

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 11-14**

**Procedures for Adjudicating Applications for Change of Name**

**WHEREAS**, the Superior Court has jurisdiction to adjudicate Applications for Change of Name pursuant to D.C. Code §§ 16-2501 and 11-921 (*see also* Superior Court Civil Rule 205); and

**WHEREAS**, under certain circumstances, issues of paternity that are most appropriately handled by a judge of the Family Court of the Superior Court pursuant to the “One Family, One Judge” requirement of the District of Columbia Family Court Act of 2001, D.C. Code §§ 11-1104 *et seq.* (“One Family, One Judge” requirement of the Family Court Act”), are raised when an Application for Change of Name is filed with the Court; and

**WHEREAS**, new procedures should be implemented to further the goals of the “One Family, One Judge” requirement of the Family Court Act when the Court adjudicates Applications for Change of Name;

**NOW, THEREFORE**, it is by the Court, exercising the discretion recognized by Superior Court Civil Rules 12-I(b)(i) and 40-I(a),

**ORDERED**, that any Application for Change of Name (“Application”) of an individual who is under the age of 21 years (a “minor”) (whether filed by an individual seeking to change his or her own name or the name of a minor) must be filed with the Family Court Central Intake Center (“Central Intake”), and the following procedures govern such Applications:

- 1) Where there is an open Family Court case, the Application must be assigned to that same judge pursuant to the “One Family, One Judge” requirement of the Family Court Act;
- 2) Where there is an ongoing child support order, the Application must either be placed on the child support calendar for resolution or be certified by the Presiding Judge of the Family Court to another Family Court judge for resolution;
- 3) Where there is an open Civil Protection Order (“CPO”) case involving a minor, Central Intake must notify the Presiding Judge of the Domestic Violence Unit of the existence of the open CPO and consult with that judge to determine whether the Family Court will handle the Application or should certify the Application to the Domestic Violence Unit, and
  - a. If the Application is certified to the Domestic Violence Unit, that Unit must update the record in the FSP case, enter a final order on the Application, and close the case; or
  - b. If the Application is not certified to the Domestic Violence Unit, the Application must be assigned for resolution to a Family Court calendar as designated by the Presiding Judge of the Family Court; or
- 4) Where there is a closed or no CPO involving a minor, no existing child support order, and no open Family Court case, the Application must be assigned for resolution to a Family Court calendar as designated by the Presiding Judge of the Family Court; it is further

**ORDERED**, that any applicant who is 21 years of age or older (an “adult”) who wishes to change that adult applicant’s own name must take the Application to Judge-in-Chambers who must check to see if that adult applicant is party to an open Family Court case or the subject of an ongoing child support order, and the following procedures govern such Applications:

- 1) Where there is an open Family Court case or ongoing child support order, the Application must be filed in Central Intake, and
  - a. Where there is an open Family Court case, the Application must be assigned to that same judge pursuant to the “One Family, One Judge” requirement of the Family Court Act; and
  - b. Where there is an ongoing child support order, the Application must either be placed on the child support calendar for resolution or be certified by the Presiding Judge of the Family Court to another Family Court judge for resolution; or
- 2) Where there is an open CPO involving an adult, the Application must be filed with the Civil Actions Branch. The judge presiding in Judge-in-Chambers must notify the Presiding Judge of the Domestic Violence Unit of the existence of the open CPO and consult with that judge to determine whether the judge presiding in Judge-in-Chambers will handle the Application or should certify the Application to the Domestic Violence Unit. If the Application is certified to the Domestic Violence Unit, that Unit must update the record in the Civil Actions case, enter a final order on the Application, and close the case; or
- 3) Where there is no open Family Court case, no pending child support order, and an expired or no CPO involving an adult, the Application to Change Name must be filed in the Civil Actions Branch, which will then forward it to Judge-in-Chambers for resolution; it is further

**ORDERED**, that if an applicant seeks to change either the birth certificate or name of a minor and seeks to change the name of an adult, the Family Court must address both issues in the same case; it is further

**ORDERED**, that, for all Applications referenced in this Administrative Order, Judge-in-Chambers must issue an appropriate order of publication on the date that the Application is filed; and it is further

**ORDERED**, that, for all Applications that must be filed with Family Court Central Intake, Central Intake must, on the date the Application is filed, open a Family Special Proceeding (“FSP”) case and schedule a future hearing before the assigned judge.

**SO ORDERED.**

**BY THE COURT**

**DATE: August 4, 2011**

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/s/  
**Lee F. Satterfield**  
**Chief Judge**

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