

# INSTRUCTIONS FOR CONFIDENTIALITY FORMS FOR CHANGE OF NAME OF AN ADULT IN WYOMING

## **Before You Get Started**

These instructions will explain three forms that might be used in your name change case. These forms are only for cases where you are 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 you have been a victim of abuse, the Court might need to issue an Order to keep your 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 your 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 you and why you think more abuse may happen.

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

### **Affidavit Supporting Motion for Grant of Confidentiality**

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

This Affidavit can be used if you never had an order of protection **or** if you 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 you. Explain why you think it might happen again if other people find out where you live. 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.

### **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.

#### 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.

#### 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/>