

How to file a Name Change at KCDC Portal

#	Instructions	Visual Cue
1.	<p>Login at King County District Court Portal Welcome to King County District Court e-Filing King County District Court</p> <p style="color: red;">****If you don't have an account, please follow the instructions to register for a public user account.</p>	
2.	<p>Under File a New Case, select Name Change Case Initiation</p>	
3.	<p>Read the instructions carefully before filling out the form.</p>	


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4. Enter all the necessary information for the case.

All fields marked with an **asterisk** are **required** to proceed.

The screenshot shows a web form with several sections:

- Case Information:** Includes fields for Location and Cause of Action, both marked with a yellow asterisk.
- Petitioner Information:** Includes fields for Current Last Name, Current First Name, Current Middle Name, and Name Suffix.
- Date of Birth:** A field marked with a red asterisk, with a calendar icon.
- DL Number:** Includes Driver's License Number (marked with a yellow asterisk) and Issued By (a dropdown menu showing "WA - Washington").
- Address:** A section marked with a red asterisk, containing Address Type (a dropdown menu showing "ML - Mailing Address") and Address 1.

5. If there is more than one petitioner/person changing their name, click on the  sign to add another petitioner panel to fill out.

****If the Petition is made on behalf of a minor, and only the minor is requesting a name change, please complete the Petitioner Information for minor(s) only.**

This screenshot shows the same form as above, but with a red arrow pointing to a plus sign icon in the top right corner of the "Petitioner Information" section header. The form fields are the same as in the previous screenshot, but the "Date of Birth" and "Driver's License Number" fields are now marked with red asterisks.

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6. Upload the necessary documents in **PDF format**:
- Filled out and signed petition for name change and upload under 422720 Petition for Name Change:
 - [Petition for Name Change: Individual](#)
 - [Petition for Name Change: Minor](#)
 - Proof of ID. If the proof of ID does not indicate your WA state residency, please upload a separate document showing you are a WA state resident.
 - Upload proof of ID for both parents if seeking a minor name change.
 - If the name change is for a minor, please upload a copy of the birth certificate as well.
 - If you need to upload any other document, utilize the *additional document panel*. If there are no additional documents, there is no need to enter anything on this panel.

v Petition *
x

Document Type* 422720 - Petition for Name Change

Petitioner Name

Filed By* PET - Petitioner

Document Upload* No file chosen

v Proof of ID/Birth Certificate/Proof of WA State Residency
- + x

Document Type* 474250 - Proof of ID

Petitioner Name

Filed By* PET - Petitioner

Document Upload* No file chosen

+ Proof of ID/Birth Certificate/Proof of WA State Residency

v Additional Document
- + x

Document Type*

Petitioner Name

Filed By*

Document Upload* No file chosen

+ Additional Document

7. Take some time and review all the information entered and documents. When you are finished, click on Proceed. This will take you to your cart to pay for your filing.



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8. Select the specific case you created and click on **Pay Selected Items**.

A new page will display, confirm your payment by clicking **Continue**.

****NOTE:** in addition to the \$98 filing fee with District Court, a second payment will be necessary for the recorder's fee. A **separate check** is required for each named individual in the Petition for Name Change. **You must bring this payment to your scheduled hearing.**

- Individual name change petition: \$203.50.
- Family name change petition: \$204.50 for the first named person, plus \$203.50 for each additional named person.

Process Payment

Filing Information						
Reference No	JTI Ref. No.	eFiling Title	Document	Fees	Paid	Balance
631988	ba28c3b7c3ac	Case_23	422720 - Petition for Name Change	\$ 98.00	\$ 0.00	\$ 98.00
Total				\$ 98.00	\$ 0.00	\$ 98.00

Payment Options

Select your payment method.

Payment - You will be taken to another page to complete your transaction. DO NOT refresh your browser while processing your payment.

This will direct you to our payment vendor page.

9. Click NEXT and then enter all necessary payment information and click NEXT again.

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10. You will need to review your payment, agree to the Terms and Conditions, and then click on **Submit**.

Review your payment details

Review the fees associated with using this service. When you are ready to submit your payment, please review and accept the Terms and Conditions.

TYPE	ACCOUNT NUMBER	AMOUNT
eFiling	184393	\$98.00
Subtotal		\$98.00
Convenience Fee		\$1.49
Total:		\$99.49

I agree to the [Terms and Conditions](#)

BACK
SUBMIT

11. A copy of your receipt will be displayed to you.

Receipt

• Your case is being sent to CMS
• Thank You For Your Payment.
✕

King County District Court

Information

Reference No	JTI Ref. No.	eFiling Title	Document	Fees	Paid	Balance
631988	ba28c3b7c3ac	Case_23	422720 - Petition for Name Change	\$ 98.00	\$ 98.00	\$ 0.00
Gateway Service Fee				\$ 1.49	\$ 1.49	\$ 0.00
Total				\$ 99.49	\$ 99.49	\$ 0.00

Payment Information

Date: 2024, February 21 20:17:06

Amount: \$ 98.00

Service Fee: \$ 1.49

This amount was charged by the payment gateway, separated from the Court filing fees.

12. You should receive two emails:

- One from support@pointandpay.com with a copy of your receipt.
- One from dc_noreply@kingcounty.gov with the case number that was created.

DC_noreply
Wed 2/2
24CIV - Case_23 submitted at King County District Court

Diaz, Your filing, Case_23, has been submitted to King County District Court. Here

support@pointand...
Wed 2/2
Your Receipt

[EXTERNAL Email Notice!] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or

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13. **NEXT STEPS:**

- The case will first be reviewed by the court to ensure all the information necessary is entered and the documents were filled out completely and signed. If the case is accepted by the clerk, you will receive an email notification of the acceptance.
- The case will be set for hearing approximately 30 days out depending on the court's availability. A notice of hearing will be mailed to the address you provided.
 - You will need to attend the hearing in person.
 - Bring a copy of the identification filed.
 - For minor name changes, the judge may require a certified copy of the birth certificate.
 - If the person for whom you are seeking a name change is a minor, 14 to 17 years old, they must attend the hearing. Children under 14 years old may be required to attend at the judge's discretion.
- If a judge grants your name change request, the Court provides you a certified copy of the name change order after your hearing. The Court also records your name change with the King County Recorder's Office.