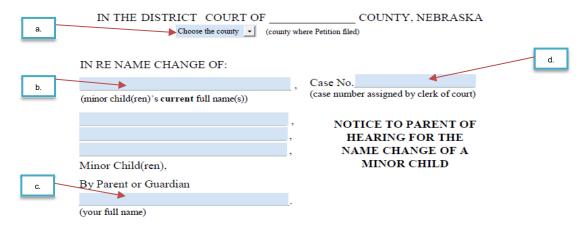
INSTRUCTIONS FOR COMPLETING THE NOTICE TO PARENT (MINOR CHILD(REN) NAME CHANGE)

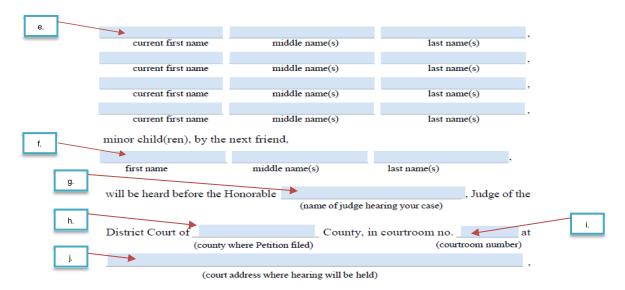
HEADING

- a. Choose the county in the drop down box below the first blank. This is where you filed your Petition.
- b. Enter the **current** first name, middle name(s), and last name(s) of the minor(s) whose name(s) you want to change.
- c. Enter your first name, middle name(s) and last name(s) as the parent or guardian.
- d. The clerk of the district court gave you a case number when you file the Petition. You must include the case number on any papers you file.



BODY OF THE NOTICE

- e. Enter the minor child(ren)'s *current* first name, middle name(s), and last name(s).
- f. Enter your first name, middle name(s), and last name(s).
- g. Enter the name of the judge that will be hearing the case. The clerk of the district court can provide you with the name of the judge assigned to the case.
- h. Enter the county where the Petition was filed.
- i. Enter the courtroom number in which the hearing will be held. The courtroom number can be obtained from the clerk of the district court. In some counties there may be only one district courtroom and so it may not have a number. If that is the case in your county, simply cross out this blank.
- j. Enter the complete address (street address, city, and state) of the court in which the hearing will be held.

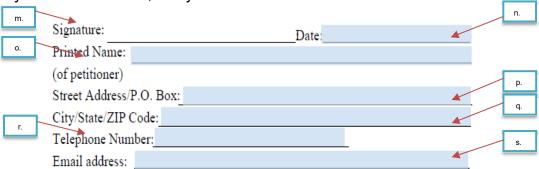


- k. Enter the month, day, and year of the hearing given to you by the bailiff, clerk or other court personnel.
- I. Enter the time (hour and whether it is a.m. or p.m.) when the hearing will take place.



SIGNATURE

- m. Sign your name.
- n. Enter the date.
- o. Print your first name, middle names, and last name(s).
- p. Enter your full street address.
- q. Enter your city, state, and ZIP code.
- r. Enter your telephone number, including the area code.
- s. Enter your email address, if any.



CERTIFICATE OF SERVICE

- a. Enter the date when you mailed the copy of the Notice to the other parent.
- b. Enter the other parent's first name, middle name(s), and last name(s).
- c. Enter the other parent's full address, including street address, city, state and ZIP code.
- d. Use the same instructions for the "signature" section above.

