

**COWLITZ COUNTY CLERK'S OFFICE**  
**PETITION FOR SEALED NAME CHANGE – MINOR or ADULT**

***Procedural Checklist***

Prepared by the Cowlitz County Clerk's Office

This checklist is *not* a substitute for legal advice. Before starting any legal action, it is always wise to consult an attorney regarding your rights and responsibilities. Many attorneys offer low-cost consultations. Only an attorney can give legal advice.

***You may purchase forms for this action from the Office of the Cowlitz County Clerk. Our fees must be paid by cash, money order or cashier's check. We do not accept personal checks.***

**There is no filing fee. There is no cost for copies of the signed order.**

Fill out the following forms and file with the Clerk's Office:

- ***Petition (CF 5/2022)***  
Fill out the caption at the top. 'In the Matter of the Change of Name of:'.  
Do NOT fill in the case number. 'No.'. This number will be assigned by the clerk.  
Fill in the remaining blanks on the Petition.  
Date and sign the Petition.
- ***Declaration (CF 5/2022)***  
Fill out the caption as you did on the Petition. Complete the form.  
In detail, explain why you are requesting a sealed name change. Be as specific as possible including specific dates and incidents.  
Date and sign the form.
- ***Order Changing Name (CF 5/2022)***  
Fill out the caption as you did on the Petition.
- ***Order Sealing File (CF 5/2022)***  
Fill out the caption as you did on the Petition.

Going to Court

- You will be presenting your paperwork (listed above) to the Court Commissioner/Judge. Set a hearing. ***Civil Calendar Notice (CF 5/2022)***. Set a hearing for a Wednesday at 2:00 pm.

After your order has been signed:

- If your Petition is granted, you can go to the Clerk's Office to obtain copies.
- The clerk will provide you with certified copies of the signed order.  
**\*MAKE SURE THAT YOU HAVE ENOUGH COPIES. ONCE THE CASE IS FILED, YOU WILL NOT BE ABLE TO ACCESS IT WITHOUT OBTAINING AN ORDER TO BREAK SEAL.**

**Documents to be filed with:                    COWLITZ COUNTY CLERK'S OFFICE**  
**312 SW FIRST AVE., ROOM 233**  
**KELSO, WA 98626**