

**CHANGE OF NAME FORM  
COURT REPORTING SERVICES**

Employee's name (exactly as listed on your social security card):

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Former name:

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**IMPORTANT:** In addition to this form, you are required to fill out all forms for payroll and benefits. Your name change will not be officially changed until all forms are received. These forms and instructions on where to mail the forms are located on our website at:

[www.illinoisofficialcourtreporters.com/change](http://www.illinoisofficialcourtreporters.com/change)

Effective date of name change: \_\_\_\_\_

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Employee Signature

**Instructions: Submit this form to your Chief Judge's office with a copy faxed to Court Reporting Services at (217) 557-0267.**