

INSTRUCTIONS FOR NOTICE TO THE PUBLIC FOR CHANGE OF NAME OF AN ADULT IN WYOMING

Before You Get Started

These instructions will explain the form for 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.

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 you have been granted confidentiality in this case, you do not need to use the form explained in these instructions.

If you do not have confidentiality, you will need to do Notice by 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.

Notice by Publication:

The Notice by Publication form has to be printed in a local newspaper. Anyone who reads the paper will be able to see your 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).

How to Fill Out the 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.
- 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.

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.