

**IN THE TRIBAL COURT OF THE CONFEDERATED TRIBES OF THE  
GRAND RONDE COMMUNITY OF OREGON**

**FORMS AND INSTRUCTIONS FOR CHANGE OF NAME (OF AN ADULT)  
(TRIBAL NAME CHANGE ORDINANCE)**

**WHO CAN FILE FOR A NAME CHANGE IN TRIBAL COURT:**

An adult may file for a name change in Tribal Court only if ALL of the following statements are true at the time of the filing of the Petition for Name Change. Check this list very carefully. If even one of these statements is not true, the Tribal Court cannot process your name change.

- (1) You are an enrolled member of the Confederated Tribes of the Grand Ronde Community of Oregon.
- (2) You have not petitioned for a name change by the Tribal Court within the past 12 months.
- (3) You have read this packet and understand it.

**CHANGING THE NAME OF AN ADULT:**

Changing your legal name is a simple process involving 3 steps:

- (1) Filing a Petition for Name Change with the Tribal Court
- (2) Publication of a Notice of Name Change in the Smoke Signals; and
- (3) A brief hearing if necessary.

**FORMS IN PACKET**

- |                                      |          |
|--------------------------------------|----------|
| (1) PETITION FOR NAME CHANGE [ADULT] | (FORM 1) |
| (2) NOTICE OF NAME CHANGE            | (FORM 2) |
| (3) PROOF OF PUBLICATION             | (FORM 3) |

**FEES**

This packet and forms are provided at no cost to the applicant. The Court filing fee for a name change is \$30.00.

## INSTRUCTIONS

Please read all instructions carefully. **DO NOT FILL OUT ALL THE FORMS AT ONCE. YOU WILL NEED TO COMPLETE THE FORMS AS YOU COMPLETE THE STEPS FOR A NAME CHANGE.** These are legal documents that must not contain mistakes. Do not alter the documents. Please note when reading the Name Change Ordinance and completing the Name Change Petition and forms, Applicant is the Petitioner.

Step 1: **COMPLETING THE PETITION FOR NAME CHANGE:**

A. Fill out the PETITION FOR NAME CHANGE (Form 1). Please type or print. Sign the form in front of a Notary Public. The Court provides Notary services at no charge.

**STOP.... DO NOT FILL OUT ANY MORE FORMS AT THIS TIME.**  
**FOLLOW INSTRUCTIONS.**

Step 2: **FILING YOUR PETITION FOR NAME CHANGE:**

A. **BY MAIL:** The Court must be provided with verification of your age and identification. One of the following documents must be mailed with the Petition:

- (1) a certified copy of your birth certificate;
- (2) a copy of your valid driver's license;
- (3) a copy of an unexpired passport; or
- (4) a copy of your Tribal Identification Card.

In addition, the Court will need to see verification of your current Tribal enrollment, so please include a current Certificate of Indian Blood from the Tribal Enrollment Department.

If the PETITION FOR NAME CHANGE is complete, including the notarized signature, mail the PETITION FOR NAME CHANGE and all applicable attachments, proof of Age and Identification, **and** the filing fee of \$30.00 to the Tribal Court at 9615 Grand Ronde Road, Grand Ronde, OR 97347.

B. **IN PERSON:** Bring your PETITION FOR NAME CHANGE to the Tribal Court for notarization of your signature and filing. Sign the form in front of the Court

Staff. (Make sure you bring at least one form of photo identification that includes a physical description.) The Court must be provided with verification of your age and identification. Bring one of the following documents with you to show proof of age and identification:

- (1) a certified copy of your birth certificate;
- (2) a valid driver's license;
- (3) an unexpired passport; or
- (4) your Tribal Identification Card.

In addition, the Court will need to see verification of your current Tribal enrollment, so please include a current Certificate of Indian Blood from the Tribal Enrollment Department.

**The Court does not accept Credit Cards for payment of the filing fee.** If paying by check, present your check, the PETITION FOR NAME CHANGE and all attachments to the clerk for filing. If paying by cash, obtain an accounting routing slip from the Clerk. Go to the Accounting department located in the Governance Center and pay the \$30.00 filing fee. Return to the Court and present your receipt, PETITION FOR NAME CHANGE and all attachments to the Clerk for filing.

Step 3:

**PUBLICATION OF NOTICE OF NAME CHANGE:**

**A. IF YOU FILED BY MAIL:**

1. Contact the Court and verify that the PETITION FOR NAME CHANGE has been filed. Obtain a case number from the Clerk and make sure and place the case number on all remaining forms, NOTICE OF NAME CHANGE and PROOF OF PUBLICATION.
2. Complete the NOTICE OF NAME CHANGE and the **top portion only** of the PROOF OF PUBLICATION form.
3. Mail or hand deliver a copy of the NOTICE OF NAME CHANGE and the PROOF OF PUBLICATION form to the Tribal Newsletter, *Smoke Signals*. Request publication of the NOTICE OF NAME CHANGE in one publication and request the PROOF OF PUBLICATION be completed and returned to the Court. A *Smoke Signals* staff member will need to complete the PROOF OF PUBLICATION.

**B. IF YOU FILED IN PERSON:**

1. Complete the NOTICE OF NAME CHANGE.

2. Mail or hand deliver a copy of the NOTICE OF NAME CHANGE and the PROOF OF PUBLICATION form to the Tribal Newsletter, *Smoke Signals*. Request publication of the NOTICE OF NAME CHANGE in one publication and request the PROOF OF PUBLICATION be completed and returned to the Court. A *Smoke Signals* staff member will need to complete the PROOF OF PUBLICATION.

Step 4: **FINALIZING THE NAME CHANGE:**

A. After all required forms have been filed with the Court, the Judge will review the file. If the Judge determines that all necessary forms have been filed, the Judge will sign the ORDER GRANTING THE REQUEST FOR A CHANGE OF NAME.

You will receive a photocopy of the ORDER in the mail.

The clerk will have the ORDER published in the next edition of the *Smoke Signals* and provide a certified copy of the ORDER to the Vital Statistics office for the state in which you were born.

The clerk will submit a certified copy of the ORDER to the Tribal Enrollment Office.

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE COURT AT 503-879-2303 OR COURT@GRANDRONDE.ORG.**

1 **FORM 1**

2 **IN THE TRIBAL COURT FOR THE CONFEDERATED TRIBES**

3 **OF THE GRAND RONDE COMMUNITY OF OREGON**

4 **In The Matter of:** ) Case No.: \_\_\_\_\_  
5 )  
6 \_\_\_\_\_, ) **PETITION FOR NAME CHANGE**  
Petitioner. ) **[ADULT]**

7 I, the undersigned Petitioner, without full representation of an attorney, petition the Tribal  
8 Court for a change of my name and declare that the following facts are true on the date that this  
9 Petition is filed with the Court:

- 10 1. I am over 18 years of age.
- 11 2. I was born in the County of \_\_\_\_\_, State of \_\_\_\_\_.
- 12 3. I currently live in the County of \_\_\_\_\_, State of \_\_\_\_\_.
- 13 4. My present name is: \_\_\_\_\_ . (Please Print)
- 14 5. I am requesting the Court issue a Decree changing my name to:  
15 First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
16 Last Name: \_\_\_\_\_ . (Please Print)
- 17 6. The reason for the proposed change of name is (Please circle all that apply.):  
18 a. My name is difficult to pronounce and spell and is therefore a hardship in social  
19 and business dealings.  
20 b. Through regular use, I have become known by my proposed name.  
21 c. I have gone through a naming ceremony and wish to be known by my ceremonial  
22 name.  
23 d. Other reason(s): \_\_\_\_\_
- 24 7. Tribal Member.  
25 \_\_\_\_\_ I am an enrolled member of the Confederated Tribes of the Grand Ronde Community  
26 of Oregon, Roll No.: \_\_\_\_\_ .

1 8. I have not been granted a name change by the Tribal Court within the last twelve months.

2 9. I am further requesting the Court issue an Order for the issuance of a new Birth  
3 Certificate, reflecting my changed name, for filing with the Enrollment Office of the  
4 Confederated Tribes of the Grand Ronde Community of Oregon and with the State Records  
5 Agency, in lieu of the original record of my birth.

6 DATED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

7  
8 \_\_\_\_\_  
9 Petitioner's Signature

\_\_\_\_\_ Print Name

10 \_\_\_\_\_  
11 Mailing Address

\_\_\_\_\_ City, State, Zip Code

12 \_\_\_\_\_  
13 Telephone or Contact Telephone Number

\_\_\_\_\_ Email

14 County of \_\_\_\_\_)

ss.)

15 State of \_\_\_\_\_)

16 SIGNED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
17 20\_\_\_\_, by \_\_\_\_\_.

18 \_\_\_\_\_  
19 Notary Public for \_\_\_\_\_

20 My Commission Expires: \_\_\_\_\_  
21  
22  
23  
24  
25  
26

1 **FORM 2**

2 **IN THE TRIBAL COURT FOR THE CONFEDERATED TRIBES**  
3 **OF THE GRAND RONDE COMMUNITY OF OREGON**

4 **In The Matter of:** ) Case No.: \_\_\_\_\_  
5 )  
6 \_\_\_\_\_, ) **NOTICE OF NAME CHANGE**  
Petitioner. ) **[ADULT]**

7  
8 **NOTICE TO ANY INTERESTED PERSONS:**

9  
10 PLEASE TAKE NOTICE, that the above Petitioner has filed a Petition with this Court on  
11 the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, requesting that Petitioner's name be  
12 changed from \_\_\_\_\_ to  
13 \_\_\_\_\_.

14  
15 The purpose of this Notice is to give all interested persons an opportunity to show cause  
16 why the name change should or should not be granted. Any person objecting to the proposed  
17 name change may file a written objection with the Court within 14 days from the date of  
18 publication of this Notice, as to why the Court should not enter an order granting the proposed  
19 change of name.

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

21  
22  
23 \_\_\_\_\_  
Petitioner [Print Name]  
24 \_\_\_\_\_

1 **FORM 3**

2  
3 **IN THE TRIBAL COURT FOR THE CONFEDERATED TRIBES**  
4 **OF THE GRAND RONDE COMMUNITY OF OREGON**

5 **In The Matter of:** ) Case No.: \_\_\_\_\_  
6 \_\_\_\_\_, )  
7 Petitioner. ) **PROOF OF PUBLICATION**  
8 **[ADULT]**

9 I, \_\_\_\_\_ hereby declare that I am the  
10 \_\_\_\_\_ for *Smoke Signals*, the official newsletter of the  
11 Confederated Tribes of the Grand Ronde Community of Oregon.

12 I further certify that on \_\_\_\_\_, \_\_, 20\_\_, I received for publication, a copy  
13 of the Notice of Name Change [Adult] in the above-referenced matter.

14 I further certify that I published the above referenced document in its entirety in one  
15 regular edition of the *Smoke Signals* on \_\_\_\_\_, \_\_, 20\_\_.

16  
17 Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

18  
19 \_\_\_\_\_  
(Signature of *Smoke Signals* Representative)

20  
21  
22  
23  
24  
25  
26 **PLEASE RETURN THIS DOCUMENT TO THE TRIBAL COURT.**