

# e-Filing in New Hampshire Circuit Court

## NAME CHANGE – MINOR

- Electronic filing is mandatory for the name change process unless you request and receive an exception to e-Filing. Click here for Instructions about the e-Filing Exception process.
- Use caution when filing confidential information. See e-Filing Rules 11 and 12 and the Instructions for the Filing of Confidential Information.

### How do I access e-Filing?

If you are working with an attorney, s/he will guide you on the next steps. If you are going to represent yourself in this action, go to the court's website: [www.courts.state.nh.us](http://www.courts.state.nh.us), select the Electronic Services icon and then select the option for a self-represented party.

1. Click "E-File Here" to enter the e-filing application.
2. Click Sign up and follow the prompts. Save your password in a safe place.
3. After you sign up and login, click start now, next to *Name Change – Start a New Case*.
4. At Where to File, select the county name and location where you want to file. Click next.
5. Follow the instructions and prompts on the screen to complete the filing.

### Items listed below are needed to start this type case:

- Petition for Change of Name form (NHJB-2175-FPe)  
*Please note on the second page you must write the entire new name that you are requesting (first, middle and last name). Spell out each name entirely.*
- Confidential Information Sheet (NHJB-2878-DFPe) to list the Date of Birth of the person whose name is to be changed.
- Copy of the minor's birth certificate
- Consent to Minor Name Change form (NHJB 2322-FPe)  
*Signed by the non-petitioning parent, (unless parental rights have been terminated) and the minor, if the minor is 14 years of age or older.*

### How much will this cost?

- Filing fee of **\$130.00**

### What happens next?

- If the minor is under 14 years of age, the petition will typically be ruled on without a hearing. If the minor is 14 years of age or older and the required consent forms are not filed, or if an objection filed, a hearing will typically be scheduled.
- If the Court approves the name change of the minor, a Certificate of Change of Name will be issued the day of the hearing. Or the Certificate of Change of Name will be e-served with notice of decision if there is no hearing. Allow at least 45 days for the court to process.
- A Notice of Decision will be e-served to both birth parents of the minor, if applicable.
- If extra copies of the Certificate of Change of Name are needed they may be requested for an additional fee.
- Please refer to the reverse side to find more information for persons obtaining a name change.

**If you have questions regarding this process, please contact the Information Center at 1-855-212-1234.**

**BE SURE TO NOTIFY THE COURT IF YOUR ADDRESS AND EMAIL ADDRESS CHANGES. FAILURE TO DO SO COULD RESULT IN THE ISSUANCE OF ORDERS AGAINST YOU OR WITHOUT YOUR INPUT.**

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## INFORMATION FOR PERSONS OBTAINING A NAME CHANGE

If a petition for name change is granted, the person whose name has changed should be aware of the following:

1. If you hold a New Hampshire driver's license, you must notify the New Hampshire Department of Motor Vehicles of the name change within thirty (30) days of the date of the decree changing your name, as required by RSA 263:9.
2. You should continuously use your new name so that there will be no confusion as to your name or identity among the public or within the community of which you are a part.
3. You will remain obligated and duty-bound to complete and perform all contractual obligations assumed under your old name whether those obligations are financial or personal in nature.
4. You must provide a certified copy of the name change order to the clerk in the city or town where you were born in order to obtain an amended birth certificate. Contact the appropriate NH town or city clerk's office for hours and applicable fee.

OR you may contact the Division of Vital Records Administration (*DVRA*), for hours and applicable fee. They are located at 71 South Fruit Street, Concord, NH 03301, (603) 271-4650. The Vital Records website is: <http://www.sos.nh.gov/vitalrecords>

For NH residents who were born out of state, the website for all vital record agencies located in the United States is: <http://www.vitalrec.com/usmap.html> Contact the state agency directly for information.

5. You are also under an obligation to change or alter any other records identifying you by your old name. It is your responsibility to notify any and all parties or organizations in custody or in possession of such records of your name change so that any rights or benefits pertaining to such records will not be impaired or lost.

### Examples of records:

- Passport
- Social Security
- Internal Revenue Service and other taxing authorities
- Insurance Policies and Retirement Plans
- Financial records such as bank accounts, credit cards, stocks, bonds and other securities
- Medical records
- Employer personnel records
- School records
- Voter registration
- State government records such as operating licenses, motor vehicle registrations and any on-going court cases