

**INSTRUCTIONS AND FORM FOR NOTICE OF ENTRY OF  
ORDER FOR NAME CHANGE OF A MINOR (UNCONTESTED)**

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@uj.s.state.sd.us](mailto:ujssrlhelp@uj.s.state.sd.us).

**IMPORTANT NOTICE:**

If the Order for Name Change of a Minor Child is granted by the Judge, an Order will be entered, and a copy will be provided to you. Once you receive a copy of the Order, a Notice of Entry will need to be filed.

**To Complete this form, you will need to:**

- ☐ Complete the caption of the Notice of Entry of Order.
- ☐ Enter the name of the County you are filing in.
- ☐ Insert the Judicial Circuit of the County.
- ☐ Enter the name of the minor child as it appears on their birth certificate on the first line provided.
- ☐ Enter the proposed name you are requesting the child be changed to.
- ☐ Enter the case number that was provided to you by the Clerk of Court at the time of filing the Petition for Name Change.
- ☐ Fill in the remainder of the form by stating the date the order was signed, the name of the Judge who signed the Order, and the County where it was filed.
- ☐ Sign and date.
- ☐ File the Notice of Entry of Order of Name Change of a Minor Child and attached copy of the Order of Name Change of a Minor Child with the Clerk of Court.
- ☐ Mail a copy to the non-petitioning parent.

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. _____  <b>NOTICE OF ENTRY OF ORDER FOR NAME CHANGE OF A MINOR CHILD (UNCONTESTED)</b>
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PLEASE TAKE NOTICE that the Order for Name Change of a Minor Child was entered in the above-entitled matter on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Honorable \_\_\_\_\_ and duly filed by the County Clerk of Courts in \_\_\_\_\_, South Dakota. A certified copy of said Order for Name Change of a Minor Child is attached hereto and served upon you.

*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)

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Petitioner's Printed Name

\_\_\_\_\_  
Petitioner's Mailing Address

\_\_\_\_\_  
City, State, & ZIP Code

\_\_\_\_\_  
Petitioner's Phone Number