

Instructions for Name Change – Adult

Packet contains: Civil Information Sheet – Petition for Change of Name – Notice by Publication –
Notice by Mail – Order Changing Name

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

Read Directions Completely – Please Type or Print Neatly

1. Petitioner: Complete a Civil Cover Sheet. You will only need to complete the Plaintiff information section. When selecting the nature of the suit, mark the “Other Civil” box located in the civil section.
2. Complete the Petition for Change of Name except for the case and court numbers. Insert only your **YEAR** of birth where indicated. Fill out the Self Represented Litigant Certification Form.
3. Sign the Petition for Change of Name. Your signature is your affirmation that you are not requesting the change of name for any improper purpose, it is allowed under current law, and that all of the information in the petition is accurate to the best of your knowledge.
4. File the original and 1 copy of the Petition for Change of Name with the Clerk of the District Court in the county in which you reside and pay the required filing fee. (Check with the Clerk to find out the fee applicable in your county.)
5. Obtain the case number and court division assignment from the Clerk of the District Court when you file.
6. Give notice as required by the court.

Notice by Publication requires you to publish notice of the hearing once a week for three consecutive weeks in a newspaper that is authorized by law to publish legal notices and is published in the county where the action is filed. **No judgment can be entered until the proof of service is approved by the court and filed.** The newspaper 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.

Each Notice by Mail should be sent by registered mail – return receipt requested. Bring the return receipt(s) with you to the hearing for filing with the Clerk of the District Court.

7. Contact the Administrative Assistant for the court to which the case has been assigned and ask for a date and time for a hearing before the court and what the court requires for notice (publication, mail or both).

8. Complete the Order Changing Name for the judge's signature. Bring it along with proof of notice of the hearing (see # 6).
9. After your hearing, make several copies of the signed Order Changing Name. File the original Order Changing Name with the Clerk of the District Court and ask the Clerk to file-stamp the additional copies at that time. (Social Security, credit card companies, etc. will need a file-stamped copy of the Order.)

IMPORTANT INFORMATION ABOUT BIRTH CERTIFICATES

You are not required to report your name change to the Office of Vital Statistics. Send a file-stamped copy of the Order Changing Name to Vital Statistics, along with a request letter and the appropriate fee, **ONLY** if you want to amend your birth certificate to reflect your new name.

Please contact either one of the following newspapers for publication information:

The Wyandotte Echo
PO Box 2305
Kansas City, Ks 66101
Ph: (913) 342-2444
Email: legals@wvecho.com

Wyandotte County Business News
PO Box 13235
Kansas City, Ks 66113
Ph: (913) 422-8232
Email: notices@wyandottecountylegalnews.com

Instrucciones para el Cambio de Nombre – Adulto

El paquete contiene: Hoja de Información Civil – Petición de Cambio de Nombre – Notificación por
Publicación – Aviso por Correo – Orden de Cambio de Nombre

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.

Lea las instrucciones por completo – escriba o imprima correctamente

1. Demandante: Complete la Hoja de Información Civil. Solo necesitara completar la sección de información del demandante. Al seleccionar la naturaleza de la demanda, marque la caja “Otro Civil” ubicada en la sección civil.
2. Complete la Petición de Cambio de Nombre a excepción del caso y los números de corte. Inserte solo su AÑO de nacimiento donde se indique. Llene la forma de certificación de litigante autónomo.
3. Firme la petición de cambio de nombre. Su firma es su afirmación de que no esta solicitando el cambio de nombre para ningún propósito indebido, esta permitido por la ley actual y que toda la información en la petición es precisa a su leal saber y entender.
4. Presente el original y una copia de la petición de cambio de nombre ante la secretaria del Tribunal de Distrito del Condado en el que reside y pague el costo de presentación requerida. (Consulte con la secretaria para averiguar el costo aplicable en su condado).
5. Obtenga el número de caso y la asignación de la división judicial de la secretaria del tribunal de distrito cuando solicite su caso.
6. Dar notificación según lo requiera la corte.

Notificación por publicación requiere que publique el aviso de la audiencia una vez a la semana durante tres semanas consecutivas en un periódico que este autorizado por ley para publicar avisos legales y se publique en el condado donde se presentó la acción. **No se puede dictar sentencia hasta que el tribunal apruebe y presente la prueba de notificación.** El periódico puede enviarle una declaración de publicación directamente al tribunal o a usted. Si se lo envían, asegúrese de llevarlo a la audiencia para presentarlo ante la secretaria del Tribunal del Distrito.

Cada 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.

7. Comuníquese con la asistente administrativa del tribunal al que se asignó el caso y solicite una fecha y hora para una audiencia ante el tribunal y lo que el tribunal requiere para la notificación (publicación, correo o ambos).

8. Complete la Orden de cambio de nombre para la firma del juez. Tráigala junto con el comprobante de notificación de la audiencia (vea el #6)
9. Después de su audiencia, haga varias copias de la Orden de cambio de nombre firmada. Presente la orden de cambio de nombre original a la secretaria del tribunal de distrito y pídale a la secretaria que presente y selle las copias adicionales en ese momento. (El seguro social, las compañías de tarjetas de crédito, etc. Necesitaran una copia de la Orden sellada en el archivo).

INFORMACIÓN IMPORTANTE SOBRE LOS CERTIFICADOS DE NACIMIENTO

No está obligado a informar su cambio de nombre a la Oficina de Estadísticas Vitales. Envíe una copia sellada de la Orden de cambio de nombre a Vital Statistics, junto con una carta de solicitud y el costo correspondiente, SOLO si desea modificar su certificado de nacimiento para reflejar su nuevo nombre.

Comuníquese con uno de los siguientes periódicos para obtener información sobre la publicación:

The Wyandotte Echo
PO Box 2305
Kansas City, Ks 66101
Ph: (913) 342-2444
Correo Electrónico: legals@wyecho.com

Wyandotte County Business News
PO Box 13235
Kansas City, Ks 66113
Ph: (913) 422-8232
Correo Electrónico: notices@wyandottcountylegalnews.com

File the original and 1 copy of the Petition for Change of Name, SRL Certification Form & Civil Cover Sheet with the Clerk of the District Court to start your case. If you have any questions about filing your case, read your instructions or contact an attorney.

Presente el original y una copia de la Petición de cambio de nombre, la forma de certificación de SRL y la hoja de Información Civil ante la secretaria del tribunal de distrito para iniciar su caso. Si tiene alguna pregunta sobre la solicitud de su caso, lea sus instrucciones o contacte a un abogado.

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>



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

Present Name

Case No. _____
Div. No. _____

To Change his her name to:

New Name

PURSUANT TO K.S.A. CHAPTER 60

PETITION FOR CHANGE OF NAME

Pursuant to K.S.A. 60-1402

Petitioner states:

1. I reside in the County in which this Petition is being filed.
2. I have been a resident of Kansas for more than sixty (60) days before filing this petition.
3. My **YEAR** of birth is _____ and my place of birth is _____
County in the State of _____.
4. My birth certificate shows my name as: _____.
5. My present name is: _____.
6. Other names I am using or have used are: _____
_____.
7. I desire to have my name changed to: _____
because _____
_____.

8. This Petition is not made for the purpose of avoiding any debts, obligations or legal process 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. My best interests are served by the requested change in name.
I ask the Court to set this matter for hearing and order service by publication, registered mail, or certified mail, or, if appropriate, waive any requirement for service. I further ask the Court to issue an order changing my name from _____
to _____ and for such other relief as the Court
deems appropriate under the circumstances.

I affirm under penalty of perjury that all statements in this Petition for Change of Name are accurate to best of my knowledge.

Petitioner, Pro Se
Name (Print): _____
Address: _____
City, State, Zip: _____
Telephone Number: _____

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

LAS SIGUIENTES FORMAS SE DEBEN COMPLETAR Y PRESENTAR EN LA OFICINA DE SECRETARIA DESPUES DE QUE HAYA CONTACTADO A LA ASISTENTE ADMINISTRATIVA DE EL JUECE PARA UNA FECHA DE AUDIENCIA. PO FAVOR, VEA #7 Y #8 DE SUS INSTRUCCIONES O CONTACTE A UN ABOGADO SI TIENE ALGUNA DUDA O PREGUNTA.

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

IN THE MATTER OF THE PETITION OF

Present Name

Case No. _____
Div. No. _____

To Change his her name to:

New Name

PURSUANT TO K.S.A. CHAPTER 60

NOTICE OF HEARING - MAIL

[DATE]

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Company, Business or Firm]

[Address]

[City, State, Zip]

Re: _____ [Petitioner's Full Name]

[Account No.]

Dear: _____

Please take notice that the above-referenced individual filed a Petition in
Wyandotte County District Court, Wyandotte County,

Kansas, on _____, 20____, to change his her legal name from
_____ to _____.

The Petition will be heard in Wyandotte County District Court, Wyandotte County Courthouse, 710 N the
St, Kansas City, Kansas, on the ____ day of _____, 20____, at ____: ____ a.m. p.m.
in Division ____ . If you have any objection to the requested name change, you are required to file a
responsive pleading 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.

Very truly yours,

Petitioner, Pro Se

Name (Print): _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email: _____

IN THE DISTRICT COURT WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

IN THE MATTER OF THE PETITION OF

Present Name

Case No. _____
Div. _____

To Change his her Name to:

New Name
PURSUANT TO K.S.A. CHAPTER 60

ORDER CHANGING NAME
Pursuant to K.S.A. 60-1402

NOW, on this _____ day of _____, 20____, the above-captioned matter comes before the Court upon the Petition of _____, for change of his her name. Petitioner 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, _____, is now and has been a resident of Kansas, for a period of more than sixty (60) days immediately preceding the filing of the Petition.
6. Petitioner's **YEAR** of birth is, and petitioner's place of birth is _____
_____ County in the State of _____.

7. Petitioner's birth certificate shows his her name as _____
_____.

8. Petitioner's present name is: _____.

9. Petitioner seeks to change his her name to _____
because _____
_____.

10. The Petition for Change of Name is not made for the purpose of avoiding any debts, obligations or legal process 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.

11. No objections have been made to the Court and the Court finds Petitioner is entitled to have his her name changed from _____ to:
_____.

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 Petitioner's name be changed to _____, and that the costs of this proceeding are assessed against Petitioner.

IT IS FURTHER ORDERED that, upon proper application, an amended or substitute birth certificate be issued to reflect Petitioner's new name.

IT IS SO ORDERED this ____ day of _____, 20____.

Judge of the District Court

SUBMITTED BY:

Petitioner, Pro Se

Name (Print): _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Email: _____

**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

Present Name

Case No. _____

Div. No. _____

To Change His Her Name to:

New 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 person who filed the adult 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 name change petition upon all interested parties under K.S.A. 60-307.
3. This adult 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: _____

Telephone No.: _____

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

Present Name

Case No. _____

Div. No. _____

To Change His Her Name to:

New 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: _____

(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

Present Name

Case No. _____
Div. No. _____

To Change His Her Name to:

New 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: _____