

**YAVAPAI COUNTY
Self-Service Center**

CHANGING THE NAME OF A MINOR CHILD

**WHAT TO DO WITH THE COURT DOCUMENTS
AFTER I HAVE COMPLETED THEM**

STEP 1: Make one (1) copy of each the following documents for every person you must serve, plus another copy for your own records:

- * APPLICATION FOR CHANGE OF NAME-MINOR CHILD
- * NOTICE OF HEARING ON APPLICATION FOR CHANGE OF NAME
- * CONSENT OF PARENT (for each parent to be served)
- * CONSENT OF MINOR CHILD (for the child if he/she is 14 or older)

STEP 2: Separate your documents into the number of sets you will need to file, serve and keep:

SET 1 - ORIGINALS - FILE WITH/SUBMIT TO CLERK OF THE COURT:

- * Application for Change of Name-Minor Child
- * Notice of Hearing Regarding Application for Change of Name-Minor Child
- * Order for Change of Name-Minor Child

SET 2 - YOUR COPIES:

- * Application for Change of Name-Minor Child
- * Notice of Hearing Regarding Application for Change of Name-Minor Child
- * *Copies of Consent(s) of Parent and/or Consent of Minor to Name Change (if used)-
original Consent forms are served on parent(s) and minor, if appropriate*

SET 3 - COPY FOR PARENT: (to be served later)

- * Application for Change of Name-Minor Child
- * Notice of Hearing Regarding Application for Change of Name-Minor Child, which shows the date, time and place of the hearing
- * Blank Consent of Parent to Name Change of a Minor

SET 4 - COPY FOR PARENT (if needed): (to be served later)

- * Application for Change of Name-Minor Child
- * Notice of Hearing Regarding Application for Change of Name-Minor Child, which shows the date, time and place of the hearing
- * Blank Consent of Parent to Name Change of a Minor

SET 5 - COPY FOR ANOTHER PARTY (GUARDIAN OF CHILD, GUARDIAN AD LITEM, NEXT FRIEND) (if needed): (to be served later)

- * Application for Change of Name-Minor Child
- * Notice of Hearing Regarding Application for Change of Name-Minor Child, which shows the date, time and place of the hearing

SET 6 - COPY FOR MINOR CHILD (only if child is 14 years of age or older): (to be served later)

- * Application for Change of Name-Minor Child
- * Notice of Hearing Regarding Application for Change of Name-Minor Child, which shows the date, time and place of the hearing
- * Blank Consent of Minor to Change Name

STEP 3: File the papers at the Court:

GO TO: THE SUPERIOR COURT TO FILE YOUR PAPERS. The court is open from 8:00 am – 5:00 pm, Monday -Friday. **You should go to the court at least two hours before it closes. It is recommended that you not bring your children with you.** You may file your court papers at either of the following Superior Court locations:

Clerk of Superior Court
YAVAPAI COUNTY COURTHOUSE
120 S. Cortez Street
Prescott AZ 86303-4737

Clerk of Superior Court
Yavapai County Superior Court
2840 N. Commonwealth Drive
Camp Verde AZ 86322

FEES: When you file with the court, there are fees for petitions, responses, requests, motions, objections and various other actions. The court will accept payment in the form of cash, VISA/MasterCard debit or credit cards, money orders, or personal checks made payable to “Clerk of Superior Court”. Personal checks will be accepted with current picture ID. To check out the current fees go online to <http://courts.yavapai.us/clerk/fee-schedule/>, or call the Clerk’s Office in either Prescott at (928) 771-3312, or Camp Verde at (928) 567-7741.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a **deferral or waiver** (delay or completely waive fees and/or costs) when you file your papers with the Clerk of the Court. The **Deferral or Waiver of Court Fees and/or Costs and Consent to Entry of Judgment Application** is available at **no charge** from the Clerk’s Office, though a fee for applying for the deferral will be added to your costs.

WHAT THE CLERK WILL DO: The Clerk will file and keep the original Application along with the Order and envelope and stamp your copy of the Application. This is called a “conformed” copy. The Notice of Hearing will be forwarded to the Court to set a date and time for the hearing. You must provide a self-addressed stamped envelope so that we may mail a copy of the Notice to you.

IF YOU REQUESTED A DEFERRAL OR WAIVER OF YOUR FILING FEE: The Application for Deferral or Waiver will be sent to the Judge. You will be notified in 3 to 5 business days of the ruling. If approved, then you may file your documents.

STEP 4: Serve the documents on the other party(ies).

Service of the following documents is required by the Arizona Statute and/or Rules of Civil Procedure:

- * Application for Change of Name-Minor Child
- * Notice of Hearing, which has been completed to show the date, time and place of hearing on the Application for Change of Name
- * Consent of Parent (one for each parent served)
- * Consent of Minor a **(if the child is 14 years of age or older)**

If serving by publication, only the Notice of Hearing must be published.

Note: If you serve by publication, your hearing will be scheduled some 60 - 75 days away to allow time for publication to take place.

See the **“SERVICE”** packet, available from Yavapai County Self-Service Center, if you are unsure about how to complete service.

File the original document which shows service of the other parent(s) and any other party(ies). Also file the original of any Consent you receive from a party.

STEP 5: The Court Hearing. When you appear in court, please remember the following:

- Be on time (10 to 15 minutes early is best).
- Dress neatly.
- Be prepared to explain to the Judge why the child’s name should be changed.
- **If the minor is 14 or older, he/she may attend the hearing. Otherwise, do not bring any child(ren) to Court.**