

CHECKLIST NAME CHANGE

ADULT:

- CIVIL COVER SHEET
- NOTICE OF LIMITED SERVICE / DISCLAIMER
- PETITION / JOINT PETITION
- FINGERPRINT CARD (NOT NEEDED IF CHANGING BACK TO MAIDEN NAME)

MINOR CHILD:

- CIVIL COVER SHEET
- NOTICE OF LIMITED SERVICES / DISCLAIMER
- PETITION
- SUPPLEMENTAL FORM FOR PETITION (IF MORE THEN ONE CHILD)
- CONSENT (OTHER PARTY)
- FINGERPRINT CARD

OR (IF NO CONSENT)

- PROOF OF SERVICE (PERSONAL)
- AFFIDAVIT OF PERSONAL SERVICE OUT OF STATE
- PROOF OF SERVICE (CONSTRUCTIVE)
 - NOTICE OF ACTION
 - AFFIDAVIT OF DILIGENT SEARCH
 - PROOF OF PUBLICATION
 - PROOF OF POSTING
 - NONMILITARY AFFIDAVIT
 - MEMO FOR CERTIFICATE OF MILITARY SERVICE
- MOTION FOR DEFAULT