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STATE OF WISCONSIN

NAME CHANGE

ADULT PACKET

Control Number - WI-NAME-1

This packet contains the following:

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

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In Wisconsin, 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 Wisconsin.
- 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 the required amount of time as reflected in the law summary.
 - ▶ 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. Petition for Name Change - (WI-NC-101) This document states the reasons and other required details for your name change.
- B. Notice and Order for Name Change Hearing - (WI-NC-102) This document officially sets the matter for hearing.
- C. Order for Change of Name - (WI-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.
- D. Order Denying Name Change- (WI-NC-106) - This form is an order denying the name change request. It is included out of an abundance of caution. In the event the court does not shield the name change is appropriate this is the order that the judge will execute. If the name change is denied please contact customer service.

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 (ADULT) FOR THE STATE OF WISCONSIN

- 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 at least 2 copies of each form. It is recommended that you 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. See the Instructions along the left side of the form.
5. Forms that require your signature and include a notary block, such as the Petition, **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: Complete all the forms (Petition, Notice and Order for Name Change Hearing and Order for Name Change) using complete names - middle names instead of middle initials. Make at least 2 copies of each of the forms. See the instructions along the left side of the form.

NOTE: The Petition must be signed before a Notary Public. This should be done prior to making copies.

Step 2: File the forms (101, 102 and 104) In the Circuit Court in the county in which you have been a resident and pay the appropriate fee.

NOTE: The exact procedures vary locally, but you will be assigned a date and time for the hearing and some your copies will be authenticated and return to you. Keep these copies for your records.

- Step 3: After filing, the Clerk will advise you how a hearing will be set. Contact the newspaper in your county and arrange for the publication of the Notice and Order for Name Change Hearing once a week for (3) consecutive weeks. The newspaper will then provide you with an Affidavit of Publication to present to the Clerk of Courts. Follow the directions of the Clerk regarding whether to file the proof of publication with the Clerk of Courts before the hearing date or presenting it at the time of the name change hearing.
- Step 4: Attend the Name Change Hearing. Be on time and be polite. Try not to get emotional. You must have the original or certified copy of your birth certificate for the judge's review. You may be placed under oath and questioned about the information on the Petition. If your petition is granted the judge will sign the Order for Name Change. If your petition is not granted, the judge will complete in Order Denying Name Change (WI-NC-106).
- Step 5: Obtain a certified copy of the Order from the Clerk after it has been signed by the Judge. You will now need to file the Order for Name Change according to local Court procedure and complete any post-decision activities. Filed the Order for Name Change in the Clerk of Court's office. Follow local procedure for recording a certified copy of the Order in the office of the Register of Deeds in the County where the name change was granted. The fee will be charged for the recording.

You are now ready to notify appropriate persons and governmental agencies of the 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/wi/WI-NAME-1.htm>

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