

**CIVIL CASE INFORMATION STATEMENT
DOMESTIC RELATIONS CASES**

IN THE CIRCUIT COURT, _____ COUNTY, WEST VIRGINIA

I. CASE STYLE:

PLAINTIFF

CASE # _____

Date of Filing _____

Street

Judge _____

City State Zip

Phone Number : () _____

Social Security #: _____

vs.

DEFENDANT

Days to
Answer

Type of Service

Street

City State Zip

Phone Number : () _____

Social Security #: _____

Original and _____ copies of complaint furnished herewith.

INSTRUCTIONS
CHANGE OF NAME PETITION

WHO SHOULD USE THIS PACKET:

You should use this packet if:

1. You would like to change your name.
2. You are not incarcerated in a jail or prison.
- 3(a). You are over 18 years of age and have been a resident of Monroe County, West Virginia for more than one (1) year prior to filing this Petition, **or**
- 3(b). You are a nonresident of Monroe County, West Virginia but were born in Monroe County, West Virginia, married in Monroe County, West Virginia and previously were a resident of Monroe County, West Virginia for at least 15 years.
4. You are not a registered sex offender pursuant to any state or federal law.
5. You are not seeking this name change for any improper or illegal purpose.
6. You are not a convicted felon in any jurisdiction.
7. You are not attempting to avoid any state or federal law regarding identity.
8. This name change is not for purposes of avoiding debt or creditors.

WHICH FORMS TO FILL OUT:

1. Civil Case Information Sheet
2. Petition for Change of Name and Verification
3. Legal Notice of Publication
4. Order

HOW TO FILE THESE FORMS:

1. You will need to type or print neatly in black ink in the blanks provided. Do not print on the back or sides of the forms. The Civil Action No. will be provided by the Clerk's Office.

2. Take the original Petition to the Circuit Clerk of the County where you are filing, along with the Legal Notice of Publication. If you do not have access to a Notary Public, bring a picture ID with you and the Clerk's office can notarize the forms after they have witnessed your signature.
3. There is a \$145.00 filing fee. The fee must be in the form of cash or a money order made payable to the Circuit Clerk of Monroe County. If you feel you cannot afford the fees, ask the Clerk for a Financial Affidavit to fill out. You may qualify for a waiver of the fees.
4. The Circuit Clerk will fill out the Legal Notice of Publication and return the Original to you.
5. Contact the local newspaper and make arrangements to publish the Legal Notice of Publication. This notice must be published one time, at least 10 days before the hearing date. Additional fees will be required at the newspaper to cover the cost of publication. If you qualify for a waiver of fees, you may have the newspaper send the bill for the publication to the office of the Circuit Clerk for payment processing. Otherwise, you will need to arrange for payment to the newspaper.
6. You must file with the Circuit Clerk's office, either prior to or on the date of the hearing, the Affidavit of Publication that you will receive from the newspaper after publication.
7. You must take the Order to your hearing for the Judge to sign. You should be prepared to explain to the Judge the reason for your change of name, and to verify all of the facts contained in the Petition.
8. Once the Judge has granted your name change by signing the Order, if your responsibility to inform government agencies, your employer, your creditors, and all other interested agencies and businesses of your new name.
9. You will be provided one certified copy of your Order for name change. Additional copies of your Order may be obtained at the Circuit Clerk's Office for a fee of .50 cents per page, which must be paid in the form of cash or a money order.

IN THE CIRCUIT COURT OF MONROE COUNTY, WEST VIRGINIA

IN RE: CHANGE OF NAME FROM _____
TO _____

CIVIL ACTION NO.: _____

PETITION

Comes now _____ and Petitions this Court to
Change his/her name from _____ to
_____.

In support of this Petition, the Petitioner states as follows:

I.

He/she is currently over the age of eighteen (18) years, having been born on
_____.

II.

(Check one of the two choices below)

____ Petitioner has been a bona fide resident of Monroe County, West Virginia for at least one
(1) year prior to filing of this Petition;

OR

____ Petitioner is a nonresident of Monroe County, West Virginia but was born in Monroe
County, West Virginia, was married in Monroe County, West Virginia and was previously a
resident of Monroe County, West Virginia for at least fifteen (15) years.

III.

Petitioner is not a registered sex offender pursuant to any state or federal law.

IV.

This name change is not for purposes of avoiding any state or federal law regarding identity.

V.

This name change is not sought for any improper or illegal purpose.

VI.

The Petitioner is not a convicted felon in any jurisdiction.

VII.

The name change is not for purposes of avoiding debt or creditors.

VIII.

Petitioner has been known as _____, and requests the change of name for the following reasons:

___ Petitioner is a divorced woman who wishes to restore her maiden name;

___ Other:

WHEREFORE, your petitioner prays that the Court declare that he/she shall henceforth be known as _____; and for such other and further relief as this Court may deem just and proper.

Petitioner, *pro se*

**STATE OF WEST VIRGINIA,
COUNTY OF MONROE, TO-WIT:**

_____, the Petitioner named in the attached Petition, being first duly sworn, says that the facts and allegations contained in said Petition are true, except insofar as they are therein stated to be upon information and belief, and insofar as they are therein stated to be upon information and belief, he/she believes them to be true.

Petitioner

Taken, subscribed and sworn to before me, the undersigned authority, this _____ day of _____, 20____.

My commission expires: _____.

Notary Public in and for
Monroe County, West Virginia

IN THE CIRCUIT COURT OF MONROE COUNTY, WEST VIRGINIA

IN RE: CHANGE OF NAME FROM _____
TO _____

CIVIL ACTION NO.: _____

ORDER

This day came the Petitioner, _____,
in person and testified that he/she was born on the _____ day of
_____, 20____;

(Check the appropriate choice below)

____ that he/she has been a resident of Monroe County, West Virginia for more than one (1) year
next preceding the filing of his/her Petition herein;

____ that Petitioner is a nonresident of Monroe County, West Virginia but was born in Monroe
County, West Virginia, married in Monroe County, West Virginia, and was previously a resident
of Monroe County, West Virginia for at least 15 years;

and that he/she desires to have his/her named changed from

_____ to
_____.

It appearing to the Court that the above conditions are true, and that Notice of the
application for the change of name of Petitioner's name has been duly published in the
newspaper of general circulation in Monroe County, West Virginia, as required by law, the
Court, having considered the Petition, is of the opinion that no injury will be done to any person
by reason of the requested change of name; that a reasonable and just cause exists for said
change of name; that such change is not desired because of any improper or illegal purpose; that
Petitioner is not a registered sex offender pursuant to any state or federal law; that this name

change is not for purposes of avoiding any state or federal law regarding identity; that this name change is not for purposes of avoiding debtors or creditors; the Petitioner is not a convicted felon in any jurisdiction; and this Court does hereby grant the relief prayed for in said Petition previously filed herein.

It is, therefore, adjudged, ordered and decreed that the name of _____
_____ be changed to _____
_____ ; that the said Petitioner shall henceforth be known by the name of _____
_____ ; and that a certified copy of this Order shall be filed in
the Office of the Clerk of the County Commission of Monroe County, West Virginia, as
provided by law.

Dated: _____

ROBERT A. IRONS, CIRCUIT JUDGE

IN THE CIRCUIT COURT OF MONROE COUNTY, WEST VIRGINIA

IN RE: CHANGE OF NAME FROM _____
TO _____

CIVIL ACTION NO.: _____

LEGAL NOTICE OF PUBLICATION
CHANGE OF NAME PROCEEDING

Notice is hereby given that on the _____ day of _____,
20____, at _____ o'clock ___ m. on said say, or as soon thereafter as the matter may be
heard, _____ will apply by Petition to the
Circuit Court of Monroe County, West Virginia for the entry of an order by said Court changing
hi/her name from _____ to
_____, at which time and place any interested
party may appear and be heard, if they so desire.

You are hereby notified that this matter may be rescheduled without further notice or
publication.

A copy of said Petition can be obtained from the undersigned Clerk at his/her office at:

Entered by the Clerk of said Court this _____ day of _____,
20_____.

Circuit Clerk for Monroe County, West Virginia

By: _____

Deputy Circuit Clerk