

ILLINOIS MINOR NAME CHANGE INSTRUCTIONS

STEP 1: Prepare the necessary forms to start the process.

- The Notice of Filing of Petition For Change of Name
- The Petition for Change of Name
- Order of Name Change
- Letter to the Newspaper

STEP 2: File the Notice of Filing of Petition for Change of Name

This notice is what the newspaper will print letting the public know that you intend to file your petition for change of name. The date you select to file must be at least 6 weeks after the date that the Notice first appears in the paper. Using a date at least 8 weeks after the date you mail it to the newspaper allows you some room in case the newspaper doesn't print the notice right away. Keep at least three file stamped copies for your records.

STEP 3: Select a newspaper and send the Notice of Publication to the newspaper accompanied by the letter.

The Notice must run in a weekly paper which is published in the county where your lawsuit was filed. If there is no weekly paper in the county where you began your name change, you can use a paper in an adjoining county if the paper's circulation covers your county. Call the newspaper you selected and ask them about the costs of running your Notice once a week for three consecutive weeks. Send a check or money order in this amount along with the Letter to Newspaper and a file-stamped copy of the Notice of Filing of Petition for Change of Name to the newspaper.

STEP 4: File your Petition on the date you listed in the Notice

You must file your Petition For Change of Name on the date you specified in your Notice of Filing of Petition For Change of Name.

STEP 5: Request/obtain a hearing date

Depending on which county your Petition was filed in, you will either need to contact by phone or mail, the Circuit clerk or the secretary of the judge who usually handles the name change cases to request a hearing date.

STEP 6: Get and file the Certificate of Publication

The Certificate of Publication is a letter or form that the newspaper completes which certifies that the Notice ran for 3 consecutive weeks and includes a copy of the Notice that appeared in their paper. After the Notice has run for 3 consecutive weeks, the newspaper should send you (or the court clerk) the Certificate of Publication. If the newspaper does not send this to you then you must obtain this from the newspaper and file it yourself. Always remember to retain a file stamped copy for yourself.

STEP 7: Prepare for hearing