

OREGON CIRCUIT COURT NAME AND/OR GENDER MARKER CHANGE PROCESS

Disclosure Notice

Everyone deserves to have accurate identification documents. We, at the PCC CLEAR Clinic, acknowledge the inherent injustice of having to petition different bureaucratic systems for this right and what it costs, both financially and personally, to do so.

As such, we have created the guide you see below. It is based off of Basic Rights Oregon's suggested process and we have also provided instructional documents including some visual examples at each step. **NOTE:** This guide does not serve as legal advice and it was created for folx 18 years or older.

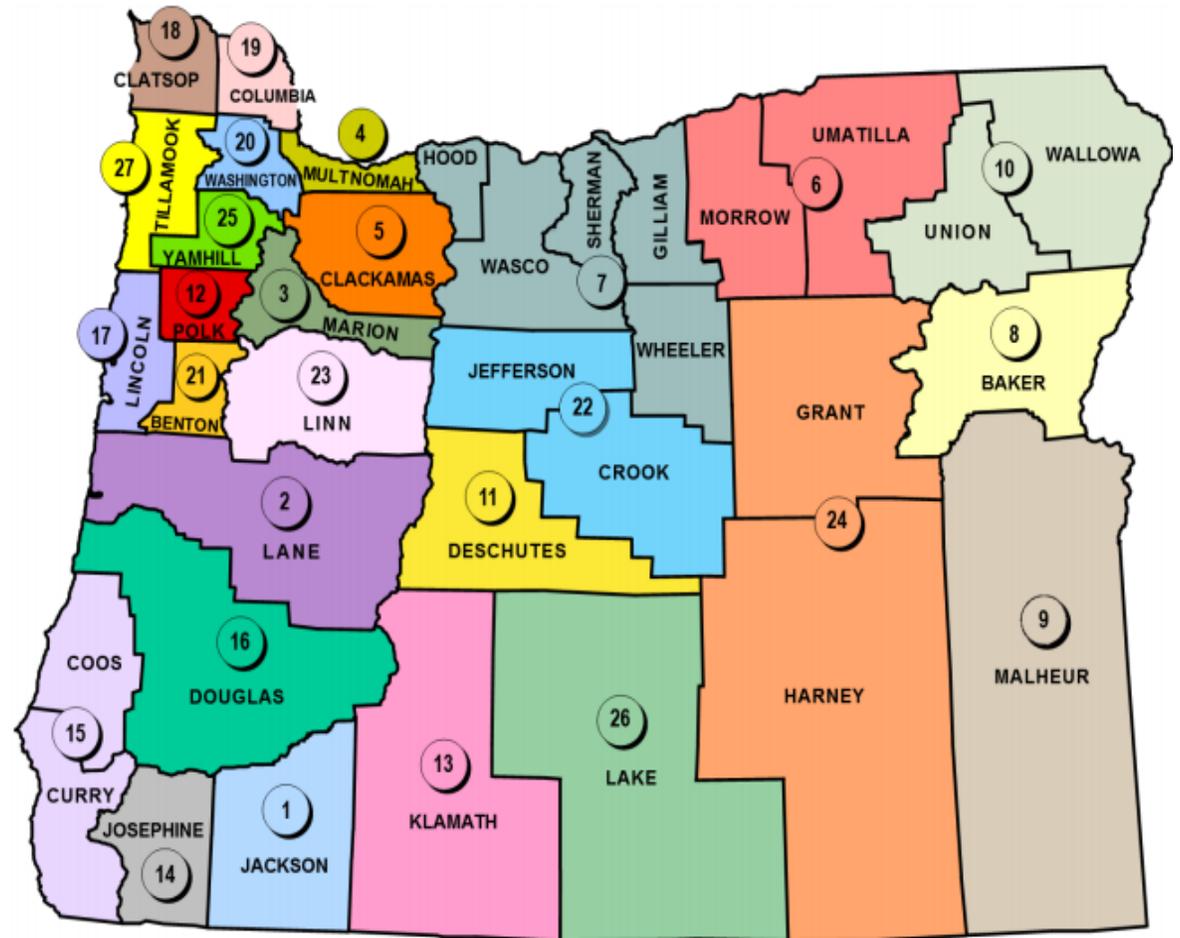


STEP 1: WHICH COUNTY?



The first step in officially changing your name and/or gender marker within your circuit court system is identifying your residential county.

We will use Washington County as an example for the purpose of this instructional document.





STEP 2: COMPLETE THE PAPERWORK



- Once you've identified your residential county, you should either call your circuit courthouse for assistance in finding the document you need or go online first, and then call to confirm that the information you found was correct.
 - While you are talking with them, make sure to confirm what time and what days they will accept your paperwork as well as how long you will need to wait to receive your judgment/approval.
- Each county has a slightly modified process. Multnomah County is the only county where everything can be filled out online and submitted as such. For Washington County's process, we had to make the document fillable/typeable. I have included a copy for you to view and use **here**.
 - **NOTE:** You will need to print it off and sign & date on page 3 as well as date the form on page 4.
- You'll notice that page 3 is a copy request form. It is advisable that you order at least 2-3 certified copies as many other processes for update this information will require one. You do **NOT** want to ever give away or lose your official court judgment. That document, once received, should be archived safely.



**DO I FILL OUT AN OREGON
FEE WAIVER?**





STEP 3: SUBMIT PAPERWORK TO THE COURTHOUSE



- Once you've made sure that the circuit court form is filled out correctly, you'll need to take it along with any other required paperwork to your county's courthouse. Make sure to check that they are open as well as confirm the time and days of the week that they will accept this paperwork.
- Washington County's Circuit Court in-person is located in Hillsboro specifically to the Clerk's Office (on the first floor of the Justice Services Building).
- There is a parking garage about a block away if you cannot find parking. They will only accept this paperwork between 8:30 – 9 am Monday – Friday.
- Besides the packet, you will also need to bring:
 - **A valid photo ID** (passport or driver's license/state ID for example)
 - **A check or credit/debit card** to pay (if you are not submitting a **fee waiver**)
 - The cost for the process is **\$124 +\$5.25** per certified copy.





AFTER SUBMITTING YOUR APPLICATION



- After you've submitted the paperwork to the cashier/clerk, a judge-signed judgement and certified copies will be mailed to the mailing address you included on your paperwork within the window that the courthouse confirms.
- For Washington County, you should get your judgment 2 weeks from your filing date if approved.
- Once you have your judgment/approval in hand, you can then proceed with updating the Social Security Office as you must update them within 30 days of any formally approved name change.

