**MJC Remote Forms Clinic: Filing Instructions and Notes –**

**NAME CHANGE form – Age 14 & older**

**FORMS NEEDED**

* Petition for Name Change for Adult or Minor Child 14 and older
* Notice and Order for Name Change
* Order for Name Change

**ADDITIONAL ITEMS NEEDED**

* (optional) Fee Waiver & proof of income or public assistance

**COSTS/FEES**

* **$168.00** for the filing fee**\***
* **$125 or $100** for the publication fee (can’t be waived with a Fee Waiver)

**\*Can be waived with a Fee Waiver if you qualify**

**GENERAL PROCESS**

1. ***Get everything you need to file.***
2. ***File everything at the courthouse.***
3. ***Publish Notice of Name Change in an approved newspaper.***
4. ***Attend your hearing.***

For detailed instructions, see the notes below.

1. ***Get everything you need to file.*** *Refer to the chart below for details.*
* **Review everything carefully** and **make any edits or additions listed in the chart.** Correct any other errors you see(pay special attention to names, addresses, phone numbers, etc.).
* **Sign and date** **the forms** **and make the copies according to the chart below**.
	+ **ALL ORIGINALS AND COPIES MUST BE PRINTED SINGLE-SIDED** (on one side of paper). The court will not accept documents that are printed on both sides.
	+ **PRINTING/COPYING SERVICES**: The Milwaukee County Law Library (Room G8 in the courthouse) is currently closed for all services due to the rise in Covid-19 cases. To call them with questions or to confirm when they will re-open, their number is (414) 278-4900. If you don’t want to wait and don’t have access to a printer, we recommend going to a local FedEx, Kinkos, etc. for printing/copying services.

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| **Form** | **Edits/Additions Needed** | **Copies Needed** |
| **Petition for Name Change for Adult or Minor Child 14 and Older** |  | Original **+ 2 copies**  |
| **Notice and Order for Name Change** |  | Original **+ 2 copies** |
| **Order for Name Change** |  | Original **+ 2 copies**  |
| **Additional Items** | **Notes** |
| **(optional) Fee Waiver & proof of income or public assistance*** Petition for Waiver of Fees and Costs – Affidavit of Indigency
* Order on Waiver of Fees and Costs
 | * *If you receive public assistance or if you can’t afford to pay the fees because of your income, you can complete and submit the Fee Waiver form.*
* DO NOT sign or date the Fee Waiver until you arein front of a notary. You can get documents **notarized in** **ROOM 104** of the courthouse. Bring your photo ID.
* After you get the Fee Waiver notarized, you can get it **approved in ROOM 609** of the Courthouse.

*To get the Fee Waiver approved, you need to show proof that you can’t afford the fees.** If you receive public assistance, you can show the My Access phone application for BadgerCare or FoodShare, SSI eligibility letters, etc.
* If you think you qualify based on your income, you can show pay stubs, proof of unemployment, etc.
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1. ***File everything at the courthouse.***
* **Take all the forms, additional items, copies, and fees to Room 104** of the Milwaukee County Courthouse (901 N. 9th St., open weekdays from 10:00am to 3:00pm).
* **Get documents notarized.**
	+ If you need to sign any documents in front of a notary, there are notary publics available in Room 104. You could also get documents notarized at most banks and some post offices and package stores. Bring your photo ID when you get documents notarized.
	+ If you need to make copies of documents that need to be notarized, make the copies *after* you get the original notarized (or you’ll have to get the original and all the copies individually notarized).
* **After you file, the court will send you a Hearing date and a set of other paperwork**.
	+ It may take several weeks to hear back from the court. Please be patient. If it has been over a month since you filed and you have not received anything, either contact the court or contact us so we can try to help you figure out your next steps.
1. ***Publish Notice of Name Change in an approved newspaper.***
* Once you receive your court date, you need to **publish a copy of the “Notice and Order for Name Change Hearing”** (with the hearing date on it) **in a newspaper approved by the county.** The notice must run once a week for 3 consecutive weeks.
* The two cheapest approved newspapers (that we know of) for Milwaukee County are **The Milwaukee Community Journal** and **The Daily Reporter**. Both papers require payment upfront. Other than cost, we know of no differences between the papers. See below for contact and pricing info for those two papers:
	+ **The Milwaukee Community Journal:**
* Address**:** 3612 N. MLK Dr. Milwaukee, WI 53212
* Phone**:** 414-265-5300
* Cost**: $100.00** for all three weeks
* **The Daily Reporter**
* Address**:** 225 E Michigan St. #540, Milwaukee, WI 53202
* Phone**:** 414-276-0273
* Cost: **$125.00** for all three weeks
* **After the newspaper has run the notice, they will send you “Proof of Publication.” Get the Proof of Publication of the Name Change to your judge before your hearing.** They may give you instructions on how to get the documents to them. If they don’t, we recommend making a copy of the proof of publication document. Submit the original to Room 104 of the courthouse. Keep the copy with you for reference during your hearing.
1. ***Attend your hearing.***
* **Make sure you have the following documents with you:**
	+ Your original birth certificate
	+ A copy of the proof of publication
* Your hearing will probably take place by phone or by Zoom (the audio and video conferencing service).The court will send you instructions on how to call in or join. Arrive early, dress nicely, and if your hearing is in person, do not bring children.

***Other important information specific to your case:***