

**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:

\_\_\_\_\_ 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? \_\_\_\_\_

\_\_\_\_\_ Notice of Hearing by Publication Date  
filed \_\_\_\_\_

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

Dates published (4x) \_\_\_\_\_

Date sent or handed a file-stamped copy to other parent \_\_\_\_\_

Was this a minimum of 10 days before the hearing? \_\_\_\_\_

\_\_\_\_\_ Serving 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 \_\_\_\_\_

\_\_\_\_\_ Affidavit of Publication from \_\_\_\_\_ (newspaper) Date received \_  
\_\_\_\_\_

Date filed \_\_\_\_\_  
(you may have to call clerk or newspaper if you did not receive it)

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

\_\_\_\_\_ Order for Name Change of a Minor Child

Complete 2 copies to take to court with you \_\_\_\_\_

Date signed \_\_\_\_\_

Date filed \_\_\_\_\_

Get a minimum of 3 certified copies from clerk of court \_\_\_\_\_

**FORMS TO PREPARE AFTER THE HEARING**

\_\_\_\_\_ 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 \_\_\_\_\_