



How to Ask the Court to Change Your Name - Adults Only **(For Use in the Superior Court of New Jersey - Law Division - Civil Part)**

Who Should Use This Packet?

If you are over the age of 18, you may use this packet to ask for a court order to change your name. However, if you are requesting a name change due to a change in your marital status please note the following:

- If you want to change your name as a result of a recent marriage, you do not need to use this packet and may apply for a new social security card free of charge with the Social Security Administration office.
- Similarly, if you wish to resume your maiden name as the result of a divorce, a motion may be filed and heard in the Family Part as part of a pending or post-judgment dissolution action. If your judgment of divorce stipulates that you may resume your maiden name, you do not need to use this packet, and may apply for a new social security card free of charge with the Social Security Administration office.

Do **not** use this packet if:

- You are requesting a name change for your child under the age of 18; instead use the packet entitled “[How to Ask the Court to Change a Name in the Chancery Division, Family Part.](#)”
- You want to correct a mistake on a birth certificate, marriage license, civil union or domestic partnership record (for example, incorrect or misspelled name or misstatement of gender). You should contact the **State Registrar of Vital Statistics** directly regarding these changes. ([Vital Records in New Jersey](#))

Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and forms will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the [forms](#) will be available at the county courthouse or at njcourts.gov. However, you are ultimately responsible for the content of your court papers.

Completed forms are to be submitted to the county where you are filing your case. Applications can be submitted via Judiciary Electronic Document System (JEDS), the mail, or delivery (attorneys must file electronically via eCourts). Documents will be filed as of the date they are received. A list of [Superior Court Offices](#) is provided at the customer counter or at njcourts.gov.

Things to Think About Before You Represent Yourself in Court

Try to Get a Lawyer

The court system can be confusing and it is a good idea to get a lawyer if you can. The law, the proofs necessary to present your case, and the procedural rules governing cases in the Law Division, Civil Part are complex. Since valuable claims or potentially heavy judgments may be at stake, most litigants appearing in the Law Division, Civil Part have a lawyer. If you are being sued, please contact your insurance company to see if they might provide a lawyer for you. Most likely your opponent will be represented by a lawyer. It is recommended that you make every effort to obtain the assistance of a lawyer. If you cannot afford a lawyer, you may contact the legal services program in your county to see if you qualify for free legal services. Their telephone number can be found online or in your local yellow pages under “Legal Aid” or “[Legal Services](#).”

If you do not qualify for free legal services and need help in locating an attorney, you can contact the bar association in your county. That number can also be found in your local yellow pages. Most county bar associations have a [Lawyer Referral Service](#). The County Bar Lawyer Referral Service can supply you with the names of attorneys in your area willing to handle your particular type of case and will sometimes consult with you at a reduced fee. There are also organizations of minority lawyers throughout New Jersey, as well as organizations of lawyers who handle specialized types of cases. Ask your county court staff for a list of lawyer referral services that include these organizations.

If you decide to proceed without an attorney, these materials explain the procedures that must be followed to have your papers properly filed and considered by the court. These materials do not provide information on the law governing your claims or defenses; information on how to conduct pretrial discovery; information on alternative dispute resolution procedures, such as arbitration or mediation, that may be available or required in your case; information on the kinds of evidence you need to prove your claims or defense at trial; or information on other procedural and evidentiary rules governing civil law suits.

What You Should Expect If You Represent Yourself

While you have the right to represent yourself in court, you should not expect special treatment, help or attention from the court. The following is a list of some things court staff can and cannot do for you. Please read it carefully before asking court staff for help.

- We *can* explain and answer questions about how the court works.
- We *can* tell you what the requirements are to have your case considered by the court.
- We *can* give you some information from your case file.
- We *can* provide you with samples of court forms that are available.
- We *can* provide you with guidance on how to fill out forms.
- We *can* usually answer questions about court deadlines.

- We *cannot* give you legal advice. Only your lawyer can give you legal advice.

- We *cannot* tell you whether or not you should bring your case to court.
- We *cannot* give you an opinion about what will happen if you bring your case to court.
- We *cannot* recommend a lawyer, but we can provide you with the telephone number of a local lawyer referral service.
- We *cannot* talk to the judge for you about what will happen in your case.
- We *cannot* let you talk to the judge outside of court.
- We *cannot* change an order issued by a judge.

Keep Copies of All Papers

Make and keep copies of all completed forms and documents related to your case.

Overview

The following is a brief overview of the process for having your name changed by a court. The details follow. There are three basic steps that you must take to have your name changed by the court:

1. Complete the attached forms and a Civil Case Information Statement and send them to the court with a \$250 filing fee. (Only one fee is required to change the names of multiple adult family members. If any family members are under the age of 18, you must use the packet entitled “How to Ask the Court to Change a Name in the Chancery Division, Family Part” and file in the Family Division.)
 - a. The forms are contained in this packet and include: Form A (Verified Complaint); Form A1 (Certification of Confidential Information for Name Change); Form B (Order Fixing Date of Hearing); Form C (Final Judgment); Form C1 (Final Judgment Addendum); and
 - b. Civil Case Information Statement is available on the Judiciary website at: njcourts.gov.
2. The court will return a filed copy of the Verified Complaint, Certification of Confidential Information for Name Change and the Order Fixing Date of Hearing, with a docket number. Send the Order Fixing Date of Hearing (with the docket number) to the Director of the Division of Criminal Justice via certified and regular mail at least 20 days before the hearing. If you have criminal charges pending, you must also send a copy of these documents (with the docket number) to the prosecuting office (Attorney General or county prosecutor). You will have to provide the court with proof that the appropriate parties have been notified of your intent to change your name.
3. At the time of the hearing, you must present proof of your current name. After the hearing, the court will issue the signed Final Judgment and Final Judgment Addendum. You will have to send certified copies of the Final Judgment and Final Judgment Addendum to the Department of Treasury and the Registrar of Vital Statistics. If you have a driver’s license, you will also present certified copies of the Final Judgment and Final Judgment Addendum in person to the Motor Vehicle Commission.

Definitions of Words Used in This Packet

Certification - A certification is a written statement you make when you file your papers with the court in which you state that all the information contained in the papers is true to the best of your knowledge.

Civil Case Information Statement (CIS) The CIS is a form that summarizes your case for the court. Court rules require that a CIS be filed with a verified complaint. The self-represented version of the [CIS](#) which is to be used with this packet can be found on our [Self-Help Center](#).

Docket Number - A docket number is the number the court assigns to your case so that it may be identified and located easily. Once you have a docket number, you must include it on all your communications with the court.

File - To file means to give the appropriate, completed and signed forms and fee to the court to begin the court's consideration of your case.

Final Judgment - The final judgment is a document signed by the judge which orders the name to be changed.

Order Fixing Date of Hearing - An order fixing the date of hearing is a signed paper from the judge indicating the date when you must come to court on your case. This order will contain your docket number and will be returned to you by the court.

Proof of Mailing - Proof of mailing is the green card you get back from the Post Office that proves that the material you sent by certified mail, return receipt requested, was received by the person to whom you sent it.

Verified Complaint - A verified complaint is a document in which you tell the court the facts of your case and state what relief you want the court to give you. You certify that the information is true to the best of your knowledge.

The numbered steps listed below tell you what forms you will need to fill out and what to do with them. Each form should be typed or printed clearly on 8 ½" x 11" white paper only. Forms may not be filed on a different size or color paper.

Steps to Obtain a Court Order to Change Your Name

STEP 1: Fill out the *Verified Complaint*

and the *Certification of Confidential Information for Name Change*. (Forms A and A1)

The *Verified Complaint* (Form A) tells the court what your name is, what you want to change it to, and why you want it changed. If you have ever been convicted of a crime, or if there are charges pending against you, you must include this information in your *Verified Complaint*. You must sign the certification which states that the information in the complaint is true to the best of your knowledge. The *Certification of Confidential Information for Name Change* (Form A1), which contains confidential information, such as your social security number, must also be completed and signed.

STEP 2: Fill out the *Order Fixing Date of Hearing, Final Judgment and Final Judgment Addendum* (Forms B, C and C1)

Enter the information requested. Note that there are places on the *Order Fixing Date of Hearing, Final Judgment and Final Judgment Addendum* that the court will complete.

STEP 3: Fill out the *Civil Case Information Statement (CIS)*

This form summarizes your case for the court. The case type number for a name change is 151. The self-represented version of the [CIS](#) which is to be used with this packet can be found on our [Self-Help Center](#).

STEP 4: Make a check or money order payable to *Treasurer, State of New Jersey* in the amount of \$250.00

This is the fee for filing your papers.

Note: If you are changing the names of multiple adult family members, the \$250.00 fee covers all name change applications. However, if any family members are under the age of 18, you must use the packet entitled “How to Ask the Court to Change a Name in the Chancery Division, Family Part.”

STEP 5: Check your completed forms and make copies

Check your forms and make sure they are complete. Remove all instruction sheets. Make sure you have signed all the forms wherever necessary. If you are mailing or delivering your paperwork to the court, you must make two copies of each form. One copy will be sent to the court; the other is for your records.

Checklist - In Step 6 you will be directed to file your documents with the court. The following checklist will help ensure your package is complete:

_____ The original of each of the forms you filled out: Verified Complaint (Form A), Certification of Confidential Information for Name Change (Form A1), Order Fixing Date of Hearing (Form B), Final Judgment (Form C), Final Judgment Addendum (Form C1) and CIS.

_____ One copy of each of these forms: Verified Complaint, Certification of Confidential Information for Name Change, Order Fixing Date of Hearing, Final Judgment, Final Judgment Addendum and the CIS.

_____ The filing fee in the amount of \$250. It must be a check or money order payable to the *Treasurer, State of New Jersey*.

_____ A stamped envelope addressed to yourself so that the court will be able to return the forms to you. Be sure to include adequate postage.

STEP 6: File your papers with the court

You may file through Judiciary Electronic Document Submission (JEDS), through mail, or by delivery. If you are filing by mail or delivery, send to the court the original and one copy of all the forms: Verified Complaint (Form A), Certification of Confidential Information for Name Change (Form A1), Order Fixing Date of Hearing (Form B), Final Judgment (Form C), Final Judgment Addendum (Form C1) and the CIS along with a self-addressed stamped envelope and the filing fee. The court address can be found on the Judiciary's website, njcourts.gov. If you mail the papers, we recommend that you use certified mail, return receipt requested.

STEP 7: Review copies returned from court

The court will return copies of the Verified Complaint, Certification of Confidential Information for Name Change and Order Fixing Date of Hearing to you. Once you receive them, there will be a docket number written on all the copies. The docket number is very important because it identifies your case. It also lets the court know how to find your case.

You must use the docket number on all future papers you send to the court about your case.

The court will fill in the date on the Order Fixing Date of Hearing. That is the day you will appear before the judge to get the Final Judgment.

If You Do Not Have Pending Criminal or Delinquent Charges in New Jersey, skip to Step 9

STEP 8: Notify the Attorney General or County Prosecutor of your Application for a Name Change

If you have criminal charges pending against you in New Jersey, you must send a copy of the Verified Complaint, Certification of Confidential Information for Name Change and Order Fixing Date of Hearing by regular mail and certified mail, return receipt requested to the Prosecutor of the county where the matter is being heard ***at least 20 days before*** the hearing. If the charges were brought by the Office of the Attorney General, you must send a copy of the Verified Complaint, Certification of Confidential Information for Name Change and Order

Fixing Date of Hearing to the Director of the Division of Criminal Justice as set forth in Step 9.

STEP 9: Notify the State of your Application for a Name Change

You must send a copy of the Order Fixing Date of Hearing by regular mail and certified mail, return receipt requested, to the Director of the Division of Criminal Justice in Trenton, New Jersey, *at least 20 days before* the hearing. Mail a copy to:

Director, Division of Criminal Justice
ATTN: Records and Identification Section
R. J. Hughes Justice Complex
25 Market Street
P. O. Box 085
Trenton, NJ 08625-0085

Note: If you have criminal charges pending against you in New Jersey, you must also include a copy of the Verified Complaint and Certification of Confidential Information for Name Change.

STEP 10: Complete *Proof of Mailing* (Form D) and send to court

After you have mailed the required copies of the Verified Complaint, Certification of Confidential Information for Name Change and/or signed Order Fixing Date for Hearing, the post office will send you a green card (called a certified mail receipt) for each recipient that shows the mail was delivered. Once you get it back, fill out the form called *Proof of Mailing* (Form D) and check each entity to whom you sent a copy of the Verified Complaint, Certification of Confidential Information for Name Change and/or the signed Order Fixing Date of Hearing. Be sure to attach the green certified mail receipt(s) to the *Proof of Mailing*. Send the Proof of Mailing to the court. Keep a copy of it for your files.

STEP 11: Appear in court on the date set by the judge for your hearing

Be sure to bring with you proof of your current name.

STEP 12: Order Certified Copies with a Raised Seal of the *Final Judgment* with the *Final Judgment Addendum*

After the hearing, the court will record the original Final Judgment and Final Judgment Addendum signed by the judge. Certified copies can be requested through JEDS. You will need a *certified copy with a raised seal* of the *Final Judgment*, with the *Final Judgment Addendum* attached, to be sent to both the Department of Treasury (Step 13) and the Registrar of Vital Statistics (Step 14). If you are a licensed driver, a registered owner of a vehicle, or possess a handicapped or non-driver identification card, you must also present a *certified copy with a raised seal* of the Final Judgment, with the Final Judgment Addendum attached, in person at any Motor Vehicle Agency or Regional Service Center (Step 15). The fee for each *certified copy with a raised seal* is \$25.00.

STEP 13: Send a copy of the certified *Final Judgment with the Final Judgment Addendum* to the Department of Treasury

You must send a *certified copy with a raised seal* of the *Final Judgment*, with the *Final Judgment Addendum* attached, to the Department of Treasury **within 45 days after** the date of the Judgment. You must include a check or money order payable to the *Treasurer, State of New Jersey* in the amount of \$50.

Mail the *certified copy with a raised seal* of the Final Judgment, with the Final Judgment Addendum attached, with the check or money order and a stamped self-addressed envelope to:

Department of Treasury
Division of Revenue
Judgment Name Change Unit
P. O. Box 453
Trenton, NJ 08646

STEP 14: Notify the Registrar of Vital Statistics of the State

You must send a *certified copy with a raised seal* of the *Final Judgment*, with the *Final Judgment Addendum* attached, to the Registrar of Vital Statistics of the State in which you were born. The Office of the Registrar is located in the capital city of the State in which you were born. Check to see if the office requires a fee. If you were born in New Jersey, the address for this office is:

Bureau of Vital Statistics
Attn: Vital Records Modifications Unit
P. O. Box 370
Trenton, NJ 08625

In New Jersey, there is a \$2.00 fee to process the legal name change. There is also a \$25.00 fee if you want to receive a corrected birth certificate, marriage license, civil union or domestic partnership record. Checks or money orders should be made payable to the *Treasurer, State of New Jersey*. There is a \$2.00 fee for each additional copy of the same certificate.

STEP 15: Notify the Motor Vehicles Commission

If you are a licensed driver, a registered owner of a vehicle, or possesses a handicapped or non-driver identification card, you must present the *Final Judgment*, with the *Final Judgment Addendum*, in person at any Motor Vehicle Agency or Regional Service Center **within two weeks after** the **effective date** set forth in the Final Judgment.

NOTE: The effective date is *not* the date of the hearing or the date the Final Judgment was signed. The effective date is the date you may begin using your assumed name.

Additional information is available at njmvc.gov regarding the list of acceptable documents to satisfy the 6 points of identification.

Form A

Name

Street Address

City, State, Zip

Email Address

Telephone Number

In the Matter of the Application of:

Your Name

To Assume the Name of:

Name you wish to assume

Superior Court of New Jersey
Law Division
_____ County

Docket No. _____
(To be filled in by the court)

Civil Action
Verified Complaint Including
Certification of Plaintiff for Name
Change

The plaintiff, _____, whose place of residence is _____, in the City of _____, County of _____, in the State of New Jersey says:

1. I am the Plaintiff in this matter.
2. My current legal name is _____.
3. My social security number can be found in the attached Certification of Confidential Information for Name Change.
4. I was born on _____.
5. I have since birth been identified by the following names: (first, middle, last)

6. I (check one) have/ have not been married.

Form A

7. I (check one) have/ have never been convicted of a crime, and have no criminal charges pending against me, except: (please supply county, municipality, nature, date of crime and/or pending charges)
-
-
8. This application (check one) is/ is not being made with the intent to avoid creditors or criminal prosecution or for other fraudulent purpose.
9. I (check one) have/ have no unsatisfied judgments of record, or suits pending against me, except: (enter any recorded judgments or pending suits)
-
-
10. I request this name change for the following reasons:
-
-
-
11. I (check one) have/ have not made any previous applications to assume another name.
12. I (check one) do/ do not have any pending applications for a name change in any other court or jurisdiction to the best of my knowledge and belief, except: (enter the state, county and docket number(s) of any pending applications)
-
-
13. I understand that I must advise the court if there are any changes in the facts stated in this Verified Complaint.

WHEREFORE, plaintiff demands judgment pursuant to *N.J.S.A. 2A:52-1 to -4*.

Signature of Plaintiff

Certification

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated

Signature of Plaintiff

Form A-1

Name

Street Address

City, State, Zip

Email Address

Telephone Number

In the Matter of the Application of:

Your Name

To Assume the Name of:

Name you wish to assume

Superior Court of New Jersey
Law Division
_____ County

Docket No. _____
(To be filled in by the court)

**Civil Action
Certification of Confidential
Information for Name Change**

In support of my application for a change of name, I, _____,
state the following:

1. I am the Plaintiff in this matter and currently reside at _____, in the City of _____, County of _____, in the State of New Jersey.
2. My social security number is _____.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated

Signature of Plaintiff

Form B

Name

Street Address

City, State, Zip

Email Address

Telephone Number

In the Matter of the Application of:

Your Name

To Assume the Name of:

Name you wish to assume

Superior Court of New Jersey
Law Division
_____ County

Docket No. _____
(To be filled in by the court)

Civil Action
Order Fixing Date of Hearing

Application being made to the Court by _____, for a judgment authorizing the applicant to assume another name and for the entry of an order fixing a date for the hearing of such application,

DO NOT WRITE BELOW THIS LINE THE COURT WILL COMPLETE

IT IS ON THIS _____ day of _____, 20____, **ORDERED** that the _____ day of _____, 20____, at _____ a.m., or as soon thereafter as the matter can be heard, at the courthouse in the City of _____, County of _____, State of New Jersey, be fixed as the time and place for the hearing of such application and of any objections that may be made thereto.

J.S.C.

NOTE: A copy of the Order Fixing Date of Hearing must be served on the Director of the Division of Criminal Justice. If there are criminal charges pending, copies of the Verified Complaint, Certification of Confidential Information for Name Change and Order Fixing Date of Hearing must be sent via regular mail and certified mail and served on the County Prosecutor and/or the Office of the Attorney General.

Form C

Name

Superior Court of New Jersey
Law Division

Street Address

_____ County

City, State, Zip

Docket No. _____
(To be filled in by the court)

Email Address

Telephone Number

In the Matter of the Application of:

Your Name

**Civil Action
Final Judgment**

To Assume the Name of:

Name you wish to assume

_____, having made application to this Court by duly verified complaint for a judgment authorizing the applicant to assume the name of _____, and it appearing to the Court that all the provisions of *N.J.S.A. 2A:52-1-4* and the New Jersey Rules of Court having been complied with:

IT IS ON THIS _____ day of _____, 20____, **ORDERED** and **ADJUDGED**
(leave blank for the court to complete)

that _____, who was born on _____, and whose social security number is contained in the attached Final Judgment Addendum, be and hereby is authorized to assume the name of _____,
(name you wish to assume)

effective _____, (NOTE: This is the date you may begin using your assumed name)
(leave blank for the court to complete)

and

DO NOT WRITE BELOW THIS LINE THE COURT WILL COMPLETE

IT IS FURTHER ORDERED that within forty-five days after entry of Judgment, a certified copy of this Final Judgment, with the Final Judgment Addendum attached, must be sent to the Department of Treasury pursuant to the provisions of the Statute and Rules in such case made and provided.

Dated

J.S.C.

Form C-1

Final Judgment Addendum

Pursuant to the Final Judgment dated _____,
(leave blank for the court to complete)

_____, whose social security number is _____,
is authorized to assume the name of _____.

This Final Judgment Addendum shall not be made public in any form.

Form D

Name

Street Address

City, State, Zip

Email Address

Telephone Number

In the Matter of the Application of:

Your Name

To Assume the Name of:

Name you wish to assume

Superior Court of New Jersey
Law Division
_____ County

Docket No. _____
(To be filled in by the court)

**Civil Action
Proof of Mailing**

A. Check the appropriate box(es), below:

- On _____, I, the undersigned, mailed a copy of the Order Fixing Date of Hearing in accordance with the New Jersey Rules of Court to the Division of Criminal Justice of New Jersey, via certified mail, return receipt requested.

OR

- On _____, I, the undersigned, mailed a copy of the Verified Complaint for Change of Name, Certification of Confidential Information for Name Change and Order Fixing Date of Hearing in accordance with the New Jersey Rules of Court to (check all that apply):
 - the Division of Criminal Justice of New Jersey, via certified mail, return receipt requested;
 - the Prosecutor of _____ County, via regular mail and certified mail, return receipt requested.

B. Attached are the green return mail receipt(s) for (check all that apply):

- the Division of Criminal Justice of New Jersey
- the Prosecutor of _____ County

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated

Signature