

**STATE OF NEW JERSEY**

**NAME CHANGE**

**MINOR PACKET**

**Control Number - NJ-NAME-2**

This packet contains the following:

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

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

- A. In New Jersey, an action for a court ordered Change of Name begins with the filing of a Complaint in the Superior Court. The Complaint must contain certain information. The forms in this packet include the necessary information for a Minor Name Change in the State of New Jersey.
- B. You can use this packet if:
  - ▶ If the person receiving the name change is less than 18 years of age, and a resident of the county in which the Complaint will be filed.
  - ▶ There is proper and reasonable cause for the requested change of name.
  - ▶ The change of name is not to avoid debts or defraud creditors.

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

- A. Verified Complaint Including Certification of Plaintiff for Name Change of Minor Child - (NJ-NC-200) This document states the reasons and other required details for your name change.
- B. Proof of Mailing - (NJ-NC-203) Notice that your Complaint for Change of Name has been filed and the matter has been set for hearing. This should be published in the newspaper prior to the hearing.
- C. Sample Newspaper Notice - (NJ-NC-204) This form provides proof of publication of the Notice of Filing.
- D. Fixing Date of Hearing - (NJ-NC-107) This officially sets the matter for hearing.
- E. Consent to Change the Name of Minor - (NJ-NC-106) This document provides the written consent of a parent or guardian to the changing of the name of a minor.
- F. Final Judgment - (NJ-NC-202) 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.
- G. Civil Case Information Statement - (NJ-NC-105) This document provides additional information for the filing of the name change request.

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 NEW JERSEY**

- 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.
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.
- Step 2: File the Complaint in the Superior Court in the county in which the Minor resides and pay the appropriate fee.
- Step 3: Based upon the Order for Hearing, the Clerk will assign a hearing date at least 30 days after the filing of the Complaint. Use the date of the hearing to complete the Notice of Complaint to Change Name. The Clerk will direct you to the local newspaper approved for publication of the Notice of Filing.
- Step 4: Take the Notice of Filing to the designated newspaper and request publication once at least two (2) weeks prior to the scheduled hearing. At the end of the publication period, you will be able to obtain from the newspaper an Affidavit of Publication with an attached copy of the

published Notice of Hearing. An affidavit form is included in this package, but many newspapers supply this form. The Affidavit and attachment are then filed with the Clerk of the Court.

The court may also require, in the case of a Minor Petitioner, that notice be served by registered or certified mail, return receipt requested, upon a non-party parent at that parent's last known address. If the non-party parent will sign the attached Consent to Change of Name, this will generally satisfy the Court as to notice.

- 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 or other persons concerning the Complaint.
- Step 6: If the Court is satisfied as to (1) the truth of the allegations contained in the Complaint; (2) that the required Notice has been published; (3) that there is no reasonable objection to the requested name change; and, (4) that it is consistent with the public interest, the Court will issue the Order of Name Change.
- Step 7: Complete the Notice of Order Changing Name and have it published one time in the newspaper within 20 days of the date of the entry of judgment. Proof of Publication must be filed within 45 days of the date of the entry of judgment.
- Step 8: File a certified copy of the Order of Name Change with the New Jersey Secretary of state using the attached cover letter.

### **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 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 being 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**

The law summary for this package may be located and printed from the following address:

<http://www.uslegalforms.com/nj/NJ-NAME-2.htm>

## **DISCLAIMER**

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