

Completing the Name Change Petition

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HOW TO COMPLETE YOUR NAME-CHANGE PETITION IN ARKANSAS

- 1 Enter in the name of the county that you live in and the division of the court that you are filing the petition in. The Circuit Clerk will assign the division and case number.
- 2 In the blank beside **IN RE** enter your name as it is today. It doesn't matter here what you want your name to be, it is important that you enter your full name as it is right now.
- 3 You are the petitioner; so enter in the name in the space provided following the word **petitioner**.
- 4 In paragraph 1, enter in the name of the county that you live in. For example, if you live in Clinton, Arkansas, you would put Van Buren County.
- 5 In paragraph 2, enter the reason that you want to change your name. This should be complete and understandable. For example, if you are now divorced and you want to return to your maiden name, but didn't do so in your divorce proceedings, then state this as the reason for your name change. Just remember that your stated reason will be the primary factor the judge considers in determining whether or not to grant your petition.
- 6 Also in paragraph 2 enter the new name that you are requesting. **CHECK YOUR SPELLING.** If you misspell the new name, so will the judge and you **will** have go back court to get it corrected.
- 7 In the final paragraph, after the word **WHEREFORE**, enter, in full, the name that you currently have in the first space and the full name that you want to be known by in the second space.
- 8 Then, take the petition to a notary public and sign it in front of the notary. Get the notary to notarize the petition. Get the notary to notarize the petition and give it back to you.
- 9 Take the petition and three (3) copies to the court clerk in the county in which you live and file it with the court. You will need a cover sheet for Circuit Court that you