CIRCUIT COURT  
NAME CHANGE PROCEEDING FOR A MINOR

FORMS AND INSTRUCTIONS

**ALL FORMS MUST BE TYPED OR COMPETED IN BLACK OR BLUE INK**  
**AND MUST BE LEGIBLE PRIOR TO FILING WITH THE COURT.**

**PLEASE NOTE:**

The court staff is *not allowed to give legal advice*. Read the instructions carefully and fill out the forms according to the steps outlined in the instructions. If you have questions about a name change that are not answered in the instructions, you should contact an attorney. The Oregon State Bar Lawyer Referral Service can provide names of attorneys in your area. The phone number for lawyer referral service is: 1-800-452-7636.

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- Form 1 - Petition for Name Change for Minor
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- Form 5 - Notice of Name Change Hearing
- Form 6 - Consent to Change of Name (Minor)
- Form 7A - Consent to Change of Name (Minor's Legal Father)
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- Form 8 - Declaration Supporting Petition for Name Change
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- Form 13 - Request for Certified Copies of General Judgment of Name Change

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Washington County Circuit Court  
145 N.E. Second Avenue  
Hillsboro, Oregon 97124

Name Change Ex Parte Orientation  
**Tuesdays and Thursdays**  
**12:45 p.m. to 1:15 p.m.**  
Room B-7

***PLEASE READ ALL THE INSTRUCTIONS CAREFULLY.  
NOTE: ONLY COMPLETE THE FORMS NEEDED FOR THE STEP  
YOU ARE ON IN THE NAME CHANGE PROCEEDING.***

**PLEASE NOTE:**

**You must bring valid photo ID (driver's license, Oregon photo ID card or passport) with you *each* time you come to the courthouse.** In addition to the above identification, **a certified copy of the minor's birth certificate (as issued by the relevant agency in the state in which the minor was born) *must* be presented at the time of the name change hearing.** Please note: **a birth certificate issued by a hospital is insufficient. If the minor was not born in the US, a valid US Passport, Permanent Resident Card, Homeland Security Card or Certificate of Naturalization will be required in lieu of a birth certificate**

**WHO CAN FILE FOR A NAME CHANGE?**

You must be an Oregon resident and you must file your name change in the county where you reside.

**COST OF NAME CHANGE ?**

The filing fee is \$111.00, the cost of *each* certified copy is \$5.25.

**HOW LONG WILL IT TAKE?**

Depending on the date of your hearing, a name change will take about 6-10 weeks to complete. You will need to come to the courthouse twice, first to file your papers and second to appear at your court hearing. You **cannot** mail your forms to the court. You must post your own notices and sign the declarations at the appropriate time.

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## NAME CHANGE PROCEDURE

1. Fill out the petitions (Forms 1 and 2). Be sure to clearly print or type the minor's present legal name and new name on **all** forms. Do not use initials as part of the name. Also fill out the top part of the orders (Forms 3 and 4) leaving the date and signature lines blank.
2. Fill out the Notice of Name Change Hearing (Form 5), leaving the date of hearing blank.
3. If the minor is over the age of 14 but under the age of 18 and consenting to the appointment of Guardian Ad Litem and name change, complete form 6 and obtain the minor's signature.
4. A parent has the right to notice and time to object to any change in their child's name. The Consent to Change of Name (Form 7A **or** 7B) to show the court the minor's ***other*** legal parent agrees to the name change must be filed upon Petition for Name Change.
5. If you cannot obtain consent from the minor's ***other*** legal parent, you must provide notice of the hearing to them. If you are mailing a copy of the Notice of Hearing (Form 5), certified mailing is recommended. Affidavit of Service forms are available in the Probate Department and can be provided to you at the time you file your petition.
6. If you cannot obtain consent from the minor's ***other*** legal parent (#4 above) or provide notice as required (#5 above), a hearing ***will not*** be set at the time of filing. Instead, you must file the Declaration Supporting Petition for Name Change (Form 8). The declaration should tell the court why you cannot get notice to the parent AND why the court should waive notice to the parent. **Be specific when you fill out the declaration.**

Some examples:

- have not seen the parent for how many years (give number of years)
- you do not know where the parent is
- what you have done to try and locate the parent
- the parent has not paid child support for how many years
- the parent has not written or visited the minor for how many years
- any other information you want the court to consider.

If you do not give the court enough specific information, your request to waive notice may be denied.

7. The clerk is available to file the petitions and set a hearing date, or to answer procedural questions, at Name Change Ex Parte Orientation which is held in the **Probate Department (Room B-7) on Tuesday or Thursday from 12:45 p.m. to 1:15 p.m.** Please note that court staff is not allowed to give you legal advice.

Take Forms 1 through 7 (or 1 through 8) to Room B-7 on the basement level of the Washington County Courthouse, 145 N.E. Second Avenue, Hillsboro, Oregon. Bring valid government issued photo ID with you to the courthouse. The clerk will assign a case number and if appropriate, provide a hearing date. Write or stamp the case number on all of your forms. Fill in the hearing date on the Notice of Name Change Hearing (Form 5) and post it on the bulletin board (clerk will inform you of location). Finally, pay the filing fee (\$111.00) at the cashier.

**Before the hearing date:**

8. Complete the following forms:

- Form 9 - Declaration of Posting Notice of Name Change Hearing
- Form 10 - General Judgment of Name Change
- Form 11 - Notice of General Judgment of Name Change
- Form 12 - Declaration of Posting Notice of General Judgment of Name Change
- Form 13 - Request for Certified Copies of General Judgment of Name Change

**Please be sure to leave the date and signature lines blank.**

**On the date of hearing:**

9. Bring forms 9 through 13 with you to court. Be sure to have a photo ID: (a valid driver's license, an Oregon ID card or a passport). A certified copy of the minor's birth certificate (as issued by the relevant agency in the state in which the minor was born) must be presented at the time of the name change hearing. Please note: a birth certificate issued by a hospital is insufficient. The birth certificate will be returned to you at the conclusion of the hearing.

**Remove the Notice of Name Change Hearing (Form 5) from the bulletin board and proceed to the courtroom.** In the courtroom, a clerk will verify all documents are in order for the hearing.

10. If someone appears to object, the court will set another time to hear evidence on the objection. If there are objections, the judgment will not be signed, you will be asked to come back on the second hearing date. You may want to contact an attorney to represent you at the hearing.

11. If no one appears to object and all your documents are in order, the court will rule on the request for change of name. The court will keep all of the original pleadings in the permanent court file.

12. If the court signs the judgment, you will post the Notice of General Judgment of Name Change (Form 11) on the same bulletin board. It **will not** be necessary for you to come back to the courthouse to remove the notice from the bulletin board.

13. Complete and sign the Declaration of Posting Notice of General Judgment of Name Change (Form 12). **Hand it to the clerk in the Courtroom for filing** prior to posting your notice.

14. Decide how many certified copies of the judgment you will need. Complete the Request for Certified Copies (Form 13) and pay the fee at the cashier. ***The cashier will keep this form.*** The certified copies will be mailed to you within 5 judicial days.

***This is a legal proceeding. Failure to legibly complete all forms and provide all necessary documentation can delay the hearing in your case. You may be required to return on another date and time to complete the process.***

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

In the Matter of the Name Change of \_\_\_\_\_

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

\_\_\_\_\_  
**FIRST**

\_\_\_\_\_  
**MIDDLE**  
(Minor's Present Legal Name)

\_\_\_\_\_  
**LAST**

**PETITION FOR  
NAME CHANGE FOR MINOR**  
(Form 1)

to

\_\_\_\_\_  
**FIRST**

\_\_\_\_\_  
**MIDDLE**  
(Minor's New Name)

\_\_\_\_\_  
**LAST**

Petitioner requests a Judgment changing minor's name from \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_  
(Minor's Present Legal Name –First Middle Last) (Minor's New Name – First Middle Last)

and a hearing scheduled concerning the name change petition. The name change is not requested for any purpose which is contrary to public policy.

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.**

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

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Petitioner's Name (Please Print)

\_\_\_\_\_  
Address

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

(\_\_\_\_\_) \_\_\_\_\_  
Telephone Number

**Verification of Petitioner;  
For Court Use Only:**

**I.D. Provided:** \_\_\_\_\_

**Expires:** \_\_\_\_\_

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

**PETITION FOR**  
**APPOINTMENT OF**  
**GUARDIAN AD LITEM**  
(Form 2)

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

**ORCP Rule 27(A)(1) and (2)** Check *all* that apply:

Petitioner represents to the Court as the legal parent of the child under the age of 14, and petitions the court for the appointment as Guardian Ad Litem.

Petitioner's relationship with the parent listed on the birth certificate is:

- Married    Divorced    Separated    Never Married    Other parent deceased  
 Other parent not listed on the Birth Certificate

If the parents are unmarried, has legal paternity of the child been established?    Yes /  No  
If yes, paternity has been established by the following legal means: \_\_\_\_\_

\_\_\_\_\_  
 The other legal parent of the child consents to the petition before the Court to appoint a Guardian Ad Litem. Evidence of the consent to Guardian Ad Litem and Name Change is either filed herein or will be submitted at the name change hearing.

***OR***

I have not obtained the other legal parent's consent; however, I will be sending them notice of this name change hearing by certified mail. Proof of certified mailing will be submitted at the name change hearing.

The child, over the age of 14 but under the age of 18, consents to the petition before the Court to appoint a Guardian Ad Litem. Evidence of the consent to Guardian Ad Litem and Name Change is filed herein.

The child is now living with: \_\_\_\_\_, at the following address:  
Street \_\_\_\_\_, City/State/Zip \_\_\_\_\_  
The child has resided in the State of Oregon since \_\_\_\_\_ (mo/yr)

Is there any other court order now in effect concerning the child?  Yes /  No  
If yes: Case number: \_\_\_\_\_ filed in \_\_\_\_\_ County,  
State of \_\_\_\_\_

I  have/ have not participated as a party, witness or in any other capacity in any other proceeding concerning the custody, parenting time or visitation of the child.

I know of no other proceeding that could affect this case (including any other proceeding concerning custody, parenting time enforcement, protective orders, termination of parental rights and adoptions) in this or any other state EXCEPT: \_\_\_\_\_  
(If none, so state)

I know of no other person who has the physical or legal custody of the child or who claims custody, parenting time or visitation rights with the child EXCEPT: \_\_\_\_\_  
(If none, so state)

Therefore, \_\_\_\_\_, as the legal \_\_\_\_\_  
(Name of Proposed Guardian Ad Litem) (Mother/Father)  
of the above named minor, is properly qualified to act as Guardian Ad Litem for \_\_\_\_\_  
\_\_\_\_\_, a minor who is \_\_\_\_\_ years old.  
(Name of Minor)

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty for perjury.**

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

\_\_\_\_\_  
Signature of Petitioner

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

**ORDER APPOINTING  
GUARDIAN AD LITEM  
(Form 3)**

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

Based upon the Petition for Appointment of Guardian Ad Litem filed in this matter,

**IT IS HEREBY ORDERED:**

That \_\_\_\_\_ is appointed as Guardian Ad Litem to act on behalf  
(Name of Guardian Ad Litem)  
of the above named minor child in this name change proceeding.

\_\_\_\_\_

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

**ORDER TO SHOW CAUSE AND  
GIVE NOTICE OF  
NAME CHANGE HEARING  
(Form 4)**

to

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

Based upon the Petition filed in this matter, the Court will consider the name change request of the Petitioner on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m./p.m. in Courtroom \_\_\_\_\_ of the Washington County Courthouse, 145 NE Second Avenue, Hillsboro, Oregon.

At the above cited time, any interested persons shall appear to object and/or file written objections prior to the hearing date to show cause why the Petition for Name Change should not be granted.

Notice of Name Change Hearing shall be posted in a public place in Washington County for a period of at least 14 days.

\_\_\_\_\_

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

**NOTICE OF NAME  
CHANGE HEARING**  
(Form 5)

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

Based upon the Petition filed in this matter, the Court will consider the name change request of the Petitioner on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ a.m./p.m. in Courtroom \_\_\_\_ of the Washington County Courthouse, 145 NE Second Avenue, Hillsboro, Oregon at which time any objections of interested persons will be heard.

This written notice of the time, place, and subject of the hearing shall be posted in a public place located in Washington County, Oregon for at least 14 days preceding the hearing and proof of posting shall be filed herein.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Petitioner

**For use at Court Hearing only:**  
B.C. \_\_\_\_\_  
\_\_\_\_\_

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

**CONSENT TO CHANGE  
OF NAME  
(Minor)**

(Form 6)

I, \_\_\_\_\_, am \_\_\_\_\_ years old. I am aware that  
(Minor's present legal name)

\_\_\_\_\_ has petitioned this Court to be appointed as my  
(Guardian Ad Litem's name)

Guardian Ad Litem and petitioned this Court to change my name.

I waive further notice of this proceeding and consent to the appointment of  
Guardian Ad Litem and to the proposed change of name.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Minor

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

In the Matter of the Name Change of \_\_\_\_\_

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

**CONSENT TO CHANGE  
OF NAME**

(Minor's Legal Father)

(Form 7A)

I, \_\_\_\_\_, am the legal father of the above  
(Name of Minor's Legal Father)  
cited minor.

***Check one:***

- I have petitioned this Court to change my child's name.
- I am aware that \_\_\_\_\_ has petitioned this Court to  
change my child's name.

I waive further notice of this proceeding and consent to the proposed change of my  
child's name.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Minor's Legal Father

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

**CONSENT TO CHANGE  
OF NAME**  
(Minor's Legal Mother)

(Form 7B)

I, \_\_\_\_\_, am the legal mother of the above  
(Name of Minor's Legal Mother)  
cited minor.

***Check one:***

I have petitioned this Court to change my child's name.

I am aware that \_\_\_\_\_ has petitioned this Court to  
change my child's name.

I waive further notice of this proceeding and consent to the proposed change of my  
child's name.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Minor's Legal Mother

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

In the Matter of the Name Change of \_\_\_\_\_

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

**DECLARATION SUPPORTING  
PETITION FOR CHANGE OF NAME**

to

(Form 8)

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

I am the \_\_\_\_\_ of the above cited minor child. The name  
(Relationship to the minor child)  
of the other legal parent of the minor child is \_\_\_\_\_.  
(Name of minor's parent(s))

I have not obtained the other parent's consent to the proposed change of name. I have not given notice of the time and date of the hearing on this change of name to the biological parent. I request that the Court waive the statutory notice requirement to the other legal parent for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty of perjury.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Guardian Ad Litem

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

**DECLARATION OF POSTING  
NOTICE OF NAME  
CHANGE HEARING  
(Form 9)**

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

I, \_\_\_\_\_ certify and affirm that in accordance with  
(Guardian Ad Litem's Name)

ORS 33.420, written notice stating the time, day, place and subject of the hearing for name change of the Petitioner was posted on the Washington County Courthouse Bulletin Board, 150 North First Avenue, Hillsboro, Oregon and remained posted for the statutory number of days beginning:

\_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_.

(Date Notice was Posted)

(Today's Date)

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty of perjury.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Guardian Ad Litem

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
**FIRST**                      **MIDDLE**                      **LAST**  
(Minor's Present Legal Name)

to

\_\_\_\_\_  
**FIRST**                      **MIDDLE**                      **LAST**  
(Minor's New Name)

**GENERAL JUDGMENT  
OF NAME CHANGE  
(Form 10)**

The Court is satisfied that the Petition for change of name should be granted; therefore it is hereby

**ORDERED AND ADJUDGED,**

the name of \_\_\_\_\_ is hereby

**FIRST**                      **MIDDLE**                      **LAST**  
(Minor's Present Legal Name)

changed to \_\_\_\_\_ and notice

**FIRST**                      **MIDDLE**                      **LAST**  
(Minor's New Legal Name)

of the name change shall be posted in a public place in Washington County as required by law.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Circuit Court Judge

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

\_\_\_\_\_  
(Minor's New Name – First Middle Last)

**NOTICE OF GENERAL  
JUDGMENT OF NAME CHANGE  
(Form 11)**

A Judgment was signed in the above action on \_\_\_\_\_, 20\_\_\_\_,  
(Today's date)  
changing the Minor's name as set out in the title of this pleading.

\_\_\_\_\_  
Signature of Guardian Ad Litem

\_\_\_\_\_  
(Print your Name)

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

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

In the Matter of the Name Change of

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

\_\_\_\_\_  
(Minor's Present Legal Name – First Middle Last)

to

\_\_\_\_\_  
(Your New Name – First Middle Last)

**DECLARATION OF POSTING  
NOTICE OF GENERAL JUDGMENT  
OF NAME CHANGE  
(Form 12)**

In accordance with ORS 33.420, a written notice of the name change ordered and adjudged by this Court on \_\_\_\_\_, 20\_\_\_\_, was posted by me on the Washington County Courthouse Bulletin Board, 150 North First Avenue, Hillsboro, Oregon as required by law.

**I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in court and is subject to penalty of perjury.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Guardian Ad Litem

**REQUEST FOR CERTIFIED COPIES OF NAME CHANGE JUDGMENT**  
(Form 13)

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_  
(Minor's Old Name)

Number of Certified Copies Requested: \_\_\_\_\_

x \$5.25

Total Amt. Due: \_\_\_\_\_

After your judgment is signed, you have posted the notice and signed the declaration, take this form to the cashier's office and pay for the certified copies. **Leave this form with the cashier.**

Your copies will be mailed to you within 5 judicial days.

\*\*\*\*\*

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_