**NAME CHANGE FORM – Age 13 and younger**

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| ***FORMS (& copies) YOU NEED:*** | ***COSTS/FEES:*** |
| ***Name Change forms:**** *Petition for Name Change for Minor Child 13 and younger* (Original + 2 copies)
* *Notice and Order for Name Change* (Original + 2 copies)
* *Order for Name Change* (Original + 2 copies)

***(optional) Fee Waiver forms:**** *Petition for Waiver of Fees & Costs – Affidavit of Indigency* (Original only)
* *Order on Petition for Waiver of Fees & Costs* (Original only)
 | ***Filing Fee:**** $168.00 ($0 with an approved Fee Waiver)

***Publishing Fee:**** $100.00 or $125.00 (cannot be waived with a Fee Waiver)

***Service Fee (through Milwaukee County Sheriff) if not filing together:**** $90.00 ($0 with an approved Fee Waiver)
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| ***NAME CHANGE: General Process*** |
| 1. ***Get everything you need to file.*** All originals & copies must be single-sided. Bring money for the costs/fees and bring your photo ID if you need to get documents notarized. If you are using a Fee Waiver, bring proof of income or public assistance.
2. ***File everything in person at the courthouse*** (901 N. 9th St, open Monday-Friday from 8:30am-4:30pm)
* Room 609 🡪 If you’re using a Fee Waiver, get it approved.
* Room 104 🡪 File the forms. Show your approved Fee Waiver or pay the filing fee.
1. ***Publish in an approved newspaper.*** Once you receive your court date, you need to publish a copy of the “Notice and Order for Name Change” once a week for 3 consecutive weeks. Info on the two newspapers approved for publishing in Milwaukee County is as follows:
2. **The Milwaukee Community Journal** (3612 N. MLK Dr. / 414-265-5300 / **$100.00** publishing fee for all three weeks)
3. **The Daily Reporter** (225 E. Michigan St. #540 / 414-276-0273 / **$125.00** publishing fee for all three weeks)
4. ***Serve the other parent.*** If both parents are listed on the child’s birth certificate and only one parent is requesting the name change, the other parent needs to be served with a copy of the papers.
* Safety Building, Room 102 🡪 *If your spouse lives in Milwaukee County*, we recommend serving through the Milwaukee County Sheriff. Show your approved Fee Waiver or pay the service fee.
* For other service options, refer to our “SERVICE OPTIONS: Name Change and Post-Judgment” sheet.
1. ***Attend your hearing.*** If it is a remote hearing (through the Zoom video conferencing app), the court will give you instructions on how to join.Make sure you have all necessary documents with you at the hearing.
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| ***QUESTIONS?*** |
| * *Find the forms, directions, and how-to videos to answer your own questions:* [*https://www.milwaukeejusticecenter.org/howtovideos.html*](https://www.milwaukeejusticecenter.org/howtovideos.html)
* *Schedule an appointment with the Milwaukee Justice Center for help with documents, service questions, etc.: Call (414) 278-3965 or Email* *mjcdivorce@gmail.com**. (email recommended).*
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