

Giving Notice of Change of Name

Instructions for delivering and publishing the "Notice of Change of Name"

Produced by the Suffolk Probate & Family Court Community Outreach Program—Richard Iannella, Register

READ THIS:

Information provided in this packet **IS NOT LEGAL ADVICE**, It is information. This information is not a substitute for a competent lawyer.

When you sign a legal document or file any papers in court, it can seriously affect you in the future. You should always try to get legal advice before filing documents.

Bar Association lawyer referral services are listed in our brochure "Legal Resources in and around Suffolk County." Also listed are free legal service providers. You may be eligible for help.

**INSTRUCTIONS FOR COMPLETING the
*Notice of Change of Name.***

**YOU MUST ARRANGE FOR PUBLICATION OF THE NOTICE IN THE NEWSPAPER LISTED ON
THE FORM.**

If the Court wants you to publish notice of your name change in the newspaper the name of the newspaper will be filled in on the bottom section of the Notice form. If you are changing the names of children, you may also be instructed to send the Notice form by certified mail to the other parent of the children.

The Notice must be published at least 7 days before the "Return Day."

Call the newspaper and they will explain to you what you need to do to get the Notice published. If your income is near or below the poverty level, and you have filed an "Affidavit of Indigency", and the Court has agreed that you cannot afford the fees for this case, then the Court will pay for the cost of publication of the **Notice of Change of Name**. Send the newspaper a copy of the **fee waiver** you got when you filed the Petition for Change of Name. Otherwise you must pay to publish the Notice.

After the notice is published, the newspaper will mail you a copy of the notice printed in the paper. Keep this copy. You will need to file it in court with the Notice."

Before returning the Notice to court, fill in the bottom of the Notice form on the original. This section is called "**Return of Service**".

In the blank lines, print what you did. For example: ...I have served the foregoing citation by *Publishing the Notice in the _____ newspaper on _____(date)*. If you have been instructed to mail the Notice, indicate when you did and bring or mail to the court the proof of delivery of the Certified Mail.

Mail or bring to court The "**Return of Service**", along with the copy of the newspaper publication of the notice. **If you do not return the completed "Notice" to the Court, and the service is not done correctly, your case cannot go forward.**

IF YOU WISH TO MAIL BACK THE RETURN OF SERVICE, SEND IT TO:

**Register of Probate, Richard Iannella
Suffolk Registry of Probate, Return of Service
24 New Chardon Street
Boston, MA 02114-4703**

Every time a case is filed in court, a **DOCKET NUMBER** is assigned. This is the number the court uses to identify your case and find your case file.

Write this number on *all* papers you file in Court. Have the Docket Number handy when you come to the courthouse or call on the telephone to ask about your case.

Write the Docket Number in a place where you keep important information.

THIS FORM WILL BE MAILED TO YOU. FOLLOW THE INSTRUCTIONS ON THE OPPOSITE PAGE.

**Commonwealth of Massachusetts
The Trial Court**

SUFFOLK Division

Probate and Family Court Department

Docket No. _____

Notice Of Change Of Name

To all persons interested in the petition hereinafter described.

A petition has been presented to said Court by _____

of _____
(street and no.) (city or town) (county) (zip)

and _____, his/her spouse
and _____

THE COURT WILL FILL IN THIS SECTION

_____, minors,

by _____ their father/mother and next friend,
praying that his/her/their names may be changed as follows:

_____ to _____
_____ to _____
THE COURT WILL FILL IN THIS SECTION
_____ to _____
_____ to _____
_____ to _____

If you desire to object thereto you or your attorney should file a written appearance in said Court at
Boston _____ before ten o'clock in the forenoon on
the _____ day of The date filled in here is the "RETURN DAY", 20_____

Witness, Elaine M. Moriarty, Esquire, First Judge of said Court, this
_____ day of _____, 20_____

Read this carefully. Call the newspaper listed to find out exactly what you need to do in order to get this "NOTICE" published.

Register of Probate

It is ordered that notice of said proceeding be given by publishing a copy of the foregoing citation once in the
_____ a newspaper published in _____, the publication to be seven days at least before said return day.

IF YOU ARE CHANGING THE NAME OF A CHILD, YOU MAY ALSO BE INSTRUCTED TO SEND A COPY OF THIS NOTICE BY CERTIFIED MAIL TO THE OTHER PARENT.

Witness, _____, Esquire, First Judge of said Court at
Boston _____
this _____ day of _____, 20_____

Return Of Service _____ Register of Probate

I certify under the penalties of perjury that I have served the foregoing citation by _____

After you have completed the publication in the newspaper, (and certified mailing, if instructed to do so) fill in this section on the original form, telling the court what you did.

This is a sample form. Do not fill in this form. Fill in the required information on the original "Notice."

Date _____

Signature _____

Address _____