

INSTRUCTIONS FOR ADULT NAME CHANGES

Clackamas County Circuit Court
Fifth Judicial District

IMPORTANT NOTES

Please read all instructions carefully. These are legal documents that must not contain mistakes. Do not alter the documents.

Not all states will change your birth certificate, so if you were not born in Oregon and that is your purpose for seeking a legal change of name, you should check in advance to see whether that state will do so, and if there are any other requirements necessary to accomplish such change.

If the person whose name is sought to be changed is under the age of 18, an order must be granted appointing a guardian ad litem for the minor, and you may not use these forms. Please refer to the "NAME CHANGE FOR A MINOR" packet.

If you are simultaneously seeking to change your sex, additional forms are necessary. You may file both requests at the same time, for a single filing fee, but separate case numbers may be issued for the requests, depending upon the information provided in the petition. Please refer to the "SEX CHANGE FOR ADULT" packet.

WHAT IS A JUDGMENT OF NAME CHANGE?

A judgment that a person's name has changed is an official statement by a court of this state that your name has been legally changed. It is the document you will need to change most important documents with both the state and federal governments.

WHY COULD A NAME CHANGE BE DENIED?

When adult name and/or sex change requests are filed, a case search is completed to determine if the individual has criminal convictions or unpaid judgments. A judge reviews the results from the case search and makes a determination based on the request, any unpaid judgments, and any criminal convictions. If you would like to submit additional documentation with your request, please do so – but keep in mind that the supporting documents will be public record.

Filers are encouraged to review their case history through the public case website before filing for a name change and/or sex change:

<https://webportal.courts.oregon.gov/portal/Home/Dashboard/29>

If you have questions about criminal convictions, please contact the criminal department of the court where the conviction occurred. If you have questions about outstanding civil judgments, please contact the civil department of the court where the judgment was entered. If you have discharged any judgments in bankruptcy, please provide an explanation with your filings to explain the circumstances of the type of bankruptcy, what debt was discharged, and when the bankruptcy occurred.

WHAT ARE THE STEPS TO OBTAIN A JUDGMENT OF NAME CHANGE?

Changing your name is a simple court process involving two documents:

1. File a Petition for Change of Name;
2. Submit a judgment for the judge to approve the proposed change;

More thorough instructions as to these steps are explained below. If you initiated your case before January 1, 2018, different steps apply. Please refer to the instructions included with the earlier forms or contact an attorney.

You may use these forms only if you are a resident of Clackamas County (i.e. you live in the county) **and you are an adult** (i.e. 18 years old or older). Forms must be filed at the Clackamas County Courthouse, Civil Case Unit, Room 104. If you are an attorney filing on behalf of the petitioner, you must electronically file as directed by the Uniform Trial Court Rules and/or Supplemental Local Rules.

*Please complete all forms **completely** and **legibly**. Once filed these documents have legal consequence, and errors may affect your rights, or delay the name change process.*

HOW MUCH WILL IT COST TO GET THE JUDGMENT?

The court fee for filing a name change must be included at the time of filing. Review the court website or call 503-655-8447 option 5 if you have questions about the current fee. The charge for a printed packet of the forms is \$5.00. You may also download and print the packet from the Clackamas County Circuit Court's website for no charge. A certified copy of the General Judgment, necessary to show completion of the process, is \$5.00, plus \$.025 per page. For additional information regarding copies, please contact the Records Department of the Clackamas County Circuit Courthouse.

WHAT FORMS ARE IN THE PACKET?

Form numbers refer to the number at the bottom of each form following the letters "CP-PR".

1. Petition for Change of Name (CP-PR01)
2. General Judgment of Change of Name (CP-PR02)

HOW DO I FILL OUT THE FORMS?

Fill out the forms using blue or black ink. Be sure to write clearly and legibly. Answer each question and, as with all court documents, tell the truth. Do not fill in the judge's name or any space where the judge will write. Bring ID that has your current legal name on it. Acceptable forms of ID include a current, state-issued driver's license or identity card; current passport; current U.S. military identification card; current identity card issued by a federally recognized tribe; or another current, government-issued document containing your photograph, signature, and physical description.

Please keep in mind that court staff may not answer legal questions.

WHAT IF I NEED AN ACCOMMODATION OR AN INTERPRETER?

If you have a disability and need an accommodation, or you are unable to speak English and need a foreign language interpreter, you must tell the Court as soon as possible. If you need or prefer assistance, you may ask the clerk at the time of filing, but please be aware there may be a delay in processing while your request is accommodated.

INSTRUCTIONS ON COMPLETING YOUR CHANGE OF NAME

1. COMPLETE AND FILE FORMS

Begin by completing **Form 01** "PETITION FOR CHANGE OF NAME OF AN ADULT." Fill in all the blanks on the form except the line designating the case number. We recommend you wait to sign your petition until the time of filing. Make sure you list your present (current) legal name and your proposed new name in the appropriate spaces. Make sure your proposed new name is written exactly as you wish them to appear once granted. **Please be prepared to show ID matching your present name at the time of filing.**

Next, complete **Form 02** "GENERAL JUDGMENT OF NAME CHANGE OF AN ADULT." Fill in all of the blanks on the form except the line designating the case number and the blank line immediately below your new proposed name. The blank line is for the judge to approve your proposed name.

Bring these two forms to **Room 104 – Civil Case Unit**. The staff there will review the forms and assign a case number. You must pay the filing fee at the time you file the petition at the Court Cashier's window. The filing fee is currently \$124.00, but legislative changes to filing fees do occasionally occur on short notice.

2. **OBJECTIONS**

A hearing will be held ONLY if an objection to your petition is filed. If an objection is filed, you will be notified by mail of the date set for hearing on the objection. It is your responsibility to keep the court informed of your current address and contact information. If a hearing occurs, the judge will hear argument in order to decide whether to grant the change(s) you have requested in your PETITION.

3. **OBTAINING YOUR JUDGMENT**

After filing, the documents are entered into the case record and forwarded to the judge for review and signature. This part of the process typically takes about 7 business days, but may take longer depending upon case volume, staffing, and the judge's schedule. You may contact the Court at (503) 655-8447 after 7 business days to find out from a clerk whether the judge has signed your judgment.

Once the judge has signed the judgment and the clerk has entered it your name change becomes valid. You may request a certified copy of the judgment in person at the Records Center or through the Records Center request process. The certified copy is the legal document showing that your name has been changed. Certified copy costs are listed above.

CHANGING YOUR NAME IN OTHER OFFICIAL RECORDS

In order to change your name on other official records (such as your driver's license, passport, and social security card), you will need a certified copy of the signed General Judgment. Changing your name with the Court **does not change your name** with other state or federal agencies; you must do this yourself.

To change your Oregon birth certificate contact:

Center for Health Statistics
P.O. Box 14050
Portland, OR 9793

Tel.: (971) 673-1190
health.webmaster@state.or.us

If you were born in another state, you will need to contact that state to find out more information about making changes to that state's records.

IMPORTANT REMINDERS

Please note that these forms are designed to work for most people, but we cannot address all possible situations. **Court staff cannot provide legal advice.** These forms have been prepared by the Clackamas County Circuit Court for use in Clackamas County. They have not been approved by, and may not be accepted by, any other county in the State of Oregon. If these forms do not cover your situation, if you cannot understand these instructions, or if you have questions that are not covered by these instructions, please

consult an attorney.

The Oregon State Bar can provide assistance locating an attorney, including lawyers willing to provide a low cost initial consultation. For more information, call (503) 684-3763, or (800) 452-7636 within Oregon, or visit www.osbar.org/public.