

NAME CHANGES FOR MINORS

A name change may not be sought for any fraudulent purpose or if it will infringe upon the rights of another. You must file the name change in the Circuit Court of the county in which you live. Petitioners who desire to change the name of their child or ward must obtain consent of **BOTH** parents to change a child's name. Make sure you select the Name Change Petition for a minor.

You are advised to consult an attorney in this matter. To locate an attorney available to assist you, please call Virginia Lawyer's Referral Service 1-800-552-7977. If you decide to proceed on your own, you will be expected to follow the same procedures as an attorney. Please **DO NOT** ask Court personnel for legal advice. Court personnel are prohibited by state law to give you legal advice or assistance.

A. REQUIRED DOCUMENTS:

- Cover Sheet (form CC-1416)
- Original Application/Petition
- Original Final Order

B. FILING FEE: \$41.00

The Filing fee must be paid by cash, certified check, money order or personal check (*no starter checks will be accepted*) payable to "Clerk of Circuit Court".

C. FILINGS MAY BE SUBMITTED IN PERSON OR BY MAIL:

In person: Bring the required documents and filing fee to the Civil Division in the Clerk of Circuit Court's Office during normal business hours. Or send your completed paperwork and filing fee to:

Send via U.S. Postal Service:

Clerk of Circuit Court
Attn: Civil Division
P.O. Box 550
Leesburg, VA 20178

Send via overnight delivery (FedEx, UPS)

Clerk of Circuit Court
Attn: Civil Division
18 East Market Street
Leesburg, VA 20176

Note: Upon filing, the court will assign a case number to your specific case. This is the number by which the court references your case. The number should appear on all documents regarding your case, and should be used when contacting our office for information.

When the Judge grants your order requesting a name change, you will receive two certified copies of the order by mail.

COVER SHEET FOR FILING CIVIL ACTIONS

COMMONWEALTH OF VIRGINIA

Case No.

(CLERK'S OFFICE USE ONLY)

Circuit Court

v./In re:

PLAINTIFF(S)

DEFENDANT(S)

I, the undersigned [] plaintiff [] defendant [] attorney for [] plaintiff [] defendant hereby notify the Clerk of Court that I am filing the following civil action. (Please indicate by checking box that most closely identifies the claim being asserted or relief sought.)

GENERAL CIVIL

Subsequent Actions

- [] Claim Impleading Third Party Defendant
[] Monetary Damages
[] No Monetary Damages
[] Counterclaim
[] Monetary Damages
[] No Monetary Damages
[] Cross Claim
[] Interpleader
[] Reinstatement (other than divorce or driving privileges)
[] Removal of Case to Federal Court

Business & Contract

- [] Attachment
[] Confessed Judgment
[] Contract Action
[] Contract Specific Performance
[] Detinue
[] Garnishment

Property

- [] Annexation
[] Condemnation
[] Ejectment
[] Encumber/Sell Real Estate
[] Enforce Vendor's Lien
[] Escheatment
[] Establish Boundaries
[] Landlord/Tenant
[] Unlawful Detainer
[] Mechanics Lien
[] Partition
[] Quiet Title
[] Termination of Mineral Rights

Tort

- [] Asbestos Litigation
[] Compromise Settlement
[] Intentional Tort
[] Medical Malpractice
[] Motor Vehicle Tort
[] Product Liability
[] Wrongful Death
[] Other General Tort Liability

ADMINISTRATIVE LAW

- [] Appeal/Judicial Review of Decision of (select one)
[] ABC Board
[] Board of Zoning
[] Compensation Board
[] DMV License Suspension
[] Employee Grievance Decision
[] Employment Commission
[] Local Government
[] Marine Resources Commission
[] School Board
[] Voter Registration
[] Other Administrative Appeal

DOMESTIC/FAMILY

- [] Adoption
[] Adoption - Foreign
[] Adult Protection
[] Annulment
[] Annulment - Counterclaim/Responsive Pleading
[] Child Abuse and Neglect - Unfounded Complaint
[] Civil Contempt
[] Divorce (select one)
[] Complaint - Contested*
[] Complaint - Uncontested*
[] Counterclaim/Responsive Pleading
[] Reinstatement - Custody/Visitation/Support/Equitable Distribution
[] Separate Maintenance
[] Separate Maintenance Counterclaim

WRITS

- [] Certiorari
[] Habeas Corpus
[] Mandamus
[] Prohibition
[] Quo Warranto

PROBATE/WILLS AND TRUSTS

- [] Accounting
[] Aid and Guidance
[] Appointment (select one)
[] Guardian/Conservator
[] Standby Guardian/Conservator
[] Custodian/Successor Custodian (UTMA)
[] Trust (select one)
[] Impress/Declare/Create
[] Reformation
[] Will (select one)
[] Construe
[] Contested

MISCELLANEOUS

- [] Amend Death Certificate
[] Appointment (select one)
[] Church Trustee
[] Conservator of Peace
[] Marriage Celebrant
[] Approval of Transfer of Structured Settlement
[] Bond Forfeiture Appeal
[] Declaratory Judgment
[] Declare Death
[] Driving Privileges (select one)
[] Reinstatement pursuant to § 46.2-427
[] Restoration - Habitual Offender or 3rd Offense
[] Expungement
[] Firearms Rights - Restoration
[] Forfeiture of Property or Money
[] Freedom of Information
[] Injunction
[] Interdiction
[] Interrogatory
[] Judgment Lien-Bill to Enforce
[] Law Enforcement/Public Official Petition
[] Name Change
[] Referendum Elections
[] Sever Order
[] Taxes (select one)
[] Correct Erroneous State/Local
[] Delinquent
[] Vehicle Confiscation
[] Voting Rights - Restoration
[] Other (please specify)

[] Damages in the amount of \$ are claimed.

DATE

X

[] PLAINTIFF

[] DEFENDANT

[] ATTORNEY FOR

[] PLAINTIFF

[] DEFENDANT

PRINT NAME

ADDRESS/TELEPHONE NUMBER OF SIGNATOR

EMAIL ADDRESS OF SIGNATOR (OPTIONAL)

*"Contested" divorce means any of the following matters are in dispute: grounds of divorce, spousal support and maintenance, child custody and/or visitation, child support, property distribution or debt allocation. An "Uncontested" divorce is filed on no fault grounds and none of the above issues are in dispute.

VIRGINIA:

IN THE CIRCUIT COURT OF LOUDOUN COUNTY

In re: Name Change of _____
FIRST MIDDLE LAST SUFFIX
to _____
FIRST MIDDLE LAST SUFFIX

Civil Case No. _____

APPLICATION FOR CHANGE OF NAME (Minor)

COMES NOW the applicant(s) seeking, pursuant to VA Code § 8.01-217, the change of name stated above for their child/ward and, after being duly sworn, states under oath as follows:

The child/ward currently resides in the County/City of _____, Virginia at the following address (street address, city, state and zip code): _____.

The applicant(s) desires a change of name for their child/ward for the following reasons: _____.

The name change is not sought for a fraudulent purpose and would not otherwise infringe on the rights of others.

The current full name of child/ward is _____.

The full name of the child/ward's father is _____.

The full name of the child/ward's mother is _____.

The full maiden name of the child/ward's mother is _____ (mother's maiden name must be provided even if it is the same as the mother's current name).

The child/ward's date of birth is _____ and place of birth is _____

MM/DD/YYYY

City & State/Nation

Answer the following questions by checking the appropriate "Yes" or "No" boxes and include the needed information.

- 1. Has the child/ward ever been convicted of a felony? (If yes, include felony conviction record) . . [] Yes [] No
2. Is the child/ward currently incarcerated?* (If yes, include name and location of facility). [] Yes [] No
3. Is the child/ward a probationer with any court?* (If yes, include name and location of court) . . . [] Yes [] No
4. Is the child/ward a person for whom registration with the Sex Offender and Crimes Against Minors Registry is required?* (If yes, include name of location of court where convicted). [] Yes [] No
5. Has the child/ward previously had a change of name?. [] Yes [] No
(If yes, list all of his or her previous names on the following line):

* No application of a probationer, incarcerated person, or person for whom registration with the Sex Offender and Crimes Against Minors Registry is required shall be accepted unless the Court finds good cause exists for such application under the reasons alleged in the application for the requested change of name. Attach explanatory documentation to the application.

Signature of Applicant(s) (If living, both parents must sign the application and order; parent who does not join the application must be served with notice - see VA Code § 8.01-217.)

Applicant's phone number

IN THE COMMONWEALTH OF VIRGINIA, COUNTY/CITY OF _____: I, the undersigned Deputy Clerk/Notary Public in and for the Commonwealth of Virginia, do hereby certify that the foregoing application was subscribed and sworn to or affirmed before me this _____ day of _____, 20____, by the applicant(s), _____ (full name(s) of applicant(s)).

Deputy Clerk/Notary Public: _____ My Commission Expires: _____

VIRGINIA:

IN THE CIRCUIT COURT OF LOUDOUN COUNTY

Civil Case No. _____

In re: Name Change of _____
FIRST MIDDLE LAST SUFFIX
to _____
FIRST MIDDLE LAST SUFFIX

FINAL ORDER (Minor)

COMES NOW the applicant(s) seeking to change the name of their minor child/ward pursuant to VA Code § 8.01-217, and it appearing to the Court upon the verified application of the applicant(s) that:

The current address of the child/ward, including street address, city, state and zip code, is:

_____; and

If the child/ward has previously had a change of name, the former names of the child/ward are as follows (if child/ward has had no previous name changes, leave blank):

_____; and

The name change is not sought for a fraudulent purpose and would not otherwise infringe on the rights of others; the child/ward is not incarcerated, or a probationer with any court, or a person for whom registration with the Sex Offender and Crimes Against Minors Registry is required; and if the child/ward is a convicted felon, his or her felony conviction record was included with the application.

It is, therefore, **ADJUDGED, ORDERED and DECREED** that the name of the child/ward is hereby changed from _____
FIRST MIDDLE LAST SUFFIX to _____
FIRST MIDDLE LAST SUFFIX; and

It is further **ADJUDGED, ORDERED and DECREED** that the Clerk of this Court shall spread this order upon the current deed book, index it in both the old and new names, and transmit a certified copy of the order and the application to the State Registrar of Vital Records and the Central Criminal Records Exchange.

ENTERED this _____ day of _____, 20____.

Judge

I ASK FOR THIS:

Signature of Applicant(s) (If living, both parents must sign the application and order; parent who does not join the application must be served with notice pursuant to VA Code § 8.01-217.)