



IN THE DISTRICT COURT OF SPOKANE COUNTY WASHINGTON

E-FILE INSTRUCTIONS FOR ADULT NAME CHANGE

****PLEASE OPEN THE E-FILING FORM IN ADOBE/READER
or MICROSOFT EDGE BROWSER****

WHAT YOU NEED TO FILL OUT THE FORM:

1. Your **Legal** First, Middle, and Last Name
2. Copy of your picture identification (Front and Back)
Examples – Driver’s License, State ID, Passport

HOW TO SIGN THE FORM:

You will need to add your signature on the form. Web browsers generally do not offer tools for drawing/importing a signature. It is best to NOT open the form in a browser window (As you will not be able to “affix” your signature on the form.) Some options for accomplishing this...

1. [Click Here to Start Filing](#)
 - a. Download the file and open the file in Adobe/Reader – Click the option for “Fill & Sign” to affix your signature. Resave the file.
 - b. Open the file in Microsoft Edge browser – Click the “Draw” tool to affix your signature using your mouse. Save the file to your device.
 - c. Use some other tool to overlay you signature to the file. Save the file to your device.

HOW TO FILE THE FORM:

1. Save the form to your computer/device.
2. Email it to DCCIVIL@SPOKANECOUNTY.ORG

A Court Clerk will contact you regarding payment of the filing fee within 24 to 48 hours.

If you have any questions, please email DCCIVIL@SPOKANECOUNTY.ORG or contact the Civil/Small Claims Department at (509) 477-4770 option 8.

*****Please note: There will be a service charge of \$2.99 for using your debit/credit card*****