

# INSTRUCTIONS FOR THE FINAL STEPS FOR CHANGE OF NAME OF ADULT IN WYOMING

## **Before You Get Started**

These instructions explain three forms:

- Request to Set Hearing on Name Change
- Notice of Hearing
- Order on Name Change

A hearing is a meeting with a Judge. If someone (called a Respondent) filed a response to your Petition, the Court might invite that person to take part in the hearing.

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 Notes:

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 you (the Petitioner) 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.

### **Gray Box: Information about Court Reporters**

Read the information in this box carefully. Think about your situation and consider which choice will be the right one for you.

## **Section 3.**

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 current 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 someone filed a response 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 a Notice of 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 a Notice of Hearing (or an Order Setting Hearing):**

Read the Notice carefully. It will tell you when and where the hearing will take place. You are expected to take part in it.

### **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.

### **After a Name Change is Granted:**

If you receive an Order granting (approving) your name change, it is your responsibility to tell others about your new name. Below is a list of recommended steps.

**Important Note:** You may be required to submit (mail or turn in) a certified copy of the Order on Name Change when you notify people and places about your 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 you change your name, it is important that you get new identification cards. Each organization will have its own process for updating records. It's a good idea to start by updating your Social Security card and your driver's license or State I.D. card. When you have those cards with your new name on them, you can use those cards and the certified copies of your Order on Name Change to ask other businesses, agencies, and entities to update your name in their files.

To update your 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)
- Wyoming Secretary of State (voter registration)
- 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.
- Utility companies (telephone, cable, gas, electric, etc.).
- State and federal tax authorities.
- Social services or benefit programs.

### 3. Update important papers.

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

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

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

## **Important Things You Need to Know**

### How do I change my 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 later; there is not a time limit.

Remember that the Court does not issue the birth certificate.

### How do I change my birth certificate if I wasn't born in Wyoming?

Someone in the state or country where you were 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.