

MAINE JUDICIAL BRANCH

**MINOR NAME CHANGE CASE FILE CHECKLIST**

**\*As of September 1, 2019, the courts accept *only* 18-C forms (Rev. 9/19 or after)**

**Required at the time of filing:**

- FILING FEE** \$40.00; **or**
  - CV-067/191 Application to Proceed Without Payment of Fees and Financial Affidavit
- FM-002** Family and Probate Matter Summary Sheet
- PB-004** Social Security Number Confidential Disclosure Form
- PB-003** Jurisdictional Affidavit
- NC-001** Petition for Adoption and Change of Name

**Required BEFORE final hearing:**

- PB-008** Summons Adoption, Guardianship, and Name Change with Proof of Service (acknowledgement, green mail card, or sheriff service) of applicable parties as follows:
  - Parent of the minor;
  - Guardian of the minor;
  - Custodian of the minor;
  - Guardian ad litem for the minor; and/or
  - The minor (if the minor is 14 years of age or older).
- Certified copy of birth certificate of minor
- Copy of divorce judgment, and any modifications, if any
- Court order pertaining to custody of the minor, and any modifications, if any
- Death certificate of deceased custodian, if any
- VS-14** Legal Name Change (LNC) Request to Amend a Vital Record with parts 1, 2, and 3 completed (parts 4 and 5 to be completed by clerk after final hearing).

**Optional before final hearing:**

- NC-003** Waiver and Agreement to Change of Name (Minor) (may be filed by the other party or parties to indicate consent to the minor's name change)

**PLEASE NOTE:** If the court issues a minor name change order after the final hearing, the clerk will send the court order and the completed VS-14 form to the petitioning party. **The petitioning party must then mail the completed VS-14 form with a \$60 check or money order payable to Treasurer, State of Maine to:**

Department of Health and Human Services  
Maine Center for Disease Control and Prevention  
220 Capitol Street  
11 State House Station  
Augusta, Maine 04333-0011

**ADA Notice:** The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation contact the Court Access Coordinator, [accessibility@courts.maine.gov](mailto:accessibility@courts.maine.gov), or a court clerk.

**Language Services:** For language assistance and interpreters, contact a court clerk or [interpreters@courts.maine.gov](mailto:interpreters@courts.maine.gov).