

NAME CHANGE OF ADULT PACKET

COURT OF INDIAN OFFENSES FOR THE SOUTHERN PLAINS REGION

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Anadarko, Oklahoma 73005

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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 an adult. 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

Notice by Publication Form

Sample Name Change of Adult
Petition

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 (Adult)

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
- ☐ 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 Petitioner
- ☐ Birth Certificate for Petitioner

NOTE: Obtaining these documents is YOUR responsibility.

STEP 3: Pay filing fee of \$110.00

- ☐ **Pay Here** → <https://www.pay.gov/public/form/start/813563669> or call the court clerk and make your payment by phone, 405.933.1929.
 - Bank account (ACH)
 - PayPal account
 - Debit card

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

- ☐ Petition for Name Change of Adult
- ☐ Notice by Publication
- ☐ Tribal Enrollment Verification (Tribal ID, Certificate Degree of Indian Blood, or Letter from Tribe) for Petitioner
- ☐ Birth Certificate
- ☐ Filing Fee

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:**

_____,
DOB: _____;
_____ **Tribal Member;**
_____ **Petitioner.**

Case No. CIV-____-_____

PETITION FOR NAME CHANGE OF ADULT

COMES NOW, _____, Petitioner herein, pro se, respectfully petitions the Court to change his/her name from _____ to _____, 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 an enrolled member of the _____ Tribe of Oklahoma. A copy of the Petitioner's Tribal enrollment card/Certificate Degree of Indian Blood is submitted along with the petition to the Court;
3. That the Petitioner resides at _____ (**INCLUDE CITY, STATE & ZIP**) and has lived at this address for _____ (**STATE LENGTH OF TIME IN MONTHS OR YEARS AT THIS ADDRESS**);
4. That the Petitioner was born on _____, _____, at _____ Hospital in _____, Oklahoma;
5. That the birth certificate number of the Petitioner is _____ and is recorded at the Vital Records Division of the State of _____. A copy of Petitioner's birth certificate is submitted along with the petition to the Court;
6. That the Petitioner'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;
7. That the Petitioner'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 Petitioner's biological father is unknown and not listed on the birth certificate;
8. That the Petitioner does not seek to change his/her name for any illegal or fraudulent purpose;
9. That the Petitioner seeks to change his/her name for the following reason: (**STATE THE REASON YOU WANT TO CHANGE YOUR NAME**);
10. That the Petitioner seeks to change his/her name from _____ to _____;

WHEREFORE, the Petitioner prays that his/her name 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 _____ has filed in the Court of Indian Offenses for the Southern Plains Region a Petition for Name Change of Adult 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:**

**Jane Doe,
DOB: 04/01/1970;
Tribal Member;**

Petitioner.

Case No. CIV- _____ - _____

PETITION FOR NAME CHANGE OF ADULT

COMES NOW, Jane Doe, Petitioner herein, pro se, respectfully petitions the Court to change her name from Jane Doe to Janey Ann Dee, 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 an enrolled member of the _____ Tribe of Oklahoma. A copy of the Petitioner's Tribal Identification Card is submitted along with the petition to the Court;
3. That the Petitioner resides at 111 Native Drive, Anadarko, Oklahoma 73005 and has lived at this address for 10 years;
4. That the Petitioner was born on April 1, 1970, at All Tribes Indian Hospital in Anadarko, Oklahoma;
5. That the birth certificate number of the Petitioner is 45865S457E48 and is recorded at the Vital Records Division of the State of Oklahoma. A copy of Petitioner's birth certificate is submitted along with the petition to the Court;
6. That the Petitioner's biological mother's full name, including maiden name is Mother Doe and her address is 4949 Buck Road, Anadarko, Oklahoma 73005 and is non-Indian;
7. That the Petitioner's biological father's full name is Daddy Doe and his address is 4949 Buck Road, Anadarko, Oklahoma 73005 and he is an enrolled member of the _____ Tribe of Oklahoma;
8. That the Petitioner does not seek to change her name for any illegal or fraudulent purpose;

9. That the Petitioner seeks to change her name for the following reason: Divorced in January 2011 and no longer wish to use married name and request change back to maiden name of Janey Ann Dee;
10. That the Petitioner seeks to change her name from Jane Doe to Jane Ann Dee;

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

JANE DOE, Petitioner
111 Native Drive
Anadarko, OK 73005
Phone: 405/247-0000
janeadee@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 ANN BLUE BIRD, 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 Jane Doe has filed in the Court of Indian Offenses for the Southern Plains Region a Petition for Name Change of Adult in case number CTV-____-____ to have her name changed as follows:

Jane Doe to that of Jane Ann 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