

NAME CHANGE, ADULT 14 YRS AND OLDER OR CHILD 13 AND YOUNGER MILWAUKEE COUNTY

FILING AND SERVICE FEES (may be waived with approved Fee Waiver)

- \$168: filing fee
- \$75: for service through the Milwaukee County Sheriff, if applicable

FORMS and COPIES NEEDED

****Be certain you are choosing the correct forms for the age****

- **Petition for Name Change** (Original and 2 copies)
- **Notice and Order for Name Change** (Original and 2 copies)
- **Order for Name Change** (Original and 2 copies)
- **Affidavit of Indigency** ("Fee Waiver"), if applicable (Original only)

SECTION A: Requesting a Fee Waiver

If you intend to request that the Court waive the filing and service fees, complete the following steps. If you are not requesting a fee waiver, move to Section B.

- Get Proof of Income or Proof of Public Assistance
 - The Milwaukee County Law Library (Room G-8) can help print proof of FoodShare
 - Other proof of income/assistance (1 mo. worth of pay stubs, SSI/SSDI statement, etc.) must come from your records or the issuing agency
- Take notarized fee waiver AND proof of income / public assistance to **Room 609 (Chief Judge's Office)**

SECTION B: Filing the Name Change Action

Complete the following steps in order.

- Bring the original papers and all copies to **Room 104 (Clerk of Court)**
 - Show approved fee waiver or pay the filing fee
 - The cashier will assign a Judge to your case at this time.
- File original papers and all copies to get a court date in **Judge's Courtroom:** _____
 - Write in court date on all copies
- The "Notice and Order for Name Change Hearing" must be published in one of these papers, once a week for three weeks:

○ Milwaukee Community Journal	or	○ The Daily Reporter
3612 N Dr. MLK Jr. Dr.		225 E Michigan St #540
Milwaukee, WI 53215		Milwaukee, WI 53202
(414) 265-5300		(414) 276-0273
\$100.00 to Publish		\$120.00 to Publish

Once the newspaper has run the notice, they will send you a Proof of Publication
- Changing the name of a minor under 14 and both parents are on the birth certificate?

If only one parent is requesting the change, the other parent must be served a copy:

 - If the other party lives in Milwaukee County, you can serve through the Milwaukee County Sheriff's Department (**Safety Building, Room 102**)
 - If you are unable to use the Milwaukee County Sheriff, you may attempt service in one of the following ways:
 - Sheriff's Department in the county where the other party lives
 - A private process server

SECTION C: Attending Your Hearing

- Bring Original Birth Certificate AND Proof of Publication in the Newspaper
- Bring Proof of Service (if applicable)