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**STATE OF MINNESOTA**

**NAME CHANGE**

**FAMILY PACKET**

**Control Number - MN -NAME-3**

This packet contains the following:

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

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

- A. In Minnesota, an action for a court ordered Change of Name begins with the filing of a Petition in the District Court. The Petition must contain certain information. The forms in this packet include the necessary information for a Family Name Change in the State of Minnesota.
- B. You can use this packet if:
  - 1. The action is filed in the county in which the Family resides.
  - 2. The Family has lived within the State of Minnesota at least six (6) months.
  - 3. At the hearing, you must bring two adult witnesses who have known the Family for not less than one year. The witnesses may be relatives.

If the Family owns a home or other real estate, you need to have the legal description when you file your documents.

## **II. WHAT FORMS ARE INCLUDED**

- A. Verified Application for Name Change - (MN-NC-300) This document states the reasons and other required details for your name change.
- B. Order Granting Name Change - (MN-NC-301) 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 (FAMILY) FOR THE STATE OF MINNESOTA**

- 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 “Case Number” 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 1: See the detailed instructions on page 2 of the Application before filling out the forms. Complete all the forms using complete names – middle names instead of middle initials. Wait to sign the Application until you are before the clerk.
- Step 2: File the Petition in the District Court in the county in which you have been a resident for a period of at least 6 months and pay the appropriate fee. It is suggested that you arrange with clerk and order in advance the number if certified copies of the Order that you will require as proof of the name change.
- Step 3: Obtain from the clerk an Orange Default Note of Issue. Complete and file it with the clerk. This form is used to schedule the hearing.
- Step 4: It is suggested that you consult with your witnesses before scheduling the hearing in order to insure the date is convenient with their schedule.
- Step 5: 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 6: If the Court is satisfied as to (1) the truth of the allegations contained in the Application and (2) that the Application is not filed with the intent to mislead or defraud, the Court will issue the Order Granting Name Change.

## **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/mn/MN-NAME-3.htm>**

## **DISCLAIMER**

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