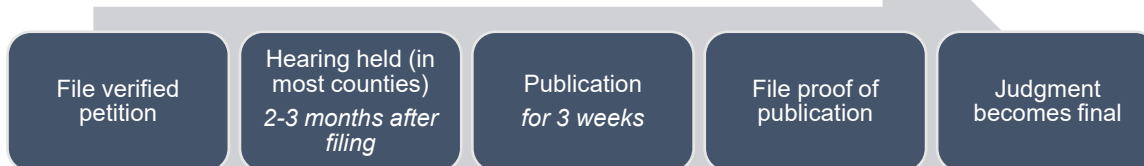


Guide to Changing Your Name Pro Se When You're in a Missouri Prison

This guide addresses basic questions about the process for legally changing your name pro se (without an attorney) while you are incarcerated in Missouri. It also contains some sample documents. If you have questions about this document, please see our contact information at the end of this guide.

What rules or laws govern name changes in Missouri?

Missouri Supreme Court Rule 95 and RSMo. sections 527.270 through 527.290 establish the procedure for legally changing your name in Missouri. To change your name, you must file a verified petition in the circuit court for the county where you live. Details on each step of the process are provided below.



What is a verified petition?

Verified means verified by affidavit. In other words, you must include with your petition for name change a signed *and notarized* form confirming that the information contained within the petition is true and accurate to the best of your knowledge and belief, *subject to penalty of perjury*. We've included a sample verification page at Appendix 4 of this guide.

What information do I need to include in my petition?

Rule 95.01 sets forth a checklist of all the information you must include in your petition. Review that rule (included at **Appendix 14**) closely to ensure you are including all necessary information. Although it's not required, it's a good idea to attach to your petition the affidavit from MoDOC, **enclosed with this guide as Appendix 6**. That affidavit was developed in response to concerns from some judges that a prisoner changing their name would somehow create an administrative burden on MoDOC or impede their ability to supervise individuals. MoDOC affirms that a name change does not impose any administrative burden.

You must redact dates of birth and social security numbers from your petition and other public court filings. To redact this information, use a pen or marker to completely black out this information. After you do that, you will need to file a "Confidential Redacted Information Filling Sheet," containing the complete information that you blocked out in your petition. You will file this sheet along with your Petition and with your Proposed Judgment and Order to Change Name. **Blank samples are attached in Appendix 5 this guide.**

Rule 95.01

what to put in the petition

Rule 95.04

the standard for granting a name change

Rule 95.05

publication requirement

Where do I file – the county where I am incarcerated, or my permanent home address?

Generally, unless you are going to be released in the next 3 months, you should file the petition in the county where you are incarcerated. However, if you are incarcerated in Cole County, and Cole County only, you should file the petition in the County where you last resided before prison, *unless* you are serving a sentence of life without parole.

When can a judge deny my name change?

The scope of a court's discretion to deny a name change is narrow. *State v. Wagner*, 504 S.W.3d at 902 (Mo. App. W.D. 2016). The judge can only deny a request for name change if it would be detrimental to someone else's interests. In order to reach such a decision, there must be concrete evidence in the record demonstrating detriment. "A general concern of possible detriment is insufficient to deny a petition for change of name in light of the obvious legislative intent that such a procedure be available." *Neal v. Neal*, 941 S.W.2d 501, 502-03 (Mo. banc 1997).

How much does it cost?

You are responsible for paying the filing fee, cost of publication, and cost of any certified judgments. These costs vary by county. The filing fees and publication costs for each county where a MoDOC facility is located are included in **Appendix 13** to this guide.

What if I can't afford to pay?

If you cannot afford the filing fee, you should file a Motion to Proceed As a Poor Person along with your verified petition. Attached to this guide are blank forms for your "Motion to Proceed as a Poor Person," which means you are asking the court to allow you to file your lawsuit without paying court costs. **You will still have to pay for publication fees.** Fill out the blank Motion and attach a statement of your inmate account to show that you cannot afford to pay for court costs. When the court grants your motion, your Verified Petition will become accepted and you will be able to proceed to hearing to have your name legally changed.

How long does the process take?

Anywhere from 3 months to a year, it depends how quickly the judge sets a hearing in your case and rules on the petition. Typically, hearings are scheduled within 1-2 months of filing. If you don't have one within 3 months, you can write to the court and request a hearing date. You should request a hearing date at least two months out, so that you have enough time to request the court issue a writ so you can attend the hearing.

How does publication work?

After the hearing (or if your petition is granted without a hearing), you must publish notice of the name change in a "newspaper of general circulation" *at least once each week for 3 consecutive weeks*. The newspaper will send the court proof of publication, after which point the court will enter a final judgment in the case, making it official! If you want a certified copy (which you will need to change your birth certificate and social security card), you will need to request one from the clerk of court. In some instances, you may receive a free certified copy but will have to pay for any additional certified copies.

Can I get my petition granted without a hearing?

It depends, but probably not. Generally, petitions are only granted without hearing in St. Louis City or St. Louis County. If you are filing in any other county, you should expect to prepare for a short hearing during which you will testify to what is in your petition. (You can testify via video from the prison or file a motion for a writ to come to court to testify.)

How do I get brought to court for the hearing?

In order to be brought before the court for your hearing, the court will need to issue a writ. After you receive notice of your hearing date you'll need to file a "Petition for Writ of Habeas Corpus ad Testificandum" (whew, that's a mouth full). This petition for writ asks the court to tell the Warden to have you attend court—either in person, or via videoconference. *The petition for writ needs to be filed at least 30 days before your hearing.* In your petition for writ, be sure to explain that if you were *not* permitted to attend the hearing (virtually or in person), you would be substantially and irreparably prejudiced because you would lose the opportunity to legally change your name. With the petition for writ, also file a Proposed Writ that is used to bring you to Court or video into Court. These forms are provided in **Appendix 9 and 10** to this guide.

If the court grants my petition, will my birth certificate automatically be amended?

No. If you want to amend your birth certificate, you will need to go through a separate process. That process varies state-to-state. You will need to confirm the process with the Department of Health for the state where you were born. You will likely need a certified copy of your name change judgment in order to amend your birth certificate.

Sample forms included with this guide:

- Appendix 1:** Motion and Affidavit in Support of Request to Proceed as a Poor Person
- Appendix 2:** Confidential Case Filing Information Sheet – Domestic Relations Cases
- Appendix 3:** Verified Petition for Change of Name
- Appendix 4:** Sample Verification Page
- Appendix 5:** Confidential Redacted Information Filing Sheet
- Appendix 6:** Exhibit 1 – Affidavit of Mo DOC
- Appendix 7:** Proposed Judgment and Order of Name Change
- Appendix 8:** Motion to Set Hearing Date
- Appendix 9:** Petition for Writ of Habeas Corpus Ad Testificandum
- Appendix 10:** Proposed Writ of Habeas Corpus Ad Testificandum
- Appendix 11:** Request for Publication
- Appendix 12:** Request for Certified Copies
- Appendix 13:** Filing Fees and Publication Costs by County
- Appendix 14:** Missouri Rule 95.01

*File the forms in
Appendix 1-8
together to
start your name
change process.*

Appendix 1: Motion and Affidavit in Support of Request to Proceed as a Poor Person

Remember to attach a statement of your account to the motion.



IN THE _____ JUDICIAL CIRCUIT, _____ COUNTY, MISSOURI

Judge or Division:	Case Number:
Petitioner:	Petitioner's Address/Telephone:
VS.	
Respondent:	Respondent's Address/Telephone:

(Date File Stamp)

Motion and Affidavit in Support of Request to Proceed As a Poor Person

Marital Status:	If Married, Spouse's name:	Number of dependents:
-----------------	----------------------------	-----------------------

(Include Spouse's Income and Expenses if Married)

Monthly Income

Gross salary (before deductions) \$ _____
 Public assistance \$ _____
 Retirement/Pension \$ _____
 Social Security \$ _____
 Child Support \$ _____
 Maintenance \$ _____
 Other income to be considered \$ _____

Monthly Expenses

☐ Mortgage ☐ Rent Payment \$ _____
 Utilities \$ _____
 Food \$ _____
 Payment on debts & credit cards \$ _____
 Child Support \$ _____
 Maintenance \$ _____
 Medical expenses to be considered \$ _____

Total Monthly Income

\$ _____

Total Monthly Expenses

\$ _____

Assets

Cash on Hand \$ _____
 Bank Accounts:
 Checking \$ _____
 Savings \$ _____
 Approximate value of home \$ _____
 And/or other real estate \$ _____
 Approximate value of automobile(s) \$ _____
 (1) yr/make _____
 (2) yr/make _____
 Approximate value of personal Possessions (list)
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Assets

\$ _____

Debts

Home loan balance \$ _____
 Automobile loan(s) \$ _____
 Credit card balance(s) \$ _____
 Other debts to be considered
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Debts

\$ _____

I swear/affirm under penalty of perjury that these facts are true to my best knowledge and belief.

Date

Your Signature

Appendix 2: Confidential Case Filing Information Sheet – Domestic Relations



Confidential Case Filing Information Sheet – Domestic Relations Cases

Required at Time of Filing Petition and with an Answer

Filing Date:	County/City of St. Louis:
Style of Case: (i.e. Petitioner v. Respondent.)	<input type="checkbox"/> The unredacted document is attached to this filing sheet in place of listing the redacted information identifiers below.
Case Type Code:	Case Type Description:

Petitioner/Plaintiff Information:

Party Type Code: _____ Party Type Description: _____
 Name: (Last) _____ (First) _____ (Middle) _____
 Address: _____
 City: _____ State: _____ Zip: _____ Contact Telephone Number: _____
 Email Address: _____
 DOB: _____ Gender: ☐ Male ☐ Female SSN: _____
 Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Respondent/Defendant Information:

Party Type Code: _____ Party Type Description: _____
 Name: (Last) _____ (First) _____ (Middle) _____
 Address: _____
 City: _____ State: _____ Zip: _____ Contact Telephone Number: _____
 Email Address: _____
 DOB: _____ Gender: ☐ Male ☐ Female SSN: _____
 Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Party Type Code: _____ Party Type Description: _____
 Name (if a person): (Last) _____ (First) _____ (Middle) _____
 Organization (if non-person): _____
 Address: _____
 City: _____ State: _____ Zip: _____ Contact Telephone Number: _____
 Email Address: _____
 DOB: _____ Gender: ☐ Male ☐ Female SSN: _____
 Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Party Type Code: _____ Party Type Description: _____
 Name (if a person): (Last) _____ (First) _____ (Middle) _____
 Organization (if non-person): _____
 Address: _____
 City: _____ State: _____ Zip: _____ Contact Telephone Number: _____
 Email Address: _____
 DOB: _____ Gender: ☐ Male ☐ Female SSN: _____
 Attorney Name (if represented by counsel): _____ Bar ID: _____ Party Type Code: _____

Employer Information

Petitioner/Plaintiff Employer Name: _____

Employer Address: _____

City: _____ State: _____ Zip: _____ Contact Telephone Number: _____

Email Address: _____

Respondent/Defendant Employer Name: _____

Employer Address: _____

City: _____ State: _____ Zip: _____ Contact Telephone Number: _____

Email Address: _____

The following information regarding children is required. Complete this section for any child subject to the action of this case.

*MACSS – Missouri Automated Child Support System

Children:

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

Name: _____ SSN: _____ DOB: _____

Gender: ☐ Male ☐ Female Optional: MACSS Member Number (to be completed by the court): _____

☐ Check if more than ten children and attach additional sheet

Instructions

- ✓ Complete this form for all parties known at the time of filing. Provide the most appropriate Case Type and Party Type codes and descriptions. (Found on the Case Types List and Party Types List at www.courts.mo.gov on the Court Forms/Filing Information page.)

- ✓ If additional space is needed, complete additional Confidential Case Filing Information Sheets.

NOTE: The **full** Social Security Number (SSN) is **required** pursuant to section 509.520, RSMo. This is a confidential document due to the SSN and possible confidential addresses. This information is used to open a case in the courts case management system. While cases deemed public under Missouri statutes can be accessed through Case.net, the day and month of birth, SSN, and confidential addresses are NOT provided to the public through Case.net.

REDACTED INFORMATION:

[illegible]

Submitted by: _____ Bar ID (required if attorney): _____

Address: (if not shown above): _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

***IMPORTANT:** It is the parties' responsibility to keep the court informed of any change of address or employment.*

Instructions to Clerk

Maintain the closed portion(s) of the record in a sealed manila envelope within the file. The file can be maintained with other open records. If a request is made to review the open portion of the file, the envelope can be removed from the file. Access to the record must be restricted to avoid access to the closed portion of the record.

Appendix 3: Verified Petition for Change of Name

IN THE CIRCUIT COURT OF _____ COUNTY
STATE OF MISSOURI

IN RE:

(CURRENT NAME),

PETITIONER.

CASE NO.:

DIVISION:

VERIFIED PETITION FOR CHANGE OF NAME

COMES NOW Petitioner _____ (current name), being of lawful
age, and states:

1. Petitioner is currently at _____ Correctional Center
and is a resident of _____ County, Missouri.

2. Petitioner was born on _____ (date of birth – needs to be
redacted), in _____ (city), _____ (state).

3. Petitioner's mother's name is _____.
Petitioner's father's name is _____.

4. Petitioner desires to have the name of _____ (current
name) changed to _____ (preferred
name), because that is Petitioner's name of common use with family and friends.

5. Petitioner has never changed her name in the past.

6. Petitioner is not married.

7. Petitioner has no children/ has _____ (number of) children:
_____ (child's name) who is _____ years old and resides in
_____ (city), _____ (state).

8. There are no judgments or actions for money against Petitioner now pending or which have not been satisfied.

9. The requested change of name is proper and will not be detrimental to any other person.

WHEREFORE, Petitioner respectfully requests that the Court enter judgment and order that Petitioner's name is changed from _____ (*current name*) to _____ (*preferred name*) and order the Bureau of Vital Records, State of _____ (*birth state*), to correct Petitioner's birth certificate to reflect her name as _____ (*preferred name*).

Dated: _____ Respectfully submitted,

(*Signature*)

(*Address*)

Appendix 4: Sample Verification Page

This will be attached to your petition. Sign only in the presence of a notary. Do not fill in the notary part.

VERIFICATION

I, _____ (*current name*), state that I am the Petitioner in the above-captioned matter and that the facts as set forth in the foregoing Verified Petition for Change of Name are true and correct according to my best knowledge, information, and belief.

Signature

STATE OF MISSOURI)
) **SS.**
COUNTY OF _____)

On this ____ th/st day of _____, 202____ before me, a notary public in and for said state,
personally appeared _____, to me personally known, who
being duly sworn, acknowledged that the foregoing instrument was executed for purposes therein
mentioned and set forth.

NOTARY PUBLIC

My Commission Expires

Appendix 5: Confidential Redacted Information Filing Sheet



1 of 1

Appendix 6: Exhibit 1 - Affidavit of MoDOC

Attach this as Exhibit 1 to your petition.

AFFIDAVIT OF THE MISSOURI DEPARTMENT OF CORRECTIONS

I, Jennifer Kamp, being of lawful age and being first duly sworn on oath, states and deposes as follows:

1. My name is Jennifer Kamp. I am currently employed by the Missouri Department of Corrections (MDOC), where I hold the position of Records Coordinator. I have worked for MDOC since 1997. I am over the age of eighteen years and, if sworn as a witness, I can competently testify to the matters stated herein, of which I have personal knowledge. The statements set forth in this affidavit are true and correct to the best of my knowledge and belief.

2. Prior to becoming Records Coordinator, I was the Records Officer – III at Chillicothe Correctional Center from 2004-2020, Records Officer at Western Missouri Correctional Center (“WMCC”) from 1998-2004, and an Office Support Assistant in Records at WMCC from 1997-1998.

3. Since 1998, I estimate I have processed or overseen at least 250 name changes during my time at the department.

4. An offender legally changing their name does not interfere with MDOC’s victim notification system. If an offender receives a legal name change, their MDOC commitment name remains the same. However, MDOC does add a Legal or New Name to their MDOC records. In addition, Records Officers will notify sentencing county officials including the court, prosecuting attorney, sheriff’s office, and any related police department.

5. An offender legally changing their name is not administratively burdensome to MDOC. Name changes occur routinely for people committed to MDOC (for example, when they get married or the department receives an order granting a legal name change for other reasons) and MDOC processes them accordingly.

6. Neither MDOC nor any of its divisions take a position related to any specific offenders name change.

FURTHER AFFIANT SAYETH NAUGHT.

By: J Kamp
Print Name: Jennifer Kamp
Title: Records Coordinator

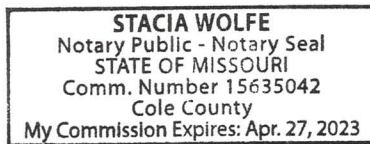
STATE OF MISSOURI

COUNTY OF Cole

Subscribed and sworn to before me this 15 day of February, 2022,
by Jennifer Kamp, ☒ known to me (☐ or satisfactorily proven to me through
production of Jennifer Kamp as identification) to be the person(s) who
appeared before me.

Snorpe

Notary Seal:



Appendix 7: Proposed Judgment and Order of Name Change

Only fill out the top part. The court fills out the rest.

IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

IN RE:

Petitioner.

CASE NO.:

DIVISION:

PROPOSED JUDGMENT AND ORDER TO CHANGE NAME

On this ____ day of _____, 202____, the Court takes up for consideration the Verified Petition for Change of Name of _____ (born on _____ (redact)), filed herein on _____ (date). The Court, having reviewed the Verified Petition for Change of Name, having given due consideration in the premises, and being satisfied that the desired change would be proper and not detrimental to the interests of any other person, enters the following order.

IT IS ORDERED AND ADJUDGED THAT:

1. The name of _____ (born on _____ (redact)), is changed to _____.

2. The Department of Health and Senior Services, Bureau of Vital Records, State of Missouri, shall correct Petitioner's birth certificate to reflect Petitioner's name as _____.

3. Notice of the change of Petitioner's name from _____ to _____ shall be published at least once each week for three consecutive weeks in _____, a newspaper of general circulation published in Cole County, Missouri. Proof of publication shall be filed with the clerk within ten (10) days after the date of last publication.

DATE: _____, 202____

JUDGE

Appendix 8: Motion to Set Hearing

IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

IN RE:

Petitioner.

CASE NO.:

DIVISION:

MOTION TO SET HEARING DATE

COMES NOW Petitioner and hereby requests that the Court set a hearing date for at least 90 days out from today's date, and for such other Orders that the Court deems just and proper under the circumstances.

DATE: _____, 202____

Petitioner

Address

Appendix 9: Petition for Writ of Habeas Corpus ad Testificandum

File along with the proposed writ (Appendix 10) when you receive notice of your hearing date. This must be filed at least 30 days before your hearing.

IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

IN RE:

CASE NO. _____

_____,

DIVISION _____

PETITIONER.

PETITION FOR WRIT OF HABEAS CORPUS AD TESTIFICANDUM

Petitioner requests an order directing the Clerk to issue a writ of *habeas corpus ad testificandum* commanding _____ Warden at _____ Correctional Center to produce Petitioner _____ (*current name*) before this Court via live videoconference or to appear in person for her Court appearance on , _____ (*month, day*), _____ (*year*) at _____ (*time*). In support, she states:

1. This matter is scheduled for an evidentiary hearing on _____ (*month, day*), _____ (*year*) at _____ (*time*), on the matter of her Verified Petition for Change of Name pending in this Court.

2. Petitioner is needed to give testimony at the hearing on _____ (*month, day*), _____ (*year*) at _____ (*time*).

3. If Petitioner is not permitted to give testimony at the _____ (*month, day*), _____ (*year*) hearing, she will be substantially and irreparably prejudiced because she will lose the opportunity to legally change her name to conform to her gender identity.

4. Petitioner is currently detained in Missouri Department of Corrections (MoDOC) at _____ Correctional Center, _____ (*address*).

5. Petitioner is assigned MDOC identification number # _____.

6. _____ is the Warden of _____ Correctional Center.

7. Public health officials have issued various guidance encouraging social distancing in the face of the COVID-19 pandemic. Carceral settings like prisons and jails are especially vulnerable to infectious disease outbreaks like COVID-19 and serious harm from the spread of those diseases.

8. To mitigate Petitioner's exposure to this risk of serious harm, Petitioner respectfully requests that the writ require the witness to be produced via live video feed, rather than in person.

9. A proposed writ is attached hereto as **Exhibit A**.

WHEREFORE, Petitioner respectfully requests this Court enter an order directing the Clerk to issue a writ of *habeas corpus ad testificandum* directed to _____, Warden, _____ Correctional Center, commanding them to produce Petitioner before the Court via live video feed on _____ (month, day), _____ (year) at _____ (time) at _____ Correctional Center. If this Court chooses to not use videoconference software, Petitioner requests the writ direct _____ (Warden) to produce Petitioner in person before the Court on _____ (month, day), _____ (year) at _____ (time) and, at the conclusion of the proceedings or upon the Court's direction, to return her to the institution from which she was brought.

Dated: _____

Respectfully submitted,

Signature

Address

Appendix 10: Proposed Writ of Habeas Corpus ad Testificandum

IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

IN RE:

_____,

PETITIONER.

CASE NO. _____

DIV. _____

PROPOSED WRIT OF HABEAS CORPUS AD TESTIFICANDUM

It is Ordered that the clerk of this Court issue a *Writ of Habeas Corpus Ad Testificandum* to the
Warden of _____ Correctional Center to bring
_____ (*current name*), DOC No. _____,
Petitioner, before this court on _____ (*date*), _____ (*time*) to
testify in this cause. Petitioner's appearance is to be via video-enabled teleconferencing
software. Petitioner is not to appear physically before the Court.

Dated: _____

IT IS SO ORDERED

Hon. Judge _____, Circuit Judge

Appendix 11: Request for Publication

Send this to the newspaper for the county in which your name change case is pending and they will publish it as a “Legal Ad.” After three weeks, the newspaper should send proof of publication to the court. If the newspaper sends you the proof of publication instead of to the court, you will need to send it to the court for filing.

If you are unsure which newspaper to use, the county clerk should be able to tell you. See **Appendix 13** for contact information for each county clerk, along with filing and publication fees. Note that even if your motion to proceed *in forma pauperis* (i.e. “as a poor person,”) was granted, you will need to pay the publication fee.

IN THE CIRCUIT COURT OF _____, MISSOURI

(County where court is located. City of Saint Louis is considered a county.)

In re:

(First Name) (Middle Name) (Last Name) (Jr./Sr./III)

Petitioner (Enter your full legal name above)

Case

Number _____

(Use number on Petition)

Division

Number _____

(Use number on Petition)

**Request for Publication after Judgment of Change of Name
for Adult Individual**

Missouri law requires the above notice to be published at least three times in a newspaper published in the county where the person whose name is changed is residing, with the first publication within 20 days after the order of court is made. The proof of service must be filed with the court within 10 days after the date of last publication. **Petitioner must pay for the cost of publication.**

Petitioner's Name (before change) and address

(First Name) (Middle Name) (Last Name) (Jr./Sr./III)

(Street)

(City) (State) (Zip)

Notice to be Published in the Newspaper

Publish the following change of name notice each week for three consecutive weeks:

To Whom It May Concern: Notice is hereby given that by an order of the Circuit Court of the County of _____

_____, Missouri, Division No. _____, Case No. _____

made entered on the record on _____, the name of (enter name before change)
mm/dd/yyyy

(First Name) (Middle Name) (Last Name) (Jr./Sr./III)

was changed to (enter name after change)

(First Name) (Middle Name) (Last Name) (Jr./Sr./III)

Enter the newspaper(s) in which your notice shall appear.

The newspaper shall send proof of publication to the circuit court of the county of _____, Missouri.

Signature of Petitioner (name before change): _____

Appendix 12: Request for Certified Copies

After receiving proof of publication, the court should send you at least one certified copy of your name change judgment. You can request more, but you may have to pay for additional copies.

Send a certified copy to the Records Department at your institution and they should update your records, including your ID badge, with your new legal name. Your current name (also known as your commitment name) may remain on certain records.

IN THE CIRCUIT COURT OF _____ COUNTY, MISSOURI

IN RE:

Petitioner.

CASE NO.:

DIVISION:

REQUEST FOR CERTIFIED COPIES

Petitioner requests that the Court send _____ (*number of copies*) of the raised-seal, certified “Judgment and Order to Change Name” to the Petitioner at the address listed below. Thank you in advance for your assistance with this matter.

DATE: _____, 202_____

Petitioner

Address

Appendix 13: Filing Fees and Publication Costs by County

<i>Prison</i>	<i>County</i>	<i>Filing Fee</i>	<i>Publication Fee</i>	<i>County Clerk Contact Info.</i>
Algoa & JCCC ***	Cole***	\$137.00	Less than \$100 The News Tribune	(573) 634-9150
Chillicothe	Livingston	\$100.50	Approx. \$60 Chillicothe Constitution Tribune	(660) 646-8000
Crossroads	Caldwell	\$100.50	\$72 H&H Publications in Hamilton	(816) 586-2771
ERDCC & Farmington	St. Francois	\$95.50	\$64.95 The Daily Journal	(573) 756-4551
Fulton	Callaway	\$208.50	\$60-70 Fulton Sun	(573) 642-0780
MECC (Pacific)	St. Louis County	\$135.50	\$42 The St. Louis Countian	(314) 615-8029
NECC (Bowling Green)	Pike	\$132.50	\$46.67 Bowling Green Times	(573) 324-5582
Potosi	Washington	\$95.50	\$32.50 Independent Journal	(573) 438-6111
SCCC (Licking)	Texas	\$132.50	\$31.50 The Licking News	(417) 967-3742
SECC (Charleston)	Mississippi	\$130.50	\$44.10 Enterprise Courier	(573) 683-2146
Tipton	Moniteau	\$130.50	Less than \$100 California Democrat	(573) 796-4661
WERDCC (Vandalia)	Audrain	\$100.50	\$120 Mexico Ledger	(573) 473-5840

Appendix 14: Missouri Rule 95.01

95.01 | Petition for Change of Name - Contents

95.01. Petition For Change of Name - Contents

The petition for change of name shall be verified and shall state:

- (a) The present name of petitioner and the name desired;
- (b) The reason for such desired change;
- (c) That the petitioner is a resident of the county in which the change of name is sought;
- (d) The date and place of birth of petitioner and petitioner's father's name and mother's maiden name;
- (e) If petitioner is married the name of petitioner's spouse and if petitioner has children the names and ages of each and their place of residence;
- (f) If petitioner's name has previously been changed, when and where and by what court;
- (g) Whether any judgment for money which has not been satisfied is pending against petitioner and, if so, the style of the case wherein the judgment was entered and the court in which the judgment was entered;
- (h) Whether any action for money is pending against petitioner and, if so, the style of the case and the court in which it is pending; and
- (i) That the change of name will not be detrimental to any other person.

(Adopted June 10, 1980, eff. Jan. 1, 1981.)

Committee Note - 1981

The source is prior Rule 95.01.

The detail which is required to be stated in the petition was added to aid the bar in determining relevant factors which should be brought to the attention of the court.

This guide being provided for general informational purposes only. Nothing in this guide should be understood as legal advice from MJC, who expressly disclaims all liability that results from actions taken or not taken in reliance on this guide. If you have further questions, please consult a lawyer. **By providing this information, MJC is not acting as your lawyer.**

If you have questions about this guide, you can contact MJC at:

906 Olive Street, Suite 420
St. Louis, MO 63101
314-254-8540

If you call our office through Securus, please know that the call may be recorded.
You should not share confidential information on a recorded line.