

STATE OF OREGON

NAME CHANGE

ADULT PACKET

Control Number - OR-NAME-1

This packet contains the following:

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

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Oregon, an action for a court ordered Change of Name begins with the filing of a Petition in the County Probate or Circuit Court. The forms in this packet include the necessary information for an Adult Name Change in the State of Oregon.
- B. You can use this packet if:
 - ▶ You are at least 18 years of age and a resident of the county in which you will file the Petition.
 - ▶ 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. Petition for Change of Name - (OR-NC-100) This document states the reasons and other required details for your name change.
- B. Notice of Change of Name Hearing - (OR-NC-102) This is the actual Notice of the Name Change Hearing and it is posted on a bulletin board in the Courthouse.
- C. Order to Give Notice and Appear and Show Cause - (OR-NC-101) This is the Order of the Court directing the Petitioner to post notice of the name change hearing.
- D. Affidavit of Posting of Notice of Name Change Hearing - (OR-NC-103) This is a statement under oath verifying the fact that the Notice of Name Change Hearing was posted for prescribed period of time in the courthouse.
- E. General Judgment of Change of Name and Order to Post - (OR-NC-104) 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.
- F. Notice of General Judgment of Name Change - (OR-NC-105) Notice that your Change of Name Decree has been signed by the Judge and filed.
- G. Affidavit of Posting of General Judgment of Name Change - (OR-NC-106) Another form used by some courts to establish that the Notice of Name Change Judgment was properly posted in the courthouse.

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.

Note: This package contains forms that are generally accepted in any county in Oregon. However, they are subject to change without notice due to changes in statutory requirements or the requirements of that particular Judicial District. If you are required to use different or additional forms, please advise us by sending an e-mail to orders@uslegalforms.com.

III. PROCEDURE FOR CHANGE OF NAME (ADULT) FOR THE STATE OF OREGON

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. Check your spelling carefully, a misspelled word can delay your name change.
3. Print two copies of the complete set of forms A through I.
4. All forms with a heading – the name of the court, the Petitioner’s name, 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 you file the Petition.
5. Forms that require your signature and include a notary block requiring the signature of the clerk or a notary **MUST** be signed in the presence of the court clerk who will complete the acknowledgement. Use your complete name – first name, middle name, and last name.
6. When a form is filed with the court, request the clerk “file-stamp” one copy of the form for your file.
7. **NOTE: You must bring photo ID with you each time you come to the courthouse. If you do not have valid photo ID (driver’s license, Oregon photo ID card or passport) the court clerk will not be able to witness your signature.**

If you do not have the above ID, you must arrange to have a notary public witness your signature at each separate step of the proceeding. In addition to the above identification, a certified copy of your birth certificate must be presented at the time of the name change hearing.

7. Depending on the date of your hearing, a name change will take about 4 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 affidavits in front of the clerk.
- 8 A Law Summary is available and can be printed for your State. To do so, go to the end of this package and select the Law Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

B. Procedure

- Step 1: Fill out the Petition (Form 1), but **do not sign your name until you are at the courthouse and the clerk can witness your signature.** Also fill out Notice (Form 2), leaving the hearing date blank. Also fill out the top of the Order to Show Cause (Form 3).
- Step 2: Take Forms 1, 2 and 3 along with valid photo ID with you to the courthouse. The clerk will give you a case number, witness your signature and give you a hearing date. You must fill in the case number on all of your forms. Also, fill in the hearing date on the Notice (Form 2). Be sure to note the date and time of your hearing. The clerk will give form 3 to the Judge to sign. Then post the Notice (Form 2) must be publicly posted. This is generally in or near the courthouse. The clerk will inform you of location. Finally, pay the filing fee at the cashier.
- Step 3: Before your hearing date: fill out Affidavit Form 4), but **do not sign form 4 until you are in court and the clerk can witness your signature.** Also fill out the Judgment (Form 5). Be sure to clearly print your present legal name and your new name. **Do not use initials as part of your name.** Fill out only the top part of the 2 Notice (Form 6) and Affidavit (Form 7).
- Step 4: On the date of your hearing you must bring Forms 4-7 with you to court. Be sure to have a photo ID: (a valid driver's license, an Oregon ID card or a passport) and a certified copy of your birth certificate. **First take the notice (Form 2) off of the bulletin board and go to the courtroom. There will be information on a bulletin board to tell you the number of your courtroom.** If there is no bulletin board, ask in the Clerk's office. They will either direct you to the proper courtroom or inform you where the information is posted. In the

courtroom, a clerk will witness your signature on Form 4, and verify all documents are in order for the hearing.

- Step 5: The court will rule on your request for change of name. The court will keep all of the forms in your permanent file. 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, and you will be asked to come back on the second hearing date.
- Step 6: If the Judge signs the Judgment, you will be required to post the 2nd Notice (Form 6) on the same bulletin board.
- Step 7: Take the 2 Notice (Form 6), the last affidavit (Form 7) and Form 8 to the blue information counter located near the bulletin board where you posted your notice. A "name change" clerk will be there to assist you.
- Step 8: Fill in the date the Judge signed the Judgment on the 2nd Notice (Form 6). Sign the notice with your *present* legal name, not your new name. The clerk will then check your notice and have you post the notice on the bulletin board. It will not be necessary for you to come back to the courthouse to remove your last notice from the bulletin board. The clerks will do this for you after 14 days of posting.
- Step 9: Fill out the last affidavit (Form 7) but **do not sign the affidavit until the clerk can witness your signature.** Sign the affidavit (Form 7) in front of the clerk and give the clerk the affidavit.
- Step 10: Decide how many certified copies of the Judgment you will need and pay the fee at the cashiers. **The cashier will keep form 8.** The certified copies will be mailed to you within 5 judicial days.

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

You may access the law summary by going to this URL address:

<http://www.uslegalforms.com/or/OR-NAME-1.htm>

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