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STATE OF INDIANA
NAME CHANGE
MINOR - PACKET
Control Number - IN-NAME-2

This packet contains the following:

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

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Indiana, an action for a court ordered Minor 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 a Minor Name Change in the State of Indiana.
- B. You can use this packet if:
- ▶ The person receiving the name change is less than 21 years of age.
 - ▶ There is proper and reasonable cause for the requested change of name.
 - ▶ The Minor's name is not being changed to avoid debts or defraud creditors.

II. WHAT FORMS ARE INCLUDED

NOTE: If consent of the non-petitioning parent is not available because that parent is not named on the birth certificate, is deceased or the consent is not required under Indiana Code § 31-19-9, use for Affidavit of Diligent Search. If the non-petitioning parent is available and willing to consent use the

- A. Appearance by Self - Represented Person in Civil Case - (IN-NC-200) this form formally notifies the court that the adult is filing the name change petition on behalf of the minor and provides the court contact information for that adult.
- B. Verified Petition for Change of Name of Minor - (IN-NC-201) The Petition must be filed in the Superior or Circuit Court in the county where the Minor resides.
- C. Affidavit of Diligent Search - (IN-NC-208) - This form is used when the non-petitioning parent's location is unknown or the identity of the parent is unknown (not listed on birth certificate and paternity not formally established).
- D. Consent to Change of Name of Minor - (IN-NC-202) If available the parents must either bring the action, consent to the name change or be given notice of the action. This document provides the written consent of any necessary parent or guardian who is not party to the action. Use one form for each parent.
- E. Notice of Hearing - (IN-NC-205) - Notice to the public that the Petition has been filed and the date of the scheduled hearing.
- F. Notice of Filing Proof of Publication - (IN-NC-204) - Following publication of the Notice of Hearing (

- G. Order on Verified Petition for Change of Name of Minor - (IN-NC-206) The Order Changing Name should be presented to the Judge after hearing and a determination has been made that it is right and proper to change the name of the Minor.

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 (MINOR) FOR THE STATE OF INDIANA.

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. In most cases you will need an original and two (2) copies of the forms. It is suggested that you sign the forms as needed and then makes your copies.
4. All forms with a heading - the name of the court, the Minor'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 "Case/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 complete names - 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 link to a Law Summary has been included at the end of this form packet. Review the Law Summary before beginning the process of completing the forms.

B. Procedure

Step 1: Complete the Petition to Change Name - Minor; Written Consent Forms for the parents or guardian; Order for Hearing; and Notice of Change of Name and file them in the Circuit Court in the county in which the Minor resides.

Step 2: After receiving the date of the hearing, prepare Notice of Change of Name and publish that Notice in a newspaper of general circulation three times (3) in the county in which the Minor resides or if no newspaper is published in that county then in the nearest or adjoining county, with the first publication being within seven (7) days after the Petition is filed.

Step 3: After receiving the Affidavit of Publication from the newspaper file the Affidavit of Publication with the Clerk along with an attached copy of the notice as published.

Step 4: If written objections are filed by a parent or guardian, or a parent or guardian has refused or failed to give consent to the change of name, the court will set the petition for a hearing. If no objections are filed, the necessary written consents are filed, and proof of publication has been filed, the court may proceed to rule on the petition. Once the order and decree is signed, the Minor is free to assume their new name.

If a hearing is held, any objections by persons who can show to the Court good reason for objection to the name change will be heard by the Court; and the Court may examine, upon oath, any of the Petitioners, respondents or other persons concerning the application, and may make an Order changing the name or dismissing the application, as to the Court may seem right and proper. The Court may not hear the Petition and issue an Order until after thirty (30) days from the filing of the proof of publication or service of the Notice of Hearing on the parents or guardian of the Minor Petitioner.

Step 5: If the Court finds that it is right and proper to issue the Order Changing Name, present the prepared Order to the Court for signing.

Step 6: Upon signing of the Order to Change Name, the Minor, if registered to operate a motor vehicle, may apply for a duplicate license using the new name. A certified copy of the signed Order to Change name must be presented.

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 “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 selecting “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 problems, please let us know.

LAW SUMMARY

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

<http://www.uslegalforms.com/in/IN-NAME-2.htm>

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