

**INSTRUCTIONS AND FORMS FOR NOTICE AND ADMISSION OF SERVICE OF VERIFIED
PETITION FOR NAME CHANGE OF A MINOR CHILD**

This form references specific South Dakota Codified Laws (SDCL), and you can find these laws on the South Dakota Legislature website. If you have any legal questions, it is highly recommended that you consult with an attorney. Court staff are unable to provide you with legal advice or assist you in completing this form. For specific questions related to the forms, you can contact the Legal Form Helpline at 1-855-784-0004 or email UJS staff at ujssrlhelp@ujss.state.sd.us.

Option 1 – Mailing the Verified Petition to the non-petitioning parent *(The non-petitioning parent will need to sign the admission of service within twenty days of mailing and provide the signed form back to you or file with the Clerk of Court themselves.)*

1. Complete the Notice & Admission of Service Notice and Admission of Service of Verified Petition for Name Change of a Minor Child (Uncontested) (UJS-032A)
 - a) Fill in the caption with the name of the county you are filing in, the judicial circuit number, the name of the minor child as it appears on the birth certificate, the proposed name change, and the case number.
 - b) Fill in the remainder of the form by filling in the name of the non-petitioning parent you are mailing to, the date you are mailing the notice, and the mailing address you are sending to.
2. Complete only the caption of the Admission of Service of Verified Petition for Name Change of a Minor Child (Uncontested) (UJS-032B). The remainder of this form will be completed by the non-petitioning parent.
3. Attach two copies of the Notice & Admission of Service, a copy of the Verified Petition for Minor Name Change (UJS-032A), Admission of Service of Verified Petition for Name Change of a Minor (UJS-032B), Notice of Hearing (UJS-031) Consent (UJS-033) and a return envelope, postage prepaid addressed to yourself and mail to the non-petitioning parent.
4. Complete the Statement of Service (UJS-036) by filling in the caption with the minor child's current name as it appears on the birth certificate, the name you are proposing it be changed to and mark all documents you are mailing to the non-petitioning parent. The Statement of Service (UJS-036) will then need to be filed with the Clerk of Court.

Option 2 – Hand Delivery to the non-petitioning parent *(If you believe the non-petitioning parent will willfully consent to the Petition for Minor Name Change.)*

1. Complete the Admission of Service of Verified Petition for Name Change of a Minor Child (UJS-032B) by filling in only the caption. Leave the remainder of the form blank for the non-petitioning parent to complete.
2. To the Admission of Service (UJS-032B), attach a copy of the Verified Petition for Name Change of Minor Child (UJS-030), the Notice of Hearing (UJS-031), and Consent (UJS-033) and hand deliver to the non-petitioning parent.
3. The non-petitioning parent will need to sign the Admission of Service (UJS-032B) and provide the original back to you, and you will then need to file with the Clerk of Court.

Option 3 – Sheriff or process server – If the non-petitioning parent will not accept service by mail or hand delivery, you may contact the sheriff or process server, to serve the non-petitioning parent. You will be provided with proof of service which will need to be filed with the clerk of court.

STATE OF SOUTH DAKOTA

IN CIRCUIT COURT

COUNTY OF _____

_____ JUDICIAL CIRCUIT

In the Matter of the Petition regarding: _____ (Birth Certificate Name), a Minor Child For a Change of Name to: _____ (Proposed Name)	Case No. _____ NOTICE & ADMISSION OF SERVICE OF VERIFIED PETITION FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED) & NOTICE OF HEARING
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TO _____, THE NON-PETITIONING PARENT:

The enclosed single copies of a Verified Petition for Name Change of a Minor Child (Uncontested) and a Notice of Hearing for Name Change of a Minor Child (Uncontested) are sent to you pursuant to SDCL § 15-6-4(i), as well as two (2) copies of this Notice & Admission of Service of Verified Petition for Name Change of a Minor Child (Uncontested) & Notice of Hearing, and a return envelope, postage prepaid, addressed to the Petitioner.

You must complete the Admission of Service portion of this form and return the original to the sender within 20 days. In completing the form, you must fill in the town and state where you received the papers and sign and date the document. Failure to sign and return the original Admission of Service within 20 days after the date of mailing without good cause will result in the Court ordering the person so served to pay the costs of personal service. SDCL 15-6-4(i).

After you complete and return this form, you may then answer (respond to) the verified petition within 30 more days. If you choose not to answer in time, an Order for Name Change of a Minor Child pursuant to the verified petition may be entered by the court.

I hereby certify that this Notice & Admission of Service was mailed, postage prepaid, on this _____ day of _____, 20____ to the above-named non-petitioning parent _____, at the following mailing address:

(Name of Non-Petitioning Parent)

(Street Address)

(City, State, Zip)

And depositing the envelope, with sufficient postage, in the United States Mail in:

Dated this _____ day of _____, 20_____.

Petitioner's Signature

Printed name

Mailing Address

City, State and Zip Code

Telephone Number

COUNTY OF _____

_____ JUDICIAL CIRCUIT

In the Matter of the Petition regarding:

(Birth Certificate Name), a Minor Child

For a Change of Name to:

(Proposed Name)

Case No.: _____

**ADMISSION OF SERVICE OF VERIFIED
PETITION FOR NAME CHANGE OF A
MINOR CHILD (UNCONTESTED) AND
NOTICE OF HEARING FOR NAME
CHANGE OF A MINOR CHILD
(UNCONTESTED)**

I, _____, the non-petitioning parent, admit to receiving a copy of the Verified Petition for Name Change of a Minor Child (Uncontested) and a copy of the Notice of Hearing for Name Change of a Minor Child (Uncontested) in the above-captioned matter.

This Admission merely acknowledges receipt of the papers; it does not admit or deny any of the statements contained in those papers.

I declare under penalty of perjury under the law of South Dakota that the foregoing is true and correct. Signed on the _____ *day of* _____ *,* _____ *at*
(Date) (Month) (Year)

(City or other location, and State)_____
Non-Petitioning Parent Signature_____
Printed Name_____
Address_____
City, State, Zip Code_____
Phone Number