

Petition Guide: Completing and Turning in Your Name Change Petition, Step 2

NOTE: Anywhere on the forms where you are asked for your “legal” name, write your **current** name.

Things to Know:

- All Name Change court cases are heard in district court.
- You **must** have a hearing with a district court judge to change your name.
- If you cannot afford the court fees, you may ask permission from the trial court to not pay.
 - This is called In Forma Pauperis or Fee Waiver Request. See **Appendix B**.
- You **must** turn in the Confidential Information form with your Name Change Petition.
- **Turning in/filing/submitting forms:**
Whenever you are instructed to turn in, file, or submit forms to the clerk of the district court, you can do this either in person or by mail.

Office Hours: _____ **Phone:** _____

- If you are filing by mail, DO NOT send cash. Use a check or a money order. Make checks payable to “The Clerk of the District Court”
- Contact information and addresses for the district court in your county can be found at this link: nejudicial.com/dc-clerk-contact , or through the QR Code to the right.



The Petition

- Complete the Petition for Name Change form. Use the instructions.
- To complete the form, you must know:
 - Your current full name,
 - The new name you want to use,
 - Your complete address,
 - Your phone number, and
 - Your email address.
- Do not overthink the reason you want to change your name.
 - It can be as simple as you feel the new name matches your identity.
 - Whatever your reason, **tell the truth**
- Your signature and printed name should be the same as your ID

Confidential Information

- A completed Confidential Information form must be turned in with your Name Change Petition. Use the instructions.
- To complete the form, you must know:
 - Your Social Security Number
 - Your birthday
- **The information on this form is not made part of the public record.**