

### **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.
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 Clerk, or 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.

# **PUBLICATIONS**

\*\*\* Please contact the publications directly for pricing as it may vary. \*\*\*

## **JOHNSON COUNTY PUBLICATIONS**

### **KC STAR**

To place a legal notice, call 1-800-665-6934, or 816-234-4035.

1729 Grand Blvd.

Kansas City MO 64108

Business Hours 9:00AM – 3:00PM

Deadlines:

- Noon on Friday for a Wednesday publication
- Noon on Wednesday for a Saturday publication

### **THE LEGAL RECORD**

To place a legal notice, call (913)780-5790 or e-mail [notices@thelegalrecord.net](mailto:notices@thelegalrecord.net) or

fax: 913-780-5747.

1701 E Cedar, Suite 111

Olathe KS 66061

Business Hours 8:00AM – 5:00PM

Deadline: Friday at 4:00PM for a Tuesday publication

## **SEDGWICK COUNTY PUBLICATION**

### **THE SEDGWICK COUNTY POST**

To place a legal notice, call 316-691-8553 or e-mail [notices@thesedgwickcountypost.com](mailto:notices@thesedgwickcountypost.com) or fax 316-691-8619. This is published every Tuesday.

400 N Woodlawn, Ste 10

Wichita KS 67208

## **SHAWNEE COUNTY PUBLICATION**

### **THE TOPEKA METRO NEWS**

To place a legal notice, call 785-232-8500 or e-mail [legal@topekametronews.com](mailto:legal@topekametronews.com) or fax 785-235-8707. This is published every Monday.

PO Box 1794

Topeka KS 66601

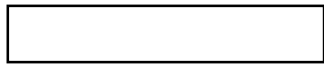
## **WYANDOTTE COUNTY PUBLICATION**

### **WYANDOTTE COUNTY BUSINESS NEWS**

To place a legal notice, call 913-422-8232 or e-mail [notices@wyandottecountylegalnews.com](mailto:notices@wyandottecountylegalnews.com) or fax 913-422-1359. This is published every Monday.

PO Box 13235

Kansas City KS 66113



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](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)

<b>TORT</b>	<b>CONTRACT</b>	<b>REAL PROPERTY</b>	<b>STATE TAX WARRANT</b>
Asbestos Product Liability	Buyer Plaintiff	Eminent Domain	
Automobile Tort	Employment Dispute - Discrimination	Mortgage Foreclosure	
Intentional Tort	Employment Dispute - Other	Other Real Property	
Legal Malpractice	Fraud		
Medical Malpractice	Landlord/Tenant - Unlawful Detainer	<b>MISCELLANEOUS</b>	
Other Professional Malpractice	Landlord/Tenant Dispute - Other	60-1507	
Premises Liability	Seller Plaintiff (debt collection)	Habeas Corpus	
Slander/Libel/Defamation	Other Contract	Other Writs	
Tobacco Product Liability			
Toxic/Other Product Liability	<b>CIVIL APPEALS</b>	<b>OTHER CIVIL</b>	
Other Tort	Administrative Agency		
	Other Civil Appeal	<b>SMALL CLAIMS</b>	

## **DOMESTIC**

<b><u>MARRIAGE DISSOLUTION/DIVORCE</u></b>	<b><u>PROTECTION FROM ABUSE</u></b>	<b><u>PROTECTION FROM STALKING</u></b>	<b><u>UIFSA</u></b>
<b><u>OTHER DOMESTIC RELATIONS</u></b>	<b><u>NON-DIVORCE SUPPORT, CUSTODY OR VISITATION</u></b>		<b><u>PATERNITY</u></b>

## **PROBATE/ESTATE**

<b><u>GUARDIAN/CONSERVATOR</u></b>	<b><u>DETERMINATION OF DESCENT</u></b>	<b><u>ELDER ABUSE</u></b>	<b><u>ADOPTION</u></b>
Conservatorship/Trusteeship			
Guardianship - Adult	<b><u>SEXUALLY VIOLENT PREDATOR</u></b>	<b><u>OTHER PROBATE/ESTATE</u></b>	
Guardianship - Minor			
Guardian/Conservator - Adult	<b><u>DECEDENT ESTATE</u></b>	<b><u>CARE AND TREATMENT</u></b>	
Guardian/Conservator - Minor			

**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 \_\_\_\_\_ JUDICIAL DISTRICT  
DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS

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: \_\_\_\_\_

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

IN THE \_\_\_\_\_ JUDICIAL DISTRICT  
DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS

IN THE MATTER OF THE PETITION OF

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

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

To Change His/Her Name to:

\_\_\_\_\_  
New Name

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

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 \_\_\_\_\_ JUDICIAL DISTRICT  
DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS

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 \_\_\_\_\_ County District Court, \_\_\_\_\_ County, Kansas, on \_\_\_\_\_, 20\_\_\_\_, to change his/her legal name from \_\_\_\_\_ to \_\_\_\_\_.

The Petition will be heard in \_\_\_\_\_ County District Court, \_\_\_\_\_ County Courthouse, \_\_\_\_\_ [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 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 \_\_\_\_\_ JUDICIAL DISTRICT  
DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS

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: \_\_\_\_\_