

### **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, SRL Certification Form & Civil Cover Sheet with the Clerk of the District Court (Civil Dept, 3<sup>rd</sup> Floor) and pay the required filing fee of \$195.00
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](mailto:legals@wvecho.com)**

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

**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](http://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 - Unlawful Detainer
- Landlord/Tenant Dispute – Other
- Seller Plaintiff (debt collection)
- Other Contract

**REAL PROPERTY**

- Eminent Domain
- Mortgage Foreclosure
- Other Real Property

**STATE TAX WARRANT**

**MISCELLANEOUS**

- 60-1507
- Habeas Corpus
- Other Writs

**CIVIL APPEALS**

- Administrative Agency
- Other Civil Appeal

**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

**PROBATE/ESTATE**

**GUARDIAN/CONSERVATOR**

- Conservatorship/Trusteeship
- Guardianship - Adult
- Guardianship - Minor
- Guardian/Conservator - Adult
- Guardian/Conservator - Minor

**DETERMINATION OF DESCENT**

**SEXUALLY VIOLENT PREDATOR**

**DECEDENT ESTATE CARE AND TREATMENT**

**ELDER ABUSE**

**ADOPTION**

**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

**SERVICE BY:**

PROCESS SERVER/ATTORNEY  
 SHERIFF IN STATE \_\_\_\_\_ (County)  
 SHERIFF OUT OF STATE \_\_\_\_\_ (State)

**SHERIFF'S PROCESS FEE ATTACHED**

- YES
- NO

PLAINTIFF/SUBJECT INFORMATION

DEFENDANT/OTHER PARTY INFORMATION

11/25/2014

(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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

IN THE MATTER OF THE PETITION OF

\_\_\_\_\_  
Present Name

Case No. \_\_\_\_\_

To Change His/Her Name to:

Div. No. \_\_\_\_\_

\_\_\_\_\_  
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 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_



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

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

IN THE MATTER OF THE PETITION OF

\_\_\_\_\_  
Present Name

Case No. \_\_\_\_\_

To Change His/Her Name to:

Div. No. \_\_\_\_\_

\_\_\_\_\_  
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.

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 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of*

\_\_\_\_\_  
*Petitioner*

and

Case No. \_\_\_\_\_

Division \_\_\_\_\_

\_\_\_\_\_  
*Respondent*

**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 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): \_\_\_\_\_

Rev. 12

Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**VERIFICATION**

STATE OF KANSAS  
COUNTY OF \_\_\_\_\_

Signed or attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of the of*

\_\_\_\_\_  
*Petitioner*

and

Case No. \_\_\_\_\_

Division \_\_\_\_\_

\_\_\_\_\_  
*Respondent*

**ORDER ALLOWING SERVICE BY PUBLICATION**

*"Petitioner" means the person who filed the Petition.*

*"Respondent" means the person who did not file the Petition.*

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: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

(First Published in \_\_\_\_\_ [Name of News Publication],  
\_\_\_\_\_, 20\_\_\_\_)

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

IN THE MATTER OF THE PETITION OF

\_\_\_\_\_  
Present Name

Case No. \_\_\_\_\_

To Change His/Her Name to:

Div. No. \_\_\_\_\_

\_\_\_\_\_  
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 \_\_\_\_\_ County District Court,  
\_\_\_\_\_ [Court address], \_\_\_\_\_ [City],  
Kansas, 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 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

IN THE MATTER OF THE PETITION OF

\_\_\_\_\_  
Present Name

Case No. \_\_\_\_\_

To Change His/Her Name to:

Div. No. \_\_\_\_\_

\_\_\_\_\_  
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 \_\_\_\_\_ 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 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_