

**WIND RIVER TRIBAL COURT
SHOSHONE AND ARAPHOE TRIBES
WIND RIVER INDIAN RESERVATION
P.O. BOX 608
FT. WASHAKIE, WY 82514
PHONE: (307) 332 6702 FAX: (307) 332-7587**

INSTRUCTIONS FOR FILLING A NAME CHANGE

1. 1. Please completely fill out the Petition and sign in front of a clerk of the Wind River Tribal Court or notarized in front of a notary.
2. 2. Fill out the contact information sheet completely.
3. 3. If you are a Parent/Guardian and you are filing the Petition on behalf of a minor child go to number 2 on the petition.
4. 4. If you are a Parent/Guardian and you are filing the Petition on behalf of a minor child you must list **THE NAME OF BOTH PARENTS AS THEY APPEAR ON THE BIRTH CERTIFICATE.** It does not matter who has custody, both parents have to be notified of the Petition. We must have a physical address so that the parent can be served with a copy of the petition. If address is unknown you must request to have legal notice published in the newspaper
5. 5. You must attach your or the child's birth certificate to the Petition
6. 6. A legal notice must be published in the newspaper, once a week for four (4) consecutive weeks. You are responsible to pay the newspaper for that publication. **THEY WILL NOT PUBLISH THE NOTICE UNTIL IT IS PAID IN FULL.** The clerk will submit the notice and then will let you know how much the cost is. The cost is approximately \$100 for legal notice.
7. 7. Sign the Affidavit request for publication and return it with your Petition.
8. 8. The filing fee is \$75.00 accepted as a cashier's check or money order made payable to the WIND RIVER TRIBAL COURT.

If you have questions pertaining to filing please call: (307) 332-6702

Civil Clerk of the Court
Wind River Tribal Court
Ft. Washakie, WY 82514

**WIND RIVER TRIBAL COURT
SHOSHONE AND ARAPAHO TRIBES
WIND RIVER INDIAN RESERVATION
FORT WASHAKIE, WYOMING**

IN THE MATTER OF: _____)
) **PETITION FOR NAME CHANGE**
)
)
 _____)
) **NC:** _____
)
)
 DOB: _____)

The Petitioner petitions the Court as follows:

- 1) Petitioner's full name: _____
Mailing address: _____
Petitioner was born in _____ D.O.B. _____
- 2) *Petitioner is a Parent / Guardian requesting Name Change for minor child / children,*
Responding Legal Parent / Guardian full name: _____
Mailing Address: _____
- 3) *Parent #1 full name:* _____
Mailing Address: _____
- 4) *Parent #1 full name:* _____
Mailing Address: _____
- 5) Petitioner desires to change his/her name(s) to

- 6) Petitioner has: (check all that applies)
 Never been convicted of a felony,
 Nor has he/she ever been adjudicated bankrupt
 There are no insolvency proceeding against him/her, and there are no judgments against him/her.
- 7) Per § 14-8-3 of the Shoshone & Arapaho Law and Order Code, Public notice of the Petition for a change of name shall be given in the same manner as service by publication upon nonresidents in civil actions. (Request for Publication)

WHEREFORE, Petitioner prays that this Court issue an Order for Petitioner to change his/her name with a record of the proceedings kept in the files of this Court.

STATE OF WYOMING }

WIND RIVER INDIAN RESERVATION }

COUNTY OF FREMONT }

I, _____ being first duly sworn upon my oath according to law, depose and states that I am the Petitioner herein, that I have read the foregoing Petition; that I know the contents thereof; and that the same are true to the best of my knowledge

Petitioner

Legal Parent/Guardian (if under 18 years of age)

Subscribed and sworn before me this _____ day of _____ 20_____.

Court Clerk / Notary Public
My Commission Expires on:

WIND RIVER TRIBAL COURT
Shoshone and Arapaho Tribes
Wind River Indian Reservation
Fort Washakie, Wyoming

IN THE MATTER OF:)

_____)

DOB _____)

_____)

)
)
)
)
)
)
)
)
)
)

NAME CHANGE

Case No. NC- _____

REQUEST OF SERVICE BY PUBLICATION

COMES NOW _____, and shows the Court facts set forth and requests the Clerk of Court of the above-entitled Court to cause service by publication in the above-entitled matter. That a Name Change Petition has been filed herein and that said Petitioner has filed herein an Affidavit for Service by Publication with required facts, allegations and averments therein; that under the Shoshone and Arapaho Rules of Civil Procedure the Petitioner is entitled to have service on any interested person by publication. Petitioner above referred to does hereby request that Clerk of Court cause publication and notice to be made for 4 consecutive weeks in a newspaper of general circulation in a local newspaper of general circulation. Said notice will contain a summary statement of the object and prayer of the above-mentioned Petition, said notice mentioning the Court wherein the Petition is filed and

said notice notifying any interested person when they are required to Answer to the Petition and that order may be entered if they fail to answer.

Dated this _____ day of _____, 20_____.

Petitioner

WIND RIVER TRIBAL COURT
Shoshone and Arapaho Tribes
Wind River Indian Reservation
Fort Washakie, Wyoming

IN THE MATTER OF:

)
)
) **NAME CHANGE**
)
)

DOB _____

) Case No. NC-_____
)

**AFFIDAVIT
REQUEST FOR PUBLICATION**

I, _____ (print your name), upon oath, verify I have exhausted all possible attempts to locate the Respondent _____ by (*explain efforts*) _____

_____ and have no other recourse of action and I hereby request the Wind River Tribal Court enter its Order for Publication of a Legal Notice in the matter of a Name Change in the above-entitled action.

DATED this _____ day of _____ 20_____

Petitioner (your signature)

Subscribed and sworn to before me this _____ day of _____ 20____

Court Clerk / Notary Public

Seal/My commission expires

WIND RIVER TRIBAL COURT
Shoshone and Arapaho Tribes
Wind River Indian Reservation
Fort Washakie, Wyoming

IN THE MATTER OF:

)
)
) **NAME CHANGE**
)
)

DOB _____

) Case No. NC-_____
)

**AFFIDAVIT
REQUEST FOR PUBLICATION**

I, BEING DULY SWORN UPON MY OATH, DEPOSE AND SAY that I, Petitioner hereby requests that the Clerk of the Court enter its Order for Publication of a Legal Notice in the matter of a Name Change on the above-entitled action.

DATED this _____ day of _____ 20____

Petitioner (your signature)

Petitioner having submitted his/her Request for Publication, duly supported by Affidavit, as required by S&A LOC, Rules of Civil Procedure 2-1-2c

Legal Notice of the pending action in a _____ is hereby authorized to be published in accordance with Rule 2-1-2c S&A LOC, Rules of Civil Procedure, once a week for 4 consecutive weeks.

Dated this ____ day of _____, 20____

Clerk of Court

WIND RIVER TRIBAL COURT
Shoshone and Arapaho Tribes
Wind River Indian Reservation
Fort Washakie, Wyoming

IN THE MATTER OF:

DOB _____

)
)
) **NAME CHANGE**
)
) Case No. NC-_____
)

Petitioner having submitted his/her Request for Publication, duly supported by Affidavit, as required by S&A LOC, Rules of Civil Procedure 2-1-2 (c).

IT IS ORDERED that Legal Notice of the pending action in a _____ be published in accordance with Rule 2-1-2c S&A LOC, Rules of Civil Procedure, once a week for 4 consecutive weeks.

Dated this ____ day of _____, 20____

Wind River Tribal Court Judge

**TITLE XIV
CODE OF CIVIL PROCEDURE**

CHAPTER 8

CHANGE OF NAME

Section 14-8-1 Verified Petition to be Presented; Information to be shown in Petition;
Order of Court Making Change; Record to be Made

Every Person desiring to change his name petition the tribal court. The petition shall be verified by affidavit setting forth the petitioner's full name, the name desired, a concise statement of the reason for the desired change, the place of birth, his place of residence and the length of time he has been an actual bona fide resident of the county in which the petition is filed. If the court is satisfied that the desired change is proper and not detrimental to the interests of any other person, it shall order the change to be made, and record the proceedings in the records of the court. (Form XIV-10)

Section 14-8-2 Residence Requirement

A person petitioning for a change of name shall have been a bona fide resident of the reservation for at least two (2) years immediately preceding filing the petition filing the petition.

Section 14-8-3 Notice to be Given by Publication

Public notice of the petition for a change of name shall be given in the same manner as service By publication upon nonresidents in civil actions. (Form XIV-II)

What You Should Do in the Event a Legal Name Change has Occurred

1. Obtain a certified copy of the court order that stipulates the name change.
2. Draft and address a letter to Vital Statistics Services that provides an explanation of what you need our office to do. Be sure to sign this letter.
3. Send the certified copy of the court order, the letter, a photocopy of your current ID (such as a driver's license) and a \$45 fee to our office. The fee can be made via a personalized check (third party checks are not accepted) or money order made payable to Vital Statistics Services. The fee also includes one certified copy of the record. We must keep the certified copy of the order, so be sure to make a copy for yourself.

4. Send to:

Vital Statistics Services
2300 Capitol Avenue
Hathaway Building
Cheyenne, WY 82002

5. Vital Statistics Services will review the documentation submitted to ensure accuracy. If there are no discrepancies we will move forward with the processing of the name change. If we do find errors you will be contacted to address these errors prior to filing.

6. Once the court order has been processed, we will not be able to make any additional changes to the certificate without another court order. It is very important the court order submitted is correct

7. If the event did not occur in Wyoming, we will not be able to process your request

8. For any questions regarding court orders of name change please call (307) 777-6041

CONTACT INFORMATION SHEET

CASE NO. _____

I AM THE (CHECK ONE) Plaintiff/Petitioner Defendant/Respondent

Name: _____ Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Alternate telephone number were a message can be left: _____

Place of employment: _____

Other Parties Involved (CHECK ONE) Plaintiff/Petitioner Defendant/Respondent

Name: _____ Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Work Phone: _____

Email Address: _____ Cell Phone: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Alternate telephone number were a message can be left: _____

Place of employment: _____