

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.

IN THE DISTRICT COURT OF _____ COUNTY, NEBRASKA

a. Choose the county (county where Petition filed)

IN RE NAME CHANGE OF:

b. _____, Case No. _____
(minor child(ren)'s current full name(s)) (case number assigned by clerk of court)

 Minor Child(ren),

By Parent or Guardian

c. _____
(your full name)

**NOTICE TO PARENT OF
HEARING FOR THE
NAME CHANGE OF A
MINOR CHILD**

d. _____

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.

e. _____ _____ _____
current first name middle name(s) last name(s)

_____ _____ _____
current first name middle name(s) last name(s)

_____ _____ _____
current first name middle name(s) last name(s)

_____ _____ _____
current first name middle name(s) last name(s)

f. _____ minor child(ren), by the next friend,
_____ _____ _____
first name middle name(s) last name(s)

g. _____ will be heard before the Honorable _____, Judge of the
(name of judge hearing your case)

h. _____ District Court of _____ County, in courtroom no. _____ at _____
(county where Petition filed) (courtroom number)

i. _____

j. _____
(court address where 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.
- l. Enter the time (hour and whether it is a.m. or p.m.) when the hearing will take place.

k. on _____ at _____, or as soon thereafter as l.
(month/day/year) (time of hearing)
 it may be heard.

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.

m. Signature: _____ Date: n. _____
o. Printed Name: _____
(of petitioner)
 Street Address/P.O. Box: _____ p.
 City/State/ZIP Code: _____ q.
r. Telephone Number: _____
 Email address: _____ s.

CERTIFICATE OF SERVICE

- a. Enter the date when you mailed the copy of the Notice to the otherparent.
- 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.

a. I hereby certify that on: _____, a true copy of the foregoing
(date)
 Notice to Parent was sent by certified mail to b. _____
(other parent’s first name, middle name(s), and last name(s))
c. at _____
(other parent’s street address, city, state and ZIP code)

d. Signature: _____ Date: _____
 Printed Name: _____
(of petitioner)
 Street Address/P.O. Box: _____
 City/State/ZIP Code: _____
 Telephone Number: _____
 Email address: _____