

# Instructions for Completion and Submission of:

## Petition for Name Change for Adult or Minor 14 or Older (CV-450)

*(There is a \$164.50 Filing Fee, plus publication fees, see instructions below)*

Any resident of the State of Wisconsin may petition the circuit court for a name change. **The petition must be filed in the circuit court in the county of residence.** After the petition is filed, “**Notice/Order**” of intent to change your name must be published in the appropriate newspaper (there is a fee this service). The Court will then hold a hearing and determine if the request may be granted.

### Procedure Checklist

- Complete** FORM CV-450 (Petition for Name Change for Adult or Minor 14 or Older)
- Fill in** heading, caption and name information of FORM CV-460 (Notice & Order for Name Change Hearing)
- Complete** FORM CV-470 (Order for Name Change)
- Make** a copy of the Petition for Name Change for Adult or Minor 14 or Older
- Bring** the following items to the Clerk of Court’s office for filing during regular courthouse hours:
  - Original and copy
  - Filing fee of \$164.50
  - A self addressed stamped envelope with sufficient postage to return your documents, an additional fee can be paid to cover the cost of mailing (The Clerk’s office is unable to open cases immediately, so a self addressed stamped envelope or additional mail fee is needed to return your copies.) Call for current return postage/envelope rate.
- Payment may be made by cash, check, money order, or debit/credit card (additional fee for using debit/credit card) payable to Clerk of Courts. The clerk will file stamp all copies, keep one copy and return the original and any additional copies provided to you. You will retain the original in your records.
- You should IMMEDIATELY have Notice published** State law (Wisconsin Statute § 786.37) requires the publication of the **Notice & Order for Hearing** as a third-class notice in a local newspaper prior to the hearing date. It must be printed once a week for three weeks. After the publication is completed, the newspaper will provide you with a **Proof of Publication**.
- File Proof of Publication** at least 48 hours prior to the hearing date.
- Appear** at the Name Change Hearing via Zoom meeting ID included on your Notice and Order for Name Change Hearing. Sign in 10 minutes prior to make sure your audio/video are in working order.
- After** the hearing, the Clerk will call you to follow-up with your next steps.
  - **Certified Copies**, you will be asked how many certified copies you would like right away. The cost is \$5.00 certification plus \$1.25 per page.
  - **Register of Deeds Reporting**, you will need to pay the Register of Deeds \$30.00 to register your name change.

- **State of Wisconsin Vital Statistic Reporting (Birth Certificate/Marriage Certificate)**, if you were born or married in the State of Wisconsin and the order affects the vital record, you will be provided a Vital Records **Report of Legal Name Change** to be completed by you and submitted with payment to the State of Wisconsin Vital Records Department.
- **Out of State Vital Statistic Reporting**, if you were born or married outside of Wisconsin and the court order affects the vital record, you will need to contact the other state's "vital records office" and find out what is required for them to change your birth certificate information.
- **Reporting elsewhere: To report your change of name from a personal and business perspective**, you will need to contact individual entities and provide adequate proof of the name change in order for those places to change your name on their records. Entities to consider include the department of motor vehicles, social security administration, healthcare facilities, places where you bank, carry insurance, educational facilities, passport agency, employment, utility and phone services, etc.

All numbered forms referenced can be found at [www.wicourts.gov](http://www.wicourts.gov) under forms→circuit court→civil→name change

See the Clerk of Courts website for further information at: <https://www.co.eau-claire.wi.us/our-government/departments-and-facilities/department-directory/clerk-of-courts>