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STATE OF MASSACHUSETTS

NAME CHANGE

MINOR PACKET

Control Number - MA -NAME-2

This packet contains the following:

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

I. **EXPLANATION OF PETITION FOR CHANGE OF NAME**

- A. In Massachusetts, an action for a court ordered Change of Name begins with the filing of a Petition in the Probate 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 Massachusetts.
- B. You can use this packet if:
- ▶ The Petition is being filed by a parent or legal guardian who has physical custody of the Minor.
 - ▶ If the person(s) receiving the name change is/are less than 18 years of age and a resident of the county in which the Petition will be filed.
 - ▶ There is a 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**

- A. Petition/Decree for Change of Name - (MA-NC-100) The Petition states the reasons and other required details for your name change.
- B. Decree -(MA-NC-201) 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.
- C. Consent to Change of Name -(MA-NC-202) This document provides the written consent of any necessary individuals who are not party to the action.
- D. Cover letter requesting form entitled - (MA-NC-203) "Affidavit Disclosing Care or Custody Proceedings" from the Clerk of the Probate and Family Court.
- E. Transmittal Letter to accompany forms when filing.- (MA-NC-204)

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.

Note: This package contains forms for use throughout your State. However, some Counties, or Judges may require a different form, or modification to these forms. If this happens, please consult with your local Court Clerk. If you are required to use additional forms, please advise us by sending an e-mail to orders@uslegalforms.com.

III. PROCEDURE FOR CHANGE OF NAME (MINOR) FOR THE STATE OF MASSACHUSETTS

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. 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 “Docket 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, and 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 1: Complete all the forms using complete names – middle names instead of middle initials.
- a. When it is the minor child/children(s) name being changed, the child is the Petitioner. Therefore, occupation and place of birth should be the child’s and NOT the parent or guardian who is presenting the Petition.

- b. If only the child's name is being changed, then the child's name must be signed by the presenting parent or guardian on the line that reads SIGNATURE OF PETITIONER.
- c. If at all possible, the consent of BOTH parents is requested for a minor name change. If the Minor lives with only one parent, the other parent should execute the Consent to Change of Name included in this packet.
- d. If the Minor is taking the last name of a step-father, then the step-father should execute the Consent to Change of Name form.

Step 2: Using the attached cover letter, mail the Change of Name form, any required Consent form(s), a certified copy of the Minor's Birth Certificate, and the requisite filing fee at the appropriate Probate and Family Court, ATTENTION: NAME CHANGE DEPARTMENT.

Step 3: When changing the Minor's last name, the Court Clerk will issue a Citation that the Court will arrange to be published in a local newspaper.

Step 4: If a parent or parents refuse to sign the formal consent to the name change, they will be served with a copy of the Petition by the Clerk of the Court.

Step 5: When your Petition is ready, you will receive a notice by mail informing you what number to call to schedule a date for your Hearing before the Judge. After the Name Change is allowed, you will receive a certified copy of your decree.

Step 6: Appear as directed by the Clerk and present the Order to Change Name to the Court. At the hearing, any persons objecting to the requested Name Change will be heard by the Court; and the Court may examine, upon oath, the Petitioner(s) or other persons concerning the Petition.

Step 7: Obtain a certified copy of the Order from the Clerk after it has been signed by the Judge. You are now ready to notify appropriate persons and governmental agencies of the change.

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/ma/MA-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 “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 problems, please let us know.

LAW SUMMARY

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

<http://www.uslegalforms.com/ma/MA-NAME-2.htm>

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