

INSTRUCTIONS FOR CHANGE OF NAME OF A MINOR
Instructions for Completing DOM REL 62

Introduction:

The minor must be a resident of the County in which you are filing for a name change. You may not use these forms to change a name in connection with an adoption. For more information, read Maryland Rule 15-901.

NOTE: Changing the name of a child will not change an existing child support obligation.

General:

In order to complete your petition, you must provide the Court with both names of the biological parents of the child.

Child Less Than 1 Year Old: If the child is less than one-year old, you may be able to change the child's name without a court order. Read MD. HEALTH GEN. CODE ANN. § 4-214.

Child Aged 1 Year or Older: To change a child's name you, as his/her parent or guardian, may file a Petition for Change of Name. Ordinarily the court will look at whether all parents, guardians and custodians, as well as the child, are in agreement with the name change. The request to have the name changed must also be published in a newspaper of general circulation in the county in which you are filing the Petition. You will need to check with the Clerk of Court regarding publication of the Notice. In some jurisdictions publication arrangements are the responsibility of the party asking for publication. In other jurisdictions the Clerk of Court will arrange to have the Notice published. After the notice has been published, other persons are given the opportunity to object. If someone objects, they must file this objection and serve you a copy. You will have 15 days to respond to the objection by filing a written response with the Court.

Instructions:

> STEP 1 — Securing Consent of Parents, Guardians or Custodians

It is usually preferable to submit the Petition with signed consents from all parents, guardians and custodians. Before preparing the Petition for Change of Name, contact each parent, guardian, or custodian. Ask that person to sign a Consent form. File this consent form with your petition. If one of the parents, guardians or custodians are deceased, please provide a copy of the Death Certificate.

> STEP 2 — Completion of the Petition for Change of Name (Minor), Notice and Order for Change of Name

- A. Fill out the Petition for Change of Name, as indicated.
- B. Sign the Petition.
- C. Fill out the top section and first paragraph of the Notice for Publication. Leave the second paragraph blank.
- D. Fill out the proposed Order for Change of Name, except for the date and Judge's signature.

>STEP 3 — Attachment of Consent Forms and Birth Certificate

Attach to the documents to be filed with the court, each signed consent, and a copy of the child's birth certificate or other document reflecting the child's *current name* (the one you want it changed *from*).

>STEP 4 — Filing of Documents

File the above documents with the Clerk of the court at the circuit court for the county in which you reside. Pay the filing fee. You will need to check with the Clerk of Court regarding publication of the Notice. In some jurisdictions publication arrangements are the responsibility of the party asking for publication. In other jurisdictions the Clerk of Court will arrange to have the Notice published.

> STEP 5 — Service

If you have not obtained the consent of each parent, guardian and custodian of the child, you will need to serve each person who has not consented with the following papers which you have filed or which have been provided by the Court. *See General Instructions.*

1. Petition for Change of Name
2. Notice
3. Order for Change of Name
4. All attachments you filed with these documents
5. Writ of Summons (This will be given to you after you file your documents)

>STEP 6 — Pay for the Publication of the Notice

The newspaper will send you an invoice to have the Notice published. You are required to pay this invoice. Publication can be expensive. After the Notice has been published, you and the Clerk will be sent a confirmation from the newspaper. In some jurisdictions, the notice is only sent to you, not the Clerk. You will need to check with the Clerk of the Court in your jurisdiction to determine if you need to send the Clerk a copy yourself.

>STEP 7 — Consideration of Petition and Issuance of Order

After the Clerk receives the confirmation from the newspaper, they will send your

Petition to a judge. The judge will review all of the information.

If someone has contested the name change, if you have not secured the consent of all parents, guardians or custodians, or if the judge has any questions about your petition, a hearing may be scheduled. (Remember to Respond to any objection within 15 days after you receive it and include a Request for Hearing or Proceeding, DOM REL 59, if you want the court to hold a hearing on the objection).

If no one has contested the change, and everything has been done properly, then the judge may sign the proposed Order for Name Change. You will receive a certified copy of the signed Order in the mail, and, for a small fee, you may obtain additional certified copies of the Order from the Clerk. You will need to use a certified copy of the Order for Name Change to change the child's name at the Motor Vehicle Administration (you may need other identification for this), the Bureau of Vital Statistics, the Social Security Administration, with creditors, or at the child's school.

Circuit Court for _____

City or County

CIVIL-DOMESTIC CASE INFORMATION REPORT

Directions:

Plaintiff: This Information Report must be completed and attached to the complaint filed with the Clerk of Court unless your case is exempted from the requirement by the Chief Judge of the Court of Appeals pursuant to Rule 2-111. A copy must be included for each defendant to be served.

Defendant: You must file an Information Report as required by Rule 2-323(h).

THIS INFORMATION REPORT CANNOT BE ACCEPTED AS AN ANSWER OR RESPONSE.

FORM FILED BY: PLAINTIFF DEFENDANT CASE NUMBER: _____ (Clerk to insert)

CASE NAME: _____ v _____
Plaintiff Defendant

PARTY'S NAME: _____ PHONE: () _____
(Daytime phone)

ADDRESS: _____

PARTY'S ATTORNEY'S NAME: _____ PHONE: () _____

ATTORNEY'S ADDRESS: _____

I am not represented by an attorney

RELATED CASE PENDING? Yes No If yes, Court and Case #(s), if known: _____

Special Requirements? Interpreter/communication impairment Which language _____
(Attach Form 1-332 if Accommodation or Interpreter Needed) Which dialect _____

ALTERNATIVE DISPUTE RESOLUTION INFORMATION

Is this case appropriate for referral to an ADR process under Md. Rule 17-101? (Check all that apply)

- A. Mediation Yes No
- B. Arbitration Yes No
- C. Settlement Conference Yes No
- D. Neutral Evaluation Yes No

IS THIS CASE CONTESTED? Yes No If yes, which issues appear to be contested?

- Ground for divorce
- Child Custody Visitation
- Child Support
- Alimony Permanent Rehabilitative
- Use and possession of family home and property
- Marital property issues involving:
 - Valuation of business Pensions Bank accounts/IRA's Real Property
 - Other: _____
- Paternity
- Adoption/termination of parental rights
- Other: _____

Request is made for: Initial order Modification Contempt Absolute Divorce Limited Divorce

For non-custody/visitation issues, do you intend to request:
 Court-appointed expert (name field) _____ Mediation by a Court-sponsored settlement program
 Initial conference with the Court Other: _____

For custody/visitation issues, do you intend to request:
 Mediation by a private mediator Appointment of counsel to represent child (not just to waive psychiatric privilege)
 Evaluation by mental health professional A conference with the Court
 Other Evaluation _____

Is there an allegation of physical or sexual abuse of party or child? Yes No

IN THE MATTER OF:

Child's Current Name

Street Address

City, State, Zip

Telephone

FOR CHANGE OF NAME TO:

Child's New Name

BY AND THROUGH HIS/HER
MOTHER/FATHER/GUARDIAN:

Petitioner's Name

* * * * *

IN THE
CIRCUIT COURT
FOR

Civil No.: _____

**PETITION FOR CHANGE OF NAME
(Minor)
(DOM REL 62)**

TO THE HONORABLE, THE JUDGE OF SAID COURT:

Petitioner, _____, a minor, by and through
Child's Current Name
his/her Mother Father Guardian respectfully represents to this Court:
Check One

1. That the minor child was born on _____ in _____
Child's Birthdate Child's Birthplace - City, State, Country
and presently resides at _____
Child's Present Address

2. That the child's birth name is _____
Child's Birth Name

The child's name has been changed to the following since birth for the following reasons:
(List any reasons why the child's name may have changed since birth, for example, adoption).

Name Changed To:

Reason:

I have attached a birth certificate or other document reflecting the child's current name.

3. Select one of the following:

The child has never registered as a sexual offender; OR

The child is or has previously been registered as a sexual offender under the following name: _____

Full Name as Registered

4. Petitioner wishes to change the child's name to: _____

Child's New Name

5. This change of name is being requested because: _____

6. The name and address of each parent, guardian and custodian of the child is:

7. The other parent, guardian or custodian:

Consents to and joins this petition.

Has not consented at this time.

Cannot be found, and I have attached an Affidavit and Motion to Serve by Alternative Means.

8. Petitioner hereby certifies that the above change of name is not requested for any illegal or fraudulent purposes.

WHEREFORE, I respectfully request that the Court pass an Order changing the minor child's name from _____ to _____

Current Name

New Name

I, _____, solemnly affirm under the penalties of perjury, that the contents of the foregoing paper are true to the best of my knowledge, information and belief.

Date

Your Signature - MOTHER/FATHER/GUARDIAN

Your Name - Printed

Address

City, State, Zip

Telephone

IN THE MATTER OF:

(child's current name)

FOR CHANGE OF NAME TO:

(child's new name)

BY AND THROUGH HIS/HER
MOTHER/FATHER/GUARDIAN:

(petitioner's name)

* * * * *

* IN THE
* CIRCUIT COURT

* FOR

* _____

* Civil No.: _____

*
*
*

**CONSENT TO CHANGE OF NAME
(Consent of Parent, Guardian or Custodian)
(DOM REL 63)**

1. Name, Age and Competence.

My name is _____ . My date of birth is _____
and I am capable of understanding what this consent means.

2. Status as Parent or Guardian.

I am [] the mother [] the father (or) [] the guardian of _____
(current name of child)
_____, born on _____ , _____ .
(date of birth)

3. Consent.

I hereby consent that the minor child's name be changed from _____
(current name of child)
_____ to _____. I hereby join in the foregoing
Petition and waive notice of process. I acknowledge that I have the right to revoke my consent at
any time prior to the date an order changing the child's name is entered. I acknowledge that I
was provided the opportunity to consult with legal counsel, if I so chose, before signing this
Consent.

I SOLEMNLY AFFIRM under the penalties of perjury that the contents of the foregoing
Consent are true to the best of my knowledge, information, and belief.

(date)

(your signature)

(your name - PRINTED)

(street address)

(city , state , zip code)

(telephone number)

NOTE: Changing the name of a child will not change an existing child support obligation.

IN THE MATTER OF:

(child's current name)

FOR CHANGE OF NAME TO:

(child's new name)

BY AND THROUGH HIS/HER
MOTHER/FATHER/GUARDIAN:

(petitioner's name)

* * * * *

* IN THE
* CIRCUIT COURT
* FOR

* _____

* _____

* Civil No.: _____

* _____

* * * * *

**NOTICE
(Minor)
(DOM REL 65)**

The above Petitioner has filed a Petition for Change of Name in which he/she seeks to change the name of a minor child from _____ to
(The child's current legal name)

_____. The petitioner is seeking this name change
(name you want for the minor child)
for the child for the following reasons:

Any person may file an objection to the Petition on or before the _____ day of _____, _____. The objection must be supported by an affidavit and served upon the Petitioner in accordance with Maryland Rule 1-321. Failure to file an objection or affidavit within the time allowed may result in a judgment by default or the granting of the relief sought.

A copy of this notice shall be published one time in a newspaper of general circulation in the county/city at least fifteen (15) days before the deadline to file an objection.

CLERK

Circuit Court for _____ **Case No.** _____
City or County

Name _____ Name _____

Street Address _____ Apt. # _____ **VS.** Street Address _____ Apt. # _____

City _____ State _____ Zip Code _____ () _____ Telephone _____ City _____ State _____ Zip Code _____ () _____ Telephone _____
Area Code Area Code

Plaintiff

Defendant

CERTIFICATE OF PUBLICATION

(DOM REL 75)

I HEREBY CERTIFY that I caused the publication of the attached notice one time in the following newspaper of general circulation: _____
Name of Newspaper

The notice was published on _____, more than 15 days prior to the date specified in the notice for filing an objection to the Petition for Name Change.

Date _____ Signature _____

Attach Notice Here

IN THE MATTER OF

(your current name)

FOR CHANGE OF NAME TO

(new name)

*

IN THE

*

CIRCUIT COURT

*

FOR

*

*

Civil No.: _____

* * * * *

ORDER FOR CHANGE OF NAME

1. BASIS

The provisions of this order are based upon

An evidentiary hearing before a Judge Master.

A ruling by the court without a hearing.

2. ORDER

UPON CONSIDERATION of the Petition to Change Name filed in this matter, it is hereby

ORDERED that the name of _____ be and the same is
changed to: _____

JUDGE