



Court Assistance Office

Forms Packet Instructions:

ADULT NAME CHANGE

Court Assistance Office

Available Monday-Friday

Email: d6cao@bannock.idcourts.gov

Phone: 208-236-7067

Text: 208-538-4816

<https://isc.idaho.gov/district-6/family-court/court-assistance-office>

☑ Watch these CAO videos **BEFORE** filling out your forms:



• [IMPORTANT Overview for Self-Represented Parties](#)

☑ Complete **ALL** of the following forms:

- Civil Case Information Sheet
- Unredacted Petition for Adult Name Change
- Redacted Petition for Adult Name Change
- Notice of Hearing on Petition for Name Change
- Letter to Newspaper (required publication in Newspaper—Cost is \$250+)
- Judgment of Name Change

\$166

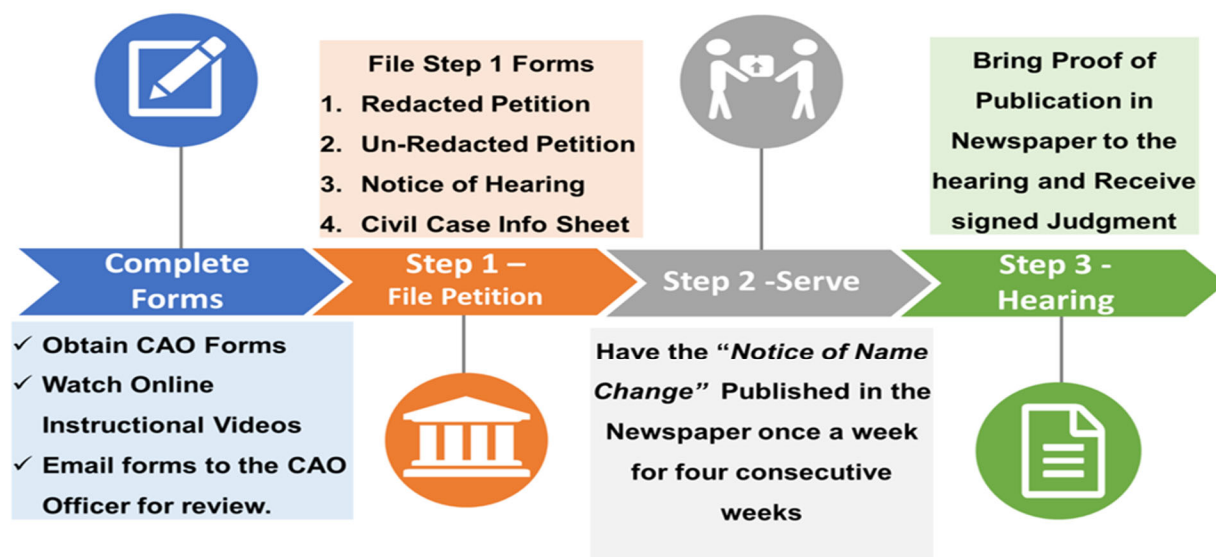
Filing

☑ Scan the forms & email them back for review:

We cannot accept images of these forms. They must be in PDF format.

[CLICK HERE for a list of scanning Resources](#)

Timeline for Adult Name Change:



CAO Online Form Review

COVER SHEET



Please select the type of form review you are submitting:

- | | |
|--|--|
| ☐ Divorce NO Minor Children | ☐ Mandatory Child Support Disclosures |
| ☐ Divorce WITH Minor Children | ☐ Eviction |
| ☐ Custody, Paternity, & Child Support | ☐ Forcible Detainer |
| ☐ Modification of Custody & Child Support | ☐ Name Change- ADULT |
| ☐ Family Case Response | ☐ Name Change- MINOR |
| ☐ Family Case Response & Counterclaim | ☐ Civil Case Answer |
| | ☐ _____ |
| | ☐ _____ |

I understand these forms will be scanned into electronic format and emailed to the Bannock County Court Assistance Officer who will perform a form review and aim to respond to me directly within 1-2 business days.

Please Note! You are your own Case Manager. The CAO Officer will assist you as You Direct. The CAO office processes MANY cases each day. We DO NOT track the status of your case. Thank you for working with us. NOTICE: The Court Assistance Officer does not represent parties or any of their interests. While confidentiality practices concerning anything discussed are utilized, it is not guaranteed. The Court Assistance Officer may provide services to the opposing party/ies (other person/s involved in the same case). The Court Assistance Officer can only give information; not interpretations of laws or strategies for any case. If seeking representation, a confidential consultation, or legal advice, you will have to consult with a private attorney.

IMPORTANT NOTICE REGARDING EXHIBITS AND EXPLICIT MATERIALS

The Court Assistance Office cannot receive, review, or transmit exhibits, photographs, videos, recordings, screenshots, or other materials containing nudity, sexual content, graphic images, or other explicit content by email. If your filing includes any exhibit or attachment that may contain explicit material, you must bring the documents to the courthouse for in-person review and filing. Court Assistance Officers may review the required court forms but will not accept explicit exhibits electronically. Any filing containing explicit materials may be required to be filed conventionally pursuant to Rule 5(f) of the Idaho Rules for Electronic Filing and Service.

NAME

DATE

EMAIL

PHONE

INSTRUCTION FOR NAME CHANGE

CAO NC INSTRUCTION 1

To petition (ask) for a name change in Idaho as an adult, you will need the following forms

- ☐ NCA 1-1 Petition for Name Change
- ☐ NCA 1-2 Notice of Hearing
- ☐ General Civil Case Information Sheet
- ☐ NCA 8-1 Judgment for Name Change
- ☐ NC 1-3 Name Change Letter for Publication

Step 1. Obtain and Complete the Required Forms

Complete the forms listed above by typing or neatly and legibly printing in **black ink**. Fill in your full current name, address, telephone number, and email address (if you have one) on the lines provided at the left-hand corner of page 1 of each form. Fill in the judicial district and your county in the heading in capital letters (for example, "IN THE DISTRICT COURT OF THE SECOND JUDICIAL DISTRICT IN AND FOR THE COUNTY OF LATAH"). Fill in your full legal name on the line after "In RE" in the caption. Fill out the remainder of each individual form, providing the information requested. If a section of a form does not apply to you, write "none" or "N/A". To complete the Petition, you must fill in the name of the newspaper that your county has designated for publishing the name change hearing notice. Go to this website to find the appropriate newspaper for your county: <http://www.courtselfhelp.idaho.gov/name-changes>. Sign and date the Petition certifying that the information is true and accurate, subject to the penalty of perjury if it is not.

Step 2. Make Copies and File With the Clerk

Make a copy of your Petition and two copies of your Notice of Hearing. Place the copies underneath each completed form.

Go to the window in the Clerk's Office in the county where you live. Give the Clerk the following:

- ☐ Filing fee payable in cash or money order, not by personal check (visit <http://www.courtselfhelp.idaho.gov/filingfees> for current filing fees), or a Motion and Affidavit for Fee Waiver, FW 1-9, and a proposed Order Re: Fee Waiver, FW 1-10.
- ☐ The original General Civil Case Information Sheet
- ☐ The original plus one copy of the Petition for Name Change (ANC 1-1)
- ☐ The original plus two copies of the Notice of Hearing (Name Change) (ANC 3)

Ask the Court Clerk to set your hearing at least six weeks later. The Court Clerk will issue the Notice of Hearing when your filing fee is paid or when a judge approves your fee waiver. Some Court Clerks keep the original Notice of Hearing and give you only the two copies (one for you and one for the newspaper). Other Court Clerks will give you back the original and the copies. The original will have to be in the court file for your hearing. Be sure to keep it safe.

Step 3. Have the Notice of Hearing published in the newspaper.

Sign the Letter for Publication and send it, along with a copy of the Notice of Hearing, to the designated newspaper for your county. The Notice must be published once a week for (4) four successive weeks. The newspaper will send you the Affidavit of Publication. Take (or mail) the Affidavit of publication to the Court Clerk at the Courthouse for filing. If you were given the original Notice of Hearing, return it to the Court Clerk with the Affidavit of Publication.

Step 4. Attend the Hearing

Idaho Code §7-804 requires the Petitioner appear at the hearing. If you have not filed your Affidavit of Publication, do so before the hearing. Bring the original Judgment, plus as many copies of the Judgment as you will need to have certified (for social security, driver's licensing, payroll, etc.). The judge may require that you be examined under oath at the hearing, or the judge may sign the Judgment without testimony if no one appears at the hearing to object.

Sample testimony is: "My name is _____. I was born on _____. I am not being sued by any creditors. I am not considering filing a bankruptcy. I have never been convicted of a crime (or an explanation of the circumstances). I want to change my name because: _____."

After the judge signs the Judgment, you can obtain certified copies from the Court Clerk's office. A certified copy will cost you \$.50 a page plus \$1.00 for the seal, since you provided the copies. If you forgot copies, the charge will be \$1.00 a page plus \$1.00 for the seal.

Minor name change

If you are petitioning (asking) to have a minor's name changed you follow the same steps described above, but use some different forms: NCM 1-1 or NCM 1-4 for the petition; NCM 1-2 or NCM 1-5 for the notice of hearing; and NCM 8-1 or NCM 8-2 for the judgment, (the letter of publication to the newspaper is the same for adults and minors). The parent(s) or guardian will be the petitioner in the action. The child/ren's current legal name(s) is (are) used in the "In Re:" section of the documents.

The Petition can be filed by one or both parents. If only one parent signs the petition the other parent must either sign the Parental Consent to Name Change (NCM 2-1), or be served with a copy of all documents at least 30 days before the hearing. An Affidavit of Service must then be filed with the court (NCM 2-2 or NCM 2-3) showing how the other parent was served.

When a guardian is filing the Petition the guardian must provide notice to the child/ren's living parents at least 30 days before the hearing. If both parents are deceased or their addresses are unknown, the guardian must serve the child/ren's living grandparents at least 20 days before the hearing.

Note: For more than one child, you will need to use a separate parental consent form NCM 2-1 for each child. You can check with your local Court Assistance Office to find out if you will need to use one of these additional forms to process the child/ren's name change/s.

CONFIDENTIAL Case Information Sheet

Fill out this form to start a **General Civil Law** case.
The information you give us is **private**.

Case Number (Clerk fills in case #):

Exempt from Public Disclosure

DO NOT SERVE THIS DOCUMENT ON OTHER PARTIES

Complete this form for each of the parties for whom you are submitting this initial pleading. It is not necessary to provide information about other parties. Every field must be complete. If it does not apply to you or you do not have the information, you must indicate so (i.e., unknown, N/A, etc.). Failure to do so warrants rejection of your filing.

The personal identifiers collected by the Court below are collected for the purpose of ensuring that the Court's party records are accurate and to better differentiate individuals or businesses with common names. It will be used for this purpose alone and will not be disclosed to the public including the parties in the subject lawsuit.

Information about Party

Name:			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Legal name of business entity:			
Any other names used:			
Address:			
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Mailing Address (if different):			
Phone numbers:	<i>Home</i>	<i>Work</i>	<i>Cell</i>
Email:			
Driver's License:	State	Number	Date of Birth:

If the accompanying pleading is filed on behalf of more than one party, provide information regarding those additional parties below.

Information about Party

Name:			
	<i>First</i>	<i>Middle</i>	<i>Last</i>
Legal name of business entity:			
Any other names used:			
Address:			
	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Mailing address (if different):			
Phone numbers:	<i>Home</i>	<i>Work</i>	<i>Cell</i>
Email:			
Driver's License:	State	Number	Date of Birth:

COMPLETE INFORMATION FOR ADDITIONAL PARTIES ON ADDITIONAL PAGE(S) IF NECESSARY

Full Name of Party Filing Document

Mailing Address (Street or Post Office Box)

City, State and Zip Code

Telephone

Email Address (if any)

IN THE DISTRICT COURT FOR THE 6th JUDICIAL DISTRICT
FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF _____

IN RE: _____
Full Legal Name

Case No. _____

UNREDACTED PETITION FOR
NAME CHANGE
(Adult or Emancipated Minor)

Fee Category: _____

Filing Fee: \$166

I certify:

1. My full legal name and current residence are listed above.
2. I was born on (date) _____, _____, in the city of _____, county of _____, state of _____.
3. I want to change my name to _____
Reason I want to change my name:

4. The name change is not to avoid creditors or outstanding debts. I am not required to register as a convicted sexual offender under Chapter 83, Title 18, Idaho Code, or under the provisions of similar laws enacted by another state.

5. I ask that a Deputy Clerk of the Court Issue a Notice of Hearing in this case to be published for four (4) successive weeks in (newspaper name)_____

newspaper designated by the court as most likely to give notice in: _____
County, the County where I reside (visit <http://www.isc.idaho.gov/Name-Change-Publications> for a list of newspapers by county).

WHEREFORE, I ask that the Judge sign a Judgment changing my name as I have asked.

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Date: _____

Typed/printed name

Signature

Full Name of Party Filing Document

Mailing Address (Street or Post Office Box)

City, State and Zip Code

Telephone

Email Address (if any)

IN THE DISTRICT COURT FOR THE 6th JUDICIAL DISTRICT
FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF _____

IN RE: _____
Full Legal Name

Case No. _____

REDACTED PETITION FOR NAME
CHANGE
(Adult or Emancipated Minor)

Fee Category: _____

Filing Fee: \$166

I certify:

1. My full legal name and current residence are listed above.
2. I was born on (year of birth) XX/XX/_____, in the city of _____
county of _____, state of _____

3. I want to change my name to _____

Reason I want to change my name:

4. The name change is not to avoid creditors or outstanding debts. I am not required to register as a convicted sexual offender under Chapter 83, Title 18, Idaho Code, or under the provisions of similar laws enacted by another state.

5. I ask that a Deputy Clerk of the Court Issue a Notice of Hearing in this case to be published for four (4) successive weeks in (newspaper name)_____

newspaper designated by the court as most likely to give notice in: _____
County, the County where I reside (visit <http://www.isc.idaho.gov/Name-Change-Publications> for a list of newspapers by county).

WHEREFORE, I ask that the Judge sign a Judgment changing my name as I have asked.

CERTIFICATION UNDER PENALTY OF PERJURY

I certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Date: _____

Typed/printed name

Signature

Full Name of Party Filing Document

Mailing Address (Street or Post Office Box)

City, State and Zip Code

Telephone

Email Address (if any)

IN THE DISTRICT COURT FOR THE 6th JUDICIAL DISTRICT
FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF _____

IN RE: _____
Full Legal Name

Case No. _____

NOTICE OF HEARING
ON NAME CHANGE
(Adult or Emancipated Minor)

A Petition to change the name of _____, now residing
in the City of _____, State of Idaho, has been filed in the District Court in
_____ County, Idaho. The name will change to _____.

The reason for the
change in name is: _____.

A hearing on the petition is scheduled for _____ o'clock _____ on (date) _____
at the _____ County Courthouse. Objections may be filed by any person who
can show the court a good reason against the name change.

Date: _____

CLERK OF THE DISTRICT COURT

Typed/printed name

By: _____
Deputy Clerk

RE: Name Change

Enclosed for publication is a Notice of Hearing for a name change, which must be published once each week for four consecutive weeks. When publication is completed, please send your statement, together with Proof of Publication, to the undersigned.

Thank you for your assistance.

Sincerely,

Signature

Name: _____

Address: _____

Full Name of Party Filing Document

Mailing Address (Street or Post Office Box)

City, State and Zip Code

Telephone

Email Address (if any)

IN THE DISTRICT COURT FOR THE 6th JUDICIAL DISTRICT
FOR THE STATE OF IDAHO, IN AND FOR THE COUNTY OF _____

IN RE: _____
Full Legal Name

Case No. _____

JUDGMENT FOR NAME CHANGE

JUDGMENT IS ENTERED AS FOLLOWS:

The name of _____, born on

(date) _____, _____, is changed to _____.

Date: _____

JUDGE

STOP

WOULD YOU LIKE YOUR FORMS
REVIEWED BY THE COURT
ASSISTANT OFFICER?

Scan & Email your forms to
d6cao@bannock.idcourts.gov

You may also call 208-236-7067 or
text 208-538-4816 and request an in-
person form review