

MINOR NAME CHANGE REQUEST



Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929

This page contains instructions only—do not file.

What to File to Change a Minor's Name

This page is a checklist of documents you will need to file to legally change a minor's name. See "How to Fill Out a Name Change Request for a Minor" for step-by-step instructions for the numbered parts of the Request. **Read all instructions before you fill out any forms.**

1. Complete and bring the following documents to the Clerk's Office:

- ☐ Non-Criminal Case Cover Sheet – File one original and at least one copy. Fill out only the top left box under "Petitioner." The rest of the form is complete. The Petitioner is the adult filling out the form. After the Petitioner's name, write "on behalf of," then the minor's name.
- ☐ Minor Name Change Request (Petition) – File one original and at least one copy.
- ☐ Order to Show Cause (OSC) – File **four** originals and at least one copy. Fill out sections one and two.
- ☐ Application to Waive Court Costs and Fees (Optional) – Fill this out if you cannot pay the fees for this case. If you choose to file this, file one original and at least one copy.

2. Post the Order to Show Cause:

- ☐ Once the court has reviewed your filings, the Clerk will send you signed copies of the OSC. These must be posted in public places by **someone other than you. The minor's parents cannot post the OSC.** The OSC must be posted in three public places in Hagåtña and one public place in the village where the minor lives for **four weeks**. Places to post the OSC include the post office, court, mayor's office, and stores or other public businesses.

3. After posting, return to the Clerk's Office with these documents:

- ☐ Declaration of Posting – File one original and at least one copy.
- ☐ Final Order – File one original and at least one copy. Fill out sections one and two.

There is no fee to file the Declaration of Posting or Final Order.

SUPERIOR COURT OF GUAM
NON-CRIMINAL CASE COVER SHEET

CASE NUMBER (For Clerk Use Only): _____

NOTICE: Plaintiff/Petitioner must submit this cover sheet with the first paper filed in the action or proceeding as required by local court rule. See General Rule 5.1(c)(4) of the Local Rules of the Superior Court of Guam. If this case is a *civil* case and *complex*, you must serve a copy of this cover sheet on all other parties to the action or proceeding.

1. Petitioner(s):		Complete only the Petitioner information section in the box to the left. The rest of this form is complete. The Petitioner is the parent or guardian filling out the Name Change Request. Write the parent/guardian's name. Then write the minor's name after "on behalf of."
Name(s): On behalf of: Address: Email: Telephone:		
2. Check <u>ONE</u> box below for the case type that is the <u>PRIMARY</u> cause of action:		
CIVIL		DOMESTIC RELATIONS
TORT: ☐ Automobile Tort ☐ Intentional Tort Malpractice ☐ Medical ☐ Other ☐ Premises Liability ☐ Product Liability ☐ Slander/ Libel / Defamation ☐ Other	CONTRACT: ☐ Buyer Plaintiff ☐ Fraud Employment ☐ Discrimination ☐ Other Landlord Tenant ☐ Unlawful Detainer ☐ Other ☐ Mortgage Foreclosure ☐ Seller Plaintiff (Debt Collection) ☐ Other	Dissolution/Divorce/Annulment ☐ Uncontested Divorce ☐ Divorce ☐ Annulment ☐ Paternity ☐ Custody ☐ Visitation ☐ Adoption ☐ Civil Protection/Restraining Orders (Plaintiff's DOB: _____) (Defendant's DOB: _____) ☐ Other: _____
OTHER CIVIL: ☐ Restraining Order ☐ Foreign Judgment ☐ Petition for Judicial Review ☐ Procurement Appeal ☐ Civil Forfeiture ☐ Petition for Writs ☒ Other		Support ☐ Child Support – IV-D ☐ Child Support – Private (Non-IV-D) ☐ Support – Other
REAL PROPERTY: ☐ Eminent Domain ☐ Quiet Title / Partition ☐ Other		PROBATE, MENTAL HEALTH, AND GUARDIANSHIP
		Probate ☐ Wills/Intestate ☐ Other Probate Mental Health ☐ Involuntary Hospitalization ☐ Other
		Guardianship ☐ Adult (Ward's DOB: _____) ☐ Juvenile
For CIVIL CASES ONLY:		
3. This case ☐ is / ☒ is not complex. If the case <i>is complex</i>, mark the factors requiring exceptional judicial management:		
☐ Large number of separately represented parties ☐ Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve ☐ Substantial amount of documentary evidence ☐ Large number of experts ☐ Large number of witnesses ☐ Coordination with related actions pending in one or more courts in other counties, states, or countries, or in federal court ☐ Substantial post-judgment judicial supervision.		
4. Remedies sought (check all that apply):		
☐ Monetary ☐ Non-monetary – Declaratory or injunctive relief ☐ Punitive ☒ Other: <u>Order Granting Petition for Change of Name</u>		
5. Cause(s) of Action (specify): <u>Petition for Change of Name (Minor)</u>		
6. This case ☐ is / ☒ is not a class action suit.		
7. Jury Demanded in Pleading?: ☐ Yes / ☒ No → If yes: ☐ Jury of 6 / ☐ Jury of 12		
8. If there are any known related cases, list the case name(s) and number(s): _____		



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132 West Marine Corps Dr.
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How to Fill Out a Name Change Request for a Minor

What is a Name Change Request for a Minor?

- This form asks the court to legally change the name of a minor under 18 years old. Once approved by the court, the minor's new name becomes their official legal name and can be used on all documents, including their driver's license, passport, and Social Security card.
- You might use this form if:
- You want to change the first, middle, or last name of a minor
 - You are the parent or guardian of a minor who wants to use a name that better reflects their identity
 - You adopted a child and want to change their last name
 - Another reason

Can you use this form?

YES, if:

1. You are 18 years or older AND
 2. You are the parent of the minor whose name you want to change
- OR: if both the minor's parents are deceased, you may file if you are the minor's legal guardian

NO, if:

- You are neither the minor's parent nor guardian OR
- You are the minor's legal guardian, but one or both of the minor's parents are still living.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include “continued on additional page” next to the question on the form. On the additional page, include the question number and finish your response. Include your name on each additional page. Attach the additional pages to your request.

What you should have before filing

1. **The minor’s** birth certificate.
2. If the minor’s current name is different than what is recorded on the birth certificate, then you will need a government-issued photo ID (driver’s license, passport, etc.) with the minor’s current name OR a court order with the minor’s current name.
3. Proof of **your** residency (for example, mayor’s verification or Guam ID).
4. A copy of **your** government-issued photo ID to prove your identity and relationship to the minor.
5. If you are the minor’s legal guardian, be prepared to show the court the death certificates of both of the minor’s parents. A legal guardian can only file a name change petition on behalf of a minor if both of the minor’s parents have died. The court may also ask you to file, under seal, your proof of guardianship. The Clerk’s Office can help you with this process if the court requests a sealed (confidential) filing.

If you do not have one or more of these documents, you may still file a request to change the minor’s name and explain to the court why you do not have them. Use the space provided or attach an additional page with your explanation and file it with your Request.

Step 1: Tell the court how to reach you

Fill in your name, mailing and physical address (if different), and contact information.

Step 2: Language help

Need an interpreter? Check the box and write the language you speak. If you need language assistance to fill out this form, contact the court. Court navigators can help you.

Step 3: About the minor

Fill in the minor's current legal name, birth date, and birthplace.

Step 4: Write exactly the name the minor wants

Write the name exactly as you want it to appear on the minor's new documents.

Step 5: Tell the court why you want to change the minor's name

Explain your reason for changing the minor's name. Be honest and specific. Include the reasons the minor asked you to make this request. If the minor has changed their name before, list each previous name and explain why it was changed.

Step 6: About the minor's other parent or parents

Tell the court who the minor's other parent is. If you don't know, you can write "unknown." If the other parent is deceased, write the parent's name followed by "deceased."

Step 7: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are promising the court that everything you wrote is true.

Important reminders

- Be honest. Lying to the court is against the law.
- Keep copies of everything you file.
- After the court approves the minor's name change, you must update their name with government agencies yourself. The court does not do this for you.

What happens next

1. File your form at the Superior Court of Guam Clerk's Office. Bring the originals of each of your documents, and bring four copies of the Order to Show Cause (OSC).
 - Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910
671-475-3331
 - Northern Court Satellite
132 West Marine Corps Dr.
Dededo, GU 96929
671-635-2501
2. Pay the filing fee
 - Ask the Clerk how much the fee is and if you qualify for a fee waiver.
 - File a Request to Waive Court Fees and Costs if you want to ask the court to waive fees.
3. If the court issues an OSC, you must have someone put it somewhere the public can see it. This is called "posting." Someone other than you must post the OSC in three public places in Hagåtña and one public place in the village where the minor lives. **Neither of the minor's parents can post the OSC.** Leave it posted for **four weeks**. They can post it at the post office, court, mayor's office, and stores or other public businesses.
 - The court will want the consent of both the minor's parents before approving a name change. If you haven't already, tell the other parent about the Request. Both parents should attend the hearing. Tell the other parent once you know when the hearing will be held.
 - Any adult other than the minor's parents can post the OSC, even a friend or family member. Process servers are also available for hire. The Clerk's Office can give you the "Special Process Server List," available at guamcourts.gov/quick-assist/specifically/process-servers.
4. After posting for **four weeks**, return to the court and file the Declaration of Posting and Final Order. There is no filing fee for either of these forms.
5. The Clerk will send you a hearing date by mail/email.
6. Go to your hearing. Bring proof of the minor's identification, including their birth certificate.
7. The judge will ask you questions about why you want to change the minor's name. Answer honestly. Depending on the minor's age, the minor may also be asked about the name change.
8. If the judge approves the name change request, you will receive a court order with the minor's new legal name. This document is very important—keep it safe! You will need it to update the minor's name with the Social Security Administration, DMV, passport office, banks, and other agencies. The court does not do this for you.

In the Superior Court of Guam

Case No.: _____
(for court use only)

Minor Name Change Request (Petition)

1. About you

→ I am the (check one):

☐ Mother ☐ Father ☐ Guardian

→ I do not have an attorney.

Name

Physical address

Mailing address (if different)

Contact number(s)

Email

2. Request an interpreter

☐ I need a court interpreter for all court hearings about this request in this language:

3. About the minor

Full current legal name: _____

Birth date: _____

Birthplace: _____

4. Write the minor's proposed name below.

5. Tell us why you want to change the minor's name.

If the minor's name has changed before, explain why and include each previous name.

6. About the minor's other parent or parents

Include the name of the other parent, or if you are filing as the guardian, include the names of both parents: _____

Provide any additional information you would like the Court to know below:

7. My promise to the court

- ✓ I do not intend to trick anyone by changing the minor's name.
- ✓ I have attached a copy of the minor's birth certificate or explained why I cannot do so.
- ✓ I have attached a copy of my government-issued photo ID and proof of residency or explained why I cannot do so.
- ✓ I swear under penalty of perjury that everything above is true and correct.

Signature: _____ (self-represented).

Print Name: _____

Date: _____

In the Superior Court of Guam

Case No.: _____
(for court use only)

Order to Show Cause (OSC) – Minor Name Change

Complete sections one and two.

1. A name change has been requested for the minor named below.

Current legal name: _____

Requested legal name: _____

2. Someone other than a parent/guardian of the minor named above must post this OSC in three public places in Hagåtña and one public place in the village where the minor lives. It must be posted for four weeks.

Village: _____

Stop. The court will complete section three.

3. Anyone who objects to this name change must come to the hearing below.

Location: _____

Date: _____

Time: _____

It is so ordered.

Judge, Superior Court of Guam

Date signed



Supreme Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

Superior Court of Guam
120 West O'Brien Dr.
Hagåtña, GU 96910

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How to Apply to Waive Court Fees and Costs

Use this form if you want to file or respond to a case in either the Supreme Court or the Superior Court, or have the court serve documents in your case, but you cannot afford to pay the filing fees or costs. You must attach the completed forms that you want the court to waive fees and costs for.

What is an Application to Waive Court Costs and Fees?

If you cannot pay, this form helps you ask the court to waive costs and fees for:

- ✓ The filing fee for this case,
- ✓ Serving (notifying) the other party,
- ✓ Certification fees,
- ✓ Making copies of documents, and
- ✓ Transcripts for appeal.

But the court cannot waive the costs of publication in the newspaper or elsewhere.

What you need

1. Your case number, if you already have one;
2. Information about your income, property, and monthly expenses; and
3. Proof of your income, such as a pay stub, benefits letter, or bank statement.

Before you start

- Read these instructions and the whole form before responding to any questions.
- Be honest. Lying to the court is against the law.
- Fill in every question. If you need more space, include “continued on additional page” next to the question on the form. On the additional page, include the question number and finish your response. Include your name and case number on each additional page. Attach the additional pages to your request.

Step 1: About you

If you already have a case number, include it in the top right corner of the request. Fill in your current legal name, mailing and physical address (if different), and contact information. Include your birth date and birthplace.

Step 2: Tell the court what you want

Check every box that applies to your request. Fill in every blank that applies to you. If you are asking for something not listed, describe it on the “other” line.

Step 3: Are you held in a facility?

If you are in a jail, prison, or detention facility, check the box next to “Yes,” write the facility name, skip Question 4, and proceed to Question 5. If you are not being held in a facility, check “No” and answer Question 4.

Step 4: Your employment

Only answer this question if you are not being held in a facility. If employed, write your employer’s name, address, and your gross monthly pay. If not employed, write the month your last job ended and your pay at that job per month.

Step 5: Other money in the last 12 months

Check “Yes” or “No” for each type of income listed. If you check “Yes,” write the source, how much you received, and how much you expect in the future.

Step 6: Cash and bank accounts

Write the total amount you have right now, including cash, checking accounts, and savings accounts.

Step 7: Property you own

List any valuable property such as land, a home, a vehicle, stocks, or bonds. Include the approximate value. You do not need to list clothing or normal household items.

Step 8: People who depend on you

List everyone who depends on you for money or support. Use initials for anyone under 18. Include your relationship to them and the monthly amount you give them.

Step 9: My monthly bills and debts

List all your regular monthly expenses and debts, such as rent, utilities, credit card bills, or loans. Include who you pay, the type of expense, and the monthly amount.

Step 10: Sign your form

Fill in today's date, sign your name, and print your name clearly. By signing, you are swearing under penalty of perjury that everything on this form is true.

What happens next

1. There is no filing fee for a request to waive court fees and costs. File your form at the Clerk's Office. Depending on the court, that will be either:
 - Supreme Court of Guam, 120 West O'Brien Dr., Hagåtña — 671-475-3180
 - Superior Court of Guam, 120 West O'Brien Dr., Hagåtña — 671-475-3331
2. The court may order a hearing. You will get a hearing date by email/mail.
3. Go to your hearing. You may want to bring your pay stubs or tax returns, receipts for child expenses, or any witnesses.

Important reminders

- Be honest.
- Keep copies of everything you file.
- You must attach the completed forms that you want the court to waive fees and costs for.
- You may want to bring proof to your hearing, such as people or documents to support your request (for example, pay stubs or bills).
- You must update the court if your circumstances change and you become able to pay later.

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____
(for court use only)

Application to Waive Court Costs and Fees

1. About you

Full name

Mailing address

Physical address (if different)

Contact number(s)

Email

2. I am asking the court to:

✓ Waive (cancel) all costs and fees associated with this case, including:

- The filing fee for this case,
- Serving (notifying) the other party,
- Certification fees,
- Making copies of documents, and
- Transcripts for appeal.

☐ Waive (cancel) other court costs. Explain: _____

3. Are you held in a facility?

☐ Yes – I am held in a correctional or detention facility. (Skip Question 4).

Name of facility: _____

☐ No – I am not held in a facility.

4. Your employment

Skip this section if you answered Yes to number 3.

☐ I am currently employed.

→ First employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

→ Second employer

Name: _____

Address: _____

Gross monthly pay (before taxes): \$ _____

☐ I am not currently employed.

My last job ended in (month/year): _____

My pay at that last job was: \$ _____

5. Other money I received in the last 12 months

Check Yes or No for each type of income. If you check Yes, fill in the details on that same line.

Type of Income	Yes	No	If yes, describe the source, how much money you received, and how much you expect in the future.
(a) Money from a business, job, or self-employment	☐	☐	
(b) Rent I collected, interest, or dividends	☐	☐	
(c) Pension, retirement, annuity, or life insurance payments	☐	☐	
(d) Disability or workers' compensation payments	☐	☐	
(e) Gifts or inheritances	☐	☐	
(f) Any other money from any other source	☐	☐	

6. Cash and bank accounts

Include all money you have right now, such as cash, checking accounts, and savings accounts.

Total amount I have in cash or bank accounts: \$ _____

7. Property I own

List any valuable property you own, such as land, a home, a vehicle, stocks, or bonds. You do not need to list normal household items or clothing.

Description of property	Approximate value

8. People who depend on me

List everyone who depends on you for money or support, such as children, a spouse, or a parent.
Use initials only for anyone under 18.

Name (or initials if under 18)	Relationship to you	Monthly support you give

9. My monthly bills and debts

List your regular monthly expenses and debts, such as rent, utilities, and credit card payments.

Who you pay (creditor)	Type of bill or debt	Monthly amount

10. My promise to the court

- ✓ If I get money or property in this case, the court may apply any unpaid fees to that amount and pay them to the Clerk of Court (except for child support). I agree with this.
- ✓ I swear under penalty of perjury that all my answers on this form are true and correct. I also agree to provide the court with any financial records it requests.
- ✓ I must update the court if my circumstances change and I am able to pay later.

Signature: _____ (self-represented)

Print name: _____

Date: _____

Choose a court:

☐ Supreme Court of Guam

☐ Superior Court of Guam

Case No.: _____

Order – Application to Waive Court Costs and Fees

Stop. The court will complete the rest.

1. Application status

The Application to Waive Court Costs and Fees is:

☐ Granted

☐ Denied

It is so ordered.

Judge/Justice, Superior/Supreme Court of Guam

Date signed

In the Superior Court of Guam

Case No.: _____

Declaration of Posting – Minor Name Change

1. About you

My name is: _____

✓ I did **not** file the request to change the minor's name.

✓ I am **not** the minor's parent or guardian.

2. I posted Order to Show Cause

In the following three public places in Hagåtña:

- _____
- _____
- _____

And in the following public place in the village where the minor lives:

- _____

And each copy of the OSC remained posted for **four weeks**.

3. My promise to the court

I swear under penalty of perjury that everything above is true and correct.

Signature: _____

Print name: _____

Date: _____

In the Superior Court of Guam

Case No.: _____

Final Order – Minor Name Change

Complete sections one and two.

1. Hearing information

The court held a hearing about this name change request.

Location: _____

Date: _____

Time: _____

2. The court approves the name change listed below

Current legal name: _____

New legal name: _____

This name change takes effect on the date the judge signs this order.

Stop. The court will complete section three.

3. What the court found

The court reviewed the name change request and the documents filed. No one objected to the name change.

It is so ordered.

Judge, Superior Court of Guam

Date signed