

How to Change Your Name and/or Gender Marker in DOUGLAS COUNTY

To change your name and/or gender marker on a government document (like your Social Security card or a passport) you need to get a court order by filing a **Name-Sex Change Petition** with a county court.

TIP: You don't need a court order if you want to change ONLY your gender marker on an Oregon driver's license (you can go straight to the DMV), but if you'll also be changing your name and/or gender marker on other government documents, it's cheaper to do it all by getting a court order.

STEP ONE: Can You File Your Petition in Douglas County?

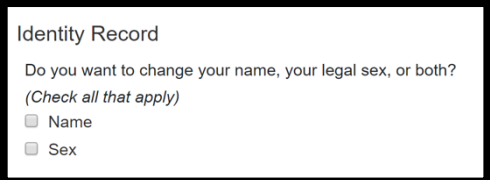
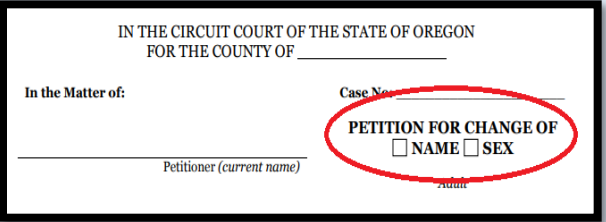
Whether you can file your Name-Sex Change Petition in Douglas County depends on (1) where you live and (2) if you want to change *only* your gender marker, or if you want to change both your name *and* your gender marker.

- If you want to change *only* your gender marker, you can file your petition in Douglas County even if you live in a different county.
- If you want to change both your name *and* your gender marker, you can file your petition in Douglas County only if you live in Douglas County.

STEP TWO: Should You File Online or at the Courthouse?

You can file your petition online or in person at the courthouse, depending on your age and whether you can afford the filing fee.

- Only adults and emancipated minors who can pay the fee by debit or credit card can file online. The filing fee was \$124.00 in October 2019 (call the court at 541-957-2470 (press 6, then 2) to see if it's changed).
- If you can't afford the filing fee you can apply for a fee waiver, which generally is for people who earn less than \$12,490 a year. For more info and a form go to: <https://www.courts.oregon.gov/forms/Documents/EntirePacket10.pdf>. If you're applying for a fee waiver, you must file your Name-Sex Change Petition in person at the courthouse at the same time you file your fee waiver application.

| FILING ONLINE | FILING IN PERSON AT THE COURTHOUSE |
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| <p>Who can file online? Only adults and emancipated minors who can pay the filing fee by debit or credit card.</p> | <p>Who can file in person? Anyone</p> |
| <p>Where's the form? https://oregon.tylerhost.net/srl Click "Start Your Legal Process," then click "Name-Sex Change Petition"</p> | <p>Where's the form?</p> <ul style="list-style-type: none"> ➤ Adults or emancipated minors can print the form after filling it out online: https://oregon.tylerhost.net/srl Click "Start Your Legal Process," then click "Name-Sex Change Petition" ➤ Minors (under 18) can find a blank petition at: https://www.courts.oregon.gov/forms/Documents/Name-Sex%20Change-PACKET-Minor.pdf ➤ You can also buy blank forms at the courthouse for 25 cents/page |
| <p>Can I change my name and gender marker at the same time? Yes, just check both boxes on the form.</p>  | <p>Can I change my name and gender marker at the same time? Yes, just check both boxes on the form.</p>  |
| <p>How do I file the form? Follow the online prompts until you finish the petition, then pay the filing fee with a debit or credit card.</p> | <p>How do I file the form? Bring it to the court clerk's window in the courthouse (general courthouse information is on page 4).</p> |
| <p>Will I need anything else? You'll need a debit or credit card to pay the filing fee. If you can't afford the filing fee, you need to print out the form and file it in person at the courthouse along with a fee waiver application.</p> | <p>Will I need anything else? In addition to the completed form, bring:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Filing fee payment (cash, check, or debit/credit card) or completed fee waiver application <input type="checkbox"/> Government-issued photo ID |

Questions about how to find the right form?

Call the court at 541-957-2470 (press 6, then 2). The court clerks can give you basic information about the forms and the process.

Questions about how to fill out the forms?

Call the Victim Rights Law Center at 503-274-5477 x 6.

STEP 3: What Happens After You File Your Petition?

Within a few weeks after you file your Name-Sex Change Petition, you'll either get a phone call from the court clerk telling you that it's been approved, or you'll get a letter scheduling a **hearing**, which is a time for you to come back to the courthouse to speak with a judge.

If A Hearing Is Scheduled

- Generally, a hearing will only be scheduled if there is a question about what's on the forms, or if you're a minor and one of your parents objects to your request.
- Call the court as soon as possible if you need to change the hearing date or time.
- A few days before the hearing date, fill out this form **if you need an interpreter**:
https://forms.nintex.com/FormHost.aspx?id=UzyoY3cjyuIWT4Vo75dMSoFPeotBiAvmIxDW28fJ1zA96ESqHDEInxO5uuluSSJT0mjgBvJhbTw6_DmRrP6Oos7Cnn2IDI2pxO8JBusYExnfXfwOXUu3peIU4jKKv6I&TZOffset=480&TZStdOffset=-480&HasDST=true
- Plan to arrive for the hearing about 10 minutes before the start time.
- The hearing should take about 15 minutes.
- The hearing may be in a courtroom with other people and other types of cases.

STEP 4: How Do You Find Out the Court's Decision?

You'll either get a phone call or letter from the court clerk within a few weeks, or the judge will tell you at the end of the hearing.

- Your proof that the judge granted your petition is a document called a **General Judgment**. You can pick up a copy of the General Judgment from the clerk at the courthouse or ask the clerk to mail it to you.
- You may need a **certified** copy of the General Judgment to change certain government documents (a certified copy is a copy of the General Judgment with a special stamp from the court clerk). Certified copies cost \$5.25.

Courthouse Information – Douglas County

- **Address:** 1036 SE Douglas Ave, Roseburg, OR 97470
- **Hours:** 8:00am–12:00pm and 1:00pm–5:00pm, Monday-Friday, except major holidays
- The **main entrance** is on Douglas Ave.
- An **accessible entrance** is in the rear of the building, off Fowler St.
- There is no security screening at any entrance.
- The **clerk's window for filing forms** is on the second floor.
- If you need **accommodations for a disability** call Cindy Martin at 541-957-2409.



Parking and Public Transportation

- There is free parking surrounding the courthouse.
- Accessible parking spaces are in the lot behind the courthouse, off Fowler St.
- Accessible public transportation stops on Fowler St. near the courthouse.



Bathrooms: There are men's, women's, and single occupancy restrooms on the second and third floors.

Remember, We Are Here to Help You

If you need legal advice, please contact the

Victim Rights Law Center:

503-274-5477 x 6