

CHECKLIST FOR NAME CHANGE OF A MINOR CHILD

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

Step One - Complete and File Petition for Name Change of a Minor Child

1. Complete a Case Filing Statement (UJS-232).
2. Complete the Verified Petition for Name Change of Minor Child (UJS-030).
3. File the Case Filing Statement and Petition with the Clerk of Court and pay the Associated Filing Fee.

Step Two – Schedule a Hearing

1. Contact the Clerk of Court to obtain a hearing date and complete form Notice of Hearing for Name Change of a Minor Child (Uncontested) (UJS- 031).
2. File Notice of Hearing for Name Change of a Minor Child (Uncontested) (UJS- 031) with the Clerk of Court.

Step Three – Serve the non-Petitioning Parent

1. Serve the non-petitioning parent with the following documents:
 - a) A copy of the Verified Petition for Name Change of a Minor (UJS-030);
 - b) A signed copy of the Notice of Hearing for Name Change of a Minor Child (Uncontested) (UJS- 031); and
 - c) Consent form (UJS-033) for the non-petitioning parent to sign.
 - i. Once you receive the signed Consent form (UJS-033) back, you will need to file the original with the Clerk of Court.
2. Service can be completed by one the following:
 - a) Sheriff or process server; or
 - b) By hand delivery or mail if the non-petitioning parent will willfully sign an Admission of Service.
 - i. Forms and further Instructions for service by hand delivery or mail can be found in Instructions and Forms for Notice and Admission of Service of Verified Petition for Name Change of a Minor Child (UJS-032A an B).

Step Four – Publication *(If Required)*

1. Publish the Notice of Hearing in a legal newspaper in the county you reside once a week for four consecutive weeks.
2. File the Affidavit of Publication with the clerk of court. The newspaper will provide you with this at the end of the four weeks.

Step Six – Child's Consent *(If Applicable)*

1. Complete Child's Consent for Name Change of a Minor Child (UJS-037) if you did not have to complete the publication and the child is twelve years of age or older.
2. File the Consent (UJS-037) with the Clerk of Court.

Step Five – File Proof of Service

1. File the signed Admission of Service (UJS-032B), if the other parent signed and mailed back to you or file the Proof of Service if you had them served by sheriff or process server, with the Clerk of Court once you receive one.

Step Six – Prepare Order for Name

1. Prior to the hearing you should prepare the Order for Name Change of a Minor Child (UJS-034) pursuant to the instructions and bring with you to the hearing.

Step Seven – Attend your Hearing

1. Attend your hearing at the date and time scheduled and bring with you the prepared Order for Minor name Change and a copy of the minor child's birth certificate.

Step Eight – Complete and File the Notice of Entry *(once the order for name change has been signed by the Judge)*

1. Complete the Notice of Entry, attach the signed Order for Name Change of a Minor and file with the Clerk of Court.

Step Nine – Mail the Order to the Non-Petitioning Parent

1. Mail a copy of the Notice of Entry of Order for Name Change of a Minor (UJS-035) and attach the signed Order for Name Change of a Minor Child (UJS-034) and mail a copy to the non-petitioning parent.
2. Complete the Statement of Mailing (UJS-036) and file with the Clerk of Court.