

Changing the Name of a Minor Child in Wyoming: Overview of the Process

This guide explains the steps you will take if you are an adult who wants to legally change the name of a child.

It's important to know that a person under the age of 18 (a minor child) cannot ask a court for a name change unless that child is helped by an adult. The adult is called a Next Friend. Usually, a parent or guardian of the child serves as the Next Friend, but sometimes it's another adult in the child's life.

Wyoming laws about name changes include a residency requirement: The child is required to reside in Wyoming for six months before asking for a name change. If the child used to live in Wyoming, or moved away and just came back, the name change won't be allowed.

If you're ready to start the process of asking a Court to legally change the child's name, keep reading to learn about the forms you might use and the steps you will take.

Here are two important notes:

1. When this guide talks about "parents and guardians" that means natural parents, adoptive parents, and legal guardians of the child. Natural parents are biological parents, but this does not include people who haven't been established as legal parents or people who had their parental rights terminated by a court.
2. When someone is trying to change a child's name, they generally have to tell the public about it **AND** they have to tell the child's parents and guardians about it. Telling the public is called giving "public notice." Telling the parents and guardians is called "personal service." When you read about the forms, keep in mind that some of them are for public notice and some others are for personal service.

A Quick Look at the Process and Forms

Only the two forms with underlined names will be used by everyone. The other forms will be used in some cases, but not all.

Getting Started

- ☐ Petition and Affidavit for Change of Name of a Minor
- ☐ Summons (with Affidavit and Return)
- ☐ Consent of Parent

Confidentiality: These forms will only be used if the Minor is a victim of domestic abuse.

- ☐ Motion for Grant of Confidentiality
- ☐ Affidavit Supporting Motion for Grant of Confidentiality
- ☐ Order Regarding Confidentiality

Notice to the Public: These forms will be used to give the public information about the name change OR to ask for permission to skip that step.

- ☐ Notice by Publication
- ☐ Motion and Affidavit for Waiver of Notice by Publication
- ☐ Order on Motion for Waiver of Notice by Publication

Personal Service: These forms will be used for the process of giving parents and guardians information about the name change.

- ☐ Acknowledgment and Acceptance of Service
- ☐ Affidavit to Allow Personal Service by Publication or Service by Registered or Certified Mail
- ☐ Order to Allow Service by Registered or Certified Mail
- ☐ Certificate of Mailing for Petition and Affidavit and Summons
- ☐ Order on Personal Service by Publication
- ☐ Notice to Respondent by Publication
- ☐ Notice to Respondent of Publication
- ☐ Certificate of Mailing for Notice to Respondent
- ☐ Affidavit Following Service by Publication

Final Steps

- ☐ Request to Set Hearing on Name Change
- ☐ Order Setting Hearing
- ☐ Order on Name Change

Getting Started

Name of the Form:	Petition and Affidavit (form 8)
When is it used?	At the very beginning of the process.
Who uses it?	The Next Friend.
What is it used for?	A Petition is used to ask a Court to do something. An Affidavit is used to tell the Court important facts about the situation. The Petition and Affidavit can be two separate documents, but the Wyoming Judicial Branch forms use a combined <u>Petition and Affidavit</u> . This will be the first form you complete and file to start the name change process.
Other important information:	The Next Friend fills out and files this form, but any of the child's parents or guardians can sign it if they all want the name change to happen. If all the parents and guardians sign the Petition and Affidavit, you will be able to skip several steps in the process.
Read the <u>Instructions for Petition and Affidavit for Change of Name of a Minor</u> for help with this form.	

Name of the Form:	Name of the Form: Summons (with Affidavit and Return) (form 9)
When is it used?	Early in the process.
Who uses it?	The Clerk of Court and the Process Server.
What is it used for?	Certain people – usually other parents or guardians of the child – have a legal right to be included in the name change process. The Summons is how the Court gives the other parents or guardians instructions for responding to your Petition and Affidavit.
Other important information:	If the Court needs to issue a Summons, it may be necessary to ask or pay another person (a sheriff or other process server) to give the documents to the parent or guardian. You also might choose to do this yourself. The Affidavit of Service or the Return of Service will be used as proof that a copy of the Summons and a copy of the Petition and Affidavit were given to the necessary people. If all of the child's parents or guardians have signed the Petition and Affidavit or filed Consents, it probably won't be necessary to use a Summons.
Read the <u>Instructions for Petition and Affidavit for Change of Name of a Minor</u> and the <u>Instructions for Personal Service</u> for help with these forms.	

Name of the Form:	Consent of Parent (form 10)
When is it used?	At the beginning of the process if possible, but it can be used later too.
Who uses it?	A parent who approves of the name change but didn't sign the Petition and Affidavit.

What is it used for?	A parent can use this form to tell the Court that they approve of the name change.
Other important information:	Anyone who wants to file a Consent of Parent should read the form carefully. In addition to telling the Court that they agree to the name change, the Consent form also tells the Court that the consenting parent gives up the right to be involved in the legal name change process. A parent should consider this carefully before deciding whether to sign the form.
Read the <u>Instructions for Consent of Parent to Minor Child Name Change</u> for help with this form.	

Confidentiality for Victims of Abuse

Name of the Form:	Motion for Grant of Confidentiality (form 11)
When is it used?	Early in the process.
Who uses it?	The Next Friend.
What is it used for?	If the child has been a victim of abuse, the Court might need to issue an Order to keep the child's address and phone number confidential (which means the public won't be able to see that information). You can file this form to tell the Court about the child's situation.
Other important information:	Wyoming law allows a child's information to be kept confidential in a name change case for two reasons. These reasons are both about domestic abuse and possible danger to the child. Read the instructions and form carefully if you think the child might need this protection.
Read the <u>Instructions for Confidentiality Forms</u> for help with this form.	

Name of the Form:	Affidavit Supporting Motion for Grant of Confidentiality (form 12)
When is it used?	Early in the process.
Who uses it?	The Next Friend.
What is it used for?	If you are filing a Motion for Grant of Confidentiality (discussed above), you might need to also file an Affidavit Supporting the Motion. This Affidavit is how you tell the Judge details about the abuse that happened to the Minor and why you think more abuse may happen.

Other important information:	You can use this form if the Minor has been a victim of domestic abuse but the Minor does <u>not</u> have a current order of protection (also called a protective order or restraining order). This Affidavit can be used if the Minor never had an order of protection or if the Minor used to have one but that order has expired. You do <u>not</u> need to use this form if the Minor has a current order of protection that has not expired.
Read the <u>Instructions for Confidentiality Forms</u> for help with this form.	

Name of the Form:	Order Regarding Confidentiality (form 13)
When is it used?	Early in the Process.
Who uses it?	The Judge.
What is it used for?	This is how the Court will tell you whether confidentiality has been granted (approved) for the name change case.
Other important information:	If the Minor is granted confidentiality for this case, you will not need to give Notice by Publication to the public. You will still need to complete personal service on parents or guardians who are not already involved in the case. If confidentiality has been granted, do not write the Minor's address or phone number on any documents for this case.
Read the <u>Instructions for Confidentiality Forms</u> for help with this form.	

Notice to the Public

Name of the Form:	Notice by Publication (form 14)
When is it used?	Early in the process.
Who uses it?	The Next Friend.
What is it used for?	In many name change cases, there is a requirement to let the public know that someone has requested a new name. The Notice by Publication has to be printed in a local newspaper. Anyone who reads the paper will be able to see the child's current name and the new name you're asking for. This law helps prevent people from changing names for reasons that aren't allowed (for example, to avoid paying money they owe or to hide a child from family members who have visitation rights).

Other important information:	Giving notice to the public is not required in all cases. In some situations, the Court <u>must</u> let the Next Friend skip the publication step. In some other situations, the Court can decide whether to let the Next Friend skip the publication step. You'll read more about that later in this guide.
Read the Instructions for Notice to the Public Forms for help with this form.	

Name of the Form:	Motion and Affidavit for Waiver of Notice by Publication (form 15)
When is it used?	Early in the process.
Who uses it?	The Next Friend.
What is it used for?	If you think you have an important reason to <u>not</u> publish information about this case in the newspaper, you can file this form to tell the Court about your situation.
Other important information:	In many name change cases, there is a requirement to let the public know that someone wants a new name. Information about the case has to be printed in a local newspaper. However, in certain situations, the Court must let you skip the publication step. And, in other situations, the Court can consider your circumstances and decide whether it is appropriate to let you skip the publication step. If you think you have a good reason to not publish information in the paper, read the Instructions for Notice to the Public Forms to learn more. This is especially important if you think that publishing information might put the child in danger.
Read the Instructions for Notice to the Public Forms for help with this form.	

Name of the Form:	Order on Motion for Waiver of Notice by Publication (form 16)
When is it used?	Early in the process.
Who uses it?	The Judge.
What is it used for?	This is how the Court will tell you whether you do or do not have permission to skip the step of giving notice by publication.
Other important information:	If you file a Motion and Affidavit for Waiver of Notice by Publication, you should also give the Clerk a blank Order on Motion for Waiver of Notice by Publication. The Judge will read your Motion and Affidavit and determine whether you can skip the publication step. Then the Judge will issue an Order to tell you if the permission is granted or denied.
Read the Instructions for Notice to the Public Forms for help with this form.	

Personal Service

Name of the Form:	Acknowledgement and Acceptance of Service (form 17)
When is it used?	Early in the process.
Who uses it?	A person who didn't sign the Petition and Affidavit and didn't file a Consent.
What is it used for?	A parent or guardian can use this form to tell the Court that they have a copy of the Summons and the Petition and Affidavit, that they understand how they can take part in the process, and that they understand the process will go on without them if they choose not to take part.
Other important information:	Nobody is required to use this form. It can be useful if the Next Friend has a safe and comfortable relationship with a parent or guardian of the child. Instead of paying someone else to deliver the Summons and Petition and Affidavit to the parent or guardian, the Next Friend can give the documents and a blank Acknowledgement and Acceptance of Service to the parent or guardian.
Read the <u>Instructions for Personal Service</u> for help with this form.	

Name of the Form:	Affidavit to Allow Personal Service by Publication or Service by Registered or Certified Mail (form 18)
When is it used?	In the early or middle part of the process.
Who uses it?	The Next Friend.
What is it used for?	In certain situations, it can be difficult to give the Summons and Petition and Affidavit to a parent or guardian of the child. The Next Friend might need to make different plans to get those documents to the parent or guardian. The different plans are called <u>alternative service</u> . The Next Friend can use this form to tell the Court that alternative service may be necessary.
Other important information:	If you know where a parent or guardian of the child lives but they have avoided receiving the documents, you might ask the Court to send the documents to them through the mail using a special kind of delivery. Another option, which is most common when the Next Friend doesn't know where the parent or guardian lives, is to publish a second notice in the newspaper. The second notice will have the parent's or guardian's name on it; it is different from the notice to the public. <u>Personal service by publication</u> and <u>service by registered or certified mail</u> are two kinds of alternative service.
Read the <u>Instructions for Personal Service</u> for help with this form.	

Name of the Form:	Order to Allow Service by Registered or Certified Mail (form 19)
When is it used?	In the middle part of the process.
Who uses it?	The Judge.
What is it used for?	This is how the Court will tell you whether you do or do not have permission to use registered mail for personal service.
Other important information:	If you file an <u>Affidavit to Allow Personal Service by Publication or Service by Registered or Certified Mail</u> and you want to do service by registered mail, you should also give the Clerk a blank Order to Allow Service by Registered or Certified Mail. The Judge will read your Affidavit and decide whether to give you permission to serve the parent or guardian by mail. Then the Judge will issue an Order to tell you and the Clerk if the permission is granted or denied.
Read the <u>Instructions for Personal Service</u> for help with this form.	

Name of the Form:	Certificate of Mailing for Petition and Affidavit and Summons (form 20)
When is it used?	In the middle part of the process.
Who uses it?	The Clerk of Court.
What is it used for?	This form is used like a note in the Court's records to document that the Petition and Affidavit and Summons were mailed to the Respondent to accomplish personal service.
Other important information:	You should give a blank copy of this form to the Clerk for them to use.
Read the <u>Instructions for Personal Service</u> for help with this form.	

Name of the Form:	Order on Personal Service by Publication (form 21)
When is it used?	In the early or middle part of the process.
Who uses it?	The Judge.
What is it used for?	This is how the Court will tell you whether you do or do not have permission to use publication for personal service.
Other important information:	If you file an Affidavit to Allow Personal Service by Publication or Service by Registered or Certified Mail and you want to do service by publication, you should also give the Clerk a blank Order on Personal Service by Publication. The Judge will read your Affidavit and decide whether to give you permission to serve the parent or guardian by publication. Then the Judge will issue an Order to tell you if the permission is granted or denied.
Read the <u>Instructions for Personal Service</u> for help with this form.	

Name of the Form:	Notice to Respondent <u>by</u> Publication (form 22)
When is it used?	In the early or middle part of the process.
Who uses it?	The Next Friend.
What is it used for?	This Notice will be published in a local newspaper. It's intended to give the Respondent (usually a parent or guardian) another way to know about the name change you're asking for.
Other important information:	The Notice to Respondent is used to accomplish personal service to the Respondent. This is different from the public notice that is accomplished with Notice by Publication earlier in the name change process. Doing personal service on a Respondent using publication can be complicated and expensive. Fortunately, it isn't necessary in most cases.
Read the <u>Instructions for Personal Service</u> for help with this form.	

Name of the Form:	Notice to Respondent <u>of</u> Publication (form 23)
When is it used?	In the middle part of the process.
Who uses it?	The Clerk of Court.
What is it used for?	This form is used to tell a Respondent (usually a parent or guardian of the child) that they were given notice of the name change case.
Other important information:	If you get permission to do personal service by publication <u>and</u> you know the address of the Respondent, the Clerk will mail a Notice to Respondent of Publication. You should give this form to the Clerk for them to use.
Read the <u>Instructions for Personal Service</u> for help with this form.	

Name of the Form:	Certificate of Mailing for Notice to Respondent (form 24)
When is it used?	In the middle part of the process.
Who uses it?	The Clerk of Court.
What is it used for?	This form is used like a note in the Court's records to document that the Notice to Respondent of Publication was mailed to the Respondent.
Other important information:	You should give this form to the Clerk for them to use.
Read the <u>Instructions for Personal Service</u> for help with this form.	

Name of the Form:	Affidavit Following Service by Publication (form 25)
When is it used?	In the middle part of the process.
Who uses it?	The Next Friend.
What is it used for?	This form is how the Next Friend tells the Court that personal service by publication was done and done correctly.

Other important information:	After the publication process is finished, the Next Friend will fill out this form and file it with the Clerk. It's important to note that this form is for <u>personal</u> service on a Respondent. You do not need to fill out this form if you only used publication to give <u>public notice</u> .
Read the <u>Instructions for Personal Service</u> for help with this form.	

Final Steps

Name of the Form:	Request to Set Hearing on Name Change (form 26)
When is it used?	Usually near the end of the process.
Who uses it?	The Next Friend.
What is it used for?	This form is used to tell the Court that this case is ready for a hearing. A hearing is a kind of meeting with the Judge.
Other important information:	You need to complete all other necessary steps – for example, notice to the public and personal service – before you request a hearing. Judges do not always hold hearings in name change cases: You request a hearing when the case is ready to be heard, but the Judge might make a decision without holding a hearing. If there is a hearing, the parents and guardians will be invited to attend, unless they signed a consent form and waived (gave up) their right to be included in the hearing.
Read the <u>Instructions for the Final Steps</u> for help with this form.	

Name of the Form:	Order Setting Hearing (form 27)
When is it used?	Usually near the end of the process.
Who uses it?	The Judge.
What is it used for?	This form is how the Court will tell the Next Friend, the parents and guardians, and maybe other Respondents about a hearing.
Other important information:	The Court may issue an Order Setting Hearing after the Next Friend <u>or</u> a Respondent requests a hearing. There might be a specific issue that the Judge wants to learn more about before making a decision. If the Court sends you an Order Setting Hearing, read it carefully and make sure you understand the information.
Read the <u>Instructions for the Final Steps</u> for help with this form.	

Name of the Form:	Order on Name Change (form 28)
When is it used?	At the end of the process.
Who uses it?	The Judge.
What is it used for?	This form is how the Court will officially grant or deny the name change.
Other important information:	When you receive this Order, read it carefully. If the change was granted, the Order will show the Minor's new legal name. If the Minor was born in Wyoming, the Order will also have information about requesting a new birth certificate. It will be important to keep copies of the Order because that will be proof of the Minor's legal name. Talk to the Clerk of Court about getting <u>certified</u> copies of the Order.
Read the <u>Instructions for the Final Steps</u> for help with this form.	

After a Name Change is Granted

If you receive an Order granting (approving) the Minor's name change, there may be important steps to take to tell others about the new name. Who takes responsibility for these steps might depend on your relationship with the child and the child's age.

Below is a list of recommendations to consider.

Important Note: You may be required to submit (mail or turn in) a certified copy of the Order on Name Change if you notify people and places about the child's new name. The Clerk of Court can make certified copies for you. There may be a fee.

Recommended Steps:

1. Get new government-issued identification documents.

After a name is changed, it's important to get new identification cards. Each organization will have its own process for updating records. It's a good idea to start by updating the Social Security card and the driver's license or State I.D. card. When you have those cards with the new name on them, you can use those cards and the certified copies of the Order on Name Change to ask other businesses, agencies, and entities to update the name in their files.

To update the identification documents, you may need to call or visit:

- Social Security Administration (Social Security Card)
- Wyoming Department of Transportation (driver's license or State I.D. card)
- U.S. State Department (passports)

2. Notify other agencies and organizations, such as:

- Employers.
- Schools.
- Insurance companies.
- Doctor, dentist, pharmacist.
- Banks and other financial institutions.
- State and federal tax authorities.
- Social services or benefit programs.

3. Update important papers.

You should also think about important papers that have the Minor's name on them. For example, titles to motor vehicles or real estate, wills, health care directives, or power of attorney forms. You may want to update those documents with the child's new name to avoid any confusion in the future.

4. Encourage your loved ones to update their important papers.

If the child is listed by name in other people's wills, insurance policies, or other important papers, it's a good idea to encourage the child's family and friends to update those documents with the new name.

Changing the Minor's Birth Certificate

You are not required to change the Minor's birth certificate. But, if the child was born in Wyoming, you will have the option to request a birth certificate with the new name.

- When you fill out the Petition and Affidavit: Pay careful attention to the choices you have for a birth certificate.
- When you get a signed Order: Read it carefully to find out what the Judge decided.
- If you want to request a changed birth certificate: Use the Vital Statistics Form and follow its instructions. The form is available on the Wyoming Judicial Branch website forms page and on the Wyoming Department of Health website.

The Court can order a birth certificate to be changed but only Vital Statistics Services can issue a birth certificate.

INSTRUCTIONS FOR PETITION AND AFFIDAVIT FOR CHANGE OF NAME OF A MINOR IN WYOMING

Read these instructions carefully.

In Wyoming, a person's name can be legally changed if a Court approves the change. In some situations, the process of getting a name change is very simple, but in other cases it can be complicated. It also might be expensive.

You can learn more about the process and the forms that are involved by reading the Overview of the Process, which is available on the Wyoming Judicial Branch website's Self-Help Forms page at <https://www.wyocourts.gov/self-help-forms/>

The first step in the legal process of changing a child's name is filling out the Petition and Affidavit for Change of Name of a Minor. These instructions can help you fill out that form.

Before You Get Started

It's important to know that a person under the age of 18 (a minor child) cannot ask a court for a name change unless that child is helped by an adult. The adult is called a Next Friend. Usually, a parent or guardian of the child serves as the Next Friend, but sometimes it's another adult in the child's life.

These instructions will assume **you** are the Next Friend. The Next Friend will have to sign this form, and the Next Friend can get in serious trouble if the information on the form isn't true. So the Next Friend is expected to fill out the form.

Where Do You Start

Wyoming law has a residency requirement for name change cases. The Minor Child is required to have lived in Wyoming for at least six months immediately before you file the case. If the child hasn't lived in Wyoming for at least six months, you can't start the name change case yet. This is true even if the child used to live here and moved back recently.

You will start this process by filing the Petition and Affidavit with the Clerk of District Court in the county where the child lives. (It's okay if the child hasn't been in that county for six months. If it's the county the child lives in now, it's the right place to file the case.)

The top of the page on the Petition and Affidavit.

The top of the page has blanks for the name of the county that the Court is in (for example, County of Big Horn) and the number of the judicial district (for example, Fifth Judicial District). When you file the Petition and Affidavit, the Clerk of District Court can give you this information.

The next blanks are for the name of the Minor Child and the name of the Next Friend. Write the current full legal name of the child on the first blank. (Do not use the new name here, even if it is already the name the child uses.) Write your full name on the second blank.

The next blank is for the Case Number. When you file the Petition and Affidavit, the Clerk of Court will give you the case number. (The Case Number might contain letters.)

Next you will see the title of the document. It's written between the two long bars on the page. The title tells the Court that you are starting a name change case.

Section 1.

This section is your statement that you are the Next Friend and you are an adult.

Section 2.

In this section, you will tell the Court what kind of relationship you have with the child.

Important Note: The information you give must be completely true. If you are a step-parent but you have not legally adopted the child, you should not mark "adoptive parent." If you take care of the child but you have not been legally appointed as the guardian, you should not mark "legal guardian." Use the fourth checkbox and fill in the blank line if the first three options are not true in your situation.

Section 3.

In this section, you will write where the Minor Child was born.

Fill this section in completely. If the child was born in a state that uses Parishes or Townships instead of counties, you can write that information on the line for County. If the child was born in a country that doesn't have states or counties, you can write "does not apply" on those lines.

Section 4.

In this section, write the child's current full legal name.

Section 5.

This section is your statement about why you are starting a name change case.

Section 6.

In this section, write the full name you want the child to have.

Important Note: If you fill in this form by hand, make sure you write very clearly. If there are any punctuation marks in the name, make sure those are also very clear. For example, O'Conner or Diaz-Smith.

Section 7.

In this section, you will tell the Court why you want to change the child's name. On the blank lines, write the honest and clear reason you want to change the child's name.

Section 8.

This section is a statement telling the Court that no one will be harmed by the child having a new name. It's important for the Court to know this because the Judge cannot approve the name change if it will harm someone.

Do not change anything in this section.

Section 9.

Read the choices here carefully. They are about the name that is on the Minor Child's birth certificate now. Mark the checkbox for the correct statement.

Section 10.

If the child was born in Wyoming, mark the first checkbox. Then read the information in the gray box and move to Section 11.

If the child was not born in Wyoming, mark the second checkbox. Then move to Section 12.

Section 11.

If the child was born in Wyoming, read the three options in this section carefully. Choose the option that is right in this situation. Only mark one checkbox in this section. If you choose the third option, write the reasons on the blank lines.

Section 12.

If the child was not born in Wyoming, read this section carefully. Mark the checkbox to tell the Court you understand the information that is written in this section.

Section 13.

If the child is a victim of domestic abuse and you want the child to have confidentiality in this case, mark the first checkbox and carefully read the instructions there.

If the child is not a victim of domestic abuse or you don't plan to request confidentiality in this case, mark the second checkbox. Then write the child's complete home address on the blank lines.

Section 14.

In this section, write the name of the county where the child lives. Then fill in the blanks for the length of time (in years and months) that the child has lived in that county.

Section 15.

Write the length of time (in years and months) that the child has lived in Wyoming.

If the child moved away from Wyoming and then moved back, only count their most recent time in Wyoming.

Section 16.

Wyoming law requires the child to have lived in Wyoming for at least six months immediately before starting the name change case. This is called a residency requirement. This section is how you tell the Court that you understand that rule.

Gray Box: Information About Notice by Publication.

Read the information in the gray box very carefully. Notice by Publication is required in most name change cases.

Section 17.

The four situations described in the gray box will help you understand your options in this section. Mark the checkbox for the option that fits this case. (If you mark the fourth option, make sure you pay attention to the extra checkboxes that go with it.)

The Signature Section.

Do not sign this form until you are in front of the Clerk of Court or a Notary. The Clerk or Notary must witness you signing the form.

By signing the form, you are telling the Court that everything you wrote on the form is true. If the information is not true, you might be criminally charged with perjury. Perjury is a felony punishable by imprisonment or a fine or both.

Review your answers carefully before you sign the Petition and Affidavit.

On the line labelled DATED, write the date you are signing the form.

Sign your name on the signature line.

Print your name neatly. Write in your email address. If it is safe to do so, write your phone number and your mailing address. The Court will use this information to contact you and keep you aware of what is happening in the case.

The Clerk or Notary will fill out the bottom of the page.

Signatures of Other Parents or Guardians.

These pages can be used if other parents or guardians of the Minor Child will be signing this form. There is room for four signatures on two pages. You can use multiple copies of these pages if you need to include more than four signatures. Remember that these signatures must be witnessed by a Clerk or Notary.

Attach all of the signature pages to the Petition and Affidavit when you file it.

(If **all** of the parents and guardians have signed the form, it's a good idea to also take a blank Order on Name Change form and give it to the Clerk when you file the Petition. This

way, the Court will already have the Order form when the Judge is ready to issue it.)

Filing the Petition and Affidavit.

You must file the Petition and Affidavit with the Clerk of District Court.

It's a good idea to take extra copies of the Petition and Affidavit with you. One will be a copy that you keep. If you do not take copies with you, the Clerk can make copies. Important Note: The Clerk's Office will charge you for copies. Expect to pay at least \$1.00 per page.

Summons and Other Forms.

When you go to the courthouse to file this form, you will probably also need to take a few other forms with you. In many cases, the Clerk will need to issue a Summons. It is a good idea to take the Summons to Respondent for Minor Child Name Change with you when you file the Petition and Affidavit. The Summons will also have a page called Affidavit of Service and a page called Return of Service by Sheriff or Deputy.

Fill out as much as you can on the Summons. Don't write anything at the bottom. The Clerk will sign and date the form.

The middle part of the page on the Affidavit of Service or the Return of Service will also need to be filled out. Not everyone needs to use these documents, but they are needed in many minor name change cases.

Read the Instructions for Personal Service to learn how these documents are used.

It might make sense for you to take other forms to the Clerk's Office too. Read the Overview of the Process to figure out which forms you will need for your next steps. You can find the Overview, forms, and instructions on the Wyoming Judicial Branch website's forms page.

Important Things You Need to Know

Who can be a Next Friend?

The statutes (laws) do not give rules for who can serve as a Next Friend. It's usually a parent or legal guardian of the Minor Child. Sometimes another adult in the child's life will serve as the Next Friend.

The Court might decide that you do not have the right to get the child's name changed, but you won't know that until the Judge issues an Order in the case. Do not try to ask the

Clerk whether you are a good choice to serve as Next Friend because the Clerk is not allowed to give you legal advice.

More than one person is going to sign this form. Do we have to change all the sections that say “I”?

No.

The Judge will understand that every person who signs the form agrees to those statements.

What happens after I file my Petition and Affidavit?

You will probably need to file other forms to keep this case moving. Read the Overview of the Process to figure out which forms you will need for your next steps. You can find the Overview, forms, and instructions on the Wyoming Judicial Branch website's forms page.

What is a Notary and where can I find one?

A Notary Public (usually just called “a notary”) is a person who has a license to witness people signing legal papers and to confirm that the signatures are authentic (which means the signatures are real and were done on purpose). **A notary will probably require you to show your driver’s license or some kind of photo ID to prove that you are really you.**

Some notaries charge for their services, but it is usually easy to find a notary who will witness your signature and sign your paper for free. If you have an account at a local bank, you can probably get free notary services at that bank. Most libraries also offer free notary services.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer.
<https://wyoming.freelegalanswers.org/>
- Volunteer Reference Attorney Program. This program lets you have a short

informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at <https://www.wyocourts.gov/find-legal-services/>

If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

These laws are found in Wyoming Statutes Title 1, Chapter 25.

You can read them online by visiting the Wyoming Legislative Service Office website (<https://wyoleg.gov/>) or you can look at statute books at your local library.

INSTRUCTIONS FOR CONSENT OF PARENT TO MINOR CHILD NAME CHANGE IN WYOMING

Before You Get Started

If you are the parent of a Minor Child (a child who is younger than 18 years old), and another adult (called the Next Friend) has started a court case to change that child's name, you might choose to sign a Consent form. It's important to understand that you do not have to sign the form.

If you sign the form and file it with the Clerk of District Court, it can make the name change process easier for the child and the Next Friend. But you will also give up your right to be involved in the process and your right to be notified about what is happening in the case. You will need to think carefully about whether you want to sign the form.

At the end of these instructions, there is a list of resources that you can use if you have questions about the name change process, your rights, and the Consent form.

If you decide to fill out the form, these instructions can help.

The top of the page on the Consent of Parent.

The top of the page has blanks for the name of the county that the Court is in (for example, County of Big Horn) and the number of the judicial district (for example, Fifth Judicial District). There is also a blank for the case number.

If you have a copy of the Petition and Affidavit from this case, you can copy the information from that document. (The Case Number might contain letters.)

If you do not have a copy of the Petition and Affidavit, you can ask the Next Friend or the Clerk of District Court for help with this part of the form.

The next blanks are for the name of the Minor Child and the name of the Next Friend. Write the current full legal name of the child on the first blank. (Do not use the new name here, even if it is already the name the child uses.) Write the Next Friend's full name on the second blank.

After that will be the title of the document. It's written between the two long bars on the page. The title tells the Court that the child's parent is consenting (agreeing) to this name change.

Section 1.

Write your full name on the blank line in this section.

Section 2.

This section is a statement that tells the Court you are a legal parent of the child.

Important Note: The information you give to the Court must be completely true. If you are not a natural (biological) parent or adoptive parent of the child, you cannot use this form.

Section 3.

In this section, you tell the Court that you know about the Petition to change the child's name. On the blank line, write the full name that the child will have if the change is approved.

Sections 4 through 8.

Read each of these sections very carefully. You will not write anything in these sections, but you must be sure you understand all of them. You must also be sure that you agree with everything in these statements.

If you sign this form, you will be telling the Court that you understand and agree to everything that is written in these sections.

The Signature Section.

Do not sign this form until you are in front of the Clerk of Court or a Notary. The Clerk or Notary must witness you signing the form.

By signing the form, you are telling the Court that everything on the form is true. If the information is not true, you might be criminally charged with perjury. Perjury is a felony punishable by imprisonment or a fine or both.

Review your answers carefully before you sign the Consent form.

On the line labelled DATED, write the date you are signing the form.

Sign your name on the signature line.

Print your name neatly. Write in your email address, your phone number, and your mailing address.

The Clerk or Notary will fill out the last part of the form.

Filing the Consent.

The Consent form must be filed with the Clerk of District Court. You can do that yourself or the Next Friend can do it.

It's a good idea to keep a copy of the form (or a clear picture of it) for your records.

Important Things You Need to Know

What is a Notary and where can I find one?

A Notary Public (usually just called “a notary”) is a person who has a license to witness people signing legal papers and to confirm that the signatures are authentic (which means the signatures are real and were done on purpose). **A notary will probably require you to show your driver's license or some kind of photo ID to prove that you are really you.**

Some notaries charge for their services, but it is usually easy to find a notary who will witness your signature and sign your paper for free. If you have an account at a local bank, you can probably get free notary services at that bank. Most libraries also offer free notary services.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer.
<https://wyoming.freelegalanswers.org/>

- Volunteer Reference Attorney Program. This program lets you have a short informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at <https://www.wyocourts.gov/find-legal-services/>

If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

These laws are found in Wyoming Statutes Title 1, Chapter 25.

You can read them online by visiting the Wyoming Legislative Service Office website (<https://wyoleg.gov/>) or you can look at statute books at your local library.

INSTRUCTIONS FOR CONFIDENTIALITY FORMS FOR MINOR CHILD NAME CHANGE IN WYOMING

Before You Get Started

These instructions will explain three forms that might be used in a minor child name change case. These forms are only for cases where the child is a victim of domestic abuse.

At the end of these instructions, there is a list of resources that you can use if you have questions about the name change process and confidentiality.

There is also a list of resources that you can contact if you need help handling or escaping an abusive situation.

Confidentiality Forms for Victims of Abuse

Motion for Grant of Confidentiality:

If the child has been a victim of abuse, the Court might need to issue an Order to keep the child's address and phone number confidential (which means the public won't be able to see that information). You can file the Motion to tell the Court about the child's situation.

Affidavit Supporting the Motion for Grant of Confidentiality:

If you are filing a Motion for Grant of Confidentiality, you might need to also file an Affidavit Supporting the Motion. This Affidavit is where you can tell the Judge details about the abuse that happened to the child and why you think more abuse may happen.

The Affidavit Supporting the Motion is meant to be used if the child has been a victim of domestic abuse but the child does not have an order of protection (also called a protective order or restraining order). This Affidavit can be used if the child never had an order of protection **or** if the child used to have one but that order has expired.

Order Regarding Confidentiality:

This is how the Court will tell you whether confidentiality has been granted (allowed) for the name change case.

Motion for Grant of Confidentiality

Fill out the top of the form with the same information you wrote at the top of the Petition. (If you don't have the case number yet, remember to write that in after the Clerk gives the

case a number.)

Read Sections 1 through 4 carefully. Make sure you understand the statements, and make sure they are true for this case. Do not change what is written in those sections.

In Section 5, check the correct box. If the child has a current order of protection, fill in the blanks with the required information.

The box in Section 6 must be checked. It is important that you attach the order of protection or other documents that will help the Judge understand the danger that the child is in.

It's a good idea to submit a blank Order Regarding Confidentiality when you file the Motion. If you plan to do that, check the box in Section 7.

In the Signature Section, on the line labelled DATED, write the date you are signing the form. Sign your name on the signature line.

Print your name neatly. Write in your email address. If your phone number and your mailing address are different from the child's, write yours on the lines. Do not write the child's information.

You will fill out the Certificate of Service if you serve the Motion to someone. Fill in the accurate information for where and how the document was served. Read the Important Things You Need to Know section below to learn more about serving documents for this case.

Affidavit Supporting Motion for Grant of Confidentiality

If the child has a current order of protection, you do not need to file this Affidavit.

This Affidavit can be used if the child never had an order of protection **or** if the child used to have one but that order has expired.

Fill out the top of the form with the same information you wrote at the top of the Motion. (If you don't have the case number yet, remember to write that in after the Clerk gives the case a number.)

Read Sections 1 through 3 carefully. Make sure you understand the statements, and make sure they are true for this case. Do not change what is written in those sections.

In Section 4, write about the abuse that happened to the child. Explain why you think it might happen again if other people find out where the child lives. Make sure you write

enough details for the Judge to understand the situation.

After you fill out the Affidavit, you need to get it notarized. Do not sign this form until you are in front of the Clerk of Court or a Notary. The Clerk or Notary must witness you signing the form.

By signing the form, you are telling the Court that everything on the form is true. If the information is not true, you might be criminally charged with perjury. Perjury is a felony punishable by imprisonment or a fine or both.

Review your answers carefully before you sign the Affidavit.

On the line labelled DATED, write the date you are signing the form. Sign your name on the signature line. Print your name neatly. Write in your email address.

The Clerk or Notary will fill out the last part of the signature section.

You will fill out the Certificate of Service if you serve the Affidavit to someone. Fill in the accurate information for where and how the document was served. Read the Important Things You Need to Know section below to learn more about serving documents for this case.

Order Regarding Confidentiality

Fill out the top of the form with the same information you wrote at the top of the Motion. (If you don't have the case number yet, remember to write that in after the Clerk gives the case a number.)

Do not write anything else on this form. When you file the Motion (and the Affidavit if you are using one), you will also give the Clerk this Order. Giving the Clerk a blank Order makes it easier for the Court to let you know whether confidentiality is granted (allowed) or denied (not allowed) in this case.

Important Things You Need to Know

What is a Notary and where can I find one?

A Notary Public (usually just called "a notary") is a person who has a license to witness people signing legal papers and to confirm that the signatures are authentic (which means the signatures are real and were done on purpose). **A notary will probably require you to show your driver's license or some kind of photo ID to prove that**

you are really you.

Some notaries charge for their services, but it is usually easy to find a notary who will witness your signature and sign your paper for free. If you have an account at a local bank, you can probably get free notary services at that bank. Most libraries also offer free notary services.

Do I have to serve these forms to other people?

Maybe.

This will depend on your situation. Generally, every parent and legal guardian needs to be given copies of all the documents in the case. If the child has legal guardians or parents who did not sign a Consent of Parent form, you will probably need to give (serve) copies of all the documents to them.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer.
<https://wyoming.freelegalanswers.org/>
- Volunteer Reference Attorney Program. This program lets you have a short informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at
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If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

These laws are found in Wyoming Statutes Title 1, Chapter 25.

You can read them online by visiting the Wyoming Legislative Service Office website

(<https://wyoleg.gov/>) or you can look at statute books at your local library.

Where can I get help developing a safety plan or asking for a protection order?

You can call:

- Wyoming Coalition Against Domestic Violence and Sexual Assault at 307-755-0992. You can also visit their website at <https://www.wyomingdvsa.org/>.
- Wyoming Division of Victim's Services at 888-996-8816.
- National Domestic Violence Hotline at 800-799-SAFE. Multi-lingual advocates are available. TTY is available at 800-787-3224.

Advocates are trained to help you decide what actions may help keep you and your loved ones safe.

Find your local domestic violence program at <https://www.wyomingdvsa.org/programs>.

Learn more about safety planning at <https://www.thehotline.org/plan-for-safety/>.

Find forms for requesting protection orders at <https://www.wyocourts.gov/self-help-forms/>

INSTRUCTIONS FOR NOTICE TO THE PUBLIC FORMS FOR MINOR CHILD NAME CHANGE IN WYOMING

Before You Get Started

These instructions will explain three forms that are about telling people in general (even people you don't know) about the name change you're asking for. This is called "giving notice to the public," and it's required in most name change cases.

You might find it helpful to look at Section 20 of the Petition you filled out (and the gray box that's above Section 20). Seeing which box you checked in Section 20 will help you figure out which forms you need to read about below.

If you filed a Motion for Grant of Confidentiality, you will need to wait until the Court issues an Order to find out whether confidentiality has been granted. If the child has been granted confidentiality in this case, you do not need to use any of the forms explained in these instructions.

If you are the child's parent or legal guardian and **all** of the parents and legal guardians signed the Petition that you filed, you are not required to give notice to the public. You do not need to use any of the forms explained in these instructions.

If you are going to do Notice by Publication or if you want to ask the Court for permission to skip publication, these instructions can help.

At the end of these instructions, there is a list of resources that you can use if you have questions about the name change process and publishing notice to the public.

The Three Notice by Publication Forms

Notice by Publication:

The Notice by Publication has to be printed in a local newspaper. Anyone who reads the paper will be able to see the child's current name and the new name you're asking for. This is one way that Wyoming laws try to prevent name changes from happening for bad reasons (for example, to cheat a creditor or to hide a child from family members who have visitation rights).

Motion and Affidavit for Waiver of Notice by Publication:

If you think you have an important reason to not publish information about this case in the newspaper, you can file this form to tell the Court about your situation.

Order on Motion for Waiver of Notice by Publication:

This is how the Court will tell you whether you do or do not have permission to skip the step of giving notice by publication.

Notice by Publication

There are a couple important things to know about giving Notice by Publication:

- It takes time. The notice must be published once a week for four weeks and, after that, you must wait 30 days to see if anyone responds.
- You will pay the newspaper to publish the Notice.

Process for Notice by Publication:

- Fill out the Notice by Publication. Do not sign or date it. The Clerk will do that.
- File the Notice with the Clerk of District Court. The Clerk will make copies of the signed Notice. (There will probably be a fee for the copies.)
- The Clerk will give you a filed Notice by Publication. You must make arrangements with a local newspaper to publish the Notice. Publishing notices is a regular part of what newspapers do so they will already have a process in place. Follow their instructions to provide them with the filed Notice by Publication and to pay their fees.
 - The newspaper you use must publish at least once per week, and they must publish in the county where you filed the Petition. If there is no newspaper published in that county, you must use a newspaper that is published in Wyoming and that is usually sold and read in that county. Your Notice must be published once per week for four consecutive weeks (four weeks in a row).
- After the Notice is published the last time (Week 4), the newspaper will send you an Affidavit of Publisher. This is the newspaper's own form. It will probably have a copy of the Notice attached to it. The Affidavit of Publisher documents the newspaper's role in publishing the Notice, and it shows which dates the Notice was published in the newspaper.

- File the Affidavit of Publisher with the Clerk of Court.
- If there is a legal guardian or a parent who did not sign a Consent, you will need to serve copies of the Notice by Publication and the Affidavit of Publisher to that parent or legal guardian. Fill out and file a Certificate of Service if you do this.
- Wait until 30 days have passed since the last publication. After 30 days have passed, you can move on to the Final Steps. Read the Overview of the Process to learn more.

If you are going to complete Notice by Publication, you don't need the other two forms explained in these instructions.

Motion and Affidavit for Waiver of Notice by Publication

If you want to ask the Court to let you skip giving notice to the public, you can file this form. You are asking the Court to waive this requirement.

Fill out the top of the form with the same information you wrote at the top of the Petition. (If you don't have the case number yet, remember to write that in after the Clerk gives the case a number.)

Read Sections 1 and 2 carefully. Make sure you understand the statements. Do not change what is written in those sections.

Read the gray box and Section 3 carefully.

In Sections 4 through 6, check the boxes that apply to this case. If there are blank lines, fill them in. Make sure you give enough details for the Judge to understand the situation.

After you fill out the Motion and Affidavit, you need to get it notarized. Do not sign this form until you are in front of the Clerk of Court or a Notary. The Clerk or Notary must witness you signing the form.

By signing the form, you are telling the Court that everything on the form is true. If the information is not true, you might be criminally charged with perjury. Perjury is a felony punishable by imprisonment or a fine or both.

Review your answers carefully before you sign the Affidavit.

On the line labelled DATED, write the date you are signing the form. Sign your name on the signature line. Print your name neatly. Write in your email address.

The Clerk or Notary will fill out the last part of the signature section.

You will fill out a Certificate of Service if you serve the Motion and Affidavit to someone. Fill in the accurate information for where and how the document was served. Read the Important Things You Need to Know section below to learn more about serving documents for this case.

Order on Motion for Waiver of Notice by Publication

Fill out the top of the form with the same information you wrote at the top of the Motion and Affidavit. (If you don't have the case number yet, remember to write that in after the Clerk gives the case a number.)

Do not write anything else on this form. When you file the Motion and Affidavit, you will also give the Clerk this Order. Giving the Clerk a blank Order makes it easier for the Court to let you know whether you can or cannot skip the public notice step.

Important Things You Need to Know

What is a Notary and where can I find one?

A Notary Public (usually just called "a notary") is a person who has a license to witness people signing legal papers and to confirm that the signatures are authentic (which means the signatures are real and were done on purpose). **A notary will probably require you to show your driver's license or some kind of photo ID to prove that you are really you.**

Some notaries charge for their services, but it is usually easy to find a notary who will witness your signature and sign your paper for free. If you have an account at a local bank, you can probably get free notary services at that bank. Most libraries also offer free notary services.

Do I have to serve these forms to other people?

Maybe.

This will depend on your situation. Generally, every parent and legal guardian needs to be given copies of all the documents in the case. If the child has legal guardians or parents who did not sign a Consent of Parent form, you will probably need to give (serve) copies of all the documents to them.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer.
<https://wyoming.freelegalanswers.org/>
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Where can I read the Wyoming laws about name change cases?

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INSTRUCTIONS FOR PERSONAL SERVICE FORMS FOR MINOR CHILD NAME CHANGE IN WYOMING

Before You Get Started.

Name change cases for minor children usually require two kinds of notice:

- Notice to the public, which is explained in the instructions for those forms.
- Notice to people who have legal rights to be involved in the child's life, which will be discussed in these instructions.

People who have legal rights to be involved in the child's life are usually the parents (natural, biological, adoptive) and the legal guardians. It's important that you, as the Next Friend, know who all of the people with legal rights are.

If you need help figuring out which people have legal rights in this case, you might choose to hire a lawyer or to request from help from the Legal Aid of Wyoming Hotline (1-877-432-9955) or Wyoming Free Legal Answers (<https://wyoming.freelegalanswers.org/>).

You will probably need to give copies of all the documents from this case to the people who have legal rights to be involved in the child's life. When you give them those copies, it's called Personal Service. These instructions will explain forms that are used for personal service. It's unlikely that you will need all of the forms that are discussed below.

In some situations, there might not be anyone you need to personally serve. If that is the case, you do not need to use any of the forms explained in these instructions.

If you need to do Personal Service, these instructions can help.

Important Note: If the child has been granted confidentiality in this case, you will still need to do Personal Service.

Gather Information.

Make a list of every person who has legal rights to be involved in the child's life. Write down the full current address of each person on the list. If you don't know someone's address, it's important that you try to find out. You might choose to contact relatives or friends of that person. You might choose to send a letter to the last address you have for

that person, and see if you get a response. You might do an internet search. Think carefully about ways you might be able to get the information you need.

Standard Personal Service.

This is usually the easiest way to serve someone. If you have the person's current address, you will be expected to serve that person in this standard way. You will need a Summons to Respondent for Minor Child Name Change (with Affidavit and Return) and a copy of the Petition and Affidavit.

Most likely, the Clerk of Court issued a Summons when you filed the Petition and Affidavit. (You can learn more about this by reading the Overview and the Instructions for the Petition and Affidavit.)

To complete Personal Service, you need to make sure the person you're serving is given the Summons (signed by the Clerk) and a copy of the Petition and Affidavit for Change of Name of a Minor. Giving the papers to the person who has legal rights is called **service**. You can serve the documents yourself (see below), or you can ask or hire someone to do this. That person is called the "process server." The person who serves the documents must be 18 years old or older. If you want to hire somebody to serve the documents, you can ask the Clerk for a list of professional process servers. The process server needs to fill out the Affidavit of Service and get it notarized.

Important Note: You might choose to hire someone from your local sheriff's office to serve the documents. People who work at the sheriff's office have experience serving documents and filling out the required form. If you choose to do that, you will use the Return of Service form instead of the Affidavit of Service.

The completed Affidavit of Service or Return of Service needs to be filed with the Clerk. The process server or sheriff might do this for you. But you are responsible for making sure it gets done. If the process server or sheriff did not file the completed form, you should do it.

Summary of Standard Personal Service:

- The Clerk issues a Summons.
- An adult gives the Summons and a copy of the Petition to the person being served.
- The adult who served the documents completes the Affidavit or the Return.
- The completed Affidavit or Return is filed with the Clerk.

Personal Service by the Next Friend.

If you have a safe and comfortable relationship with the person who needs to be served, you might choose to give them the filed papers directly. If you do this, you should tell the other person about the Acknowledgement and Acceptance of Service form. This form is a way for the person who was served to tell the Court that they have a copy of the Summons and the Petition, that they understand how they can take part in the process, and that they understand the process will go on without them if they choose not to take part.

This form should be used if you choose to serve the documents yourself. Include the form with the Summons and the Petition so the person being served can read it. The form needs to be filed, by you or the other person, after it has been signed and notarized.

If the person does not file or give you back the signed, notarized Acknowledgement and Acceptance of Service form, you will need to do Standard Personal Service, which is explained above.

Important Note: Anyone who is planning to sign an Acknowledgement and Acceptance of Service form should read it carefully and be sure they understand what it says. Also, the form must be signed in front of a notary. (You can read the Important Things You Need to Know section below to learn more about notaries.)

Important Note: A person who signed an Acknowledgement and Acceptance of Service form still has the right to take part in the case and to be given copies of all the documents from the case. (This is different from a Consent of Parent form. On that form, a person chooses to give up those rights.)

Alternative (Different) Personal Service.

If there is someone you must serve and you cannot serve them using standard Personal Service, you might need to serve them a different way. The two different ways (which are called alternative methods of service) are to publish the information in a newspaper or to have the Clerk mail the documents.

You can ask the Court for permission to use an alternative method of service if at least one of the following is true:

- You have tried to serve the person, but they have purposely avoided being served.
- The person does not live in Wyoming.

- You do not know the person's address, and you have made a serious attempt to find out what it is.

If at least one of those situations is true, you can file a form called Affidavit to Allow Service by Publication or Service by Registered or Certified Mail. Instructions for filling out that form are below.

If you do know the person's address, you may choose to use Service by Registered Mail instead of publication. If you choose that option, you will still file the **Affidavit to Allow Service by Publication or Service by Registered or Certified Mail**. You will need to give the Clerk of Court materials for mailing the documents. Those instructions are farther below on this sheet.

If you do not know the person's address, you may need to do personal service by publishing a notice in a newspaper. In that situation, you will still file the **Affidavit to Allow Service by Publication or Service by Registered or Certified Mail**. Then you will need to take all the required steps for publication. Those instructions are farther below on this sheet.

Important Note: Doing personal service by publication is similar to giving public notice by publication, but the processes are a little bit different and personal service requires completely different forms.

How to Fill Out the Affidavit

(You will start here for Service by Publication and for Service by Registered Mail.)

Top of the Page.

Fill in the information exactly the way it is on your Petition.

Sections 1 and 2 and 3.

These sections tell the Court who you are and why you are filing this Affidavit.

The only thing you will write in these sections is the full name of the person you need to serve. That person is called the Respondent. Write their name on the blank line in Section 2.

Section 4.

Check the correct box. If you do know the Respondent's address, write it neatly on the lines.

Section 5.

Read the options carefully. Check the box for every statement that is true.

Important Note: You will be under oath when you sign this Affidavit. If the information you include is not true, you could be required to pay a fine and you might be sent to jail. Don't make claims that are not true.

Section 6.

Read the choices carefully.

If you do not know the Respondent's address, you will check the first box and serve the documents using publication. See the instructions below for Service by Publication.

If you do know the Respondent's address, you can choose to do service by publication (check the first box), or you can choose to have the Clerk of Court serve the documents by registered mail (check the second box). See the instructions farther below for Service by Registered Mail.

Signature Section – Important!

Do not sign this form until you are in front of a Notary. The Notary must witness you signing the form.

By signing the form, you are stating that everything you wrote on the form is true. If the information is not true, you might be criminally charged with perjury. Perjury is a felony punishable by imprisonment or a fine or both.

Review your answers carefully before you sign the Affidavit.

More Instructions: Personal Service by Registered Mail

The following forms are required for Service by Registered Mail:

- Affidavit to Allow Service by Publication or Service by Registered or Certified Mail.

- Order to Allow Service by Registered or Certified Mail.
- Certificate of Mailing for Petition.

Important things to know about Service by Registered Mail:

- There are additional steps. You will need to get mailing materials from a post office and fill them out correctly.
- There are special costs for this process. You will need to provide the Clerk with the correct kind of envelope, with the postage paid.

Process for Service by Registered Mail:

- Fill out the Affidavit to Allow Service by Publication or Service by Registered or Certified Mail, using the instructions above. Check the second box in Section 6.
- Fill out as much as you can of the Certificate of Mailing for Petition. (Don't write anything in the blanks for when the documents were mailed. The Clerk will need to fill that in.)
- Fill out as much as you can on the Order to Allow Service by Registered or Certified Mail.
- Prepare an envelope for "registered mail, restricted delivery, return receipt requested." You can get the correct documents at a post office. This will usually be a colored piece of card paper that sticks to a regular envelope. The envelope will need to be large enough to hold the Petition that you already filed, plus the Summons, plus the Affidavit to Allow Personal Service by Publication or Service by Registered or Certified Mail. You will need to pay the postage costs for this special kind of mailing. Address it to the Respondent with a return address to the District Court Clerk's office.
- File the Affidavit, Order, and Certificate of Mailing with the Clerk of District Court. Give the Clerk the prepared envelope and two copies of the Affidavit.

After you have done the steps above, and after the Clerk has confirmed that their office will mail the documents, your role in the process of Service by Registered Mail is complete. The Clerk will receive and file the return receipt after the Respondent signs it.

Important Note: If you don't get a document from the Clerk showing that the return receipt was received and filed, you will need to follow up with the Clerk's Office to find out what your next steps are.

More Instructions: Personal Service by Publication

The following forms are required for Personal Service by Publication:

- Affidavit to Allow Service by Publication or Service by Registered or Certified Mail.
- Order on Personal Service by Publication.
- Notice to Respondent by Publication.
- Notice to Respondent of Publication.
- Certificate of Mailing for Notice to Respondent.
- Affidavit Following Service by Publication.

Important things to know about Service by Publication:

- It takes time. The notice must be published once a week for four weeks and, after that, the Respondent (the person you are serving) has 30 days to respond.
- There are additional steps. During the publication process, you will need to make arrangements and provide documents to the correct people at the correct times.
- There are special costs for this process. You will pay the newspaper to publish the Notice, and you may need to provide the Clerk with the correct kind of envelope, with the postage paid, plus copies of the newspaper page.

Process for Service by Publication:

- Fill out the Affidavit to Allow Service by Publication or Service by Registered or Certified Mail, using the instructions above. Check the first box in Section 6.
- Fill out the top (above the title) on the Order on Personal Service by Publication.
- Fill out as much as you can on the Notice to Respondent by Publication.
- Fill out as much as you can on the Notice to Respondent of Publication.
- Fill out the top (above the title) on the Certificate of Mailing for Notice to Respondent.
- File those forms with the Clerk of District Court. The Clerk will make copies of the signed Notice to Respondent by Publication. (There will probably be a fee for the

copies.)

- The Clerk will give you a filed Notice to Respondent by Publication. You must make arrangements with a local newspaper to publish the Notice. Publishing notices is a regular part of what newspapers do so they will already have a process in place. Follow their instructions to provide them with the filed Notice and to pay their fees.
 - The newspaper you use must publish at least once per week, and they must publish in the county where you filed the Petition. If there is no newspaper published in that county, you must use a newspaper that is published in Wyoming and that is usually sold and read in that county. Your Notice must be published once per week for four consecutive weeks (four weeks in a row).
- After the Notice is published the first time (Week 1), there is another step you must take if you know the Respondent's address. If you know the address, you will take two copies of the **published** Notice to the Clerk. (Cut it out directly from the newspaper, or photocopy the newspaper page and cut the Notice out of the copy.) You will also need to take the Clerk an envelope for "registered mail, restricted delivery, return receipt requested." You can get the correct documents at a post office. This will usually be a colored piece of card paper that sticks to a regular envelope. You will need to pay the postage costs for this special kind of mailing and address it to the Respondent with a return address to the District Court Clerk's office.
- After the Notice is published the last time (Week 4), the newspaper will send you an Affidavit of Publisher. This is the newspaper's own form. It will probably have a copy of the Notice attached to it. The Affidavit of Publisher documents the newspaper's role in publishing the Notice, and it shows which dates the Notice was published in the newspaper. Keep the Affidavit of Publisher. You will need it soon.
- When 30 days have passed since the last publication (Week 4), you will need to file the Affidavit Following Service by Publication. Fill out the Affidavit completely and honestly. You will sign it in front of a Notary. When you file the Affidavit Following Service by Publication, you will attach to it the Affidavit of Publisher that the newspaper sent you.

After you have done all of the needed steps above, the process of Service by Publication is complete.

Important Things You Need to Know

What is a Notary and where can I find one?

A Notary Public (usually just called “a notary”) is a person who has a license to witness people signing legal papers and to confirm that the signatures are authentic (which means the signatures are real and were done on purpose). **A notary will probably require you to show your driver’s license or some kind of photo ID to prove that you are really you.**

Some notaries charge for their services, but it is usually easy to find a notary who will witness your signature and sign your paper for free. If you have an account at a local bank, you can probably get free notary services at that bank. Most libraries also offer free notary services.

Do I have to serve these forms to other people?

Maybe.

This will depend on your situation. Generally, every parent and legal guardian needs to be given copies of all the documents in the case. If the child has legal guardians or parents who did not sign a Consent of Parent form, you will probably need to give (serve) copies of all the documents to them.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer.
<https://wyoming.freelegalanswers.org/>
- Volunteer Reference Attorney Program. This program lets you have a short informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at
<https://www.wyocourts.gov/find-legal-services/>

If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

These laws are found in Wyoming Statutes Title 1, Chapter 25.

You can read them online by visiting the Wyoming Legislative Service Office website (<https://wyoleg.gov/>) or you can look at statute books at your local library.

INSTRUCTIONS FOR THE FINAL STEPS IN A MINOR CHILD NAME CHANGE IN WYOMING

Before You Get Started

These instructions explain three forms:

- Request to Set Hearing on Name Change
- Order Setting Hearing
- Order on Name Change

A hearing is a meeting with a Judge. Everyone who has a legal right to be involved in this name change process also has a right to take part in the hearing. (If the child's parent filed a Consent of Parent form, that parent chose to give up the right to take part.)

If you have completed all the other steps in this name change process, you can use these forms to tell the Court that you believe the case is ready to be finalized (wrapped up).

Important Note:

In some situations, a Respondent might choose to request a hearing. That is also allowed.

In some situations, the Court might require a hearing even though no one requested one.

Because those situations aren't very common, these Instructions will focus on a Next Friend requesting a hearing after completing all the other necessary steps. But it is important to remember that you should not ignore an Order Setting Hearing, no matter where you are in the process and no matter who requested the hearing.

How to Fill Out the Request to Set Hearing on Name Change

Top of the page.

Fill this out the same way you did on other forms in this case.

Section 1.

This is a statement to tell the Court who is making the Request.

Section 2.

Fill in the date when the Petition and Affidavit was filed. The date will be stamped at the top of the Petition.

Section 3.

Check the correct box. Only check one. If the statement you mark also has blank lines, fill in the correct information.

Sections 4.

This is a polite way to tell the Court that you want a hearing. Don't write anything else here.

Gray Box: Information about Court Reporters

Read the information in this box carefully. Think about the child's situation and consider which choice will be the right one for this case.

Section 5.

Read your two choices carefully. Check the box for the choice that is right in this situation.

The Signature Section.

On the line labelled DATED, write the date you are signing the form. Sign your name on the signature line.

Print your name neatly. Write in your email address. If it is appropriate in this case, write your phone number and your mailing address.

Certificate of Service

This Request does not need to be served formally (with a process server and affidavit). But if there are other people who have a right to be involved in this case, you need to give them a copy of this document. Fill in the accurate information for where and how the document was served. Remember to sign and date the Certificate of Service.

Filing the Request to Set Hearing.

File the Request at the Clerk's Office. You will also give the Clerk an Order Setting

Hearing (with the top part, above the title, filled out).

It's a good idea to also give the Clerk an Order on Name Change (with the top part, above the title, filled out). The Judge can use this form after the hearing, or the Judge might choose to issue the Order on Name Change without holding a hearing.

If the Court sends you an Order Setting Hearing:

Read the Order carefully. It will tell you when and where the hearing will take place. If you requested the hearing, you are expected to take part in it.

If you are the Next Friend, it is very important for you to take part in the hearing, even if you didn't request it.

Unless the Order says so, the child does not have to attend the hearing. Use your best judgment to decide whether it would be a good idea for the child to go with you.

If the Court sends you an Order on Name Change:

Read the Order carefully. It will tell you what decision the Court made about the new name.

If the name change was granted, it is very important to get certified copies of the Order. The Clerk can make these special copies for you. There may be a fee.

You should keep the certified copies in a safe place. When the child becomes an adult, they should keep the certified copies in a safe place.

After a Name Change is Granted:

If you receive an Order granting (approving) the Minor's name change, there may be important steps to take to tell others about the new name. Who takes responsibility for these steps might depend on your relationship with the child and the child's age.

Below is a list of recommendations to consider.

Important Note: You may be required to submit (mail or turn in) a certified copy of the Order on Name Change if you notify people and places about the child's new name. The Clerk of Court can make certified copies for you. There may be a fee.

Recommended Steps:

1. Get new government-issued identification documents.

After a name is changed, it's important to get new identification cards. Each organization will have its own process for updating records. It's a good idea to start by updating the Social Security card and the driver's license or State I.D. card. When you have those cards with the new name on them, you can use those cards and the certified copies of the Order on Name Change to ask other businesses, agencies, and entities to update the name in their files.

To update the identification documents, you may need to call or visit:

- Social Security Administration (Social Security Card)
- Wyoming Department of Transportation (driver's license or State I.D. card)
- U.S. State Department (passports)

2. Notify other agencies and organizations, such as:

- Employers.
- Schools.
- Insurance companies.
- Doctor, dentist, pharmacist.
- Banks and other financial institutions.
- State and federal tax authorities.
- Social services or benefit programs.

3. Update important papers.

You should also think about important papers that have the Minor's name on them. For example, titles to motor vehicles or real estate, wills, health care directives, or power of attorney forms. You may want to update those documents with the child's new name to avoid any confusion in the future.

4. Encourage your loved ones to update their important papers.

If the child is listed by name in other people's wills, insurance policies, or other important papers, it's a good idea to encourage the child's family and friends to update those documents with the new name.

Important Things You Need to Know

How do we change the child's Wyoming birth certificate?

Read the Order on Name Change carefully to find out what the Judge decided about the birth certificate.

If you want to request a changed birth certificate, you will use the Vital Statistics Form and follow its instructions. The form is available on the Wyoming Judicial Branch website forms page and on the Wyoming Department of Health website. You can do this now, or the child can do it after becoming an adult.

Remember that the Court does **not** issue the birth certificate.

How do we change the child's birth certificate if the child wasn't born in Wyoming?

Someone in the state or country where the child was born could answer this question. You might choose to contact a lawyer or the record keepers (such as the department of health) in that state or country for help with this issue.

Who can help me with these forms?

It is important for you to know that Court Clerks are not allowed to help you fill out these forms.

Here are some free resources that can help people with limited income and limited assets:

- Legal Aid of Wyoming Hotline. This Hotline gives you an opportunity to talk with a lawyer. 1-877-432-9955.
- Wyoming Free Legal Answers. This website gives you a chance to privately ask questions about your situation and then receive answers from a lawyer.
<https://wyoming.freelegalanswers.org/>
- Volunteer Reference Attorney Program. This program lets you have a short informational meeting with a lawyer. You can learn about the locations and dates by checking the calendar on the Wyoming Judicial Branch website at
<https://www.wyocourts.gov/find-legal-services/>

If you do not qualify for the free services above, you can contact the Wyoming State Bar at 307-432-2107 for referral to Wyoming lawyers. (Those lawyers charge for their services.)

Where can I read the Wyoming laws about name change cases?

These laws are found in Wyoming Statutes Title 1, Chapter 25.

You can read them online by visiting the Wyoming Legislative Service Office website (<https://wyoleg.gov/>) or you can look at statute books at your local library.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

PETITION AND AFFIDAVIT FOR CHANGE OF NAME OF A MINOR

Information About Me and the Minor Child

1. I am the Next Friend in this case. I am an adult (18 years old or older).
2. This is the nature of my relationship with the Minor Child named above:
 - ☐ I am the Minor's natural parent.
 - ☐ I am the Minor's adoptive parent.
 - ☐ I am the Minor's legal guardian.
 - ☐ I am the Minor's _____

Information About the Minor and The Name

3. The Minor was born in
City: _____

County: _____

State: _____

Country: _____

4. The Minor's full legal name now is _____
5. I want to legally change the Minor's name.
6. I want the Minor's name to be _____
7. I want to change the Minor's name because _____

8. Under oath, I tell the Court that this name change is proper and would not be detrimental (harmful) to anyone.

Information About the Minor's Birth Certificate

9. ☐ The name listed in Section 4 is also the name on the Minor's birth certificate.
☐ The name on the Minor's birth certificate is different. The name on the Minor's birth certificate is _____
☐ I don't know what name is listed on the Minor's birth certificate.
10. ☐ The Minor was born in Wyoming. I will answer Section 11 and skip Section 12.

OR

- ☐ The Minor was **not** born in Wyoming. I will skip Section 11 and mark Section 12.

If you have the Minor's name legally changed, you are **not** required to get the Minor's birth certificate changed. Some people do not want the birth certificate to change, and other people do.

Changing the Minor's name at the Court does not automatically change their name on their birth certificate. If you decide, now or in the future, that you want a birth certificate with the Minor's new name, you will need to contact Vital Statistics Services and complete the process for making the request. As part of the process, you will need to give Vital Statistics Services a certified copy of the Court Order that legally changes the Minor's name.

Vital Statistics Services can change a birth certificate in two different ways. If the Minor was born in Wyoming, please read the options in Section 11 and choose the option that is right for you and the Minor.

11. ☐ If this name change is granted, the Minor's new name will match what is currently on the Minor's Wyoming birth certificate.

OR

- ☐ I understand that I'm not required to change the Minor's birth certificate. But, if I choose to change it, I want the Minor's Wyoming birth certificate to be amended. I understand that both the Minor's old name and the Minor's new name will be listed on the amended birth certificate.

OR

- ☐ I understand that I'm not required to change the Minor's birth certificate. But, if I choose to change it, I want the Minor's Wyoming birth certificate to be reissued so that the Minor's old name will not be on the birth certificate. This is important to me and the Minor because _____

12. ☐ I understand that a Wyoming Judge cannot order changes to the Minor's birth certificate because the Minor was born outside of Wyoming. I will need to contact the state or country where the Minor was born if I want to learn about changing the birth certificate.

Information About Residence

13. ☐ The Minor is a victim of domestic abuse, and I will file a Motion for Grant of Confidentiality. I understand that I should not write the Minor's address on this form. Instead, I will write the Minor's address on a separate paper and give it to the Clerk in an envelope marked "Confidential."

OR

- ☐ The Minor's home address is _____, _____, Wyoming.
14. The Minor lives in _____ County, Wyoming. The Minor has lived in this county for _____ years and _____ months.
15. The Minor has lived in Wyoming for _____ years and _____ months.
16. I understand that if the Minor has not lived in Wyoming for the past six months or more, the Minor's name cannot be legally changed in Wyoming.

Information About Notice by Publication

The process for legally changing a name includes giving information about the case to the public. It's done by printing the required information in a newspaper. This is called Notice by

Publication. There are special rules that must be followed in order to do Notice by Publication correctly. You can learn about those rules by reading the Instructions for Notice to the Public.

Here are a few important things to know:

- Notice by Publication takes at least four weeks to complete.
- You have to pay the newspaper to print your information.
- The published information will include the Minor's current name and the new name you're asking for.
- After the four weeks of publication are over, you will need to file proof of the publication.

In Wyoming, the name change process generally requires Notice by Publication. However, the Court can waive (skip) this requirement in certain cases.

Domestic Violence and an Order of Protection: If the Minor is a victim of domestic violence and has an Order of Protection, you can share this information with the Court and get confidentiality for the name change case. When confidentiality is granted, information about where the Minor lives will be kept private and won't be shared, and Notice by Publication will not be required. To learn more about this, read the Instructions for Confidentiality Forms.

Domestic Violence but no Order of Protection: If the Minor is a victim of domestic violence and you believe more domestic violence may happen, but the Minor doesn't have an Order of Protection, you can ask the Court to grant confidentiality for the name change case. If confidentiality is granted, information about where the Minor lives will be kept private and won't be shared, and Notice by Publication will not be required. To learn more about this, read the Instructions for Confidentiality Forms.

Important reason: If you believe there's an important reason (this is called "good cause") to not do Notice by Publication, you can ask the Court for permission to skip those steps. To learn more about this, read the Instructions for Notice to the Public.

All the necessary adults sign: If you (the "Next Friend" listed above) are the Minor's natural parent or adoptive parent or legal guardian **AND all** of the Minor's natural parents, adoptive parents, and legal guardians sign this Petition, Notice by Publication will not be required.

17. ☐ I understand that Notice by Publication is required in name change cases, and I plan to complete the publication process.

OR

☐ I understand that Notice by Publication is required in name change cases, but I plan to ask the Court to grant the Minor confidentiality in this case.

OR

☐ I understand that Notice by Publication is required in name change cases, but I plan to ask the Court for permission to skip the requirement because I think, in this case, there's an important reason to not publish a notice.

OR

☐ I understand that Notice by Publication is required in name change cases, but this case qualifies for an exemption under Wyoming Statute 1-25-103 because

☐ I have the necessary relationship with the Minor,

AND

☐ all of the required people (natural parents, adoptive parents, legal guardians) will sign this Petition below.

Dated: _____, 20____

Signature: _____

Printed Name: _____

Email Address: _____

If you asked or will ask the Court to keep the Minor's contact information Confidential in this case, do not write the Minor's phone number or mailing address on this form.

If you and the Minor have the same contact information, you must give your address and phone number to the Clerk in an envelope marked "Confidential."

Phone Number: _____

Mailing Address: _____

STATE OF WYOMING)

) ss

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

Signatures of Other Parents or Guardians

Dated: _____, 20__

Signature: _____

Printed Name: _____

Relationship to Minor: _____

Email Address: _____

STATE OF WYOMING)

) ss

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

Dated: _____, 20__

Signature: _____

Printed Name: _____

Relationship to Minor: _____

Email Address: _____

STATE OF WYOMING)

) ss

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

Dated: _____, 20__

Signature: _____

Printed Name: _____

Relationship to Minor: _____

Email Address: _____

STATE OF WYOMING)

) ss

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

Dated: _____, 20__

Signature: _____

Printed Name: _____

Relationship to Minor: _____

Email Address: _____

STATE OF WYOMING)

) ss

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____))
A Minor Child)
(current full name of child))
)
By Next Friend)
_____))
(full name of adult asking for change))

SUMMONS TO RESPONDENT FOR MINOR CHILD NAME CHANGE

To: _____ Home Address: _____
Phone Number: _____ Employer's Name and Address: _____

A Petition for Change of Name of a Minor has been filed in District Court in
the _____ Judicial District. **If you choose to file an Answer** to the Petition, you must
serve that Answer to the Next Friend who is named above and whose address is _____

File and serve the Answer within 20 days after this Summons is served to you, not counting the
day it is served. (If service to you is made outside the state of Wyoming, file and serve your
Answer within 30 days after this Summons is served to you, not counting the day it is served).
If you do not file and serve an Answer by the deadline, the requests in the Petition for Change of
Name of a Minor may be granted without a hearing.

Dated: _____, 20____ Clerk or Deputy Clerk of Court: _____

STATE OF WYOMING)
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____))
A Minor Child)
(current full name of child))
)
By Next Friend)
_____))
(full name of adult asking for change))

The Clerk and Process Server will fill out this document.

The Summons and a copy of the Petition must be attached to this document.

AFFIDAVIT OF SERVICE

STATE OF WYOMING)
) ss TO BE USED BY A PERSON OTHER THAN
COUNTY OF _____) WYOMING SHERIFF, UNDER SHERIFF, OR DEPUTY

The process server is hereby commanded to serve a copy of this Summons and Petition for Change of Name of a Minor upon _____ whose address is _____
_____ and whose phone number is _____.

I, _____, hereby certify that I served a copy of the Summons and a copy of the Petition for Change of Name of a Minor on _____ on the _____ day of _____, 20____. Service was achieved as follows: _____

Service Fees \$ _____ Signature: _____
Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission Expires:

Notarial Officer

STATE OF WYOMING)
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____))
A Minor Child)
(current full name of child))
)
By Next Friend)
_____))
(full name of adult asking for change))

The Clerk and Sheriff will fill out this document.

The Summons and a copy of the Petition must be attached to this document.

RETURN OF SERVICE BY SHERIFF OR DEPUTY

STATE OF WYOMING)
) ss TO BE USED BY WYOMING SHERIFF, UNDER
COUNTY OF _____) SHERIFF, OR DEPUTY

TO THE SHERIFF OF _____ COUNTY

You are hereby commanded to serve a copy of this Summons and Petition for Change of Name of a Minor upon _____ whose address is _____
_____ and whose phone number is _____.

I hereby certify that I served a copy of the Summons and a copy of the Petition for Change of Name of a Minor on _____ on the _____ day of _____, 20____. Service was achieved as follows: _____

Service Fees \$ _____

Signature: _____

Printed Name: _____

Title: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____)
A Minor Child)
(current full name of child))
)
By Next Friend)
_____)
(full name of adult asking for change))

IN THE DISTRICT COURT
_____) JUDICIAL DISTRICT

CONSENT OF PARENT TO MINOR CHILD NAME CHANGE

1. My name is _____
2. I am a legal parent of the minor child in this case.
3. I understand that a Petition for the change of the child’s name has been filed or will be filed in this Court. The Petition requests to change the child’s full legal name to:

4. I know that there may be a hearing about the name change. I understand that I have a right to participate in the hearing and to explain any objection I have to changing the name.
5. I want the Court to know that **I do not have any objection** to the requested name change. I consent to changing the child’s name to the new name stated in Section 3 above.
6. I waive (give up) my right to be present at any hearing on this change of name.
7. I waive (give up) my right to notice of any further actions, including notice of any hearing, in this case. I understand that this means the Court is not required to tell me if or when a hearing will take place.
8. I swear or affirm under oath that I have read this whole document and that all of the statements it includes are true to the best of my knowledge.

Dated: _____, 20____.
Email Address: _____
Phone Number: _____

Signature: _____
Printed Name: _____
Mailing Address: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.
Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

RESTRICTED: MOTION FOR GRANT OF CONFIDENTIALITY

1. I am the Next Friend in this case.
2. I am making this request in accordance with Wyoming Statutes 1-25-101 and 1-25-103 and 35-21-112.
3. The Petitioner Minor Child is a victim of domestic abuse.
4. For this name change case, I ask the Court to issue an order prohibiting the release of any information that identifies where the Minor lives, including the address, city, and state where the Minor lives.
5. ☐ The Minor has been granted an Order of Protection (restraining order, protective order) in the state of _____. That Order is in effect until _____, 20____.

OR

☐ The Minor does not have an Order of Protection, but the Minor is a victim of domestic abuse and more abuse may happen if information about where the Minor lives is made public.

6. ☒ I have attached a copy of the Order of Protection or other documents that support my statements. (Other documents might include police reports, a sworn affidavit describing the abuse, or medical records showing treatment for injuries caused by the abuse.)

7. I respectfully ask the Court to issue an order granting confidentiality in this case.

☐ I have submitted a blank Order Regarding Confidentiality with this Motion.

Dated: _____, 20____

Signature: _____

Printed Name: _____

Email Address: _____

If your contact information is the same as the Minor's contact information,
do not write your phone number or address on this form.

Phone Number: _____

Mailing Address: _____

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of District Court in
_____ County, Wyoming.

I further certify that on _____, 20____, a true and accurate copy of
this document was served as follows:

Name of the person who was served: _____

That person's relationship to this case: _____

That person was served in this way:

☐ Delivery by hand to: _____ (name)

☐ Fax to this number: _____

☐ Mail by United States Postal Service, postage pre-paid, to:

Name of that person or that person's attorney: _____

Address of that person or that person's attorney: _____

Signature: _____

Printed Name: _____

Date: _____, 20____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

**RESTRICTED: AFFIDAVIT SUPPORTING MOTION
FOR GRANT OF CONFIDENTIALITY**

1. I am the Next Friend in this case.
2. I am an adult (18 years old or older).
3. The Petitioner Minor is a victim of domestic abuse. I believe that more acts of domestic abuse will be committed against the Minor if information about where the Minor lives is made public.

**[This space is intentionally left blank.
The form continues on the next page.]**

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of District Court in
_____ County, Wyoming.

I further certify that on _____, 20____, a true and accurate copy of
this document was served as follows:

Name of the person who was served: _____

That person's relationship to this case: _____

That person was served in this way:

☐ Delivery by hand to: _____ (name)

☐ Fax to this number: _____

☐ Mail by United States Postal Service, postage pre-paid, to:

Name of that person or that person's attorney: _____

Address of that person or that person's attorney: _____

Signature: _____

Printed Name: _____

Date: _____, 20____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

ORDER REGARDING CONFIDENTIALITY

This matter having come before the Court on the Motion for Grant of Confidentiality, and the Court having reviewed the Motion and being otherwise fully advised, the Court makes the following findings:

☐ The Petitioner Minor has been granted an order of protection under Wyoming's Domestic Violence Protection Act (W.S. 35-21-101 through 35-21-112) or under a similar act in another U.S. state or territory, and the order of protection remains in effect; or

☐ The Court finds by a preponderance of the evidence that the Petitioner Minor is a victim of domestic abuse and that the Petitioner Minor may be subject to additional acts of domestic abuse if confidentiality is not maintained; or

☐ Other: _____

Therefore:

- ☐ The Motion is GRANTED. The release of information about the Petitioner Minor's residence is prohibited (not allowed).
- ☐ The Motion is DENIED. The release of information about the Petitioner Minor's residence is permitted (allowed).
- ☐ Other: _____
-

SO ORDERED this _____ day of _____, 20____.

DISTRICT COURT JUDGE

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____))
A Minor Child)
(current full name of child))
)
By Next Friend)
_____))
(full name of adult asking for change))

**NOTICE BY PUBLICATION OF
PETITION FOR CHANGE OF NAME OF A MINOR**

Notice is hereby given that a Petition for Change of Name of a Minor, Case Number _____ has been filed in the _____ Judicial District of Wyoming District Court by a Minor whose current full name is _____. The address of the District Court is _____, Wyoming.

The object and prayer of the Petition is to change the Minor's full name to _____.

Any objection to this action must be filed with the District Court within 30 days following the final date of publication of this notice. If no objection is timely filed, an Order granting the name change may be issued without further notice.

DATED _____, 20____. _____
CLERK or DEPUTY CLERK of District Court

NEWSPAPER: Publish this Notice once per week for four consecutive weeks.

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

**MOTION AND AFFIDAVIT
FOR WAIVER OF NOTICE BY PUBLICATION**

Under penalty of perjury, I state the following:

1. I am the Next Friend in this case. I am an adult (18 years old or older).
2. I have brought this Name Change action and this Motion on behalf of the Minor Child named above.

Information About Notice by Publication

The process for legally changing a name includes giving information about the case to the public. It's done by printing the required information in a newspaper. This is called Notice by Publication. There are special rules that must be followed in order to do Notice by Publication correctly. You can learn about those rules by reading the Instructions for Notice by Publication.

In Wyoming, the name change process generally requires Notice by Publication. However, the Court can waive (skip) this requirement in certain cases.

Domestic Violence and an Order of Protection: If the Minor is a victim of domestic violence and has an Order of Protection, you can share this information with the Court and get confidentiality for the name change case. When confidentiality is granted, information about where the Minor lives will be kept secret, and Notice by Publication will not be required. To learn more about this, read the Instructions for a Motion for Grant of Confidentiality.

Domestic Violence but no Order of Protection: If the Minor is a victim of domestic violence and you believe more domestic violence may happen, but the Minor doesn't have an Order of Protection, you can ask the Court to grant confidentiality for the name change case. If confidentiality is granted, information about where the Minor lives will be kept secret, and Notice by Publication will not be required. To learn more about this, read the Instructions for a Motion for Grant of Confidentiality.

Important reason: If you believe there's an important reason (this is called "good cause") to not do Notice by Publication, you can ask the Court for permission to skip those steps. To learn more about this, read the Instructions for Motion and Affidavit for Waiver of Notice by Publication. (This form is the Motion and Affidavit.)

All the necessary adults sign: If you (the "Next Friend" listed above) are the Minor's natural parent or adoptive parent or legal guardian **AND** all of the Minor's natural parents, adoptive parents, and legal guardians signed the Petition, Notice by Publication will not be required. (If you already met this requirement on the Petition, you do not need this form.)

This form can be used if you believe you have
an **important reason** to not publish a notice in the newspaper.

3. I understand that Notice by Publication is required in name change cases, but I am asking the Court for permission to skip the requirement because I think, in this case, there's an important reason to not publish a notice.

In the next sections, I will check the boxes and fill in the blank lines for every reason that applies to this case.

4. ☐ Giving public notice of the name change might put me, the Minor, or someone in my

household in danger because _____

5. ☐ All of the Minor's natural parents, adoptive parents, and legal guardians have given their consent for the name change, and the signed consent forms have been filed with the Court.

6. ☐ Other important reason: _____

Dated: _____, 20__

Signature: _____

Printed Name: _____

Email Address: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.
Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)

A Minor Child)

(current full name of child))

)

By Next Friend)

)

_____)
(full name of adult asking for change))

**ORDER ON MOTION
FOR WAIVER OF NOTICE BY PUBLICATION**

This matter came before the Court on the Motion and Affidavit for Waiver of Notice by Publication. The Court has reviewed the Motion and Affidavit and is otherwise fully advised.

Under Wyoming Statute 1-25-103, the Minor moves this Court to waive the requirement of Notice by Publication on the grounds that there is good cause.

☐ A hearing on this Motion was held.

OR

☐ No hearing on this Motion was held.

The Court makes the following findings:

- ☐ There is good cause to waive the requirement of notice by publication because giving public notice of the name change may put the Next Friend, the Minor, or someone in the household in danger.
- ☐ There is good cause to waive the requirement of notice by publication because all of the Minor's natural parents, adoptive parents, and legal guardians have given their consent for the name change, and the signed consent forms are in the record.
- ☐ There is good cause to waive the requirement of notice by publication because the cost of publication would be prohibitive for the Next Friend.
- ☐ There is good cause to waive the requirement of notice by publication because _____

- ☐ The Minor did not establish that there is good cause to waive the requirement of notice by publication.

Therefore:

- ☐ The Motion is GRANTED. The requirement of notice by publication is waived in this matter. The Petitioner is not required to give public notice of this name change.
- ☐ The Motion is DENIED. The requirement of notice by publication is NOT waived in this matter. The Petitioner is required to give public notice of this name change in accordance with Wyoming Statute 1-25-103 and Wyoming Rule of Civil Procedure 4.
- ☐ Other: _____

SO ORDERED this _____ day of _____, 20_____.

DISTRICT COURT JUDGE

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

ACKNOWLEDGEMENT AND ACCEPTANCE OF SERVICE

1. My name is _____
2. I am a Respondent in this case.
3. I acknowledge that I received a copy of the Summons and a copy of the Petition and Affidavit for Change of Name of a Minor that was filed in this case.
4. I retain all defenses or objections to the lawsuit or to the jurisdiction or venue of the Court except, by signing this Acceptance, I waive (give up) objections that are based on a defect in the Summons or in the service of the Summons.
5. I understand that my deadline for responding to the Petition is 20 days starting the day after I received the documents (or 30 days starting the day after I received the documents if I received them outside of Wyoming).
6. I understand that, by the deadlines stated above, I may file an Answer or other responsive documents with the Clerk of this Court and I must serve any documents I file to the Next

Friend in accordance with the Wyoming Rules of Civil Procedure.

7. I understand that if I fail to do these things, the requests made in the Petition and Affidavit for Change of Name of a Minor might be granted without a trial or other hearing.

Dated: _____, 20__

Signature: _____

Printed Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

STATE OF WYOMING)

) ss

COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.

Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____))
A Minor Child)
(current full name of child))
)
By Next Friend)
_____))
(full name of adult asking for change))

**AFFIDAVIT TO ALLOW SERVICE BY PUBLICATION
OR SERVICE BY REGISTERED OR CERTIFIED MAIL**

1. I am the Next Friend in this case. Under penalty of perjury, I state that I believe the following to be true and correct:
2. Service of the Summons cannot be made in Wyoming on the Respondent whose name is _____
3. Wyoming Rule of Civil Procedure 4 allows service by publication. This is the Affidavit required by Rule 4(l).

4. ☐ I know the Respondent's current address. The address is

OR

- ☐ I do not know the Respondent's current address.

5. Service by publication is appropriate for this case because:

- ☐ The Respondent does not live in Wyoming.
- ☐ I tried to have the documents served to the Respondent's current address, but the Respondent has been avoiding getting served. I have attached documents that show I tried to serve the Respondent. I believe the Respondent is staying concealed in order to avoid service.
- ☐ I don't know the Respondent's address, and I have not been able to find out what it is. I tried the following things:
- ☐ I called each phone number that I have for the Respondent and never talked to anyone who knows the Respondent's current address.
 - ☐ I tried to find other phone numbers or other ways to reach the Respondent, but I didn't find any other options.
 - ☐ I sent a letter to the last address I had for the Respondent, and the letter was returned to me. The letter and returned envelope are attached to this Affidavit.
 - ☐ I contacted people I know who are related to the Respondent, but no one could give me the Respondent's current address.
 - ☐ I also tried _____

6. ☐ After filing this Affidavit, I will use the correct process to serve the Respondent by publication.

OR

- ☐ By filing this Affidavit, I am asking the Clerk of District Court to serve the Summons and Petition to the Respondent at the address listed above using Certified or Registered Mail. This will be done instead of service by publication. This is allowed by Wyoming Rule of Civil

Procedure 4(r)(2). I understand that I cannot ask for this kind of service unless I provided the Respondent's current address above.

Dated: _____, 20____

Signature: _____

Printed Name: _____

Email Address: _____

If you asked or will ask the Court to keep the Minor's contact information Confidential in this case, do not write that phone number or mailing address on this form.

Phone Number: _____

Mailing Address: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.
Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____))
A Minor Child)
(current full name of child))
)
By Next Friend)
_____))
(full name of adult asking for change))

ORDER ON SERVICE BY REGISTERED OR CERTIFIED MAIL

This Matter came before the Court on the Next Friend's Affidavit to Allow Service by Publication or Service by Registered or Certified Mail.

The Court having reviewed the Affidavit and being otherwise fully advised, finds and orders as follows:

☐ Service of a Summons cannot be made within this state on the Respondent whose name is _____ and the Next Friend's request to allow service by registered or certified mail is **GRANTED**.

☐ The Next Friend's request to allow service by registered or certified mail is **DENIED** for the following reason(s): _____

DATED this _____ day of _____, 20____.

DISTRICT COURT JUDGE

Copies to:

Next Friend's or Attorney's Name and Address:

Respondent's or Attorney's Name and Address:

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

CERTIFICATE OF MAILING FOR PETITION

I certify that on the _____ day of _____, 20____, I caused a true and correct copy of the Petition and Affidavit for Change of Name of a Minor along with the Summons to Respondent to be mailed via US Mail Certified Return Receipt Requested to the Respondent whose name and address are:

DATED _____, 20____.

CLERK or DEPUTY CLERK of District Court

Copies to:

Next Friend's or Attorney's Name and Address:

Respondent's or Attorney's Name and Address:

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

A Minor Child)
(current full name of child))

By Next Friend)

(full name of adult asking for change))

ORDER ON PERSONAL SERVICE BY PUBLICATION

This Matter came before the Court on the Affidavit to Allow Personal Service by Publication.
The Court having reviewed the Affidavit and being otherwise fully advised, finds and orders as follows:

☐ Service of a Summons cannot be made within this state on the Respondent whose name is _____ and the Next Friend's request to allow service by publication is **GRANTED**.

☐ The Next Friend's request to allow service by publication is **DENIED** for the following reasons: _____

DATED _____, 20__.

DISTRICT COURT JUDGE

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____))
A Minor Child)
(current full name of child))
)
By Next Friend)
_____))
(full name of adult asking for change))

NOTICE TO RESPONDENT BY PUBLICATION

This is a notice to the Respondent whose name is _____ and
whose current address is _____

You are notified that a Petition for Change of Name of a Minor, Case Number _____ has
been filed in the _____ Judicial District of Wyoming District Court. The address of the
courthouse is _____, Wyoming.

The Petition is seeking to change the name of a minor child whose full name now is
_____. The object of the Petition is to change the minor child's
full name to _____.

Any objection to this action must be filed with the District Court within 30 days following
the final date of publication of this notice. If no objection is filed by that deadline, an Order
granting the name change may be issued without further notice.

DATED _____, 20____. _____

CLERK or DEPUTY CLERK of District Court

NEWSPAPER: Publish this Notice once per week for four consecutive weeks.

STATE OF WYOMING) IN THE DISTRICT COURT
) ss
COUNTY OF _____) _____ JUDICIAL DISTRICT

IN THE MATTER of the) Case Number _____
CHANGE OF NAME OF)
_____))
A Minor Child)
(current full name of child))
)
By Next Friend)
_____))
(full name of adult asking for change))

NOTICE TO RESPONDENT OF PUBLICATION

This is a notice to the Respondent whose name is _____ and
whose current address is _____

You are notified that a Petition for Change of Name of a Minor, Case Number _____ has
been filed in the _____ Judicial District of Wyoming District Court. The address of the
courthouse is _____, Wyoming.

The Petition is seeking to change the name of a minor child whose full name now is
_____. The object of the Petition is to change the minor child's
full name to _____. **A copy of the Petition is included with
this Notice.**

Any objection to this action must be filed with the District Court within 30 days following
the final date of publication of this notice. If no objection is filed by that deadline, an Order
granting the name change may be issued without further notice.

DATED _____, 20____. _____

CLERK or DEPUTY CLERK of District Court

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

CERTIFICATE OF MAILING FOR NOTICE TO RESPONDENT

I certify that on the _____ day of _____, 20____, I caused a true and correct copy of the Notice to Respondent of Publication along with the published Notice and a copy of the Petition to be mailed via US Mail Certified Return Receipt Requested to the Respondent whose name and address are:

DATED _____, 20____.

CLERK or DEPUTY CLERK of District Court

Copies to:

Next Friend's or Attorney's Name and Address:

Respondent's or Attorney's Name and Address:

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)
_____)

Case Number _____

A Minor Child)
(current full name of child))

By Next Friend)
_____)
(full name of adult asking for change))

AFFIDAVIT FOLLOWING SERVICE BY PUBLICATION

I am the Next Friend in this case. I make the following statements under penalty of perjury.

Below, check the box for either Section 1 or Section 2. Then, in the section you marked, check all of the boxes that apply.

1. ☐ When I filed the Affidavit to Allow Service by Publication or Service by Registered or Certified Mail, I knew the Respondent's address and included it on the Affidavit.
- ☐ Notice by Publication was published once per week for four consecutive weeks, and more than 30 days have passed since the fourth publication.
 - ☐ A copy of the Notice by Publication was sent by the Clerk of District Court to the Respondent using registered/certified mail, restricted delivery, return receipt requested.
 - ☐ The Clerk received the signed return receipt, and the receipt (or a copy of it) is included in the Court's file.
 - ☐ The Clerk did not receive a signed return receipt, and the returned envelope is

in the Court's file.

- ☐ A copy of the Affidavit of Publisher, which was provided by the newspaper, is attached to this Affidavit.

2. ☐ When I filed the Affidavit to Allow Service by Publication or Service by Registered or Certified Mail, I did not know the Respondent's address and it was not included on the Affidavit.

- ☐ I exercised reasonable diligence to find out the Respondent's address. I tried the following things:

☐ I called each phone number that I have for the Respondent and never talked to anyone who knows the Respondent's current address.

☐ I tried to find other phone numbers or other ways to reach the Respondent, but I didn't find any other options.

☐ I sent a letter to the last address I had for the Respondent, and the letter was returned to me. The letter and returned envelope are attached to this Affidavit or are already in the record as attachments to the Affidavit to Allow Personal Service by Publication.

☐ I contacted people I know who are related to the Respondent, but no one could give me the Respondent's current address.

☐ I also tried _____

☐ Notice by Publication was published once per week for four consecutive weeks, and more than 30 days have passed since the fourth publication.

☐ A copy of the Affidavit of Publisher, which was provided by the newspaper, is attached to this Affidavit.

DATED _____, 20__.

Signature of Next Friend: _____

Printed Name: _____

Email Address: _____

STATE OF WYOMING)

COUNTY OF _____) ss

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__.
Witness my hand and official seal.

CLERK OF COURT/NOTARIAL OFFICER

My commission expires: _____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

REQUEST TO SET HEARING ON NAME CHANGE

1. I am the Next Friend in this case.

2. The Petition and Affidavit for Change of Name of a Minor was filed on _____
_____, 20____.

3. ☐ The time for filing a response has passed, and no response has been filed.

OR

☐ The time for filing a response has passed, and Response has been filed by Respondents
named _____

4. I respectfully request that a hearing be set.

Important Information about Court Reporters

A court reporter is a person who makes a transcript (official written record) of everything that is said during a hearing. If you know that you want (or think you might want) a transcript of your hearing, **you** must arrange for the court reporter to be there.

You must contact the court reporter **at least three working-days before** your hearing to make these arrangements. (You can learn more by reading Rule 904 of the Wyoming Uniform Rules for District Court.)

Do You Need a Reporter?

There may be many reasons to choose to have a court reporter at your hearing. One important thing to consider is that it's very difficult to appeal a judge's decision if you do not have a transcript of the hearing. That means: If the judge makes decisions you believe are incorrect, and you want another Court to look at whether the decisions were fair decisions, it will be very helpful to have a transcript. If you don't arrange for a court reporter to record the hearing, there will be no transcript.

If you want to arrange for a court reporter, the Clerk of District Court can provide you with contact information. Information is also available on the Wyoming Judicial Branch website at wyocourts.gov.

5. ☐ I plan to request a court reporter for this hearing. I understand that I must make these arrangements at least three working-days before the hearing.

OR

- ☐ I do not plan to request a court reporter for this hearing. I understand that means there will be no transcript.

Dated: _____, 20____

Signature: _____

Printed Name: _____

Email Address: _____

If you asked or will ask the Court to keep the Minor's contact information Confidential in this case, do not write that phone number or mailing address on this form.

Phone Number: _____

Mailing Address: _____

CERTIFICATE OF SERVICE

I certify that the original of this document was filed with the Clerk of District Court in
_____ County, Wyoming.

I further certify that on _____, 20____, a true and accurate copy of
this document was served as follows:

Name of the person who was served: _____

That person's relationship to this case: _____

That person was served in this way:

☐ Delivery by hand to: _____ (name)

☐ Fax to this number: _____

☐ Mail by United States Postal Service, postage pre-paid, to:

Name of that person or that person's attorney: _____

Address of that person or that person's attorney: _____

Signature: _____

Printed Name: _____

Date: _____, 20____

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

ORDER SETTING HEARING

THIS MATTER having come before the Court, and the Court being generally advised in the premises, and a request for a hearing having been made by:

☐ the Next Friend.

OR

☐ the Respondent named _____

OR

☐ this Court on its own motion.

IT IS HEREBY ORDERED that a hearing on _____ is hereby
scheduled for Courtroom Number _____ in the _____ County Courthouse,
_____, Wyoming on the _____ day of _____, 20____
at _____ ☐AM ☐PM.

____ days ____ hours ____ minutes have been set aside for the hearing of this matter.

There will be no continuances or canceling of the hearing date based on telephone calls.

DATED _____, 20__.

District Court Judge

Copies to:

Next Friend's or Attorney's Name and Address:

Respondent's or Attorney's Name and Address:

STATE OF WYOMING)
) ss
COUNTY OF _____)

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

IN THE MATTER of the)
CHANGE OF NAME OF)

Case Number _____

_____)
A Minor Child)
(current full name of child))

By Next Friend)

_____)
(full name of adult asking for change))

ORDER ON NAME CHANGE

This matter came before the Court on the Affidavit and Petition for Change of Name of a Minor, seeking to change the Minor's current name to:

The Court, having considered the pleadings and being otherwise fully advised, finds:

1. ☐ The Minor was a bona fide resident of Wyoming for at least six months before the filing of the Petition.
2. ☐ Notice by publication in this matter was properly given in accordance with Wyoming Statute 1-25-103.

OR

- ☐ Notice by publication is not required because this matter qualifies for an exception or exemption under Wyoming Statute 1-25-103.
3. ☐ The change of name sought in the Petition is proper and will not be detrimental to the

interests of any other person.

4. ☐ The Minor was born in the state of Wyoming.
5. ☐ If the Petitioner/Minor or the Next Friend chooses to request a new birth certificate from Vital Statistics Services, the birth certificate should be amended or reissued as indicated below.
6. ☐ The change of name sought in the Petition is NOT proper because _____

7. ☐ Other: _____

Therefore:

- ☐ The name change sought in the Petition is **GRANTED**.

The Minor's legal name is _____

If the Petitioner/Minor or the Next Friend chooses to make the necessary request to Vital Statistics Services, the Petitioner/Minor's Wyoming birth certificate will be:

- ☐ Amended (to show both names).
- ☐ Reissued (to show only the new name).
- ☐ The name change sought in the Petition is **DENIED**.

SO ORDERED this _____ day of _____, 20____.

DISTRICT COURT JUDGE

CERTIFICATE OF SERVICE

I certify that the original of the document titled _____ was
filed with the Clerk of District Court in _____ County, Wyoming.

I further certify that on _____, 20____, a true and accurate copy of
the document was served as follows:

Name of the person who was served: _____

That person's relationship to this case: _____

That person was served in this way:

☐ Delivery by hand to: _____ (name)

☐ Fax to this number: _____

☐ Mail by United States Postal Service, postage pre-paid, to:

Name of that person or that person's attorney: _____

Address of that person or that person's attorney: _____

Signature: _____

Printed Name: _____

Date: _____, 20____



Wyoming Application for Correction

health.wyo.gov

Complete in Ink and print clearly.

Mail to: Vital Statistics Services
2300 Capitol Avenue
Hathaway Building
Cheyenne, WY 82002
Ph: 307-777-7591

State Office Use Only			
State File Number		Date Received	Date Completed
Required	Required Information must match current information on record.		
	Record Type: <input type="checkbox"/> Birth <input type="checkbox"/> Death <input type="checkbox"/> Marriage <input type="checkbox"/> Divorce		
	Name on Record:		Date of Event:
	First Middle Last		City or County
	Mother/Parent Full Birth Name (Applicant for Marriage or Divorce)		Father/Parent Full Birth Name (Spouse for Marriage or Divorce)
First Middle Last/Maiden		First Middle Last/Maiden	
Return Mailing Address:			
Post Office Box or Street Address		City	State Zip
Telephone Number: ()		Email Address:	
Use the section below for requesting any changes on the record. The record is incorrect or incomplete as follows: (Print Clearly)			
The record Currently shows:		The Correct information is:	
Signature of Eligible Party Requesting Correction:		Signature of 2nd parent (if required)	
Printed Name:	Date	Printed Name:	Date
Please see back of this document for Instructions, Eligibility, and what may be used for evidence.			
Correction Requested		Fees per copy	# of Copies
Completing a Delayed or Court ordered action; e.g., Court Ordered Paternities, Court Ordered Name Changes, or any other Court Ordered Change to a certificate. A certified copy of the certificate following the order is included in the fee.		\$55.00	
Correction not involving Court Action		\$20.00	
Replacement Certificate following Correction (Previously issued certificate(s) must be returned)		\$15.00	
Certified Copy of Birth, Affidavit Acknowledging Paternity, Marriage, or Divorce Certificate following correction		\$25.00	
First Certified Copy of Death Certificate following correction		\$25.00	
Additional Certified copy of Death Certificate following correction		\$20.00	
Total Fee Sent			

Attach a Photocopy of a Valid
Government Issued ID Here.

(Driver's License, State ID Card, Passport, Tribal ID)

*If signature is located on the back, provide copies of both sides.

No staples please – clear tape is preferred.

Or

Provide Notary Information here.

Birth Certificates:

1. Only a parent named on the record, legal guardian (if the child is under 18 and with copy of court order proving guardianship), or the named individual (if 18 or older) may correct the birth certificate.
2. The proof must match the facts. For example, if you want the name to say Mary Ann Doe, the proof must show the name as Mary Ann Doe.
3. Documentary proof must be five or more years old or established within five years of birth.

Acceptable Evidence used to create an Affidavit of Correction

- Hospital Record – A photocopy of the hospital medical record of birth. The person in charge of Medical Records must certify that it is correct.
- Baptismal, Cradle Roll or other Church Record – A certificate issued at the time of the baptism, confirmation, or blessing. You must send the **original** record.
- Physician's Record – A photocopy of the record of the attending physician at birth may be used. This must be a photocopy of the actual record established at the time of birth, not a computer printout. The doctor must sign the record certifying that it is correct.
- School Records – A photocopy of the school record may be used if it shows all required information. An elementary school enrollment record is preferred. The copy must be certified, signed, and dated by the person in charge of the official school records.
- Social Security Administration Record – This report is issued by the Social Security Administration and may be used.
- Marriage Record or Application – A certified copy of the marriage license application or certificate may be accepted if it gives the information which is required. The application or certificate is filed in the county where the license was obtained. If registrant was married in Wyoming, please provide the names and dates.

Court Ordered Changes

A **certified** copy of the Court Order must be provided to our office and must state that the Vital Statistics Services office is to amend or create a new certificate. We must keep this document for our files. For questions regarding correcting a birth certificate, please contact the Birth Corrections clerk at 307-777-6041

Death Certificates

1. Only a Parent, Child, Spouse, Informant, Attorney Representing the Decedent or Estate, any Court Appointed Individual for the Decedent or the Funeral Home may correct the death certificate.
2. The proof must match the facts. For example, if you want the name to say Mary Ann Doe, the proof must show the name as Mary Ann Doe.

Acceptable Evidence used to create an Affidavit of Correction

- Certified copy of a Birth Certificate that shows the correct spelling of the name, date of birth, or place of birth.
- If correcting marital status, we will need a certified copy of the Marriage Certificate as well as evidence that shows no divorce has been filed.
- Social Security Administration Record – This report is issued by the Social Security Administration and may be used.
- Certified letter from the Doctor who signed the death certificate.

Court Ordered Changes

A **certified** copy of the Court Order must be provided to our office and must state that the Vital Statistics Services office is to amend or create a new certificate. We must keep this document for our files. For questions regarding correcting a death certificate, please contact the Death Corrections clerk at 307-777-6943

Marriage Certificates

1. Only the Applicant or the Spouse may request correction on the certificate or an Attorney representing either party.
2. The proof must match the facts. For example, if you want the name to say Mary Ann Doe, the proof must show the name as Mary Ann Doe.

Acceptable Evidence used to create an Affidavit of Correction

- Certified copy of a Birth Certificate that shows the correct spelling of the name, date of birth, or place of birth.
- Notarized statement from Officiant if correcting the date or place of marriage.

Court Ordered Changes

A **certified** copy of the Court Order must be provided to our office and must state that the Vital Statistics Services office is to amend or create a new certificate. We must keep this document for our files. For questions regarding correcting a marriage certificate, please contact the Marriage Corrections clerk at 307-777-6943

Divorce Certificates

1. Applicant must contact the Original Court that filed the Decree of Divorce and request a Correction(s) to the original Decree.

For questions regarding correcting a divorce certificate, please contact the Divorce Corrections clerk at 307-777-6943