



Minor Name Change

For residents of the City and County of Denver

www.DenverCountyCourt.org | 303-865-7840 | 1437 Bannock St. rm 135, 80202

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Editable versions of these forms and more information can be found on the county and state court web sites:

www.denvercountycourt.org

www.courts.state.co.us

REGARDING NAME CHANGES

Eligibility to file: Child must reside in the City and County of Denver and not be subject to contemporaneous action in District Court concerning child support, allocation of parental responsibilities, or parenting time.

Filing fees and other costs:

- Filing fee - \$88
- Certified copies - \$20
- CBI background check - \$16.50 (if minor is 14 years or older)
- FBI background check - \$18 (if minor is 14 years or older)
- Cost to publish – varies by publication
- Fingerprints for background check – varies

If you purchase the recommended 3 certified copies at the time of filing (as may be required by external government agencies such as the DMV and Social Security office), your total at time of filing will be \$148.

Hearing: Once the forms are completed and you have received the results of your FBI and CBI background checks when applicable, you will file your petition and documents in room 135.

A clerk in 135 will schedule your case for a hearing with a judge in one of three civil trial courtrooms: 170, 175, 186; usually on a Friday at 10 a.m.

Civil Division Clerk's Office (rm. 135):
8 a.m. – 8 p.m. Monday - Thursday
8 a.m. – 5 p.m. Friday
(Closed weekends / holidays.)

Assistance completing forms (rm. 281)
Self-Represented Litigant Coordinator
dccselfhelp@denvercountycourt.org
8 a.m. – 4 p.m. Monday - Friday

For ADA accommodation requests and related information, please visit:
www.DenverCountyCourt.org/ada

The instructions in this packet are for informational purposes only and do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.

If you have a question about any of the information or contents of this packet, please contact an attorney.

INSTRUCTIONS FOR FILING FOR A CHANGE OF NAME (MINOR)

These standard instructions are for informational purposes only and do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.

GENERAL INFORMATION BEFORE YOU FILE YOUR PETITION

- ◆ The minor child must be a resident of the county in which you are filing the Petition, **OR**
- ◆ If the minor child is under the age of 19 years and is the subject of an action concerning child support, allocation of parental responsibilities, or parenting time, the Petition for Name Change must be filed in the District Court that has jurisdiction.
- ◆ The Parent/Petitioner must be 18 years of age or older.
- ◆ The minor child, if 14 years of age or older, must not have been adjudicated as a juvenile delinquent for an offense that would constitute a felony if committed by an adult in this state or any other state or under federal law.
- ◆ The Court will not consider a Petition for a name change for a minor 14 years of age or older, unless a fingerprint-based criminal history record check is conducted within 90 days prior to the filing of the Petition.
- ◆ Unless the Court has ordered that publication is not required, proof of publication must be completed and submitted to the Court prior to the name change being officially granted.
- ◆ You may want to check with the Court where you plan to file your case for specific days or times when name change hearings are scheduled. You may have your hearing on the same day that you file your case or a future hearing will be set.
- ◆ For additional information, please review Colorado Revised Statutes §13-15-101-102 C.R.S.
- ◆ If you have a disability and need a reasonable accommodation to access the courts, please contact your local ADA Coordinator. Contact information can be obtained from the following website:
http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm

COMMON TERMS

- ☒ Petition: Document officially commences the Change of Name process.
- ☒ Petitioner: The person filing a Petition for Change of Name.
- ☒ Public Notice: Change of name shall be published at least three times within 21 days from the date of the Order in a legal newspaper in the county where this case is filed.
- ☒ May: In legal terms, "may" is defined as "optional" or "can."
- ☒ Shall: In legal terms, "shall" is defined as "required."

If you do not understand this information, please contact an attorney.

FEES

The filing fee is \$88.00 if you file your Petition in County Court. If the minor child named in the Petition is the subject of a child support, allocation of parental responsibilities or parenting time action, you must file the Petition with the District Court that has jurisdiction in the matter and pay a District Court filing fee of \$238.00. If you are unable to pay, you must complete the Motion to File without Payment and Supporting Financial Affidavit (JDF 205) and submit it to the Court. Once you submit the completed JDF 205 form and a blank Order (JDF 206), the Court will decide whether you need to pay the filing fee.

Other fees that a party to the case may encounter are as follows:

- | | |
|--|--|
| ☐ Publication Fee | Varies (May be payable to the Court or to the newspaper) |
| ☐ Copies of Documents (Documents on File) | \$.75 per page or \$1.50 if double-sided |
| ☐ Copies of Documents (Documents not on File) | \$.25 per page or \$.50 if double-sided |
| ☐ Certification Fee | \$ 20.00 |
| ☐ Cost of Fingerprints | (See fingerprinting information in Step 1) |
| ☐ Fingerprint-based Criminal History Check | (See fingerprinting information in Step 1) |

FORMS

To access forms online, go to the website at www.courts.state.co.us and click on the “Forms” tab. The packet/forms are available in PDF or WORD by selecting “County Civil - Minor Name Change”. You may complete a form online and print or you may print it and type or print legibly in black ink. You may need all or some of these forms. Read these instructions carefully to determine what forms you may need.

- ☐ JDF 421 Petition for Change of Name of a Minor Child
- ☐ JDF 422 Notice to Non-Custodial Parent
- ☐ JDF 423 Consent of Non-Custodial Parent
- ☐ JDF 424 Request to Publish Notice and Order
- ☐ JDF 425 Notice of Non-Custodial Parent by Publication
- ☐ JDF 426 Order for Publication for Change of Name
- ☐ JDF 427 Public Notice
- ☐ JDF 448 Final Decree for Change of Name

STEPS TO FILING YOUR CASE

Step 1: Complete the required fingerprint-based criminal history record check.

The minor child, if 14 years of age or older, must submit a criminal history check from the Colorado Bureau of Investigation (CBI) and Federal Bureau of Investigation (FBI) at the time the Petition is filed. Please follow these steps:

- ☐ Law enforcement agencies are no longer required to provide fingerprinting for civil cases. Some law enforcement agencies will refer you to Colorado Application Background Services (CABS). Below is a link to the Colorado Bureau of Investigations website which includes information and instructions sorted by category:
<https://www.colorado.gov/pacific/cbi/employment-background-checks>
Information for a FBI criminal history check can also be found on the CBI website.
- ☐ **The criminal history results must be conducted within 90 days prior to the filing of the Petition.**
- ☐ If the minor child has an adjudication that would constitute a felony in Colorado or any other state, and you know that it is inaccurate, it is your responsibility to obtain the disposition information from the Court where such action occurred as identified in the CBI and FBI reports.
- ☐ The Parent/Petitioner is also responsible for providing certified copies of any criminal dispositions of the minor child that are not reflected in the Colorado Bureau of Investigations or Federal Bureau of Investigation records and any other dispositions which are unknown, by contacting the agency where such actions occurred.

Step 2: Complete appropriate forms.

- ☐ **Petition for Change of Name of Minor Child (JDF 421):**
 - ☐ Complete all sections of this form.
 - ☐ If the child is under 19 and is the subject of a child support, allocation of parental responsibilities, or parenting time action, please check the appropriate box and identify the case number, type of case, and name of court.
 - ☐ Insert the minor child's full legal name and proposed name change as identified in the caption on page 3.
 - ☐ Attach the FBI and CBI criminal history record results to the Petition and identify as Exhibit A.
 - ☐ **Make sure that the fingerprint-based criminal history record checks are conducted within 90 days prior to the filing of the Petition.**
 - ☐ Attach any other criminal disposition documentation and identify as Exhibit B.
 - ☐ You may be required to provide a birth certificate for the minor child. Check with the clerk when filing your case to determine if this is a requirement in that location.

this situation applies to you, the Petition must be filed in District Court where the child support or allocation of parental responsibilities (decision-making and parenting time) action exists.

- ☐ Provide the Court with the documents completed as described in Steps 1 – 2 above and pay the appropriate filing fee. **County Court = \$88.00 District/Denver Juvenile Court = \$238.00**
- ☐ Keep a copy of each form for your own records.
- ☐ The Court may require a self-addressed stamped envelope.

Step 4: Be prepared for your hearing, in the event there is a hearing.

You may be asked questions about your request for a name change.

Step 5: Publish proposed name change.

After the Order for Publication is entered, the change of name must be published at least three times within 21 days from the date of the publication order in a local newspaper by using the Public Notice (JDF 427) form, unless pursuant to §13-15-102, C.R.S. the minor child has been:

- ☐ The victim of a crime, the underlying factual basis of which has been found by the Court; to include an act of domestic violence as defined in §18-6-800.3(1), C.R.S.; or
- ☐ The victim of child abuse as defined in §18-6-401, C.R.S., or
- ☐ The victim of domestic abuse as defined in §13-14-101(2), C.R.S.

Step 6: Obtain a signed copy of the Decree for Name Change from the Court.

- ☐ Submit proof of publication to the Court. This can include copies of the newspaper notice.
- ☐ If publication is not required pursuant to §13-15-102, C.R.S., you will receive your Decree once ordered by the Court.
- ☐ If you need certified copies, please provide the appropriate fees.

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840 In the Matter of the Petition of: Parent(s)/Petitioner(s): for: Minor Child: to change the child's name to:	▲ COURT USE ONLY ▲
Attorney or Party Without Attorney (Name and Address): Phone Number: E-mail: FAX Number: Atty. Reg. #:	
Case Number: Division: Civil Courtroom:	
PETITION FOR CHANGE OF NAME (MINOR CHILD)	

1. Information regarding the minor child:

Full Name of Minor Child (First, Middle and Last)	Mailing Address	Date of Birth

2. The minor child is a resident of _____ County, Colorado.

3. I/We _____ wish to change the name of the minor child to

 First Name Middle Name Last Name

My/Our relationship to the child is _____.

4. The proposed change would be proper and not detrimental to the interests of any other person and in the best interest of the minor child.

5. The reason for the change of name is _____

6. The child ☐ is ☐ is not the subject of a child support, allocation of parental responsibilities, or parenting time action. If so, please identify _____ (case number), _____ (type of case) and _____ (name of Court).

7. ☐ The minor child (if 14 years of age or older), has not been adjudicated as a juvenile delinquent for an offense that would constitute a felony if committed by an adult in this state or any other state or under federal law. The fingerprint-based criminal history record check for the minor child is attached as Exhibit A and is conducted within 90 days prior to the filing of this Petition.

8. The required notice to the non-custodial parent has been accomplished by: ☐ notice ☐ consent or ☐ request to publish and is filed with this petition ☐ Not Applicable (There is no non-custodial parent)

I/We, _____ swear/affirm under oath that I have read the foregoing Petition and that the statements contained in this Petition are true to the best of my knowledge and belief.

Date: _____

Signature of Petitioner

Address

City, State, Zip Code

Telephone #: (home) (work) (cell)

Subscribed and affirmed, or sworn to before me in the County of _____, State of _____, this _____ day of _____, 20 _____.

My Commission Expires: _____

Deputy Clerk/Notary Public

Date: _____

Signature of Petitioner

Address

City, State, Zip Code

Telephone #: (home) (work) (cell)

Subscribed and affirmed, or sworn to before me in the County of _____, State of _____, this _____ day of _____, 20 _____.

My Commission Expires: _____

Deputy Clerk/Notary Public

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840		▲ COURT USE ONLY ▲
IN THE MATTER OF THE PETITION OF: Parent/Petitioner: _____ for: _____ Minor Child: _____ to change the child's name to: _____		
Attorney or Party Without Attorney (Name and Address): _____ Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg.#: _____		
		Case Number: _____ Division CIVIL Courtroom _____
CONSENT OF NON-CUSTODIAL PARENT		

1. I, _____, am the non-custodial parent of the minor child.
2. I understand that a Petition for the change of my child's name will be presented to this Court.
3. I understand that I have a right to participate in the hearing and to voice objection to the change of name.
4. I give up any objection and consent to the change of name.
5. I give up my right to be present at any hearing on this change of name.

I, _____, swear/affirm under oath that I have read the foregoing Consent of Non-custodial Parent and that the statements set forth herein are true to the best of my knowledge and belief.

Date: _____

Signature of Non-custodial Parent

Address

City, State, Zip Code

Telephone #: (home) _____ (work) _____ (cell) _____

Subscribed and affirmed, or sworn to before me in the County of _____, State of _____, this _____ day of _____, 20 _____.

My Commission Expires: _____ Deputy Clerk/Notary Public _____

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840		▲ COURT USE ONLY ▲
In the Matter of the Petition of: Parent/Petitioner: _____ for _____ Minor Child: _____ to Change the Child's Name to: _____		
Attorney or Party Without Attorney (Name and Address): _____ Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____		
		Case Number: _____ Division: Civil Courtroom: _____
NOTICE TO NON-CUSTODIAL PARENT		

Notice to _____, non-custodial parent.

Notice is given that a hearing is scheduled as follows:

Date: _____
 Time: _____
 Location: _____

for the purpose of requesting a change of name for

 First Name Middle Name Last Name

At this hearing, the court may enter an order changing the name of the minor child.

You may attend the hearing and participate or voice objection to the proposed change of name.

Date: _____
 Signature of Parent/Petitioner _____
 Address _____
 City, State, Zip Code _____
 Telephone #: (home) _____ (work) _____ (cell) _____

CERTIFICATE OF MAILING

I certify that on _____ (date), I placed in the United States mail, certified and postage prepaid, a copy of this Notice addressed to the Non-custodial Parent:

Name: _____
 Address: _____
 City/State/Zip Code: _____

Signature

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840		▲ COURT USE ONLY ▲
In the Matter of the Petition of: Parent/Petitioner: _____ for _____ Minor Child: _____ to Change the Child's Name to: _____		
Attorney or Party Without Attorney (Name and Address): _____ Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____		Case Number: _____ Division: Civil Courtroom: _____
REQUEST TO PUBLISH NOTICE TO NON-CUSTODIAL PARENT OF CHANGE OF MINOR'S NAME AND PUBLICATION ORDER		

1. The last known address of the non-custodial parent was: _____

2. The non-custodial parent no longer lives at that address.
3. Reasonable effort was made to contact the non-custodial parent by certified mail at the last known address as follows:

_____.
4. The certified letter has been returned marked _____. The return envelope is attached.

It is requested that the Court permit notice by publication on the non-custodial parent.

Signature of Parent/Petitioner

Subscribed and affirmed, or sworn to before me in the County of _____, State of _____, this _____, day of _____, 20 _____.

My Commission Expires: _____

Clerk/ Notary Public

PUBLICATION ORDER

It is ordered that notice by publication be permitted in a newspaper published in this county. Publication is to be made once weekly for five successive weeks of the date of the order.

Date: _____

☐ Judge ☐ Magistrate

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840		▲ COURT USE ONLY ▲
In the Matter of the Petition of: Parent/Petitioner: _____ for _____ Minor Child: _____ to Change the Child's Name to: _____		
Attorney or Party Without Attorney (Name and Address): _____ Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____		
		Case Number: _____ Division: Civil Courtroom: _____
NOTICE TO NON-CUSTODIAL PARENT BY PUBLICATION		

Notice to: _____, non-custodial parent.

Notice is given that a hearing is scheduled as follows:

Date: _____

Time: _____

Location: _____

for the purpose of requesting a change of name for

_____ First Name _____ Middle Name _____ Last Name

At this hearing the Court may enter an order changing the name of the minor child.

To support or voice objection to the proposed name change, you must appear at the hearing.

Date: _____

Signature of Parent/Petitioner

Type or Print Name

Address _____

NEWSPAPER: PUBLISH THIS NOTICE ONCE WEEKLY FOR FIVE SUCCESSIVE WEEKS.

County Court, Denver County, Colorado 1437 Bannock Street, Room 135 Denver, Colorado 80202, 720-865-7840	
In the Matter of the Petition of: ☐ Adult: or ☐ Parent/Petitioner: for Minor Child: For a Change of Name to:	▲ COURT USE ONLY ▲
	Case Number: _____ Division _____ Courtroom _____
ORDER FOR PUBLICATION FOR CHANGE OF NAME	

The Court having read and considered the Petition for Change of Name of ☐ Minor Child or ☐ Adult finds:

- ☐ That the statements made in the Petition satisfy the statutory requirements.
- ☐ That the desired change of name is proper and not detrimental to the interests of any other person.
- ☐ That the Petitioner has submitted the documentation required in §13-15-101(b), C.R.S. from the fingerprint-based criminal history record check or has provided appropriate certified copies of any dispositions that would constitute a felony conviction in this state or any other state or under federal law.
- ☐ That the change of name is in the best interest of the minor child.
- ☐ That the minor child, who is fourteen years of age or older, has submitted the documentation required in §13-15-101(b), C.R.S. from the fingerprint-based criminal history record check or has provided appropriate certified copies of any dispositions that would constitute a felony if committed by an adult in this state or any other state or under federal law.

The Court orders the following publication for a change of name:

1. Name of _____

First Name
Middle Name
Last Name

 Is requested to be changed to _____

First Name
Middle Name
Last Name
2. Pursuant to statute, public notice of this change of name shall be published three times in a legal newspaper published in this county. This publication is to be made within 21 days of the date of this Order.
3. Proper proof of publication shall be filed with the Court upon final publication to receive a Final Decree for a Change of Name.

Date: _____

☐ Judge ☐ Magistrate

