LETTER TO THE CIRCUIT CLERK
(FILING FORMS TO START A NEW CASE)

Instructions to User

1. Complete this letter.
2. With this letter, include the original *Request for Name Change (Minor Children)* and all other necessary documents and copies of your forms for yourself and each parent or person with physical custody, payment or an *Application for Waiver of Court Fees*, and a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you. You may need to file your *Application for Waiver of Court Fees* in person. Call the Circuit Clerk and ask if that is necessary.
3. Send your letter and the documents listed above to the Circuit Clerk in the county where your case is to be filed.

Date: _____

Circuit Clerk of _____ County

Address of Circuit Clerk: _____

_____

_____

Dear Clerk:

Re: *Request for Name Change (Minor Children)*

I am enclosing the original *Request for Name Change (Minor Children),* and all other necessary documents to be filed.

Check box that applies:

☐ I have enclosed an *Application for Waiver of Court Fees* and an *Order for Waiver of Court Fees.* Please present these to a judge; OR

☐ I have enclosed the cost of filing these documents $ _____ .

Please file the original *Request for Name Change (Minor Children)* and all other necessary documents and return the file-stamped copies to me in the enclosed self-addressed and stamped envelope.

Thank you for your attention to this matter.

Sincerely,

_____ _____

Signature *Printed Name*

_____ _____

Street, Apt # *City* *State* *Zip*

_____

Phone

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