

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:

Step One:

_____ 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? _____

_____ Date of hearing _____

_____ Completed Notice of Hearing by Publication **(if applicable)** _____
Date filed _____
Dates published (4x) _____
Date sent or handed file-stamped copy to other parent _____
Was this a minimum of 10 days before the hearing? _____

- **At the end of step one, you should have filed the Verified Petition and the Case Filing Statement with the Clerk of Courts.**

Step Two:

_____ Served 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 _____

_____ Consent form completed by the minor child **(if applicable)**
Date filed _____

_____ Affidavit of Publication from _____ (newspaper) **(if applicable)**
Date received _____
Date filed _____

_____ Take a copy of the minor child's birth certificate to Clerk of Courts with you

- **At the end of step two, you should have served the other parent the Verified Petition and Consent form, and filed the Admission of Service, the other parent's Consent form, a copy of the child's birth certificate, the child's Consent form, and the Order for Name Change of a Minor Child with the Clerk of Courts.**

Step Three:

_____ Order for Name Change of a Minor Child

Complete two copies to take to court date with you _____

Date signed _____

Date filed _____

Get a minimum of 3 certified copies from the clerk of court _____

- **At the end of step three, you should have prepared your Order for Name Change of a Minor Child and had your hearing.**

Step Four:

_____ 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 _____

- **At the end of step four, you should have obtained 3 certified copies of the Order for Name Change of a Minor Child, served the other parent the Notice of Entry of the Order and a certified copy of the order, and filed an Affidavit of Service with the Clerk of Courts.**