

**INSTRUCTIONS FOR**  
**Petition for NAME CHANGE—ADULT**  
***Confederated Salish & Kootenai Tribal Court***

**THE FOLLOWING INFORMATION IS NOT LEGAL ADVICE AND  
CANNOT REPLACE THE ADVICE OF A LAWYER OR ADVOCATE.**

**These instructions provide legal information and resources only.** Legal advice depends on the specific circumstances of each situation. The information contained in this document is not guaranteed to be up to date. The information cannot replace the advice of an attorney or advocate licensed to practice law. **If you choose to represent yourself, you are bound by the same rules and procedures as an attorney or advocate.**

Instructions have been developed to assist you with processing the **Petition for Name Change-Adult** case. Read the instructions first to determine which forms you may need, based on your personal circumstances, as it may not be necessary to complete all forms listed below.

## **GENERAL INFORMATION**

- ◆ **For additional information**, please review CSKT Laws Codified (2013) and other applicable laws and ordinances at <https://csktribes.org/judicial/cskt-laws-codified>.
- ◆ **Tribal Court Forms** can be found at <http://csktcourt.org> by clicking on the “FORMS & FILINGS” tab.
- ◆ **The State Law Library** can help you find and use legal resources such as books, forms, and websites. You can visit the Law Library website at [www.lawlibrary.mt.gov](http://www.lawlibrary.mt.gov). Or you can contact a Reference Librarian at 1-406-444-3636 or by email at [mtlawlibrary@mt.gov](mailto:mtlawlibrary@mt.gov).
- ◆ **CSKT Tribal Defender’s Office Civil Division** offers legal assistance to Tribal members in certain civil matters. To find out if you qualify, call (406) 275-2897. <https://csktribes.org/judicial/tribal-defenders>.
- ◆ **Montana Legal Services Association (MLSA)** gives free legal help to low-income people. To find out if you qualify for MLSA, call the MLSA HelpLine at 1-800-666-6899.

## **COMMON TERMS**

- ⇒ **Petitioner:** A person who files a Petition for Name Change-Adult.
- ⇒ **Notice of Hearing:** As the Petitioner, you will be required to give the public notice of the hearing on your name change. You must publish notice of the hearing in the local newspaper. You must bring a receipt or some other proof that you gave notice to the court before a hearing can be held on your name change.

*If you do not understand this information, please contact an attorney or advocate.*

## FEES

A filing fee is required when filing a **Petition for Name Change-Adult**. Please check with the <http://csktcourt.org> by clicking on the “FORMS & FILINGS” tab to determine what the current fee schedule is for filing Petitions. If you cannot afford the filing fees, you may submit an **Application for a Fee Waiver [TCF 0008]** and the Court will determine if you qualify.

## FORMS

Please note that the forms referenced in these Instructions are available with <http://csktcourt.org> by clicking on the “FORMS & FILINGS” tab.

- [TCF 0085] Petition for Name Change-Adult
- [TCF 0086] Order Setting Hearing for Name Change-Adult
- [TCF 0087] Notice of Hearing on Name Change-Adult
- [TCF 0088] Proof of Publication of Notice Hearing on Name Change-Adult

## STEPS TO FILING YOUR CASE

### Step 1: Complete Forms

Selecting these instructions indicates that you are planning on filing a **Petition for Name Change-Adult**.

The caption below needs to be completed on all forms filed. Make sure that you make a copy of all the forms you file with the Court for your own records.

IN THE TRIBAL COURT OF THE CONFEDERATED SALISH AND KOOTENAI  
TRIBES OF THE FLATHEAD RESERVATION, PABLO, MONTANA

|                                     |   |
|-------------------------------------|---|
| IN RE THE NAME CHANGE:<br><br><hr/> | Cause No. _____<br><br><i>Insert Name of Form</i> |
| Petitioner.                         |   |

- [TCF 0085] **Petition for Name Change-Adult**
  - Petitioner must complete all applicable sections on the form.
  - Petitioner must sign this form in the presence of a Court Clerk or Notary Public.

## **Step 2: You are ready to FILE your Papers with the Court**

Provide the Court with the documents completed as described in Step 1 above and pay the filing fee. You will receive the paperwork described in Step 3. You may receive a hearing date from the clerk at the time of filing your paperwork or you may need to contact the clerk later to obtain the hearing date.

## **Step 3: Order to Set Hearing and Notice of Hearing provided by the Court**

When you file your Petition, the Court will later provide you with an **Order to Set Hearing [TCF 0086]** which will tell you when the hearing will be held and how you should notify the public about your hearing.

The Court will also provide you with a **Notice of Hearing on Name Change [TCF 0087]** that you will need to publish in the newspaper to notify the public about your hearing. You will have to file **Proof of Publication of Notice of Hearing on Name Change [TCF 0088]** after the notice has been completed with the Court.

## **Step 4: Hearing**

Petitioner must appear at the hearing and should be prepared to present evidence there is no public interest compelling denial of the proposed name change like avoiding debt, hiding a criminal record or any other improper reason.

### **Preparing for the Hearing**

- Have available your stamped copies of the papers you filed with the Court.
- Dress like you were going to an important job interview.
- Be prepared to explain your position and answer any questions the judge might have.
- Address the Court and staff respectfully.

The Judge will review all documents filed, testimony and evidence presented at the hearing and enter an Order addressing the issues before the Court.

***If you do not understand this information, please contact an attorney or advocate.***