

## District Civil Minor Name Change Instructions for Petitioner

1. Where to file?
  - Is there a Divorce, Allocation of Parental Responsibilities, Paternity, Child Support or other District Court case? (DR or JV case regarding the child?)
    - Open case? File into that case.
    - Closed case? File in the district court of the county where that case is.
    - Closed Adoption case? File in county court.
    - No existing cases? File in county court.
2. Complete these forms:
  - JDF 421 Petition for Minor Name Change
  - JDF 422 Notice of Hearing to Non-Custodial Parent
  - JDF 423 Consent of Non-Custodial Parent
  - If minor is 14 years or older, minor should be fingerprinted and obtain:
    - CBI background check
    - FBI background check
      - Must be completed within 90 days prior to filing case.
3. File Case
  - Pay Filing Fee of \$238.
  - Court date will be set about 6 to 8 weeks out on Wednesday at 8am.
4. Receive Copies of Petition, Notice, and Consent.
  - 1 copy for Petitioner
  - 1 copy for service on Non-Custodial Parent
5. Court will require these efforts to locate the non-custodial parent:
  - 3 Attempts of service if an address is known.
  - Post office forwarding search to locate new address.
  - Contact family or friends of Non-Custodial Parent.
  - On-line efforts to locate and/or notify non-custodial parent (text, Facebook, email, etc.)
6. Obtain Personal service of court documents to Non-Custodial Parent:
  - Service by Sheriff, process server or other third party per rules.
7. File the Return of Service with the court:
  - Petitioner to file at least 5 days prior to the hearing.
8. Minors are welcome to attend the court hearing but it is not required.