

SELF-REPRESENTED LITIGANTS PROJECT

Interactive Pleadings Project for Individuals of Low-Income

Made possible by the following:



Change of Name

Welcome to the interactive pleadings for a **Change of Name**. These pleadings are to ask the court's permission to legally change your name. These pleadings are not to be used to avoid creditors, law enforcement, to evade criminal prosecution, or in any other way to evade legal obligations or liabilities.

How does this work?

Interactive pleadings help you by having the computer ask specific questions for you to answer. The computer then takes your answers and uses them to create the legal documents that will be ready to submit to the Court. The questions that the computer will ask you will be in plain English. The documents that the computer will produce will be in proper legal language that will be acceptable to the Superior Court of Guam.

Please note that the system is may not be able to save your answers and your forms, so it is important to plan ahead when you are developing your forms.

What do you need before you start?

PLEASE PRINT THESE PAGES! Select the "Print" button at the top.

Be sure to have the following information ready before starting the interactive pleading. Without this information, you will not be able to complete the process.

- **Your information**-- current full legal name, date and place of birth, mailing address, contact numbers.
Note: Mailing address must not be a residential address.
- **All official documents that show your different names**--birth certificate, marriage certificate
- **The name you would like to change to**
- **The reasons for the change of name**--i.e. correct error on birth certificate or other document, change back to maiden name

What are the general steps?

Step 1: Complete the Required Forms. When you complete the interactive pleading process, the computer will take your answers and automatically create the following documents. These will be the documents that make up the Change of Name pleadings which you can file with the Court.

- **Petition for Change of Name:** This document explains all the names you are known as, the newname you want to use, and the reason you want to change your name.
- **Order to Show Cause on Application for Change of Name:** This document is a notice stating that you have asked to change your name and a hearing date and time will be given. Copies of this document must be posted in public places by an adult who is not related to you or a private process server that you have hired, or a Judiciary of Guam marshal (\$80 fee).
- **Declaration of Posting:** This document lists all locations, villages, dates and times that the Order to Show Cause document was posted. This form must be filled out and signed by the person who did the posting..
- **Change of Name Order:** This document tells whether the judge granted or denied your request to change your name. It will be signed by the Judge after the court hearing.

Step 2: Review and sign the forms. Review the forms carefully. Some of the forms require that they be signed by you. These include: Petition for Name Change, which must be signed in front of a notary.

Step 3: Include attachments, make copies and bring envelopes. After you review and sign the interactive pleadings, you will need to make sure that the required documents are provided:

- Your Birth Certificate
- Marriage Certificate (if applicable)

Step 4: Complete required Copies and File with the Clerk.

Assemble the pleading forms with your attachments and make sure required copies of documents are made. Place copies underneath the original.

- Petition for Change of Name with Birth Certificate attached (Original + 5 copies)
Note: Copy of birth certificate does not need to be provided. Bring in certified birth certificate and clerk will make a copy.
- Order to Show Cause (Original + 7 copies)
- Order for Change of Name (Original + 3 copies)
- Declaration of Posting (Original + 3 copy)

These forms must be filed at the Superior Court Clerk's Office, either at the first floor of the Judiciary of Guam in Hagatna, or at the Northern Court Satellite in the Dededo Mall. The fee to file is \$300 for the Petition, and \$20 for the Order to Show Cause. You may pay by cash, by check (payable to the Judiciary of Guam), or by credit card (a convenience fee of 2.85% will be charged).

Step 4: Posting the Order to Show Cause.

You will be contacted by the Court when you can pick up the Order to Show Cause for posting. You will receive five (5) certified copies: three (3) certified copies for posting in three public places in Hagatna, and one (1) certified copy for posting in the village where you reside. You cannot post the form yourself. The posting can be done by:

- Any adult who is not related to you; or
- A private process server that you have hired; or
- A Judiciary of Guam marshal (\$80 fee).

The document must be posted for four consecutive weeks.

Step 5: The Court Hearing.

You must be prepared to appear in court at the date and time given on the Order to Show Cause. Here are some tips:

- Be on time. It is often hard to find parking near the Judiciary of Guam, so make sure you have plenty of time to find a parking space and/or walk. Give yourself enough time to pass through the security screening at the Judiciary building.
- Find the right courtroom. Check the Judge's court calendar, found in the first floor and in front of each courtroom. If you are not in the courtroom when your case is called, your case may be dismissed.
- Dress appropriately. Acceptable courtroom clothing is neat and professional; do not wear shorts, tank tops, clothing that is tight-fitting, revealing, or has obscene language or pictures.
- Be respectful. Stand when speaking to the judge, and answer the judge's questions honestly. Be polite to everyone in the courtroom.

Your name is not changed until the Judge signs the Judgment.

Note: Judiciary of Guam employees cannot give legal advice or recommend how to present your case in court.

WARNING!

Using these interactive forms will NOT guarantee a favorable result. It is always advisable to talk to a lawyer before proceeding on your own. The materials and assistance you receive from these interactive forms are NOT a substitute for legal advice. The laws and court rules are complex. By proceeding without a lawyer, you are proceeding at your own risk.

Need help finding a lawyer? [Click here.](#)

Are you ready to start?

If you have all your information ready, you may proceed by clicking the link below. Otherwise, you may return to our listing of other pleadings.

*I have read the warning above and understand that this web site and these forms are not a substitute for legal advice.
I am using these forms at my own risk.*

I AGREE

I DO NOT AGREE