

# Oakland County Court Procedure

## Name Change of Persons 21 Years of Age and Under

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The following applies to any person filing a Petition to Change Name who is 21 years of age or younger at the time of filing.

- Must be a resident of Michigan and Oakland County for at least one year.
- Children must be over the age of one year to process a name change request.
- You must have legal custody of the minor whose name you are petitioning to change.
- If the child has been adopted in a foreign country, check with the adoption department before you start this process – you may need a Delayed Registration of Foreign Birth.

### Preparing the Petition to Change Name

Please complete the petition clearly and provide the requested information to ensure your documents are not returned for any reason.

- In the matter of:
  - List ALL current and full names of the parties requesting a name change. Please print clearly to ensure accuracy of your request.
- Petitioner's Name, Address, and Telephone Number:
  - List current information.
  - If the name change is for a minor, the parent/guardian requesting the name change will list their contact information here.
- Petitioner's Attorney, Bar No, Address and Telephone Number:
  - If applicable, list attorney's contact information here.
- Item 1:
  - List any family division court cases that the parties may be involved in.
- Item 2 – Mark who the name change is for:
  - (a) – check this option if the name change is for a married person who also wishes to include their spouse, and/or minor child.
  - (b) – check this option if the name change is for an adult age 18 and over.
  - (c) – check this option if the name change is for a minor and make sure to list both the natural or adopted parents' names on the lines provided.
- Item 3:
  - Must list a reason for the name change request.
- Item 5:
  - Must indicate if there is or is not a criminal record for the person seeking a name change.

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- Item 7:
  - Must complete item 7 appropriately if the name change is for a minor.
- Item 8:
  - List all full current names and the new name being requested in the appropriate sections. Make sure to print clearly to ensure the accuracy of your request.
- Item 9:
  - If the party changing their name was born in Michigan and would like to have a new birth record created in the new name, check the box, and list the current name to be sealed on the line provided.
- Sign and date the petition on page 2.
- Signatures for page 3:
  - If the name change is for a minor and both parents consent to the name change, both parents will need to sign this section and provide the requested information.
  - If the name change is for a married person and includes their spouse, they will need to sign in the appropriate area and provide the requested information.
  - If an attorney is representing the parties in this matter, they will need to sign in the appropriate section on this page.

#### **Preparing the Addendum to Protected Personal Identifying Information (MC97a)**

This document must be completed and submitted with the Petition to Change Name. Complete the form as follows:

- In the matter of:
  - List current name.
- Name of form/document that this MC97a is being filed with:
  - Petition to change name
- Print name of the individual completing the form and date.
- Ref. No. 10-18:
  - Provide name and DOB in the appropriate box for each party requesting a name change.

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### Filing Petition/Addendum Forms

The fee to file a Petition to Change Name is \$175.00 (made payable to Oakland County Clerk). In addition to the filing fee, there is a \$110.95 publication fee (made payable to Legal News). These two fees must be made out in separate checks or money orders. All fees are **NON-REFUNDABLE**.

- Once you are ready to file, you come to the Clerk's Office to file, or you can mail the completed forms along with the filing fees to the following address:  
Oakland County Clerk's Office  
1200 N. Telegraph Rd, Dept. 413  
Pontiac, MI 48341-0413  
Attn: Name Change
- If you are filing a petition for the name change of a minor child and a non-custodial parent is involved, **IT IS YOUR RESPONSIBILITY TO SERVE THE NON-CUSTODIAL PARENT WITH A COPY OF THE PETITION AND HEARING NOTICE**. This applies only if the non-custodial parent will not sign the petition to change name. If you do not complete proper service, your petition may be dismissed, and you will have to start the entire process over by filing a new petition and paying the filing fees again. A proof of service form along with instructions will be provided with the hearing notice once it is mailed out.

### Hearing/After Hearing Instructions

- **YOU MUST APPEAR AT THE HEARING OR YOUR PETITION WILL BE DISMISSED.**
  - Currently most of the hearings are being held through Zoom. Once a hearing date has been set you will receive notification of the date by mail. If the hearing is going to be held via zoom, instructions for the zoom hearing will be included.
  - Minors ages 14 and older **MUST** also appear at the hearing.
- If the Judge grants the name change, the signed order will be forwarded to the Clerk's Office for filing. You will be able to purchase certified copies through our Court Explorer application at <https://courtexplorer.oakgov.com/OaklandCounty>.  
**PLEASE NOTE** – Copies of the order are NOT automatically sent out. To obtain a copy you can visit the Clerk's Office, or you can request them through the Court Explorer application.
- If you requested to have a new birth certificate to be created, this process will need to be completed with Vital Records in Lansing. You will need to complete the Application to Correct/Change a Michigan Birth Record. You will need to mail the application, a certified copy of the name change order and any required fees to the address listed on the application. The application and their contact information can be found on their website at [https://www.michigan.gov/mdhhs/0,5885,7-339-71551\\_4645\\_4933---,00.html](https://www.michigan.gov/mdhhs/0,5885,7-339-71551_4645_4933---,00.html).