

# NAME CHANGE OF MINOR CHILD PACKET

## COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION

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**Physical Location:**  
Highway 281 North & Parker McKenzie Drive  
Anadarko, Oklahoma  
(located inside the Anadarko Agency)

The forms in this packet are to be used as a template, if you are seeking a name change of a minor child. Please read the instructions carefully before completing the forms. The Court Clerks CANNOT accept petitions that does not conform to the instructions included in this packet.

Should you need assistance in preparing the petition, you must consult with an attorney at your own expense. This court does not have legal aid. The Court Clerks are prohibited by Ethical Code and Court Rules to provide legal advice and help parties prepare or type court documents. Different situations may require special procedures and the Court Clerks CANNOT advise you on how to proceed or what forms may be necessary in specific situations.

### PACKET CONTAINS:

Instruction Sheet
Petition Form
Entry of Appearance & Waiver Form
Notice by Publication
Sample Name Change of Minor Petition
Sample Entry of Appearance & Waiver
Sample Notice by Publication



**Website:** <http://www.bia.gov/WhoWeAre/RegionalOffices/SouthernPlains/WeAre/ciospr/index.htm>



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# Instructions for Filing a Petition for Name Change (Minor Child)

## **IMPORTANT INFORMATION – PLEASE READ!**

These standard instructions are informational purposes only and do not constitute legal advice about your case. If you do not understand this information, please contact an attorney.

### **STEP 1: Complete forms.**

- Petition for Name Change
- Entry of Appearance and Waiver
- Summons
- Notice by Publication

NOTE: Forms must be typed double-spaced and on letter size paper. The forms provided in this packet are guides to be used in preparing your documents for filing divorce. The forms must be re-typed. Forms must include all the required information (addresses, telephone numbers, email addresses, etc.) It is YOUR responsibility to provide the required information on the forms.

### **STEP 2: Obtain copies of required documents.**

- Tribal Enrollment Verification (Tribal ID, Certificate Degree of Indian Blood, or Letter from Tribe) for Plaintiff and/or Defendant and minor child/children
- Birth Certificates of minor child/children

NOTE: Obtaining these documents is YOUR responsibility.

### **STEP 3: Obtain a Money Order or Cashier's Check for filing.**

- \$135.00 filing fee

NOTE: Money Order or Cashier's Check made payable to "Bureau of Indian Affairs". No personal checks are accepted. Insure that you receive a receipt for the filing fee from the Court Clerk at the time of filing.

### **STEP 4: Submit forms, documents and filing fee for filing to the Court Clerk.**

- Petition for Name Change of Minor Child
- Entry of Appearance and Waiver (must be filed by the Defendant at least one (1) day after filing the Petition for Name Change, if they Defendant agrees)
- Summons
- Notice by Publication
- Tribal Enrollment Verification (Tribal ID, Certificate Degree of Indian Blood, or Letter from Tribe) for Petitioner and/or Defendant and minor child/children
- Birth Certificates
- Money Order or Cashier's Check (\$135.00 filing fee made payable to "Bureau of Indian Affairs")

NOTE: If all forms, documents, and filing fees are not submitted at the time of filing, it will be returned back to you, until you obtain ALL required forms, documents and filing fees for filing. Petition for Name Change must be signed in front of the Court Clerk or a notary public.

**IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION  
ANADARKO, OKLAHOMA**

**IN THE MATTER OF THE** )  
**NAME CHANGE OF:** )  
 )  
 )  
\_\_\_\_\_, ) **Case No. CIV-\_\_\_\_\_ - \_\_\_\_\_**  
**DOB:** \_\_\_\_\_; )  
\_\_\_\_\_) **Tribal Minor Child;** )  
 )  
**By and Through Next Friend;** )  
\_\_\_\_\_) )  
 )  
\_\_\_\_\_) **Petitioner.** )

**PETITION FOR NAME CHANGE OF MINOR CHILD**

**COMES NOW,** \_\_\_\_\_, Petitioner herein, pro se, respectfully petitions the Court to change the name of \_\_\_\_\_, minor child herein, the Petitioner alleges and states the following:

1. That the Court of Indian Offenses for the Southern Plains Region has personal and subject matter jurisdiction to hear and decide this matter in accordance to 25 CFR 11.116 and 11.611;
2. That the Petitioner is the \_\_\_\_\_ of the minor child whose name is sought to be changed;
3. That the minor child is an enrolled member of the \_\_\_\_\_ Tribe of Oklahoma. A copy of the minor child's Tribal Enrollment Card/Certificate Degree of Indian Blood is submitted along with the petition to the Court.
4. That the minor child resides at \_\_\_\_\_ (**INCLUDE CITY, STATE & ZIP**) and has lived at this address for \_\_\_\_\_ (**STATE LENGTH OF TIME IN MONTHS OR YEARS AT THIS ADDRESS**);
5. That the minor child was born on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ Hospital in \_\_\_\_\_, Oklahoma;
6. That the birth certificate number of the minor child is \_\_\_\_\_ and is recorded at the Vital Records Division of the State of \_\_\_\_\_. A copy of the minor child's birth certificate is submitted along with the petition to the Court;
7. That the minor child's biological mother's full name, including maiden name is \_\_\_\_\_ and her address is \_\_\_\_\_ (**INCLUDE CITY, STATE & ZIP**) and she is an enrolled member of the \_\_\_\_\_ Tribe of Oklahoma **OR** is non-Indian;
8. That the minor child's biological father's full name is \_\_\_\_\_ and his address is \_\_\_\_\_ (**INCLUDE CITY, STATE & ZIP**) and he is an enrolled member of the \_\_\_\_\_ Tribe of Oklahoma **OR** is non-Indian; **OR**  
That the minor child's biological father is unknown and not listed on the birth certificate;
9. That the Petitioner does not seek to change the minor child's name for any illegal or fraudulent purpose;

10. That the Petitioner seeks to change the minor child's name for the following reason: **(STATE THE REASON YOU WANT TO CHANGE THE MINOR CHILD'S NAME);**

11. That the Petitioner seeks to change the minor child's name from \_\_\_\_\_ to \_\_\_\_\_;

**WHEREFORE**, the Petitioner prays that the name of the minor child be changed as requested in this petition and that a hearing be set on this matter as soon as the Court deems necessary.

\_\_\_\_\_  
NAME, Petitioner  
FULL ADDRESS (include city, state & zip)  
TELEPHONE NO.  
EMAIL ADDRESS ( If available)

**VERIFICATION**

I, \_\_\_\_\_, being duly sworn to tell the truth and being of lawful age above 18 years of age, hereby states that I have prepared and read this petition and verify that all of the factual allegations contained in this petition are in fact true and correct to the best of my knowledge and belief, **UNDER PENALTY OF PERJURY.**

\_\_\_\_\_  
NAME, Petitioner

**SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_,**  
**20\_\_\_\_.**

(SEAL)

\_\_\_\_\_  
**Court Clerk/ Deputy**

**IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAIN REGION  
ANADARKO, OKLAHOMA**

**NOTICE BY PUBLICATION**

TO WHOM IT MAY CONCERN:

Take notice that \_\_\_\_\_, by and through next friend, \_\_\_\_\_, has filed in the Court of Indian Offenses for the Southern Plains Region a Petition for Name Change of Minor Child in case number CIV- \_\_\_\_ - \_\_\_\_ to have his/her name changed as follows:

\_\_\_\_\_ **to that of** \_\_\_\_\_

and that the same will be heard by the Court of Indian Offenses for the Southern Plains Region, Anadarko, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at 2 o'clock p.m., and that any person may file a written protest in this case prior to the date set for the hearing.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
Court Clerk/Deputy

IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION  
ANADARKO, OKLAHOMA

IN THE MATTER OF THE )  
NAME CHANGE OF: )  
)  
Janey Doe, ) Case No. CIV-\_\_\_\_-\_\_\_\_  
DOB: 08/01/2000; )  
\_\_\_\_ Tribal Minor Child; )  
)  
By and Through Next Friend; )  
Jane Doe; )  
Petitioner. )

**PETITION FOR NAME CHANGE OF MINOR CHILD**

COMES NOW, Jane Doe, Petitioner herein, pro se, respectfully petitions the Court to change the name of Janey Doe, minor child herein, the Petitioner alleges and states the following:

1. That the Court of Indian Offenses for the Southern Plains Region has personal and subject matter jurisdiction to hear and decide this matter in accordance to 25 CFR 11.116 and 11.611;
2. That the Petitioner is the mother of the minor child whose name is sought to be changed;
3. That the minor child is an enrolled member of the \_\_\_\_ Tribe of Oklahoma. A copy of the minor child's Certificate Degree of Indian Blood is submitted along with the petition to the Court;
4. That the minor child resides at 1234 Native Drive, Anadarko, Oklahoma 73005 and has lived at this address for 10 years;
5. That the minor child was born on August 1, 2000, at Biscuit Hill Hospital in Anadarko, Oklahoma;
6. That the birth certificate number of the minor child is 333444555666777 and is recorded at the Vital Records Division of the State of Oklahoma. A copy of the minor child's birth certificate is submitted along with the petition to the Court;
7. That the minor child's biological mother's full name, including maiden name is Mother Doe and her address is 1234 Native Road, Anadarko, Oklahoma 73005 and she is an enrolled member of the \_\_\_\_ Tribe of Oklahoma;

8. That the minor child's biological father's full name is John Doe and his address is P.O. Box 0000, Phoenix, Arizona 89009 and he is an enrolled member of the \_\_\_\_\_ Tribe;
9. That the Petitioner does not seek to change the minor child's for any illegal or fraudulent purpose;
10. That the Petitioner seeks to change the minor child's name for the following reason:

The biological father has not been involved in the minor child's life since birth.

The minor child has been raised by Petitioner's spouse, Jack Doe and is in the process of adopting minor child.

11. That the Petitioner seeks to change the minor child's name from Janey Doe to Janey Dee;

**WHEREFORE**, the Petitioner prays that the name of the minor child be changed as requested in this petition and that a hearing be set on this matter as soon as the Court deems necessary.

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JANE DOE, Petitioner  
1234 Native Drive  
Anadarko, Oklahoma 73005  
(405/247-0000  
janeadoe@yahoo.net

**VERIFICATION**

I, Jane Doe, being duly sworn to tell the truth and being of lawful age above 18 years of age, hereby states that I have prepared and read this petition and verify that all of the factual allegations contained in this petition are in fact true and correct to the best of my knowledge and belief, **UNDER PENALTY OF PERJURY.**

---

Jane Doe, Petitioner

**SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,**  
**20\_\_\_\_\_.**

(SEAL)

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**Court Clerk/ Deputy**

IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAIN REGION  
ANADARKO, OKLAHOMA

NOTICE BY PUBLICATION

TO WHOM IT MAY CONCERN:

Take notice that Janey Doe, by and through next friend, Jane Doe, has filed in the Court of Indian Offenses for the Southern Plains Region a Petition for Name Change of Minor Child in case number CIV-\_\_\_\_ - \_\_\_\_ to have her name changed as follows:

**Janey Doe to that of Janey Dee**

and that the same will be heard by the Court of Indian Offenses for the Southern Plains Region, Anadarko, Oklahoma, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at 2 o'clock p.m., and that any person may file a written protest in this case prior to the date set for the hearing.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
Court Clerk/Deputy

**IN THE COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION  
ANADARKO, OKLAHOMA**

**IN THE MATTER OF THE** )  
**NAME CHANGE OF:** )  
 )  
**Janey Doe,** ) **Case No. CIV- \_\_\_\_\_ - \_\_\_\_\_**  
**DOB: 08/01/2000;** )  
**\_\_\_\_ Tribal Minor Child;** )  
 )  
**By and Through Next Friend;** )  
**Jane Ann Doe;** )  
**Petitioner.** )

**ENTRY OF APPEARANCE AND WAIVER**

I, the non-petitioning parent of Janey Doe, do hereby waive my right to the name change of above named minor child in favor of the Petitioner, Jane Ann Doe and I respectfully pray that the Court will change the name of the minor child. Should I have object to the name change of minor child, I am aware that I had the right to appear in Court to make my objections known and that I waive that right.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

Please print your name & address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

**SHOULD YOU AGREE TO SIGN THIS WAIVER, PLEASE SIGN IN FRONT OF A NOTARY PUBLIC OR COURT CLERK AND RETURN TO THIS OFFICE EITHER BY MAIL OR IN PERSON.**

State of Oklahoma; )  
County of \_\_\_\_\_ )

Before me, the undersigned Notary Public, came \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, to me known to be the identical person who executed the above and foregoing Entry of Appearance and Waiver, and personally acknowledged to me that he/she has read, understood, and signed the same, and that he/she executed the same as his/her free and voluntary act and deed for the uses and purposes therein set forth. IN WITNESS THEREOF I have hereunto affixed my signature and official seal the date heretofore stated.

(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
COURT CLERK/DEPUTY