

WEST VIRGINIA

ADULT NAME CHANGE INSTRUCTIONS

**** Do Not Sign Any Document Unless In Front
Of A Notary Public Or The Circuit Clerk ****

1

PRINT



Print two (2) copies of this packet.
One copy you will keep for yourself,
the other will be filed with the court at
the address below.

2

FILE



- Bring a copy to your local courthouse:

- There is a fee for filing. If you cannot afford the fee, you can file a Financial Affidavit to see if you are eligible to have your filing fee waived.

[Financial Affidavit](#)

OTHER INFORMATION

- Remember your manners:

It is important to present yourself well. Dress nicely. Say “Yes, Your Honor” and “No, Your Honor.” Do not speak while others are speaking.

- Bring your paperwork:

Even though the judge will have the paperwork you filed, you should have a copy of your paperwork as well. Bring any other materials you think will be relevant.

- Follow up when necessary:

Do not be afraid to contact the clerk or judge to politely request the status of your case. Also, keep the court up-to-date if you move or your information changes.

