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STATE OF ILLINOIS

NAME CHANGE

ADULT PACKET

**Control Number - IL-NAME-1
[Cook County, IL]**

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to Illinois Law Summary.

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Illinois, an action for a court ordered Change of Name begins with the filing of a Petition in the Circuit Court. The Petition must contain certain information. The forms in this packet include the necessary information for an Adult Name Change in the State of Illinois.
- B. You can use this packet if:
 - ▶ You are at least 18 years of age and have been a resident of the county in which you will file for at least six (6) months.
 - ▶ You must have no convictions on any felonies, or misdemeanors requiring registration in the Sex Offenders Office, or you will have to wait 10 years before filing for a name change.
 - ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. WHAT FORMS ARE INCLUDED

- A. Chancery Division Civil Cover Sheet - (IL-NC-100) This form requests required information for the Court's use.
- B. Petition for Change of Name - (IL-NC-101) This document states the reasons and other required details for your name change. It also includes the Affidavit that contains verification of the petition from someone other than the petitioner.
- C. Notice of Publication - (IL-NC-103) Notice that your Petition has been filed and the matter has been set for hearing. This should be published in the newspaper prior to the hearing.
- D. Judgment Order - (IL-NC-104) This is the final statement of the legalities and terms of your name change. Once this form is signed by the Judge and filed with the court, the name change is effective.

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

III. PROCEDURE FOR CHANGE OF NAME (ADULT) FOR THE STATE OF ILLINOIS

- A. Preliminary Note:
 - 1. The attached forms may be completed by:

- a. Printing the forms and completing by hand. Use black ink and print neatly.
 - b. Printing the forms and completing using a typewriter.
 - c. By completing the forms on your computer using a word processing program and then printing the forms.
2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
 3. After the forms are completed, print three (3) complete sets of forms.
 4. All forms with a heading - the name of the court, the Petitioner's name, the case number, and the name of the document - require that the heading be completed. You will need to add the name of the court and the full name of the Petitioner. The "Action/Cause No." will be assigned by the court clerk at the time of filing.
 5. Forms that require your signature and include a notary block **MUST** be signed in the presence of the notary or court clerk who will complete the acknowledgement. Use your complete name - first name, middle name, last name.
 6. When a form is filed with the court, request the clerk "file-stamp" one copy of the form for your file.
 7. A Law Summary is available and can be printed for your State. To do so, go to the end of this package and select the Law Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

B. Procedure

Step One: The initial question in filing a name change action in Cook is whether you will file downtown at Daley Center or in one of the suburban branch courts. Five major suburban areas contain court locations for the Cook County Judicial District: Skokie, Rolling Meadows, Maywood, Bridgeview, and Markham. You may file at any of the courts without concern for where you reside.

The general procedure is the same for all the suburban locations in the sense that the overall steps - obtain return date, publish notice, file Petition, and Hearing - are the same. The locations are:

Richard J. Daley
Center
Chancery Division
50 West Washington
Street
Chicago, Illinois 60602
(312) 603-4181

District 2
Municipal District
Courthouse
5600 Old Orchard
Road
Room 136
Skokie, IL. 60077
(847) 470-7250

District 3
Municipal District
Courthouse
2121 Euclid Avenue
Room 121

Rolling Meadows, IL
60008
(847) 818-3000

District 4
Municipal District Courthouse
1500 Maybrook Avenue
Room 236
Maywood, IL 60153
(708) 865-6040

District 5
Municipal District Courthouse
10220 South 76th Avenue
Bridgeview, IL 60455
(708) 974-6500

District 6
Municipal District Courthouse
16501 South Kedzie Parkway
Room 119
Markham, IL 60428
(708) 232-4551

Name Changes may be filed at any of the municipal district court locations or Downtown at the Richard J. Dailey Center. The filing fee at all locations is \$337.00. The publication of notice fee varies depending on the publication used.

Step Two: Once forms are completed, take them (Name Change, Judgment, and Cover Sheet) — including the notarized Affidavit on the Petition--to any one of the outlying 5 Circuit Court district offices: Rolling Meadows, Skokie, Maywood, Bridgeview, or Markham.

Or, take the forms to the Circuit Court in the Richard J. Daley Center, 50 W. Washington, Room 1202 between the hours of 8:30 a.m. to 4:30 p.m. If you need assistance, there is an Advisory Help Desk in Room 1303 to answer any questions.

Once forms are completed, pay the fee--at this time it is \$337.00 and have your copies of the forms "Filed" stamped. You will be given a court day, judge, room number and time to appear in court at least 8 weeks from the date of filing. This is in order to allow for

unanticipated delays in completing the required publication.

Step Three: Once you have the hearing date, you have to publish the Notice. The chancery clerk's office will refer you to a newspaper that will publish the Notice of Publication. At the Cook County Chancery Court - Daley Center, the Chicago Daily Law Bulletin maintains a desk in room 1303. In the branch courts you will be referred to a newspaper. The Notice must be published for three (3) consecutive weeks.

There will be a fee for the publication. The amount varies with the newspaper. The fee is payable in advance by cash, personal check, or credit card. You have the option of publishing at any newspaper that is qualified to public legal notices in Cook County.

Step Four: The Certificate of Publication, aka "publication piece" will be provided to you and you must bring it to court at the time of your hearing. It is provided by the newspaper and will generally be sent directly to the petitioner after the final required publication. Some newspapers may require the petitioner pick it up at the newspaper. The petitioner should verify with the newspaper how they handle the Certificate of Publication or "publication piece".

Once the Certificate of Publication is received it is time to prepare for the Hearing.

Step Five: Next go to the courtroom and wait for your case to be called. Get there at least 45 minutes early. Take a seat in the audience section of the courtroom until your case is called. When your case is called, stand up, announce your presence to the judge, and say that you are representing yourself. When the judge indicates, walk to the podium. Occasionally, the judge may ask that the Petitioner be sworn in to testify from the witness stand about the information in your Petition.

You will need to have with you the following:

1. Photo Identification
2. Stamped "Filed" of the Petition for Change of Name; Notice of Publication; and Certificate of Publication from the newspaper.
3. Judgment Order

Always address the judge as "Your Honor."
Be courteous to all court personnel.

Answer any questions from the judge. Tell the judge that you have been a county resident for 6 months year immediately before filing the petition, and the reasons you want to change your name. Also, tell the judge that no one else will be affected by your name change. If someone will be affected, tell what that impact will be. Be prepared to tell the judge about any court cases in which you are involved, and whether you are on probation or parole.

If everything is proper and there is good cause for changing your name, the judge will announce this at the end of the hearing. After the judge makes a decision, the judge will sign the Order you have prepared.

Step Six: You should obtain sufficient certified copies of the Order to make the necessary changes in your name in official records, etc.

CHECKLIST OF SUGGESTED PLACES TO CONTACT AS A RESULT OF YOUR NAME CHANGE

- *ILLINOIS DEPT. OF PUBLIC HEALTH
Division of Vital Records
605 W. Jefferson St.
Springfield, IL 62702-5097
(217) 782-6553
Fax: (217) 523-2648
- *SOCIAL SECURITY ADMINISTRATION
- *ILLINOIS DEPARTMENT OF MOTOR VEHICLES
Driver's License/Deputy Registrar
- TAX AUTHORITIES
- FINANCIAL INSTITUTIONS

Banks/Credit Cards/Mortgages

- UTILITIES
- CREDITORS
- PHYSICIANS AND DENTISTS
- MEDICAL/HEALTH INSURANCE CARRIER
- LIFE INSURANCE CARRIER
- PENSION FUND ADMINISTRATOR
- BOARD OF ELECTIONS
- BUREAU OF SUPPORT
- SCHOOLS, COLLEGES AND OTHER
EDUCATIONAL INSTITUTIONS
- BOARD OF CERTIFICATION
- U.S. CITIZENSHIP AND IMMIGRATION SERVICE
- EMPLOYER
- CHURCH
- LIBRARY

* WILL REQUIRE A CERTIFIED COPY OF THE ENTRY CHANGING NAME

NOTE: YOUR INDIVIDUAL SITUATION MAY REQUIRE YOU TO NOTIFY ADDITIONAL ORGANIZATIONS. IN MOST INSTANCES, PHOTOCOPIES WILL BE ACCEPTABLE.

NOTIFICATION OF YOUR NAME CHANGE

Now that you have completed the name change process and received your Order, Judgment or Decree of Name Change, it is very important that you immediately notify the necessary government agencies, business entities and individuals of your "new" name.

To assist in this process, we have prepared a comprehensive "name change notification package" for your state. To "Preview" and order this package, please use the following link:

<http://www.uslegalforms.com/il/IL-9087.htm>

Good Luck with your new name! If we may be of assistance in the future, please contact Customer Service:

1-(877) 389-0141- 8:30-5:00 Central Time Zone

or

<http://www.uslegalforms.com/help/>

NOTE ABOUT COMPLETING THE FORMS

The forms in this packet contain “form fields” created using Microsoft Word. “Form fields” facilitate completion of the forms using your computer. They do not limit your ability to print the form “in blank” and complete with a typewriter or by hand. If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter “a”. Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you to “unlock” or “unprotect” the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock click on “Tools” in the Menu bar and then select “unprotect document”. You may then be prompted to enter a password. If so, the password is “uslf”. That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If you have any problems, please let us know.

LAW SUMMARY

You may access the law summary by going to this URL address:

<http://www.uslegalforms.com/il/IL-NAME-1.htm>

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