**Name Change Forms – Age 13 and Younger**

**Milwaukee County**

**FILING AND SERVICE FEES**

* **$168**: for filing (**$0** with an approved Fee Waiver)
* **$100 or $131.25**: for publication (can’t be waived with a Fee Waiver)
* **$90**: for service through the Milwaukee County Sheriff (**$0** with an approved Fee Waiver)
  + For service through sheriff’s departments outside Milwaukee County: **fees vary** by county (some accept approved Fee Waivers from outside their county; some do not).

**FORMS and COPIES NEEDED**

* **Name Change forms** 🡪 Original and 2 copies (of all forms)
  + **Petition for Name Change (13 and younger)** (CV-455)
  + **Notice and Order for Name Change Hearing** (CV-460)
  + **Order for Name Change** (CV-470)
* **Fee Waiver forms**, if you qualify 🡪 Original only (of both forms)
  + **Petition for Waiver of Fees & Costs – Affidavit of Indigency** (CV-410A)
  + **Order on Petition for Waiver of Fees & Costs** (CV-410B)

**SECTION A: Requesting a Fee Waiver**

*If you can’t afford the filing or service fees and want to ask the court to waive the fees, complete the following steps. If you are not* *requesting a Fee Waiver, move to Section B.*

* **DO NOT sign or date the Fee Waiver until you are in front of a notary.** You can get documents notarized in Room 104 of the courthouse or at most banks and post offices. Bring your photo ID!
* **Get Proof of Income or Proof of Public Assistance/Benefits.**
  + If you think you qualify based on your income, you can show pay stubs, proof of unemployment, etc.
  + If you receive public assistance (FoodShare, BadgerCare, etc.), the easiest way to get the Fee Waiver approved is by showing the [MyACCESS Mobile App](https://www.dhs.wisconsin.gov/forwardhealth/myaccess.htm) on your phone. You can download the app at [www.dhs.wisconsin.gov/forwardhealth/myaccess](http://www.dhs.wisconsin.gov/forwardhealth/myaccess).
* Take both ***notarized*** fee waiver AND proof of income / public assistance to **Room 609 (Chief Judge’s Office).**

**SECTION B: Filing the Forms and Getting a Hearing Date**

*Complete the following steps in order.*

* **Room 104 (Clerk of Court)** 
  + Show your approved Fee Waiver or pay the filing fee.
  + Give all original documents and copies to the clerk.
* **Judge’s courtroom**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + To get a hearing date, file all original documents and copies in your Judge’s courtroom. If you don’t know where that is, you can ask the clerk in Room 104.
  + Make sure the hearing date is written on all copies.
* *(If both parents are listed on the birth certificate and only one parent is requesting the change)* **Serve the other parent** **with a copy of the forms**.
  + If the other parent lives in Milwaukee County, we recommend serving through the **Milwaukee County Sheriff’s Department** (**Safety Building, Room 102)**
  + If the other parent lives outside of Milwaukee County, we recommend serving through the Sheriff’s Department in that county or through a private process server in that county/city.

**SECTION C: Publishing in the Newspaper and Attending Your Hearing**

* After you get the hearing date, publish the “Notice of and Order for Name Change Hearing” in an approved newspaper once. The newspaper must run the notice once a week for three consecutive weeks. In Milwaukee County, here are the two newspapers approved for publishing:



The newspaper will send you Proof of Publication in the mail after the last week of publication.

* **Attend your hearing.** 
  + If your hearing is remote (on 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 (original birth certificate, proof of publication, etc.).
* ***Questions?***
* **To get help with the forms or filing procedures**: Email the Milwaukee Justice Center at [mjcdivorce@gmail.com](mailto:mjcdivorce@gmail.com). If you want in-person help, you can visit the Self-help Family Forms clinic at the MJC during our walk-in clinic hours (listed here: <https://www.milwaukeejusticecenter.org/services-hours-location.html>).
  + **To answer your own questions:**You can find the forms, directions, and tutorial videos on how to complete the forms at this website:<https://www.milwaukeejusticecenter.org/howtovideos.html>.

$131.25 (for all 3 weeks)