

How to change the name of a minor in Illinois- Supplement {tc "How to change the name  
of a minor in Illinois- Supplement " \l 3}

This supplement includes a forms guide as well as forms. The forms guide is for use only in filling out the forms. For more information about what these forms mean or are used for, consult the appropriate Self Help packet.

**Documents that are included in this supplement:**

Forms Guide

List of Circuit Courts in Illinois

Application To Sue As A Poor Person

Motion to Waive Publication Costs

Order Waiving Publication Costs

Notice of Filing Of Petition For Change of Name{tc "Notice of Filing Of Petition For Change of Name"}

Petition For Change of Name

Order For Change of Name

Letter to Newspaper

**FORMS GUIDE**

At the top of each form is the caption. It is completed as follows:

STATE OF ILLINOIS

IN THE CIRCUIT COURT OF THE (number of circuit) JUDICIAL CIRCUIT

(name of county) COUNTY

IN RE THE MATTER OF:

(your name)

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)  
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no. (year) –D- (get from the clerk when you file

Determine the number of the “Circuit” according to the chart on the next page. If your county does not appear on the chart, call the Circuit Clerk in the County in which you will be filing your case and ask for the number of the Circuit.

## Circuit Courts in Illinois

Cook County is its own judicial circuit. The rest of the counties in Illinois fall into one of 21 circuits.

First Circuit-	The counties of Alexander, Pulaski, Massac, Pope, Johnson, Union, Jackson, Williamson and Saline.
Second Circuit-	The counties of Hardin, Gallatin, White, Hamilton, Franklin, Wabash, Edwards, Wayne, Jefferson, Richland, Lawrence and Crawford.
Third Circuit-	The counties of Madison and Bond.
Fourth Circuit-	The counties of Clinton, Marion, Clay, Fayette, Effingham, Jasper, Montgomery, Shelby and Christian.
Fifth Circuit-	The counties of Vermillion, Edgar, Clark, Cumberland and Coles.
Sixth Circuit-	The counties of Champaign, Douglas, Moultrie, Macon, Dewitt and Piatt.
Seventh Circuit-	The counties of Sangamon, Macouin, Morgan, Scott, Greene and Jersey.
Eighth Circuit-	The counties of Adams, Schuyler, Mason, Cass, Brown, Pike, Calhoun and Menard.
Ninth Circuit-	The counties of Knox, Warren, Henderson, Hancock, McDonough and Fulton.
Tenth Circuit-	The counties of Peoria, Marshall, Putnam, Stark and Tazewell.
Eleventh Circuit-	The counties of McLean, Livingston, Logan, Ford and Woodford.
Twelfth Circuit-	The county of Will.
Thirteenth Circuit-	The counties of Bureau, LaSalle and Grundy.
Fourteenth Circuit-	The counties of Rock Island, Mercer, Whiteside and Henry.
Fifteenth Circuit-	The counties of JoDaviess, Stephenson, Carroll, Ogle and Lee.
Sixteenth Circuit-	The counties of Kane, DeKalb and Kendall.
Seventeenth Circuit-	The counties of Winnebago and Boone.
Eighteenth Circuit-	The county of DuPage.
Nineteenth Circuit-	The county of Lake
Twentieth Circuit-	The counties of Randolph, Monroe, St. Clair, Washington and Perry.
Twenty-first Circuit-	The counties of Iroquois and Kankakee.
Twenty-Second Circuit-	The county of McHenry.

**FORM: Application to Sue as a Poor Person**

- Introduction: Your name
- Paragraph 1: Your address, include street and city.
- Paragraph 2: The amount and source of your income, for example,  
\$339.00 per month in AFDC, supplemented by Food Stamps.
- Paragraph 3: List other sources of income not listed in 2.
- Paragraph 4: The amount of income you had in the last year.
- Paragraph 5: Should be the same as 2, unless you expect your income  
to go up or down, in which case you should list what you  
expect your income to be.
- Paragraph 6: List the names and birthdates of your children and/or others you  
support financially.
- Paragraph 7: First blank: total value of your possessions;  
Second blank: year and make of your car; if you do not  
have a car, simply put "none";  
Third blank: value of your car;

**\*Before** you sign your name on the blank line where it says “Plaintiff” you will need to locate a notary public to watch you sign the form. Notary publics can probably be found at the Circuit Clerk’s office or at your local bank. Make sure you bring identification with you so that the notary can verify that you are the person you claim to be in the document.

**FORM: Motion to Waive Publication Costs (NOTE: only use this form if you conclude that notice by publication is reasonable – i.e. that you do not know where the other parent is located and have not been able to find out despite your best efforts, and thus are not able to give them actual notice of the proceedings by personal service or certified mail – and you want to apply for a waiver of the costs of publication)**

- First blank: Your name.
- Second blank: Name of county in which you filed your case.

Sign your name on both blank lines next to where it says "Plaintiff" and print your name below each signature.

**FORM: Order Waiving Publication Costs** (use only if you are submitting the Motion To Waive Publication Costs)

First blank: Name of county in which your case is filed.

**NOTE: DO NOT FILL IN THE DATE OR THE SIGNATURE LINE FOR THE JUDGE.**

**FORM: Letter to Newspaper**

First blank: Name and address of newspaper in your town or county.

Second blank: Your case name. (for example, In Re The Marriage Of Jones)

Third blank: Your case number (for example 96-D-67)

If your Motion To Waive Publication Costs was denied or you did not ask for a waiver check box 1. If your Motion to Waive Publication Costs was approved, check box 2 and list the name of the county in which your case was filed in the first two blanks and the name of the city in which the courthouse is located in the third blank. Sign your name and print your name, address, and telephone number where you can be reached. Don't forget to include a self-addressed, stamped envelope.

**FORM: Notice of Filing of Petition For Name Change**

First blank: Name and address of the other parent

Second blank: The date of the hearing when the Court will consider your petition to change the name of the child. Be careful to set the date far enough in the future to satisfy the notice requirements (see summary in our pamphlet, *How to Change a Minor's Name in Illinois*).

Third blank: Your full name

Fourth blank: Your relationship to the child (father, mother, custodial guardian).

Fifth blank: The present full name (first, middle, last) of the child.

Sixth blank: The new name you want the court to give the child. (first, middle, last)

- Seventh blank: The street address and town/city where the hearing will be held
- Eighth blank: The child's signature
- Ninth blank: Your signature.
- Tenth blank: Your relationship to the child.
- Eleventh blank: The date on which you signed the form.

**FORM: Petition for Change of Name**

- First blank: Your name and the other parent's name if joining in the petition
- Second blank: Your name.
- Third blank: Your relationship to and the name of the child.
- Fourth blank: The child's current address.
- Fifth blank: The length of time the child has resided in Illinois.
- Sixth blank: The name, date of birth, and place of birth of the child.
- Seventh blank: The child's current full name (first, middle, and last).
- Eighth blank: The state of the child's birth. If the child was born in another country, then that should be listed.
- Ninth blank: The child's present full name.
- Tenth blank: The name of the other parent and their status (i.e. either [ ] joined in the petition; [ ] been given reasonable notice of the petition; or [ ] lost their parental rights and thus their right to notice)
- Eleventh blank: The new name you are requesting on the child's behalf
- Twelfth blank: Your signature and the signatures of all other petitioners if any
- Thirteenth blank: Affidavit for completion by non-petitioning witness and Notary Public.

**FORM: Order for Change of Name**

- First blank: The child's present full name (first, middle, last)
- Second blank: The new name you want the court to give the child (first, middle, last)
- NOTE: DO NOT FILL IN THE DATE OR THE SIGNATURE LINE FOR THE JUDGE.**

STATE OF ILLINOIS

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT

\_\_\_\_\_ COUNTY

IN RE THE MATTER OF:

\_\_\_\_\_

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Case No. \_\_\_\_\_ - MR - \_\_\_\_\_

**MOTION TO WAIVE PUBLICATION COSTS {tc "MOTION TO WAIVE PUBLICATION COSTS " \1 2}**

I, \_\_\_\_\_, state the following facts are true:

- 1. I have filed an Application to Sue as a Poor Person, which lists my income, resources and assets.
- 2. An order was entered by this Court which allowed me to pursue this action without payment of costs.
- 3. Illinois case law recognizes that publication costs of persons like myself are a local obligation and that service by publication is a constitutional right under due process of law. *King v. King*, 21 Ill. App.3d 1062, 316 N.E.2d 555 (4th Dist. 1974).

WHEREFORE, I ask that the Court waive publication costs and order the

\_\_\_\_\_ County Treasurer to pay the costs of publication to the newspaper which publishes the required Notice of Filing of Petition For Change of Name.

\_\_\_\_\_, Petitioner



Under penalties as provided by law pursuant to Section 5/1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that she/he verily believes the same to be true.

\_\_\_\_\_, Petitioner

STATE OF ILLINOIS

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT

\_\_\_\_\_ COUNTY

IN RE THE MATTER OF:

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Case No. \_\_\_\_\_ - MR - \_\_\_\_\_

**ORDER WAIVING PUBLICATION COSTS {tc "ORDER WAIVING PUBLICATION COSTS " \1 2}**

The Court, having considered the Motion to Waive Publication Costs filed herein by Plaintiff and having previously allowed Plaintiff to pursue this action as a poor person, finds that Plaintiff is indigent.

IT IS HEREBY ORDERED that the Clerk of the Circuit Court shall cause publication to be made on behalf of Plaintiff and the Treasurer of \_\_\_\_\_ County pay costs of publication upon presentation of a statement by the newspaper wherein such notice was published and upon filing and allowance of claim. The County Treasurer shall pay for such necessary and proper expenses pursuant to 55 ILCS 5/ 5-1106.

DATE: \_\_\_\_\_

ENTER: \_\_\_\_\_

JUDGE

**LETTER TO NEWSPAPER**

DATE: \_\_\_\_\_

\_\_\_\_\_

Newspaper

\_\_\_\_\_

\_\_\_\_\_

Dear Sir or Madam:

Re: \_\_\_\_\_, Case number: \_\_\_\_\_

Enclosed you will find a Notice to File Petition For Change of Name in the above referenced case. Please run this Notice once a week for 3 weeks. After publication has been completed, please send the Certificate of Publication to me in the enclosed self addressed stamped envelope.

( ) Please bill me for the cost of publication. If you have any questions, please feel free to contact me.

( ) Please bill the office of the Treasurer in \_\_\_\_\_ County, \_\_\_\_\_ County Courthouse, \_\_\_\_\_, Illinois for the cost of publication. I have enclosed a court order requiring the Treasurer to pay the cost of publication in my case. If you have any questions, please fell free to contact me.

I thank you for your cooperation

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STATE OF ILLINOIS

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT

\_\_\_\_\_ COUNTY

IN RE THE MATTER OF:

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Case No. \_\_\_\_\_ - MR - \_\_\_\_\_

**NOTICE OF FILING OF PETITION FOR CHANGE OF NAME:**

TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notice is given to you, the public, that on \_\_\_\_\_,

\_\_\_\_\_, a minor, by \_\_\_\_\_

his/her \_\_\_\_\_ and next friend, will request that this Court change

his/her present name of \_\_\_\_\_ to the name of

\_\_\_\_\_.

The hearing will take place at \_\_\_\_\_,

in \_\_\_\_\_, Illinois.

\_\_\_\_\_, a minor, by  
(child's signature)

\_\_\_\_\_,  
(Parent's signature)

his/her \_\_\_\_\_.

\_\_\_\_\_  
Date

STATE OF ILLINOIS

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT

\_\_\_\_\_ COUNTY

IN RE THE MATTER OF:

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Case No. \_\_\_\_\_ - MR - \_\_\_\_\_

**PETITION FOR CHANGE OF NAME:**

I/We, \_\_\_\_\_, without assistance of an attorney, ask this court to enter an order for change of name in compliance with 735 ILCS 5/21-101 et. seq.

In support of his/her petition, \_\_\_\_\_, states that the following items are true:

1. This Court has jurisdiction over the subject matter and the person.
2. I am the \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_, a minor, who is the subject of this petition.
3. The current address of the minor, \_\_\_\_\_, is:  
\_\_\_\_\_  
\_\_\_\_\_
4. The minor, \_\_\_\_\_, has lived in Illinois for at least 6 consecutive months before this petition was filed.
5. The minor, \_\_\_\_\_, was born on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_.
6. The minor's current full name is \_\_\_\_\_.

7. \_\_\_\_\_ the other parent of the minor,  
 \_\_\_\_\_:
- [    ] Has or will have received reasonable notice of this petition;
- [    ] Is not entitled to notice, due to termination of parental rights, by order of  
 \_\_\_\_\_ (court), entered on \_\_\_\_\_.
8. The new name I would like the court to approve for the minor is \_\_\_\_\_  
 \_\_\_\_\_.

The undersigned petitioners certify, pursuant to 735 ILCS 5/1-109, that all statements set forth in this petition are true and correct to the best of their knowledge and belief.

\_\_\_\_\_  
 Signature of First Petitioner

\_\_\_\_\_  
 Signature of Second Petitioner

\_\_\_\_\_  
 Signature of Third Petitioner

\_\_\_\_\_  
 Signature of Fourth Petitioner

Affidavit of Non-Petitioning Witness

I, \_\_\_\_\_, affirm under oath that I am acquainted with the  
 petitioner(s) \_\_\_\_\_

I have read and understood the contents of this petition, and affirm that all statements  
 therein are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
 Signature of Witness

Subscribed and sworn before me on this, the \_\_\_\_ day  
 of \_\_\_\_\_, the year \_\_\_\_\_

\_\_\_\_\_  
 Notary Public

STATE OF ILLINOIS

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT

\_\_\_\_\_ COUNTY

IN RE THE MATTER OF:

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Case No. \_\_\_\_\_ - MR - \_\_\_\_\_

**ORDER FOR CHANGE OF NAME {tc "ORDER FOR CHANGE OF NAME " \14}**

The Court, having considered the Petition for Change of Name filed herein by Plaintiff, heard the evidence, and being otherwise fully advised in the premises, finds that it should be granted.

IT IS HEREBY ORDERED that the Plaintiff's name of \_\_\_\_\_, is hereby changed to:

\_\_\_\_\_, by which

he/she shall be hereafter known and called.

DATE: \_\_\_\_\_

\_\_\_\_\_

JUDGE