



Instructions for Notice in Change of Name Actions

Massachusetts Trial Court
Probate and Family Court


INSTRUCTIONS FOR COMPLETING THIS WORKSHEET

The Court will give to you a form called a Citation on Petition to Change Name. Use this worksheet to help find out who you must notify of your change of name petition. Complete the questions below.




Check the box for Yes or No. Follow the instructions provided in each question.



When your answer ends at a  you will be directed to a new question number.



When your answer ends at a  You have completed the questions and you will now follow the instructions in each checked box.



Petitioner is the person who is seeking a name change. The petitioner could be a minor or adult.



Legal Parent is a parent who is listed on the birth certificate and has not had their parental rights terminated.



Legal Guardian is a court-appointed individual who is responsible for the care of a child.

This document gives information not legal advice. Ask a lawyer for legal advice about your situation.



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QUESTION 1: DOES THE PETITIONER HAVE AN ALLOWED MOTION TO WAIVE PUBLICATION FROM THE COURT?

Yes. You do **NOT** need to publish the citation in the newspaper.  to Question 2

No. You need to publish the citation in the newspaper. For more information see instructions: **How to File a Change of Name.**



to Question 2

QUESTION 2: HAS THE PETITIONER EVER BEEN CONVICTED OF A CRIME?

Yes.  Go to Question 3

No.  Go to Question 6

QUESTION 3: IS THE PETITIONER INCARCERATED WITH THE DEPARTMENT OF CORRECTION?

Yes. Mail a copy of the Petition and Citation by **certified mail** with a **return receipt** requested **at least fourteen (14) days before the return date** listed on page 1 of the citation to:

- ✓ Massachusetts Department of Correction
- ✓ Office of the prosecuting official (District Attorney, Attorney General, or United States Attorney)
- ✓ Sherriff's Office in the jurisdiction where the conviction or delinquency occurred.

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to Question 6

No.



to Question 4

QUESTION 4: IS THE PETITIONER COMMITTED TO THE MASSACHUSETTS TREATMENT CENTER AS A SEXUALLY DANGEROUS PERSON?

Yes. Mail a copy of the Petition and Citation by **certified mail** with a **return receipt** requested **at least fourteen (14) days before the return date** listed on page one (1) of the citation to:

- ✓ Massachusetts Department of Correction
- ✓ Office of the prosecuting official (District Attorney, Attorney General, or United States Attorney)
- ✓ Sherriff's Office in the jurisdiction where the conviction or delinquency occurred.



to Question 6

No.



to Question 5

QUESTION 5: IS THE PETITIONER ON PROBATION OR PAROLE?

Yes. Mail a copy of the Petition and Citation by **certified mail** with a **return receipt** requested **at least fourteen (14) days before the return date** listed on page one (1) of the citation to:

- ✓ Massachusetts Parole Board

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- ✓ Office of the prosecuting official (District Attorney, Attorney General, or United States Attorney)
- ✓ Sherriff's Office in the jurisdiction where the conviction or delinquency occurred.



to Question 6

No.



to Question 6

QUESTION 6: IS THE PETITIONER REQUIRED TO REGISTER AS A SEX OFFENDER?

Yes. Mail a copy of the Petition and Citation by **certified mail** with a **return receipt** requested **at least fourteen (14) days before the return date** listed on page one (1) of the citation to:

- ✓ Office of the prosecuting official (District Attorney, Attorney General, or United States Attorney)
- ✓ Sex Offender Registry Board



to Question 7

No.



to Question 7

QUESTION 7: IS THE PETITIONER A MINOR?

Yes.




to Question 8

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- No.**  **You are finished!** See your answers above. You will need to file the return of service with the court (page 3 of the citation) showing you provided the above notice, if any. For more information on filing the citation return of service with the Court, see instructions **How to File a Change of Name**.

QUESTION 8: DID ALL LEGAL PARENTS AND ANY LEGAL GUARDIANS ASSENT TO THE PETITION BY SIGNING THE PETITION IN THE PRESENCE OF A NOTARY PUBLIC **OR** BY FILING THE ASSENT TO PETITION TO CHANGE THE NAME OF A MINOR (FORM CJP 30)?

- Yes.**  **You are finished!** See your answers above. You will need to file the return of service with the court (page 3 of the citation) showing you provided the above notice, if any. For more information on filing the citation return of service with the Court, see instructions **How to File a Change of Name**
- No.**  to Question 9

QUESTION 9: HAVE ANY LEGAL PARENTS, WHO HAVE NOT ASSENTED TO THE PETITION, HAD THEIR PARENTAL RIGHTS TERMINATED BY A COURT ORDER OR IS THERE A PROPERLY EXECUTED ADOPTION SURRENDER?

- Yes.** You do **NOT** need to notify any parent who has had their parental rights terminated or who have executed an adoption surrender.  to Question 10
- No.** Mail a copy of the Petition and Citation by **certified or registered mail** with a **return receipt** requested at **least fourteen (14) days (if the address is within Massachusetts)** or **one (1) month (if the address is outside of Massachusetts)** before the return date listed on page one (1) of the citation to:
- ✓ Any legal parent who has not assented to the petition.

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If you can't find the address of a legal parent, you must file these forms with the court:

1. [Motion for Service by Alternate Means and Affidavit of Diligent Search \(CJP 31\)](#)
2. [Military Affidavit \(TC002\)](#)



to Question 10

QUESTION 10: IS THE PETITIONER CURRENTLY UNDER GUARDIANSHIP?

Yes.



to Question 11

No.



You are finished! See your answers above. You will need to file a return of service with the court showing you provided the above notice, if any.

QUESTION 11: DID ALL LEGAL GUARDIANS ASSENT TO THE PETITION BY SIGNING THE PETITION IN THE PRESENCE OF A NOTARY PUBLIC OR BY FILING THE ASSENT TO PETITION TO CHANGE THE NAME OF A MINOR (FORM CJP 30)?

Yes.



You are finished! See your answers above. You will need to file a return of service with the court showing you provided the above notice, if any.

No. Mail a copy of the Petition and Citation by **certified or registered mail** with a **return receipt** requested at **least fourteen (14) days (if the address is within Massachusetts) or one (1) month (if the address is outside of Massachusetts)** before the return date listed on page 1 of the citation to:

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- ✓ Any **legal guardian** who has not assented to the petition.

If you can't find the address of a legal guardian, you must file forms [Motion for Service by Alternate Means and Affidavit of Diligent Search \(CJP 31\)](#) and a [Military Affidavit \(TC002\)](#) with the court.



You are finished! See your answers above. You will need to file a return of service with the court showing you provided the above notice, if any. For more information on filing the citation return of service with the Court, see instructions **How to File a Change of Name**.

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