COURT OF COMMON PLEAS

for the State of Delaware



CHANGE OF NAME PETITIONS INSTRUCTIONS FOR CHILDREN AGES 13 AND UNDER KENT COUNTY

http://courts.state.de.us/commonpleas/

CHANGE OF NAME INSTRUCTIONS FOR CHILDREN (13 & Under)

- This packet includes the following: a Petition for Change of Name and an Affidavit. The Petition for Change of Name and Affidavit must be filled out. A Notary Public must swear to the Affidavit. The Court will accept the original paperwork only. Copies will not be accepted. (If both natural parents will be signing the Petition, please skip number two (2) and go on to number three (3).
- 2. Notice of the name change must be served upon the natural parent not involved with filing the Petition. If he/she resides in Delaware, the Sheriff will do this. There is a \$30.00 service fee for the Sheriff. (THIS MUST BE CASH OR MONEY ORDER ONLY NO PERSONAL CHECKS WILL BE ACCEPTED.) If the defendant cannot be served personally in this state, then substituted service as ordered by the court. The petitioner must file a motion and order for substituted service signed by the Judge before a hearing is scheduled on the Petition.
- 3. Notice must be given to the General Public that you are changing your name. This must be done by filing the Petition for Change of name and the Affidavit with a newspaper with general circulation in Kent County. The Court accepts the following newspapers: **The Delaware State News** and **The Dover Post**. The Petition and Affidavit must be published once a week for three (3) weeks at which time you will receive an Affidavit of Publication from the newspaper. The Affidavit of Publication must be stapled together along with the Petition for Change of Name and the Affidavit that has been notarized. Once you receive your Affidavit of Publication you will bring these documents, along with the green card, if applicable, to the Clerk of the Court of Common Pleas at Kent County Courthouse, 414 Federal Street, Dover, Delaware to be filed. There is an eighty-five dollar (\$85.00) filing fee, which includes a Court Security Assessment.
- 4. To file this Petition in the Court of Common Pleas, Kent County, you must be resident of Kent County in the State of Delaware. (A Delaware driver's license must be shown to Clerk at the time this petition is received) If you or your spouse is in the military, you must claim Delaware as your residency.
- 5. Change of Name Petitions are usually scheduled on Wednesday's and Friday's at 9 a.m. Upon filing your Petition, notice will sent to you as to your hearing date. Please include the address and telephone number where can be reached in case Petitions are rescheduled.
- 6. If your Motion is granted, you are entitled to one certified copy of the Order. There is a ten-dollar (\$10.00) service charge for each additional certified copy.

Please direct all questions to the Court of Common Pleas, Kent County Courthouse, Dover, Delaware at (302) 735-3900 and press 3.

IN THE COURT OF COMMON PLEAS OF THE STATE OF DELAWARE IN AND FOR KENT COUNTY

INI T	THE MATTER OF:))		
IIN I)	NO.		
(Chi	nild's Name)	PETITION FOR NAME CHANGE		
) /N/F)			
(Nat	atural Parent's Name)			
	AND NOW COMES, the Petit			
k	by his/her next of friend	(Child's Name) , and		
	respectfully represents:	, and (Natural Parent's Name)		
1. 7	That the Petitioner is in	years old having been born on		
2		is the Natural Parent of		
_	He/she resides at			
_				
3. F	Petitioner desires to change his/her	name from		
_	to	.		
4. 7	. That the natural Father/Mother, consents to said name change.			
5. The reason for the proposed change of name is:				
_		spectfully prays that this Petition for Change		
of N	Name be granted, and that an Order	be entered by the Court changing the name		
of		to		
		·		
Date	ed:	(Natural Parent's Signature)		
⊃h∩r	one #	,		

STATE OF DEL) SS.
COUNTY OF KE	:NT)
	BE IT REMEMBERED that on the day of
	A.D., 20, personally appeared before me, the
subscriber, a	Notary Public in and for the State and County aforesaid,
	the Natural Parent of the Petitioner named in the
foregoing Petitio	on for Change of Name, who doth depose and say that the facts in
the Petition are t	rue and correct to the best of their knowledge and belief.
	Natural Parent's Signature
above written.	SWORN TO AND SUBSCRIBED before me the day and year first
above willell.	
	NOTARY PUBLIC

IN THE COURT OF COMMON PLEAS OF THE STATE OF DELAWARE IN AND FOR KENT COUNTY

IN THE MATTER OF:) CASE NO.
)) <u>NOTICE</u>)
(Child's Name)	
(Natural Parent's Name)	
TO:	(Biological Mother/Father)
That I,	, have filed a petition for name change for our
child,	, to change his/her name to
	A hearing shall be held in the Court of
Common Pleas.	
Any questions concerning this m	natter should be directed to the Civil Clerk at
(302) 735-3900.	
	(Signature of Petitioner)