

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. 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).
7. 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.

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. Comuníquese con la asistente administrativa del tribunal al que se asigne 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).
7. 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.

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, to the best of my knowledge, information, and belief, and based on my reasonable review of the document's contents, the attached filing complies with the certification requirements in the Temporary Rule for Filing in a District Court by a Self-Represented Litigant as follows:

(a) I have signed the attached filing and provided my name, address, email address (if available), telephone number, and fax number (if available); and

(b) The attached filing contains no personally identifiable information (PII) or meets an exception in the Temporary Rule for Filing in a District Court by a Self-Represented Litigant because the filing (check box that applies):

contains no PII (if this box is checked, do not check any other boxes); or

requests that this document be sealed under the Temporary Rule for Filing in a District Court by a Self-Represented Litigant for the following reason (check box that applies):

a pre-existing order was entered by the court on _____ that seals this document.

this document asks the court to issue an order that seals the following document: [include general description of document contents without including PII.] _____;

or this document asks the court to seal the following document already filed in the case: [describe the document already on file so that the clerk can identify it without using PII]

_____.

Date: _____

Signature: _____

Name of Party: _____

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.

<u>NATURE OF SUIT</u> (Mark only one - If the case involves more than one of the following categories, indicate the category having the highest dollar value.)			
<u>CIVIL</u>		If a CH. 61: \$ _____ (Judgment Demand Amount)	
TORT WARRANT <input type="checkbox"/> Asbestos Product Liability <input type="checkbox"/> Automobile Tort <input type="checkbox"/> Intentional Tort <input type="checkbox"/> Legal Malpractice <input type="checkbox"/> Medical Malpractice <input type="checkbox"/> Other Professional Malpractice <input type="checkbox"/> Premises Liability <input type="checkbox"/> Slander/Libel/Defamation <input type="checkbox"/> Tobacco Product Liability <input type="checkbox"/> Toxic/Other Product Liability <input type="checkbox"/> Other Tort	CONTRACT <input type="checkbox"/> Buyer Plaintiff <input type="checkbox"/> Employment Dispute – Discrimination <input type="checkbox"/> Employment Dispute - Other <input type="checkbox"/> Fraud <input type="checkbox"/> Landlord/Tenant - Unlawful Detainer <input type="checkbox"/> Landlord/Tenant Dispute – Other <input type="checkbox"/> Seller Plaintiff (debt collection) <input type="checkbox"/> Other Contract CIVIL APPEALS <input type="checkbox"/> Administrative Agency <input type="checkbox"/> Other Civil Appeal	REAL PROPERTY <input type="checkbox"/> Eminent Domain <input type="checkbox"/> Mortgage Foreclosure <input type="checkbox"/> Other Real Property MISCELLANEOUS <input type="checkbox"/> 60-1507 <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Other Writs <input type="checkbox"/> OTHER CIVIL <input type="checkbox"/> SMALL CLAIMS	<input type="checkbox"/> STATE TAX
<u>DOMESTIC</u>			
<input type="checkbox"/> MARRIAGE DISSOLUTION/DIVORCE <input type="checkbox"/> PROTECTION FROM ABUSE <input type="checkbox"/> PROTECTION FROM STALKING <input type="checkbox"/> UIFSA <input type="checkbox"/> OTHER DOMESTIC RELATIONS <input type="checkbox"/> NON-DIVORCE SUPPORT, CUSTODY OR VISITATION <input type="checkbox"/> PATERNITY			
<u>PROBATE/ESTATE</u>			
GUARDIAN/CONSERVATOR <input type="checkbox"/> Conservatorship/Trusteeship <input type="checkbox"/> Guardianship - Adult <input type="checkbox"/> Guardianship - Minor <input type="checkbox"/> Guardian/Conservator - Adult <input type="checkbox"/> Guardian/Conservator – Minor	<input type="checkbox"/> DETERMINATION OF DESCENT <input type="checkbox"/> SEXUALLY VIOLENT PREDATOR <input type="checkbox"/> DECEDENT ESTATE CARE AND TREATMENT	<input type="checkbox"/> ELDER ABUSE <input type="checkbox"/> OTHER PROBATE/ESTATE	<input type="checkbox"/> ADOPTION

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

SUMMONS ATTACHED: YES
 NO

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

SHERIFF'S PROCESS FEE ATTACHED YES
 NO

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 29TH JUDICIAL DISTRICT
DISTRICT COURT 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 29TH JUDICIAL DISTRICT
DISTRICT COURT 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 Div. _____

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 1: _____
Address 2: _____
City, State, Zip: _____
Telephone Number: _____

IN THE 29TH JUDICIAL DISTRICT
DISTRICT COURT 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 divorce 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. I seek an order for publication service upon all interested parties because I do not know where they are currently living even though I have asked people who know all interested parties, even though I have searched through documents in my possession, even though I have diligently searched telephone listings in the places I believe all interested parties may now live, and even though I have diligently searched publicly available internet resources for information about where all interested may now live.
4. The last address at which all interested parties lived at was:
_____.
5. I have tried unsuccessfully to serve all interested parties by certified mail and personal service with the name change petition and summons.
6. This divorce 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: _____

VERIFICATION

STATE OF KANSAS
COUNTY OF _____

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

_____.

Notary Public

IN THE 29TH JUDICIAL DISTRICT
DISTRICT COURT 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 the Respondent.
2. After inquiry of the Petitioner, it appears to the Court that the Petitioner does not now know where the Respondent lives, it appears that the Petitioner has made reasonable efforts to find out where the Respondent is living but has not been able to find out that information, and it appears that the Petitioner has done all things reasonably necessary to try to find out where the Respondent is living.
3. 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 29TH JUDICIAL DISTRICT
DISTRICT COURT 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: _____

IN THE 29TH JUDICIAL DISTRICT
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: _____