

Instructions for Name Change - Minor

(Packet contains: Civil Information Form - Petition - Consent- Order)

Read Directions Completely - Please Type or Print Neatly

Caution: Use of forms without the assistance of a lawyer could harm your legal rights. You may want to have a lawyer review your completed forms before you file them with the court. These are basic forms and may not cover every situation.

1. Complete the Civil Information Form. When selecting the nature of suite, mark the "Other Civil" box located in the civil section.
2. Complete the Petition except for the case and court numbers. Sign the Petition in front of a Notary. Fill out the Self Represented Litigant Certification Form.
3. Both parents must complete a Consent form - signed in front of a Notary.
4. File the original and 1 copy of the Petition and the Consent with the Clerk of the District Court (Civil Dept., 3rd Floor of the courthouse.) The filing fee is \$195.00.
5. Obtain case number and court division assignment from the Clerk of the District Court when you file.
6. Contact the Administrative Assistant for the court to which the case has been assigned, obtain a date and time for a hearing before the court and ask if the judge requires further notice to the other parent (publication, mail or both).
7. Give notice if required by the judge. Notice by publication requires you to publish notice of the hearing once a week for three weeks in one of the local papers that publishes legal notices. The paper may send a statement of publication directly to the court or to you. If it is sent to you be sure to bring it with you to the hearing for filing with the Clerk of the District Court. Notice by mail should be sent by registered mail - return receipt requested. Bring the return receipt with you to the hearing for filing with the Clerk of the District Court.
8. Complete the Order Changing Name for the judge's signature. Bring it along with proof of notice (see# 6) to the hearing.
9. Make copies of the signed Order (Social Security, etc. will need a file stamped copy of the Order.) File the Order with the Clerk of the District Court. The additional copies will be file stamped for no additional charge at that time.

Instrucciones para el Cambio de Nombre - Menor

(El paquete contiene: Hoja de Información Civil - Petición – Consentimiento - Orden)

Lea las instrucciones completamente – Por favor escriba o imprima

Precaución: El uso de las formas sin ayuda de un abogado podría dañar sus derechos legales. Es posible que desee que un abogado revise sus formas completas antes de presentarlas al tribunal. Estas formas son básicas y es posible que no cubran todas las situaciones.

1. Complete la Hoja de Información Civil. Al seleccionar la naturaleza de su caso, marque la caja “Otros Civiles” ubicada en la sección civil.
2. Complete la Petición a excepción del caso y los números de la corte. Firme la petición ante un notario. Llene la forma de certificación de litigante autónomo.
3. *Ambos pabres debe completar la forma de consentimiento, firmado ante un notario.*
4. Presente el original y una copia de la petición y el consentimiento ante la secretaria del Distrito Tribunal (Departamento Civil, 3er piso de la corte). El costo de la corte es de \$195.00.
5. Obtendrá un numero de caso y la asignación de la división judicial de la secretaria del Tribunal de Distrito cuando presente el caso.
6. Comuníquese con la asistente administrativa de la corte a la que se asignó el caso, obtenga una fecha y horario para una audiencia y pregunte si el juez requiere más notificación al otro padre (publicación, correo o amos).
7. Dar aviso so lo requiere el juez, Aviso por publicación requiere que publique el aviso de audiencia una vez a la semana durante tres semanas en uno de los periódicos locales que publica avisos legales. El periódico puede enviar una declaración de publicación directamente a la corte o a usted. Si se lo envían, asegúrese de llevarlo a la audiencia para presentarlo ante la secretaria del Tribunal de Distrito. El aviso por correo debe enviarse por correo certificado – se solicita acuse de recibo. Lleve el acuse de recibo a la audiencia para presentarlo ante la secretaria del Tribunal de Distrito.
8. Complete la Orden de Cambio de Nombre para la firma de juez. Traerlo junto con la prueba de notificación (ver #6) a la audiencia.
9. Haga copias de la Orden firmada (el Seguro Social, etc. Necesitara una copia de la orden sellada en el archivo). Presente la Orden ante la secretaria del Tribunal de Distrito. Las copias adicionales se sellaran en el archivo sin cargo adicional en ese momento.

Self-Represented Litigant Certification Form

By signing this form, I certify that the attached filing complies with the certification requirements in the Temporary Rule for Filing in a District Court by a Self-Represented Litigant.

I CERTIFY: *(You must complete this section.)*

- I signed the attached filing and provided my name, address, telephone number, email address (if available), and fax number (if available).

I ALSO CERTIFY: *(Only complete **one** of the next two sections.)*

My document **does not contain prohibited personally identifiable information** (“PII”). I checked my document for PII and made sure that my document meets the requirements of the Temporary Rule. It meets those requirements because:

- my document does not include any of the items listed in [Supreme Court Rule 24\(b\)](#). *(This list is printed on the back of this form for reference.)*
- my document is a Kansas Judicial Council form and I have only provided information that is required on the form.
- the information in my document meets an exception in [Supreme Court Rule 24\(c\)](#). *(This list is printed on the back of this form for reference.)*

OR:

My document **may contain prohibited PII**, but I am asking the court to file it confidentially under seal for the following reason: *(Choose one.)*

- the court entered a prior order on _____ that seals this document.
- the document I am filing now asks the court to issue an order to seal a different document that is not yet filed *(describe the document without using PII)*: _____.
- the document I am filing now asks the court to seal a document that is already filed in this case *(describe the document without using PII)*: _____.

Date: _____

Signature: _____

Name of Party: _____

Personally Identifiable Information – Supreme Court Rule 24(b)

- (1) the name of a minor who is not a named party in a case and, if applicable, the name of a person whose identity could reveal the name of a minor who is not a named party in a case;
- (2) the name of an alleged victim of a sex crime;
- (3) the name of a petitioner in a protection from abuse case;
- (4) the name of a petitioner in a protection from stalking, sexual assault, or human trafficking case;
- (5) the name of a juror or venire member;
- (6) a person's date of birth except for the year;
- (7) any portion of the following:
 - (A) an email address except when required by statute or rule;
 - (B) a computer username, password, or PIN; and
 - (C) a DNA profile or other biometric information;
- (8) the following numbers except for the last four digits:
 - (A) a Social Security number;
 - (B) a financial account number, including a bank, credit card, and debit card account;
 - (C) a taxpayer identification number (TIN);
 - (D) an employee identification number;
 - (E) a driver's license or nondriver's identification number;
 - (F) a passport number;
 - (G) a brokerage account number;
 - (H) an insurance policy account number;
 - (I) a loan account number;
 - (J) a customer account number;
 - (K) a patient or health care number;
 - (L) a student identification number; and
 - (M) a vehicle identification number (VIN);
- (9) any information identified as personally identifiable information by court order; and
- (10) the physical address of an individual's residence.

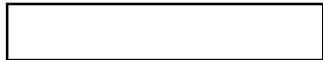
Exceptions – Supreme Court Rule 24(c)

- (1) an account number that identifies the property alleged to be the subject of a proceeding;
- (2) the name of an emancipated minor;
- (3) information used by the court for case maintenance purposes that is not accessible by the public;
- (4) information a party's attorney or a self-represented litigant reasonably believes is necessary or material to an issue before the court;
- (5) the first name, initials, or pseudonym of any person identified in Rule 24(j)(2)(A) to (j)(2)(E);
- (6) any information required to be included by statute or rule; and
- (7) any information in a transcript.

NOTE: Supreme Court Rule 24 includes multiple comments that explain the rule's requirements and exceptions. The summary above is provided for reference, but you should read the rule with comments to fully understand the rule. You will find the full rule here:

<https://www.kscourts.org/KSCourts/media/KsCourts/Rules/Rule-24.pdf>





For Office Use Only

CIVIL COVER SHEET

The civil cover sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the civil docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case **will not be accepted** without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY). This form can be found at www.kscourts.org.

NATURE OF SUIT (Mark only one - If the case involves more than one of the following categories, indicate the category having the highest dollar value.)

CIVIL If a CH. 61: \$ _____ (Judgment Demand Amount)

- TORT**
 - Asbestos Product Liability
 - Automobile Tort
 - Intentional Tort
 - Legal Malpractice
 - Medical Malpractice
 - Other Professional Malpractice
 - Premises Liability
 - Slander/Libel/Defamation
 - Tobacco Product Liability
 - Toxic/Other Product Liability
 - Other Tort
- CONTRACT**
 - Buyer Plaintiff
 - Employment Dispute - Discrimination
 - Employment Dispute - Other
 - Fraud
 - Landlord/Tenant - Forcible Detainer
 - Landlord/Tenant Dispute - Other
 - Seller Plaintiff (debt collection)
 - Other Contract
- CIVIL APPEALS**
 - Administrative Agency
 - Other Civil Appeal
 - Tax Appeal
- REAL PROPERTY**
 - Eminent Domain
 - Mortgage Foreclosure
 - Other Real Property
 - Tax Foreclosure
- MISCELLANEOUS**
 - 60-1507
 - Habeas Corpus
 - Other Writs
 - Name Change
 - Post Judgment Elevation LM to CV
 - Transfer Pre-Judgment LM to CV
- STATE TAX WARRANT**
- OTHER CIVIL**
- SMALL CLAIMS**

DOMESTIC

- MARRIAGE DISSOLUTION/DIVORCE**
- PROTECTION FROM ABUSE**
- PROTECTION FROM STALKING**
- UIFSA**
- OTHER DOMESTIC RELATIONS**
- NON-DIVORCE SUPPORT, CUSTODY OR VISITATION**
- PATERNITY**
- DOMESTIC FOREIGN JUDGMENT (OUT OF COUNTY)**

PROBATE/ESTATE

- GUARDIAN/CONSERVATOR**
 - Conservatorship/Trusteeship
 - Guardianship - Adult
 - Guardianship - Minor
 - Guardian/Conservator - Adult
 - Guardian/Conservator - Minor
- DETERMINATION OF DESCENT**
- ADOPTION**
- SEXUALLY VIOLENT PREDATOR**
- FOREIGN ADOPTION**
- DECEDENT ESTATE**
- CARE AND TREATMENT**
- REFUSAL TO GRANT LETTERS**
- TERMINATION OF JOINT TENANCY**
- FILING WILL AND AFFIDAVIT**
- TERMINATION OF LIFE ESTATE**
- OTHER PROBATE/ESTATE**

JURY DEMAND YES (Check yes only if jury demand is included in petition or as a separate pleading)
 NO

SUMMONS ATTACHED: YES NO **SHERIFF'S PROCESS FEE ATTACHED** YES NO

SERVICE BY: PROCESS SERVER/ATTORNEY
 SHERIFF IN STATE _____ (County)
 SHERIFF OUT OF STATE _____ (State)

PLAINTIFF/SUBJECT INFORMATION

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

ATTORNEYS

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

DEFENDANT/OTHER PARTY INFORMATION

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ SEX: _____

CELL PHONE: _____

E-MAIL: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

ATTORNEYS

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

FOR DOMESTIC CASES - NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER OF EACH DEPENDENT CHILD:

(Name)	(Date of Birth)	(Social Security Number)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The requirement that Social Security numbers be included on domestic cases is mandatory, and authorized by the Supreme Court and federal law. On non-domestic cases, the Social Security number is not mandatory. The number is used for purposes of identification and may be disclosed as permitted by law. This form is not considered to be a public record.

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

In the Matter of the Petition of:

(Minor's name)

Case No. _____
Div. No. _____

by and through his her next friend

(his her father mother)
To Change his her Name.

Pursuant to Chapter 60 of K.S.A.

PETITION FOR CHANGE OF NAME (MINOR)

Petitioner, _____ (Minor), by and
through his her next friend _____
(Name), his her father mother, states:

1. Petitioner has been a resident of Kansas for more than sixty (60) days before filing this petition.
2. Petitioner's birth certificate shows his her name as _____.
 His Her age is _____.
3. Petitioner desires to have his her legal name changed to _____.
4. The Petitioner desires the name change because _____
_____.
5. This Petition is not made for the purpose of avoiding any debts or obligations, nor will it result in prejudice to any person.
6. Petitioner's best interests and the best interests of the parents are served by the requested change in name.
7. Petitioner's natural mother father consents to the requested name change. The consent is filed herein.

WHEREFORE, Petitioner prays this Court set this matter for hearing, order services by publication/certified mail, registered mail, or, if appropriate, waive any requirements for service; issue an order changing Petitioner's name from _____ to _____; and for such other further relief as the Court deems appropriate under the circumstances.

Respectfully submitted,

Petitioner's Next Friend:
Address: _____
City, State, Zip: _____
Telephone Number: _____
Email: _____

VERIFICATION

STATE OF KANSAS
COUNTY OF WYANDOTTE ss.

_____ [Next Friend's Name], of lawful age, being first duly sworn, on his her oath, states:

He She is the Petitioner's Next Friend in the above-captioned matter; that he/she has read the above and foregoing Petition and the statements, allegations, and matters contained herein are true and correct.

SUBSCRIBED SWORN to before me on this _____ day of _____, 20____

Notary Public

My Appointment Expires: _____

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

In the Matter of the Petition of:

(Name)
by and through his her next friend

Case No. _____
Div. No. _____

(his her father mother)
To Change his her name.

Pursuant to Chapter 60 of K.S.A.

CONSENT OF PARENT TO CHANGE NAME OF MINOR CHILD

I _____ (Name of Parent), state that I am the natural
(father mother) of the minor child _____ (Name of Minor Child) a
(male female) child born in _____ (year of birth), in _____
(City, County, State).

I hereby consent to change the minor child's name from
_____ to _____ (Requested Name Change).

Name of Parent:
Address: _____
City, State, Zip: _____
Telephone Number: _____
Email: _____

STATE OF KANSAS
COUNTY OF WYANDOTTE ss.

VERIFICATION

Before me, a Notary Public, this ____ day of _____, 20____, personally
appeared _____, to me known to be the person
described in and who executed the foregoing, Consent of Parent to Change Name of Minor Child:
and further acknowledged that (he she) executed the same as (his her) free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and affix my official seal on the
day and year last above written.

Notary Public

My Commission Expires: _____

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

In the Matter of the Petition of:

(Name)
by and through his her next friend

Case No. _____
Div. No. _____

(his her father mother)
To Change his her Name.

Pursuant to Chapter 60 of K.S.A.

CONSENT OF PARENT TO CHANGE NAME OF MINOR CHILD

I _____ (Name of Parent), state that I am the natural
(father mother) of the minor child _____ (Name of Minor Child) a
(male female) child born in _____ (year of birth), in _____
(City, County, State).

I hereby consent to change the minor child's name from
_____ to _____ (Requested Name Change).

Name of Parent:
Address: _____
City, State, Zip: _____
Telephone Number: _____
Email: _____

STATE OF KANSAS
COUNTY OF WYANDOTTE ss.

VERIFICATION

Before me, a Notary Public, this ____ day of _____, 20____, personally
appeared _____, to me known to be the person
described in and who executed the foregoing, Consent of Parent to Change Name of
Minor Child: and further acknowledged that (he/she) executed the same as (his/her)
free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and affix my official seal on the
day and year last above written.

Notary Public

My Commission Expires: _____

THE FOLLOWING FORMS MUST BE FILLED OUT & FILED WITH THE CIVIL DEPARTMENT AFTER YOU HAVE CONTACTED THE JUDGES ADMINISTRATIVE ASSISTANT FOR A COURT DATE. PLEASE REFER TO #6, #7 & #8 OF YOUR INSTRUCTIONS OR AN ATTORNEY IF YOU HAVE ANY FURTHER QUESTIONS.

LAS SIGUIENTES FORMAS SE DEBEN LLENAR Y ARCHIVAR EN EL DEPARTAMENTO CIVIL DESPUES DE QUE SE HAYA CONTACTADO CON LA ASISTENTE ADMINISTRATIVA DE LOS JUECES PARA UNA FECHA DE AUDIENCIA. POR FAVOR REVISE #6, #7 Y #8 DE SUS INSTRUCCIONES O A CONSULTE A UN ABOGADO SI TIENE MAS PREGUNTAS.

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

In the Matter of the Petition of:

(Name)
by and through his her next friend

Case No: _____
Div. No. _____

(his her father mother)
To Change his her name.

ORDER CHANGING MINOR'S NAME

NOW, on this ____ day of _____, 20 __, the above-captioned matter comes before the Court upon the Petition of _____
(Petitioner's Full Name), by and through his her next friend _____
(Name), his her father mother,
for change of his her name. Next friend appears in person. There are no other appearances.

The Court, after review of the record of the proceedings herein, approves service or waives any requirement for notice and determines the matter may proceed to hearing.

The Court, upon hearing the testimony, upon examining the evidence presented, and upon review of the record of the proceedings herein, finds as follows:

1. The Court has jurisdiction over the parties and the subject matter in this case.
2. Venue is appropriate in Wyandotte County, Kansas.
3. Service has been properly obtained on, or notice has been given to, all interested parties, or service and notice have been waived because there are no interested parties other than petitioner.
4. The allegations contained in Petitioner's Petition are true.
5. Petitioner _____ (Full Name) is now and has been a bona fide resident and citizen of Kansas, for a period of more than sixty (60) days immediately preceding the filing of the Petition.

6. Petitioner's birth certificate shows his her name as:

his her age is _____.

7. Petitioner seeks to change his her legal name shown on
 his her birth certificate to _____
(Petitioner's Requested Name) because

_____.

8. The Petition for Order Changing Name is not made for the purpose of avoiding any debts or obligations, nor is it made for the purpose of misleading or defrauding any person. The requested name change will not result in prejudice to any person.

9. No objections have been made to the Court and the Court finds Petitioner is entitled to have his her legal name shown on his her birth certificate changed to _____ (Petitioner's Requested Name).

IT IS THEREFORE BY THE COURT CONSIDERED, ORDERED, ADJUDGED, AND DECREED that the above and foregoing findings are made as orders of this Court, that the name shown on Petitioner's birth certificate of _____ (Petitioner's Full Name) is hereby ordered changed to _____ (Petitioner's Requested Name), and that the costs of this proceeding are assessed against Petitioner.

IT IS SO ORDERED.

Judge of the District Court

SUBMITTED BY:

Petitioner's next friend
Address: _____
City, State, Zip: _____
Telephone Number: _____

**USE THE FOLLOWING
FORMS IF YOU HAVE TO
DO SERVICE BY
PUBLICATION.**

**USE LAS SIGUIENTES FORMAS SI
TIENE QUE OBTENER SERVICIO
POR PUBLICACION.**

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

In the Matter of the Petition of:

(Minor's name)

Case No. _____

Div. No. _____

by and through his her next friend

(his her father mother)
To Change his her Name.

PURSUANT TO K.S.A. CHAPTER 60

AFFIDAVIT FOR SERVICE BY PUBLICATION

Having been properly sworn by a notary public, I state the following for my affidavit:

1. I am the father mother who filed the minor name change petition in this matter.
2. I make this affidavit so that I can obtain an order allowing me to obtain publication service of the minor name change petition upon all interested parties under K.S.A. 60-307. I seek an order for publication service upon the father mother because I do not know where they are currently living even though I have asked people who know them, even though I have searched through documents in my possession, even though I have diligently searched telephone listings in the places I believe the father mother may now live, and even though I have diligently searched publicly available internet resources for information about where they may now live.
3. The last address at which the father mother lived was:
_____.
4. I have tried unsuccessfully to serve the father mother by certified mail and personal service with the Minor Name Change petition and summons.
5. This minor name change action is one of the actions mentioned in K.S.A. 60-307(a)(1) through (4), and amendments thereto, and allows notice by publication under these circumstances.

X _____
Your Signature

Name (Print): _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

VERIFICATION

STATE OF KANSAS
COUNTY OF _____

Signed or attested before me on this _____ day of _____, 20____, by

_____.

Notary Public

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

In the Matter of the Petition of:

(Minor's name)

Case No. _____
Div. No. _____

by and through his her next friend

(his her father mother)
To Change his her Name.

PURSUANT TO K.S.A. CHAPTER 60

ORDER ALLOWING SERVICE BY PUBLICATION

The Court finds:

1. The Petitioner filed an Affidavit seeking publication service upon all heirs.
2. The Petitioner is allowed to give notice to the Respondent of the filing of the Name Change Petition by publication service as is provided by K.S.A. 60-307.

IT IS SO ORDERED.

Judge of the District Court

Submitted by:
X _____
Signature of Petitioner

Petitioner's Name (Print): _____

Address: _____

City, State, Zip: _____

Telephone No.: _____

Email: _____

(First Published in _____ [Name of News Publication],
_____, 20____)

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

In the Matter of the Petition of:

(Minor's name)

Case No. _____

Div. No. _____

by and through his her next friend

(his her father mother)

To Change his her Name.

PURSUANT TO K.S.A. CHAPTER 60

NOTICE OF HEARING – PUBLICATION

THE STATE OF KANSAS TO ALL WHO ARE OR MAY BE CONCERNED:

You are hereby notified that _____ [Petitioner's Full Name], filed a Petition in the above court on the ____ day of _____, 20____, requesting a judgment and order changing his her name from _____ to _____.

The Petition will be heard in Wyandotte County District Court, 710 N. 7th St Kansas City, Ks 66101, on the ____ day of _____, 20____, at ____: ____ a.m. p.m.

If you have any objection to the requested name change, you are required to file a responsive pleading on or before _____, 20____ [Insert date at least 41 days after first publication] in this court or appear at the hearing and object to the requested name change. If you fail to act, judgment and order will be entered upon the Petition as requested by Petitioner.

Petitioner, Pro Se

Name (Print): _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email: _____