


	Ozaukee County Clerk of Circuit Court	
	Filing Minor Name Change	Revised: January 16, 2023 Page 1 of 2

NOTICE: This guideline is provided as a public service and is not intended to be legal advice. If you have any questions about forms or procedures, please contact an attorney, as staff members cannot give legal advice.

TO OPEN: Name changes are opened by filing the forms listed below with the Ozaukee County Clerk of Circuit office. You can file your forms in person, by mail or by [electronic filing](#). Forms can be found online at www.wicourts.gov.

FILING FEE: A filing fee of \$164.50 is required at time of filing. If you plan to pay with a credit or debit card, there will be a 3.5% fee added.


*If you are unable to pay the filing fee,
you can file the below forms to see if the court will waive it*

Form Number	Name of Form
CV-410A	Petition for Waiver of Fees and Costs - Affidavit of Indigency
CV-410B	Order on Petition for Waiver of Fees and Costs

TO OPEN A NAME CHANGE CASE, please file the following:

Form Number	Name of Form
CV-455 OR CV-456	Petition for Name Change / Petition for Confidential Name Change
CV-460 OR CV-461	Notice and Order for Name Change Hearing / Notice and Order for Confidential Name Change Hearing
CV-470 OR CV-471	Order for Name Change / Order for Confidential Name Change

(Go to the next page to review a procedure checklist)

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CHECKLIST

- Publish** the Notice and Order for Name Change Hearing. You will need to contact the newspaper that you selected. The Notice and Order for Name Change Hearing must be published for 3 weeks in a row. **If you opened a confidential name change, you do not need to publish.**

Newspaper Contact Info:

Ozaukee Press	News Graphic
125 E. Main St. Port Washington, WI 53074 Phone: 262-284-3494 Fax: 262-284-0067 Hours: Mon – Fri 8 am to 4 pm	W61 N306 Washington Ave., Suite L1, Cedarburg, WI 53012 Phone: 262-305-5000 Email: webmaster@conleynet.com Hours: Mon – Fri 8:30 am – 4:30 pm

- Serve** the non-petitioning parent with the following:
 - Petition for Name Change
 - Notice and Order for Name Change Hearing
 - Blank Response by Non-petitioning parent
- File** proof of publication/affidavit of publication that you receive from the newspaper.
- File** proof of service on the non-petitioning parent **OR** file [CV-480 Affidavit of Attempted Service on Non-petitioning parent](#)
- Attend** your name change hearing
 - If the child was born in Wisconsin and you are requesting to change their birth certificate, please bring the completed Report of Legal Name Change form along with the required fee.