

Petitioner's Packet



Name Change of a Minor Child

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FILING PETITION FOR NAME CHANGE OF A MINOR

This guide is for informational purposes only and the accuracy of this information is not guaranteed. This information is not legal advice and is not a substitute for legal advice. Court Clerks cannot give you legal advice.

A civil case for name change of a minor begins when the petitioner(s) files a petition with the Court on behalf of a minor. The petition is a statement of the “the right sought to be declared or enforced and a statement of what relief is sought.” PTC 4.08.080.

PLEASE TAKE NOTICE to be eligible for a name change of a child before this Court:

- (1) the minor child must be an enrolled member of the Puyallup Tribe of Indians; and
- (2) the minor child’s parents must consent to the name change in writing;
 - (a) the minor child’s parents and/or legal custodian may file as co-petitioners; or
 - (b) the minor child’s parents and/or legal custodian may file as petitioner and respondent;

1. How do I file a civil petition?

STEP 1: Read this guide and the petition carefully before completing.

STEP 2: Gather Documentation/Information.

Locate documents and information that will help you complete the petition. This includes specific *attachments* required with your filing. Some required documents include:

- Proof of the identification for all parties (*if information is available to Petitioner*) containing photo, full name, date of birth, and address of record via tribal enrollment card or government-issued identification card;
- Proof that the minor child is an enrolled member in the Puyallup Tribe of Indians;
- Proof of parentage (i.e. birth certificate, adoption decree, DNA Test Results, or Certificate of Degree of Indian Blood); and
- Parental Consent to Name Change of a Minor form(s).

STEP 3: Complete the Petition.

It is important to complete the petition with as much detail as possible so the presiding judge has enough information to conduct an initial hearing. Accurately providing all the requested information will help prevent unnecessary delays in the process.

If, for genuine safety reasons, you are requesting your address to be confidential, then you must make this request to the Court while also providing your mailing address to the Court for service purposes. It is recommended that you file a Statement of Address form with this request and also leave your address blank on the petition (if applicable) to assist in ensuring that your address remains confidential.

STEP 4: File the Petition

To start your case with the Court, you must file all necessary information with the Court, located at 1451 East 31st St. Tacoma, WA 98404. The Court is open Monday through Friday, 8:00 a.m. – 5:00 p.m., closed on holidays and may also be closed for inclement weather and other administrative purposes as needed. Please see the Court’s website, <http://www.Puyallup-Tribe.com/Court/>, for up-to-date information on Court closures.

Step 4.1: Submit filings to the Court Clerk

- Completed Petition for Name Change of an Adult;
- Completed Statement of Address;
- Completed Parental Consent forms;
- Completed Proof of Service;
- All required *attachments*;
- Any supplemental documents;
- If applicable* a completed and signed Notice of Appearance from attorney/advocate.

Step 4.2: Pay the filing fee to the Court Clerk

- \$20.00 filing fee must be paid in exact amount and is non-refundable. The Court accepts cash, check, or money order.

Step 4.3: Receive from the Court Clerk

- receipt for your filing fee;
- file-stamped copies of your filings; and
- enter-stamped notice of hearing with the initial hearing date.

2. What happens after I file the petition?

You are responsible for ensuring the Respondent(s) (*if applicable*) is(are) served, which means, you must have someone personally give copies your filings and the notice of hearing to them with accompany Proof of Service indicating the date and method of delivery.

Delays in service will keep your case from moving forward. A case cannot proceed if the respondent(s) is(are) not served or is(are) not served properly.

It is important to note that the following individuals are typically entitled to service: biological parents and legal custodian(s) (*if any*).

3. How do I serve the respondent(s)?

You cannot serve the Respondent(s) yourself. You must have someone over the age of 18, who is not a party to the case, serve the respondent(s). *Whoever serves the respondent(s) must file proof of service with the Court.*

4. What happens at the initial hearing?

You must show up at the initial hearing. If you fail to appear, the presiding judge will likely dismiss your case and you will have to re-file.

The Court will record the initial hearing and all subsequent hearings pursuant to Puyallup Tribal Code 4.16.230. The presiding judge will call the case to order on the record and cover some preliminary information with the parties. The parties will have the opportunity to be heard and, based on the circumstances, the presiding judge will make a decision on how the case will proceed.

5. What happens after the hearing?

What happens after the hearing depends on what the presiding judge orders. Therefore, it is important to read any order issued by the judge and understand its contents because it will outline the next step(s) in the process.

**IN THE COURTS OF THE PUYALLUP TRIBE OF INDIANS
FOR THE PUYALLUP INDIAN RESERVATION
TACOMA, WASHINGTON**

In re:

Full Name(s) of minor child(ren) or vulnerable Tribal adult

DOB(s) of minor child(ren) or vulnerable Tribal adult

=====

_____,

_____,

Plaintiff(s)/Petitioner(s),

v.

_____,

_____,

Defendant(s)/Respondent(s).

Case No(s). _____

STATEMENT OF ADDRESS

INSTRUCTIONS:

You must file a Statement of Address for each case you are a party to.

- If you are a party to multiple cases *with the same other parties*, then you may list all case numbers in the caption above.
- If you are a party to multiple cases *with different other parties*, then you must file a separate Statement of Address in each case.
- If it is your intent to update your address for all pending matters that you are a party to, then please contact the Court to ensure your Statement of Address is complete for this purpose.

COMES NOW _____ and, in this matter, I am (we are) the

Full Name(s)

Plaintiff(s)/Petitioner(s) Defendant(s)/Respondent(s) _____

Party Type

1. Court Record.

- For genuine safety concerns, I request my home address and contact information be confidential from the other party(ies) and/or the public to protect my and/or my child(ren)'s or ward's health, safety, or liberty. By checking this box I understand that my address will not become part of the Court record, but will be for Court use only.
- My address is not confidential. By checking this box I understand that my address will become part of the Court record and that other parties and individuals involved will have access to my address and contact information.

Case No. _____

STATEMENT OF ADDRESS

2. The address where I agree to accept legal papers for this matter is:

Street Address or P.O. Box

City

State

Zip Code

3. (**Optional**) I also agree to accept legal papers for this matter at the following email address: _____

4. My contact phone number(s) is(are) (**check preferred**):

_____ _____ _____

Home

Cell

Work

Co-Party: _____ _____ _____

(if any)

Home

Cell

Work

5. I understand that it is my responsibility to inform the Court of any address or contact information changes while this case is open. I understand that if my address or contact information changes, then I must submit to this Court a new *Statement of Address* form with accompanying proof of service to all parties (*if applicable*).

I certify, under penalty of perjury under the laws of the Puyallup Tribe of Indians, that the foregoing statement and any attachments are true and correct to the best of my knowledge and belief. Puyallup Tribal Code § 5.12.1180.

Party Signature

Date

/s/

Print Name – Party Electronic Signature

Attorney/Advocate Bar No. (if applicable)

Co-Party Signature (if any)

Date

/s/

Print Name – Party Electronic Signature

Attorney/Advocate Bar No. (if applicable)

Case No. _____

STATEMENT OF ADDRESS

Page 2 of 2

CO-PETITIONER INFORMATION (if any)

6. I am the above-referenced minor's parent legal custodian and I have *attached* a certified copy of the Court order proving my status as legal custodian.
7. I have *attached* proof of identification containing photo, full name, date of birth, and address of record via tribal enrollment card or government-issued identification card.
8. Tribal Status
- I am an enrolled member of _____, a federally recognized Indian tribe.
- I am not an enrolled member of a federally-recognized Indian tribe.

RESPONDENT 1 INFORMATION (if any)

9. Respondent 1 is the above-referenced minor's parent legal custodian.
- I have *attached* proof of identification containing photo, full name, date of birth, and address of record via tribal enrollment card or government-issued identification card.
- I do not have access to proof of identification for Respondent 1.
10. Tribal Status
- Respondent 1 is an enrolled member of _____, a federally recognized Indian tribe.
- Respondent 1 is not an enrolled member of a federally-recognized Indian tribe.
11. Contact Information
- a. Phone number: _____
- b. Mailing address: _____
- c. Residential address: _____
- d. E-mail address: _____

RESPONDENT 2 INFORMATION (if any)

12. Respondent 2 is the above-referenced minor's parent legal custodian.
- I have *attached* proof of identification containing photo, full name, date of birth, and address of record via tribal enrollment card or government-issued identification card.
- I do not have access to proof of identification for Respondent 2.
13. Tribal Status
- Respondent 2 is an enrolled member of _____, a federally recognized Indian tribe.
- Respondent 2 is not an enrolled member of a federally-recognized Indian tribe.
14. Contact Information
- a. Phone number: _____
- b. Mailing address: _____
- c. Residential address: _____
- d. E-mail address: _____

MINOR'S INFORMATION

15. The above-referenced minor's date of birth is: _____
16. The above-referenced minor's place of birth is: _____

City, County, State, Country

17. The above-referenced minor resides with Petitioner; Co-Petitioner; Respondent 1; Respondent 2; and/or Other Person(s): _____.
- The Other Person(s) that the above-referenced minor resides with request their address be confidential. Their mailing address is: _____
- The residential address of the Other Person(s) is: _____

PARENTAL CONSENT TO NAME CHANGE

Petitioner(s) understand that notice of this petition must be given to and consent in writing must be filed from the above-referenced minor’s parents.

18. As to the above-referenced minor’s parent, _____:
- I have provided notice and (s)he has agreed in writing to the name change; I have *attached* the signed and notarized statement consenting.
- I am exempt from this requirement and/or it is not applicable because the above-referenced minor’s parent: is deceased; is unnamed on the above-referenced minor’s birth certificate and paternity has not been established by Court order; has had their parental rights terminated by Court order, and I have *attached* the Court order.

19. As to the above-referenced minor’s parent, _____:
- I have provided notice and (s)he has agreed in writing to the name change; I have *attached* the signed and notarized statement consenting.
- I am exempt from this requirement and/or it is not applicable because the above-referenced minor’s parent: is deceased; is unnamed on the above-referenced minor’s birth certificate and paternity has not been established by Court order; has had their parental rights terminated by Court order, and I have *attached* the Court order.

NAME CHANGE REQUEST

20. I request that the Court decree the following name change for the above-referenced minor from the present name to the proposed name:

Present Full Name: _____

Proposed Full Name: _____

21. The reason I want the above-referenced minor’s name change is: _____

22. The name change is in the best interest of the above-referenced minor because: _____

23. I am not trying to have the above-referenced minor’s name changed to avoid prosecution for a crime, to avoid creditors, to interfere with a parent’s exercise of his/her parental rights or for any other unlawful purpose.

24. **At the time of filing**, I have *attached* to this petition:

- a. Proof of identification containing photo, full name, date of birth, and address of record via tribal enrollment card or government-issued identification card for the Petitioner; and the Co-Petitioner (if any); Respondent(s) (if any and if available to Petitioner);
- b. Proof that the above-referenced minor is enrolled in the Puyallup Tribe of Indians;
- c. Proof of parentage (i.e. birth certificate, adoption decree, tribal enrollment, etc.);
- d. Required 'Statement of Address' form and applicable filing fee;
- e. Signed and notarized parent consent form(s);
- f. If applicable, a certified copy of the Court order proving status as legal custodian for the Petitioner; Co-Petitioner (if any); Respondent 1; Respondent 2.
- g. If applicable, the Court order(s) terminating parental rights;
- h. Other: _____ (if any).

**** DO NOT SIGN UNTIL WAIVED RECTED TO DO SO BY THE NOTARY PUBLIC ****

I certify, under penalty of perjury under the laws of the Puyallup Tribe of Indians, that the foregoing statement and any attachments are true and correct to the best of my knowledge and belief. Puyallup Tribal Code § 5.12.1180.

Petitioner Signature

Attorney/Advocate Bar No. (if applicable)

/s/_____
Print Name – Petitioner Electronic Signature

Date

Signed and sworn to before me on _____, by _____.

Date

Affiant

Notary _____

Notary Public
State of: _____

County of: _____

My commission expires: _____

Affix stamp or seal



Co-Petitioner Signature (if any)

Attorney/Advocate Bar No. (if applicable)

/s/_____
Print Name – Co-Petitioner Electronic Signature (if any)

Date

Signed and sworn to before me on _____, by _____.

Date

Affiant

Notary _____

Notary Public
State of: _____

County of: _____

My commission expires: _____

Affix stamp or seal



Case No. _____

WAIVED

PLEASE TAKE NOTICE: Notary requirements are waived until further notice. Please sign and date this form without a Notary.

PETITION FOR THE NAME CHANGE OF A MINOR

**IN THE COURTS OF THE PUYALLUP TRIBE OF INDIANS
FOR THE PUYALLUP INDIAN RESERVATION
TACOMA, WASHINGTON**

In re the name change of:

Child's Full Name

DOB: _____
A minor.

Petitioner.

Co-Petitioner (if any).

v.

Respondent 1 (if any).

Respondent 2 (if any).

Case No. _____

**PARENTAL CONSENT TO NAME
CHANGE OF A MINOR**

COMES NOW, _____, as the parent of the above named minor, and state as follows:

1. I am the mother father of the above-named minor.
 - a. I have *attached* proof of identification containing photo, full name, date of birth, and address of record via tribal enrollment card or government-issued identification card.
 The Court record contains my proof of identification
 - b. I have *attached* proof of parentage.
 The Court record contains proof of parentage.
 - c. My maiden name is: _____.
2. My date of birth is: _____.
3. My residential address is: _____
My mailing address is: _____
4. **(Optional)** I also agree to accept legal papers for this matter at the following email address: _____
5. My phone number is: _____
6. I am aware of the Petition for Name Change filed by the Petitioner(s) in this matter.
7. I understand that if the Court approves the petition, the name change may be reflected on the above-named minor's birth certificate unless or until otherwise changed again by Court order or other legal means.

8. I give my consent for the name change of the above-referenced minor.
- Current Full Name: _____
 - Proposed Full Name: _____
 - If the proposed name change differs from subsection (6)(b) *above*, then this consent is null and void and a new form must be signed containing the proposed name change.
9. I understand that the Court will hold a hearing to decide whether to approve the petition and that I am entitled to attend this hearing and to speak at the hearing.
- I and/or my counsel will be present at the hearing in person.
 - I request permission to appear at the hearing virtually via telephone computer.
 - I waive my right to be present at the hearing and will not attend.
10. I am making this statement freely, voluntarily and intelligently. No person has made any promises to me to induce me to sign this consent form.

**** DO NOT SIGN UNTIL WAIVED RECTED TO DO SO BY THE NOTARY PUBLIC ****

I certify, under penalty of perjury under the laws of the Puyallup Tribe of Indians, that the foregoing statement and any attachments are true and correct to the best of my knowledge and belief. Puyallup Tribal Code § 5.12.1180.

Parent Signature

Date

/s/

Print Name – Parent Electronic Signature

Signed and sworn to before me on _____, by _____.

Date Affiant

Notary _____

Notary Pub _____

State of: _____

County of: _____

My commission expires: _____

Affix stamp or seal

WAIVED

PLEASE TAKE NOTICE filing fees are waived until further notice. See Puyallup Tribal Court General Order.

Case Number _____

PARENTAL CONSENT TO NAME CHANGE OF A MINOR

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**IN THE COURTS OF THE PUYALLUP TRIBE OF INDIANS
FOR THE PUYALLUP INDIAN RESERVATION
TACOMA, WASHINGTON**

In re the name change of:

Child's Full Name

DOB: _____
A minor.

Petitioner.

Co-Petitioner (if any).

v.

Respondent 1 (if any).

Respondent 2 (if any).

Case No. _____

**PARENTAL CONSENT TO NAME
CHANGE OF A MINOR**

COMES NOW, _____, as the parent of the above named minor, and state as follows:

1. I am the mother father of the above-named minor.
 - a. I have *attached* proof of identification containing photo, full name, date of birth, and address of record via tribal enrollment card or government-issued identification card.
 The Court record contains my proof of identification
 - b. I have *attached* proof of parentage.
 The Court record contains proof of parentage.
 - c. My maiden name is: _____.
2. My date of birth is: _____.
3. My residential address is: _____
My mailing address is: _____
4. **(Optional)** I also agree to accept legal papers for this matter at the following email address: _____
5. My phone number is: _____
6. I am aware of the Petition for Name Change filed by the Petitioner(s) in this matter.
7. I understand that if the Court approves the petition, the name change may be reflected on the above-named minor's birth certificate unless or until otherwise changed again by Court order or other legal means.

8. I give my consent for the name change of the above-referenced minor.
- Current Full Name: _____
 - Proposed Full Name: _____
 - If the proposed name change differs from subsection (6)(b) *above*, then this consent is null and void and a new form must be signed containing the proposed name change.
9. I understand that the Court will hold a hearing to decide whether to approve the petition and that I am entitled to attend this hearing and to speak at the hearing.
- I and/or my counsel will be present at the hearing in person.
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I certify, under penalty of perjury under the laws of the Puyallup Tribe of Indians, that the foregoing statement and any attachments are true and correct to the best of my knowledge and belief. Puyallup Tribal Code § 5.12.1180.

Parent Signature

Date

/s/

Print Name – Parent Electronic Signature

Signed and sworn to before me on _____, by _____.

Date *Affiant*

Notary _____

Notary Public _____

State of: _____

County of: _____

WAIVED

PLEASE TAKE NOTICE filing fees are waived until further notice. See Puyallup Tribal Court General Order.

**IN THE COURTS OF THE PUYALLUP TRIBE OF INDIANS
FOR THE PUYALLUP INDIAN RESERVATION
TACOMA, WASHINGTON**

In re:

DOB(s): _____

=====

Case No. _____

PROOF OF SERVICE

Plaintiff(s)/Petitioner(s),

v.

Defendant(s)/Respondent(s).

1. I, _____, certify that I am 18 years of age or older.
Name
2. I am not a party to this case a party to this case. (*Summons, notice of hearing, and petitions must be served by someone who is not a party to the case.*)
3. I served Plaintiff(s)/Petitioner(s), Defendant(s)/Respondent(s), Other: _____
a true copy of the following document(s): Petition Notice of Hearing Summons
 Motion Other: _____.
4. I served said document(s) by:
 - personally delivering to _____ on _____
Name *Date*
 - at _____, at _____.
Street Address, City, State, Zip Code *Time*
 - mailing to _____,
Street Address or P.O. Box, City, State, Zip Code
 - via first class mail certified mail, return receipt requested other: _____.
 - emailing to _____.
Email Address

I certify, under penalty of perjury under the laws of the Puyallup Tribe of Indians, that the foregoing statement and any attachments are true and correct to the best of my knowledge and belief. Puyallup Tribal Code § 5.12.1180.

Date: _____

Signature: _____

Printed Name: /s/ _____

(Party Electronic Signature)

Attorney/Advocate Bar No. (if applicable): _____

Case No. _____

PROOF OF SERVICE

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