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STATE OF MISSOURI

NAME CHANGE

FAMILY PACKET

Control Number - MO-NAME-3

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to the Missouri Law Summary.

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Missouri, an action for a court ordered Change of Name begins with the filing of a Petition in the Circuit Court. The Petition must contain certain information. The forms in this packet include the necessary information for a Family Name Change in the State of Missouri.
- B. You can use this packet if:
- ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. WHAT FORMS ARE INCLUDED

- A. Family Court Coversheet - (MO-NC-17) The document in which you provide the court certain information about the parties.
- B. Verified Petition for Name Change - (MO-NC-300) This document states the reasons and other required details for your name change.
- C. Order for Name Change - (MO-NC-301) This is the final statement of the legalities and terms of your name change. Once this form is signed by the Judge and filed with the court, the name change is effective.
- D. Public Notice - (MO-NC-302) This certifies that the name change has been ordered. This is signed by the clerk and can be used as proof of Judgment.

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

III. PROCEDURE FOR CHANGE OF NAME (FAMILY) FOR THE STATE OF MISSOURI

- A. Preliminary Note:
1. The attached forms may be completed by:
 - a. Printing the forms and completing by hand. Use black ink and print neatly.
 - b. Printing the forms and completing using a typewriter.
 - c. By completing the forms on your computer using a word processing program and then printing the forms.
 2. Use complete names and not initials.

3. Print three (3) complete sets of forms.
4. All forms with a heading – the name of the court, the Petitioner’s name(s), the case number, and the name of the document – require that the heading be completed. You will need to add the name of the court and the full name of the Petitioner. The “Case No.” will be assigned by the court clerk at the time of filing.
5. Forms that require your signature and include a notary block **MUST** be signed in the presence of the notary or court clerk who will complete the.
6. Acknowledgement. Use your complete name – first name, middle name, last name.
7. When a form is filed with the court, request the clerk “file-stamp” one copy of the form for your file.
8. A Law Summary has been included at the end of this form packet. Review the Law Summary before beginning the process of completing the forms.

B. Procedure

- Step 1: Complete all the forms using complete names – middle names instead of middle initials.
- Step 2: File the Joint Petition and Order in the Circuit Court in the county in which you reside. The Court Clerk will inform you of the hearing date.
- Step 3: At the hearing, any persons objecting to the requested Name Change will be heard by the Court; and the Court may examine, upon oath, the Petitioner(s) or other persons concerning the Petition.
- Step 4: If the Court is satisfied (1) that the Petitioners have complied with the statutory requirements concerning the contents of the Petition; (2) that the desired change would be proper; and, (3) that it would not be detrimental to the interests of any other person, the Court will issue the Order of Name Change.
- Step 5: After the Court signs the Order of Name Change, take the Notice of Name Change to the designated newspaper and request publication at least three (3) times within the 20 days following the signing of the Order. At the end of the publication period, you will be able to obtain from the newspaper an Affidavit of Publication with an attached copy of the published Notice of Hearing.

NOTE ABOUT COMPLETING THE FORMS

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock click on “Tools” in the Menu bar and then selecting “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If problems, please let us know.

LAW SUMMARY

The law summary for this package may be located and printed from the following address:

<http://www.uslegalforms.com/mo/MO-NAME-3.htm>

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