

## CHECKLIST

The following is a checklist to ensure that you have all of the forms completed, help you prepare for court, and assure you that the process is complete:

### Step One:

\_\_\_\_\_ Civil Case Filing Statement  
Date filed \_\_\_\_\_

\_\_\_\_\_ Completed Verified Petition for Name Change of Minor Child  
Date filed \_\_\_\_\_  
Date sent or handed a copy to other parent \_\_\_\_\_  
Was this a minimum of 10 days before the hearing? \_\_\_\_\_

\_\_\_\_\_ Date of hearing \_\_\_\_\_

\_\_\_\_\_ Completed Notice of Hearing by Publication **(if applicable)** \_\_\_\_\_  
Date filed \_\_\_\_\_  
Dates published (4x) \_\_\_\_\_  
Date sent or handed file-stamped copy to other parent \_\_\_\_\_  
Was this a minimum of 10 days before the hearing? \_\_\_\_\_

- **At the end of step one, you should have filed the Verified Petition and the Case Filing Statement with the Clerk of Courts.**

### Step Two:

\_\_\_\_\_ Served a copy of the Verified Petition and a file-stamped copy of Notice of Hearing on the other parent  
By hand delivery? \_\_\_\_\_ Mail delivery? \_\_\_\_\_ Sheriff? \_\_\_\_\_  
If hand delivery, date Admission of Service filed \_\_\_\_\_  
If mail delivery,  
Date Notice and Admission filed \_\_\_\_\_  
Date Affidavit of Mailing filed \_\_\_\_\_  
Green card showing receipt of certified mail delivery filed \_\_\_\_\_  
If Sheriff, date Sheriff's Office return filed \_\_\_\_\_

\_\_\_\_\_ Consent form completed by the other parent  
Date filed \_\_\_\_\_

\_\_\_\_\_ Consent form completed by the minor child **(if applicable)**  
Date filed \_\_\_\_\_

\_\_\_\_\_ Affidavit of Publication from \_\_\_\_\_ (newspaper) **(if applicable)**  
Date received \_\_\_\_\_  
Date filed \_\_\_\_\_

\_\_\_\_\_ Take a copy of the minor child's birth certificate to Clerk of Courts with you

- **At the end of step two, you should have served the other parent the Verified Petition and Consent form, and filed the Admission of Service, the other parent's Consent form, a copy of the child's birth certificate, the child's Consent form, and the Order for Name Change of a Minor Child with the Clerk of Courts.**

**Step Three:**

\_\_\_\_\_ Order for Name Change of a Minor Child  
Complete two copies to take to court date with you \_\_\_\_\_  
Date signed \_\_\_\_\_  
Date filed \_\_\_\_\_  
Get a minimum of 3 certified copies from the clerk of court \_\_\_\_\_

- **At the end of step three, you should have prepared your Order for Name Change of a Minor Child and had your hearing.**

**Step Four:**

\_\_\_\_\_ Notice of Entry  
Date filed \_\_\_\_\_

\_\_\_\_\_ Affidavit of Service – for service of Order for Name Change of a Minor Child and Notice of Entry to the other parent  
Date served certified copy of Order copy of Notice of Entry to other parent \_\_\_\_\_  
Date filed \_\_\_\_\_

- **At the end of step four, you should have obtained 3 certified copies of the Order for Name Change of a Minor Child, served the other parent the Notice of Entry of the Order and a certified copy of the order, and filed an Affidavit of Service with the Clerk of Courts.**