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| **Ask the court for a Petition to Change the Name of a Minor** |

Congratulations {{ users }}! You have finished all the forms you need to ask the court for a Petition to Change the Name of a Minor.

## Next steps

1. Go to your notary public with the finished form and valid

personal ID, i.e., Passport, driving license and get it notarized by that notary public.

1. Deliver a copy to your attorney.
2. **Keep a copy for yourself.**
3. File the finished application to the court in your district.
4. If the judge decides to grant your petition you will get the name of the minor changed.
5. Check the order when you get it to make sure it is correct.

## To file your application right away

1. Look over the forms below, one more time. Make sure everything is correct.
2. Call your local court services to find out how they want you to send your forms to them.
3. Make sure all the details provided in the form are correct.

## Serving the other party

1. Within a reasonable time of filing the application, the applicant must mail or personally serve all interested parties, with a copy of this Application of the name change and the Notice of Final Hearing. Failure of the applicant to comply with this requirement will result in a dismissal of the Application without prejudice.

## What happens in the hearing?

The judge reads your complaint and your evidence. They may ask you questions.

**Tell** the judge why you need a Petition to Change the Name of a Minor. Talk about the facts that you wrote in your complaint. Tell the judge about any evidence that you have.

## What can the judge do?

1. The application will be reviewed for completion, clarity, and proper supporting documentation. Such documentation will include child’s original or certified birth certificate, proof of residency etc. If application is filed on behalf of the minor child, it is the applicant’s responsibility to submit all the applicable supporting documents for the court’s discretion.
2. The approval of the Application for Change of Name of a Minor requires a Final Hearing that will be held either before a judge in Family Court or Judge-In-Chambers.
3. The process may take approximately 2-to-5 weeks to complete
4. The court will request a criminal record check on you and/or minor child over age of 11 from the Office of the Commissioner of Probation.
5. The court will also send a Notice of Petition for Change of name, which instructs you to provide public notice of your request by publishing the notice in a local newspaper.

## What happens if the judge makes the order?

1. If the petition is approved by the judge, the court will issue you with a decree and certificate with your new name.
2. If there are objections, the court will schedule a hearing. After a hearing, the court may schedule a trial date, dismiss your petition, or sign a change of name decree. If the judge allows your change of name request, the court will issue a decree and certificate with your new name.

**Read** the order as soon as you get it. Call the court to fix any mistakes. You may need to go back in front of the judge to get the order corrected.