

NAME CHANGE CHECKLIST – MILWAUKEE COUNTY

1. Fill out the appropriate Petition for Name Change, Notice and Order for Name Change Hearing (up to the point where it says “It is Ordered”) and Order for Name Change (up to the place where it says “Stop” and leaving out the date of the hearing). The petition must be **notarized**.
2. If you are seeking a waiver of the filing fee, fill out an Affidavit of Indigency (available in **Room 104**). The petition must be **notarized**.
3. Make 2 *copies* of all documents **except** the Affidavit of Indigency. Copies can be made in the **Legal Resource Center (Room G10-1)** at 20 cents a page.
4. **Room 609** – Have fee waiver approved in Chief Judge’s Office. You must have proof of benefits or check stubs with you.
5. **Room 104** – File your action. The cost for a name change is \$168.00, unless you have an approved fee waiver. The cashier will assign a judge and tell you the number of the judge’s courtroom.
6. **Judge’s Courtroom** – Have a court date assigned.
7. **Publication** – The Notice and Order for Name Change Hearing must be published in a newspaper. Two newspapers you can publish in are:

The Daily Reporter
225 E. Michigan St. #540
Milwaukee, WI 53202
(414) 276-0273

Community Journal
3612 N. Dr. MLK Dr.
Milwaukee, WI
(414) 266-5300

- a. You can also use any other newspaper that meets statutory requirements.
 - b. Once the newspaper has run the notice, they will send you a **Proof of Publication**, which you must bring to the hearing with the **Original Birth Certificate** of the person whose name is to be changed (if that person was born in Milwaukee County, this is available in **Room 103** for \$20).
8. **If the Name Change is for a minor under 14, both parents are listed on the birth certificate and both parents have not signed the petition**, then you **must** serve the other parent.
 - a. If that parent is in Milwaukee County, you can have the sheriff attempt service. They are located in **Room 102 of the Safety Building** (skywalk is on the first floor) (\$60 flat fee for up to three attempts).
 - b. If the other parent is not in Milwaukee County, you can contact the Sheriff in the county in which that parent lives. You can also hire a private process server.
 9. **If the Sheriff or process server cannot serve the other parent**, you need to attempt other ways of notifying the other parent. The Affidavit of Attempted Service on Non-Petitioning Parent indicates things the court may want you to do to notify that parent. You should try as many of those ways as possible before the court date, fill in the Affidavit, have it notarized, and bring it to court with you.

