

CHANGE OF NAME INSTRUCTIONS (MINOR)

READ THESE INSTRUCTIONS CAREFULLY

THESE FORMS MUST BE COMPLETED BY PRINTING

1. Please complete all forms clearly (PLEASE PRINT) and upon completion, return same to the Circuit Clerk's office. Please include a self-addressed, stamped envelope for a copy of the Order to be returned advising you of the hearing date and time along with the Notice to submit to the newspaper office.
2. Filing fee: **\$200 - Cash, Money Order, or Cashier's Check only, payable to Circuit Clerk.**
3. Your case will be forwarded to one of our Circuit Judges for a hearing date to be set (hearing will be set at least 30 days in advance).
4. You will be sent a copy of the Order Scheduling Petition for Hearing and a Notice of Name Change.
5. Upon receipt of the Order and Notice, please take the same to the newspaper office for publication. The Notice must be published at least 10 days prior to the hearing as a Class One Legal Advertisement.
6. After it is published in the newspaper, you will receive a Publisher's Certificate (also known as Public Notice Advertising Affidavit). You must bring this Certificate to the final hearing.
7. If there is a non-custodial parent, there is enclosed a separate Notice of Hearing that is required to be served upon said party by certified mail, return receipt requested, restricted delivery or by a private process server. Proof of service of said Notice of Hearing must be submitted to the Circuit Clerk's office prior to the hearing. The non-custodial parent may attend the hearing.
8. After the hearing you will need to provide a copy of the Final Order to the Monongalia County Clerk's office for recordation.

ALL FORMS MUST BE COMPLETED BY PRINTING

All Documents
MUST BE NOTARIZED
Prior to Filing

IN THE CIRCUIT COURT OF MONONGALIA COUNTY, WEST VIRGINIA

NAME CHANGE OF: _____ to
(Minor's Current Name)
_____ by his/her
(Minor's New Name)

Mother/Father/Parent and/or next friend / (Circle one) _____.

CASE NUMBER: _____

PETITION FOR NAME CHANGE

TO THE HONORABLE JUDGE OF SAID COUNTY:

1. Your petitioner respectfully presents to the Court the following: (check one)

_____ The petitioner states the above-named minor has been a resident of the county for a year prior to the filing of the petition;

_____ The petitioner is a nonresident of the county but was born and married in the county, and was previously a resident of the county for at least fifteen years.

2. Petitioner states the above-named minor is under the age of eighteen (18) years.

3. Petitioner seeks to change the name of the above-named minor to _____

_____ for the following reason(s):

_____.

4. Petitioner states that the name change is not for the purposes of avoiding debt or creditors on behalf of the above-named minor.

5. Petitioner states the above-named minor is not a registered sex offender pursuant to any state or federal law.

6. Petitioner states name change is not for the purposes of avoiding state or federal law regarding identity of the above-named minor.

7. Petitioner states the name change of the above-named minor is not sought for an improper or illegal purpose.

8. Petitioner states the above-named minor is not a convicted felon in any jurisdiction.

WHEREFORE, Petitioner prays that this Court order the petition be filed and that the minor's name be changed to _____ and any other such relief as may be necessary.

Signature of Petitioner

Street Address/Mailing Address

City, State & Zip

Telephone Number

VERIFICATION

STATE OF WEST VIRGINIA, COUNTY OF MONONGALIA, to-wit:

After being duly sworn petitioner deposes on their oath and says, that they are the Petitioner named in the foregoing petition; that they have read the foregoing Petition in its entirety and that the facts stated herein are true except that, where stated on information or belief, they are true to the best of their information and belief.

Petitioner's Signature

Taken, subscribed and sworn to before me this _____ day of _____,
20_____.

Notary Public

SEAL