

**CHANGE OF NAME FOR A PERSON AGE 14 OR OLDER**  
**Instructions**

1. Is this the correct court? This is the Eleventh Judicial District Court in San Juan County. This is the correct court to file your petition if you live in either San Juan or McKinley County, New Mexico.
  
2. Are these the correct forms? These are not the correct forms if the person whose name will be changed is 13 years old or younger.
  
3. Costs. You must anticipate the following costs:
  - Court Filing fee                      \$117 (The court accepts **only cash or money order**)
  - Photocopies at the court      \$.35 cents each
  - Certified copies                      \$1.50 each document
  - Publication expense
  - Filing fee with County Clerk
  - Filing fee for change of birth certificate
  - Fee for obtaining a new birth certificate

**HOW THE PROCESS GENERALLY WORKS**

1. The following forms are required to open your case. Bring them to the District Court clerk at the courthouse in Aztec at 103 So. Oliver Drive:

<i>Civil Case Cover Sheet</i>	original
<i>Petition to Change Name</i>	original & 1 copy
<i>Notice of Petition to Change Name</i>	original
  
2. Your case will be assigned to a Judge who may hold court either at the Aztec courthouse or a courthouse in Farmington. Ask the court clerk the name of the Judge that has been assigned to your case and where the Judge is located so:
  - A. you will know where you will have court.
  - B. you will know where to file papers later in your case.
  
3. The court clerk will open a court file with your original *Petition to Change Name*. The copy of that document will be file stamped and returned to you for your records.
  
4. The court clerk will insert some information into the *Notice of Petition to Change*

*Name* that you have brought, stamp it, and return that original document to you. DO NOT LOSE THIS DOCUMENT. You will need to keep a copy of this document for your records. The court clerk can make a copy for \$.35 cents.

5. Read the *Notice of Petition to Change Name* that the court clerk gives you. It will have:
  - A. the name of the Judge that has been assigned to your case.
  - B. the address of the courthouse where you will have court and where you will file papers later in your case.
  - C. the date of your court hearing.
  
6. Take the original *Notice of Petition to Change Name* that the court clerk gives you to a newspaper that is published in San Juan County. If you live in McKinley County, it must also be published in a McKinley County newspaper. Ask the newspaper to publish your *Notice of Petition to Change Name* once a week for two consecutive weeks.

NOTE: If you believe that publication of your *Notice of Petition to Change Name* will jeopardize your personal safety, you should contact an attorney to assist you. There are no forms to assist you in this situation.

7. After publication of the *Notice of Petition to Change Name* for two weeks the newspaper will mail you an affidavit of publication. Make a copy of this document for your records, then staple the original to the *Proof of Publication* form included in this packet.
  
8. Go to the courthouse on the date and time noted in your *Notice of Petition to Change Name*. Go to the court clerk first and give the clerk the following:
  - A. The *Proof of Publication* form (with the newspaper's affidavit of publication stapled to it)
  - B. The original and 3 copies of the *Final Order Changing Name* you have prepared.
  
9. The Judge may or may not actually convene a hearing depending on whether the Judge has any questions to ask you or whether someone has come to the courthouse to object to the name change. It is possible that the Judge will sign the *Final Order Changing Name* without holding a hearing and you may be asked to simply wait while the Judge looks over your paperwork.

10. The Judge will sign the original *Final Order Changing Name* and the 3 copies you have brought. Ask the court clerk to certify the 3 copies (at \$1.50 for each document).
11. Take one of the certified copies of the *Final Order Changing Name* and file it with the County Clerk in the county where you live. This is required by statute (NMSA 1978 §40-8-1). The County Clerk's Office in San Juan County is located at 100 S. Oliver Drive in Aztec.
12. The other certified copies of the *Final Order Changing Name* are for your use. One will be required if you request a new birth certificate with your new name. To request a new birth certificate, contact the state where you were born. In New Mexico, contact the Bureau of Vital Records and Health Statistics at 1-866-534-0051. New Mexico's Department of Health web site may also be of assistance. A certified copy of the *Final Order Changing Name* may be required to change other documents such as your driver's license, social security records, credit cards or school records. You may obtain additional certified copies of the *Final Order Changing Name* from the court if necessary.

### **FILLING OUT THE FORMS**

1. You must **type or print in ink** all of the information on the 5 forms included in this packet.
2. *Civil Case Cover Sheet*
  - Enter the requested information for "Plaintiff" at the top of the form. (There is no "Defendant.")
  - Check the box indicating "I do not have an attorney (Pro Se)."
  - Check the box indicating this is an "Initial Pleading."
  - Check the "Main" box next to "Name Change" in the column on the right hand side of the page under "Miscellaneous."
  - Sign the form and print your name at the end of the form.
3. *Petition to Change Name*
  - You are called the Petitioner. Fill in the blanks as indicated on the form.
  - Leave blank the space after "D-1116-CV..." The court clerk will assign a case number and enter it in this space.

4. *Notice of Petition to Change Name*

You will fill in 6 blanks, the court clerk will fill in the rest.

Print your current full name following “In the Matter of the Petition of ...”

Print your current full name following “Notice is hereby given that ...”

Print the name of the city where you live following “...the City of ...”

Print the name of the county where you live following “...the County of ...”

Print your current full name following “...Petitioner’s current name from ...”

Print the full new name following “...to the name of ...”

5. *Proof of Publication*

Enter the number assigned to your case after “No. D-1116-CV...”

Fill in all remaining blanks as indicated on the form.

Staple to this form the original affidavit of publication you received from the newspaper or newspapers.

6. *Final Order Changing Name*

Enter the number assigned to your case after “No. D-1116-CV...”

Leave blank the line for the Judge’s signature at the end of the form.

Fill in all remaining blanks as indicated on the form.

**SEE A LAWYER IF YOU HAVE QUESTIONS**  
**THE COURT CLERK CANNOT GIVE YOU LEGAL ADVICE**

**CIVIL CASE COVER SHEET** The civil cover sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by law, except as provided by local rules of court. This form, approved by the Supreme Court of New Mexico is required for the use of the Clerk of Court for the purpose of initiating the civil docket. **COMPLETE BOTH SIDES OF THIS FORM AND SIGN THE SECOND PAGE**

**Plaintiff**

Name  
Address  
  
City, State, Zip  
Social Security Number  
Date of Birth  
Phone Number

**Defendant**

Name  
Address  
  
City, State, Zip  
Social Security Number  
Date of Birth  
Phone Number

Plaintiff's Attorneys (Firm Name, Address, and Telephone)

Defendant's Attorneys (Firm Name, Address, and Telephone)

I do not have an attorney (Pro Se)

Initial Pleading

I am applying for free process

Amended/Supplemental Pleading Complete the cover sheet ONLY if the parties or Main claims (causes of action) are changed by the new pleading.

Place an X in the ONE box in the "Main" column (only one in Main column) which describes your Main claim. Mark all "Other" boxes (you may check more than one) that describe your other claims.

Main	Other	Appeals & Writs	APP
<input type="checkbox"/>	<input type="checkbox"/>	Admin. Appeal with new trial	AAN
<input type="checkbox"/>	<input type="checkbox"/>	Admin. Appeal on the record	AAR
<input type="checkbox"/>	<input type="checkbox"/>	Appeal DR License	ADL
<input type="checkbox"/>	<input type="checkbox"/>	Appeal fr. lower court, New	ALN
<input type="checkbox"/>	<input type="checkbox"/>	Appeal fr. lower court on	ALR
<input type="checkbox"/>	<input type="checkbox"/>	License	DR
<input type="checkbox"/>	<input type="checkbox"/>	Certiorari	AWC
<input type="checkbox"/>	<input type="checkbox"/>	Habeas Corpus	AWH
<input type="checkbox"/>	<input type="checkbox"/>	Mandamus, Prohibition	AWM
<input type="checkbox"/>	<input type="checkbox"/>	Appeals Miscellaneous	AMS

Main	Other	Contract, Debt, Partnership	KDM
<input type="checkbox"/>	<input type="checkbox"/>	Breach of Contract	KBK
<input type="checkbox"/>	<input type="checkbox"/>	Breach of Warranty	KBW
<input type="checkbox"/>	<input type="checkbox"/>	Debt and Money Due	KDM
<input type="checkbox"/>	<input type="checkbox"/>	Contract - Equitable Relief	KEQ
<input type="checkbox"/>	<input type="checkbox"/>	Contract Injunction	KIN
<input type="checkbox"/>	<input type="checkbox"/>	Dissolution of Partnership, Joint Venture	KKD
<input type="checkbox"/>	<input type="checkbox"/>	Contract Wrongful Termination	KWT
<input type="checkbox"/>	<input type="checkbox"/>	Replevin, Attachment	KRA
<input type="checkbox"/>	<input type="checkbox"/>	Contract Miscellaneous	KMS

Main	Other	Realty	RES
<input type="checkbox"/>	<input type="checkbox"/>	Claim of Lien	RCL
<input type="checkbox"/>	<input type="checkbox"/>	Claim of Easement, License	REL
<input type="checkbox"/>	<input type="checkbox"/>	Foreclosure	RFC
<input type="checkbox"/>	<input type="checkbox"/>	Forfeiture	RFF
<input type="checkbox"/>	<input type="checkbox"/>	Govt.: Condemn, Emin.	RG
<input type="checkbox"/>	<input type="checkbox"/>	Landlord Tenant	RLT
<input type="checkbox"/>	<input type="checkbox"/>	Claims of Other Equitable	REO
<input type="checkbox"/>	<input type="checkbox"/>	Quiet Title	RQT
<input type="checkbox"/>	<input type="checkbox"/>	Zoning Violation	RZV
<input type="checkbox"/>	<input type="checkbox"/>	Real Estate Miscellaneous	RMS

Main	Other	Statutory Violations	VSO
<input type="checkbox"/>	<input type="checkbox"/>	Fair Labor Standards Act	VFL
<input type="checkbox"/>	<input type="checkbox"/>	Insurance Code	VIC
<input type="checkbox"/>	<input type="checkbox"/>	Statutes/Ordinance Viol. Misc.	VFL
<input type="checkbox"/>	<input type="checkbox"/>	Securities Act	VSA
<input type="checkbox"/>	<input type="checkbox"/>	Trade Practices Act	VTP

Main	Other	Torts - Auto	TAU
<input type="checkbox"/>	<input type="checkbox"/>	Personal Injury Auto	TAI
<input type="checkbox"/>	<input type="checkbox"/>	Property Damages, Auto	TAP
<input type="checkbox"/>	<input type="checkbox"/>	Loss of Consortium	TCS
<input type="checkbox"/>	<input type="checkbox"/>	Subrogation	TSB
<input type="checkbox"/>	<input type="checkbox"/>	Wrongful Death, Auto	TWA

Main	Other	Malpractice, Product Liability	TMP
<input type="checkbox"/>	<input type="checkbox"/>	Legal Malpractice	TLM
<input type="checkbox"/>	<input type="checkbox"/>	Medical Malpractice	TMM
<input type="checkbox"/>	<input type="checkbox"/>	Other Malpractice	TOM
<input type="checkbox"/>	<input type="checkbox"/>	Product Liability	TPL
<input type="checkbox"/>	<input type="checkbox"/>	Wrongful Death Product Liability	TWP

Main	Other	Other Torts	TOT
<input type="checkbox"/>	<input type="checkbox"/>	Assault/Battery	TAB
<input type="checkbox"/>	<input type="checkbox"/>	Bad Faith	TBF
<input type="checkbox"/>	<input type="checkbox"/>	Loss of Consortium	TCS
<input type="checkbox"/>	<input type="checkbox"/>	Property Damage	TDM
<input type="checkbox"/>	<input type="checkbox"/>	Tort Injunction	TIN
<input type="checkbox"/>	<input type="checkbox"/>	Libel / Slander	TLS
<input type="checkbox"/>	<input type="checkbox"/>	Misrepresentation, Fraud	TMR
<input type="checkbox"/>	<input type="checkbox"/>	Nuisance	TNU
<input type="checkbox"/>	<input type="checkbox"/>	Property Damage, Non Auto	TPD
<input type="checkbox"/>	<input type="checkbox"/>	Personal Injury, Non Auto	TPI
<input type="checkbox"/>	<input type="checkbox"/>	Securities Fraud	TSF
<input type="checkbox"/>	<input type="checkbox"/>	Wrongful Death, Non Auto	TWD
<input type="checkbox"/>	<input type="checkbox"/>	No Contract Wrongful	TWT
<input type="checkbox"/>	<input type="checkbox"/>	Tort Miscellaneous	TMS

Main	Other	Miscellaneous	MMS
<input type="checkbox"/>	<input type="checkbox"/>	Driver's License Restoration	MDL
<input type="checkbox"/>	<input type="checkbox"/>	Foreign Judgment	MFJ
<input type="checkbox"/>	<input type="checkbox"/>	Forfeiture	MFR
<input type="checkbox"/>	<input type="checkbox"/>	Private Arbitration	MPA
<input type="checkbox"/>	<input type="checkbox"/>	Petition to Marry	MPM
<input type="checkbox"/>	<input type="checkbox"/>	Restraining Order	MRO
<input type="checkbox"/>	<input type="checkbox"/>	Subpoena Witness	MSW
<input type="checkbox"/>	<input type="checkbox"/>	Workers Comp. Judge/WCA Decision	MWC
<input type="checkbox"/>	<input type="checkbox"/>	Wage and Hours Claim	MWH
<input type="checkbox"/>	<input type="checkbox"/>	Wiretap	MWT
<input type="checkbox"/>	<input type="checkbox"/>	Name Change	MNC
<input type="checkbox"/>	<input type="checkbox"/>	Miscellaneous. Fits nothing else. Specify:	MMS

Main	Other	Other	OTH
<input type="checkbox"/>	<input type="checkbox"/>	Corp. Dissol., Shareholder Suits	OCD
<input type="checkbox"/>	<input type="checkbox"/>	Other Damages-not tort, cntrct or statutory	ODM
<input type="checkbox"/>	<input type="checkbox"/>	Declaratory Relief	ODR
<input type="checkbox"/>	<input type="checkbox"/>	Election Contests	OEC
<input type="checkbox"/>	<input type="checkbox"/>	Injunction - Not Contract / Tort	OIJ
<input type="checkbox"/>	<input type="checkbox"/>	Interpleader	OIN
<input type="checkbox"/>	<input type="checkbox"/>	Tax Case	OTX
<input type="checkbox"/>	<input type="checkbox"/>	Workers Comp (reopen only)	OWC

## RELIEF CODES TABLE

Place a check mark after the type(s) relief you are seeking for each claim selected on the front of this form.

CODE	RELIEF SOUGHT	APPLIES TO WHAT CLAIM:			CODE	RELIEF SOUGHT	APPLIES TO WHAT CLAIM:		
		MAIN	OTHER #1	OTHER #2			MAIN	OTHER #1	OTHER #2
ATF	ATTORNEY FEES				LCR	LATE CHARGE RATE			
CST	COST				MED	MEDICAL EXPENSES			
DEP	DEPOSIT AMOUNT				OTH	OTHER			
DMG	DAMAGES				PRO	PROPERTY			
DSS	DISSOLUTION				PUN	PUNITIVE DAMAGES			
DVP	DIVISION OF PROPERTY				RNT	RENT DUE			
ENF	ENFORCEMENT OF JUDGMENT				RPP	RETURN OF PERSONAL PROPERTY			
INA	AMOUNT HELD BY INTERPLEADER				RPT	AMOUNT OF RENT PER DAY			
INM	INTEREST AMOUNT				TAX	TAX AMOUNT			
INT	INTEREST RATE								
IPP	IMMEDIATE POSSESSION OF PREMISES					Relief sought more than \$25,000? Y/N			
LCA	LATE CHARGE AMOUNT								

### INSTRUCTIONS FOR COMPLETING CIVIL CASE COVER SHEET

(Both sides of this form must be completed with every civil case filing)

1. Type or print Plaintiff/Petitioner and Defendant/Respondent Name, address, etc., in the space provided. Additional plaintiffs and defendants must be listed below.
2. Enter Plaintiff and Defendant Attorneys. If you are a plaintiff without an attorney, check the Pro Se box beneath Plaintiff attorney.
3. Check the Initial Pleading box unless this is an Amended or Supplemental Pleading. (If this is an Amended or Supplemental, do not file this form unless the Main claim on your original case is changed.)
4. If you are asking the court to waive the civil filing fee, check the "I am applying for free process" box.
5. You can only have one main claim (or "cause of action"). Find the type of claim that best describes the main claim in your complaint and check the box under Main. If you have other claims, check the box or boxes under Other that best describe your other claims. For example, if you were filing for injuries and damages resulting from an auto accident, you might check the Main box next to "Personal Injury Auto" and the Other boxes next to "Property Damage Auto" and "Loss of Consortium."
6. Next, turn to the Relief Codes Table (above) and place a check mark under the Main column next to the relief you are seeking for your main claim listed on the Cover Sheet. You may check more than one type of relief for your Main and Other claims. In the example above, if you were seeking medical expenses for your Personal Injury Auto (your "main" claim), you would check the box next to Medical Expenses in the Main column.
7. If you are seeking more than \$25,000 for your claims, place a Y (Yes) in the Main or Other columns as appropriate, otherwise place an N (No).

Even if you choose to represent yourself in a claim, you may wish to consult with an attorney to discuss your rights.

**Court personnel are not authorized to give legal advice.**

SELECTION OF CLAIMS AND RELIEF CODES ON THIS FORM IS FOR COURT DATA-KEEPING PURPOSES ONLY  
AND HAS NO SUBSTANTIVE EFFECT ON YOUR CASE.

**LEAVE ITEM BLANK IF INFORMATION IS CONFIDENTIAL OR UNAVAILABLE**

Person submitting form sign here: \_\_\_\_\_

Print name: \_\_\_\_\_

**Additional Plaintiff (s)**

Name  
Address  
City, State, Zip  
Social Security #  
Phone

**Additional Defendant (s)**

Name  
Address  
City, State, Zip  
Social Security #  
Phone

STATE OF NEW MEXICO  
COUNTY OF SAN JUAN  
ELEVENTH JUDICIAL DISTRICT COURT

IN THE MATTER OF THE PETITION OF

\_\_\_\_\_ (print your current full name)

FOR CHANGE OF NAME

No. D-1116-CV \_\_\_\_\_

**PETITION TO CHANGE NAME**

COMES NOW the Petitioner, \_\_\_\_\_ (print your current full name), pursuant to NMSA 1978 §40-8-1 (2010) and states that:

1. Petitioner is a resident of \_\_\_\_\_ (name of city) in the county of \_\_\_\_\_ (name of county) in the State of New Mexico.

2. Petitioner is aged fourteen (14) years old or older.

3. Petitioner desires to change his / her (circle his or her) current name of \_\_\_\_\_ (print your current full name) to the following \_\_\_\_\_ (print the full new name).

4. Petitioner knows of no sufficient cause why Petitioner's name should not be changed to and established as \_\_\_\_\_ (print the full new name).

WHEREFORE, Petitioner prays that

1. The Court set a hearing in this matter, and;
2. Following the time set for the hearing, the Court enter its Final Order Changing Name.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Telephone including area code

STATE OF NEW MEXICO  
COUNTY OF SAN JUAN  
ELEVENTH JUDICIAL DISTRICT COURT

IN THE MATTER OF THE PETITION OF

\_\_\_\_\_

FOR CHANGE OF NAME

No. D-1116-CV \_\_\_\_\_

**NOTICE OF PETITION TO CHANGE NAME**

NOTICE IS HEREBY GIVEN THAT \_\_\_\_\_, a resident of the City of \_\_\_\_\_ in the County of \_\_\_\_\_, State of New Mexico, and over the age of fourteen years has filed a Petition to Change Name in the Eleventh Judicial District Court in San Juan County, New Mexico wherein the Petitioner seeks to change the Petitioner's current name from \_\_\_\_\_ to the name of \_\_\_\_\_ . This Petition will be heard before the Honorable \_\_\_\_\_, District Court Judge, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at the hour of \_\_\_\_\_ at the District Court located at \_\_\_\_\_.

WELDON J. NEFF  
CLERK OF THE DISTRICT COURT

\_\_\_\_\_  
By Deputy

STATE OF NEW MEXICO  
COUNTY OF SAN JUAN  
ELEVENTH JUDICIAL DISTRICT COURT

IN THE MATTER OF THE PETITION OF

\_\_\_\_\_ (print current full name)

FOR CHANGE OF NAME

No. D-1116-CV

**PROOF OF PUBLICATION**

COMES NOW the Petitioner, \_\_\_\_\_ (print your current full name), and states that pursuant to NMSA 1978 §40-8-2 (2010):

1. Petitioner is a resident of \_\_\_\_\_ (name of city) in the county of \_\_\_\_\_ (name of county) in the State of New Mexico.

2. A Notice of Petition to Change Name was published at least once each week for two consecutive weeks in the \_\_\_\_\_ (name of newspaper) which is printed and/or circulated in San Juan County.

[  ] (Check this option only if applicable) The Notice was also published in the \_\_\_\_\_ (name of newspaper) which is printed and/or circulated in McKinley County, the County of my residence.

3. The newspaper's affidavit of publication is attached as exhibit A.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Mailing address: \_\_\_\_\_

Telephone including area code: \_\_\_\_\_

STATE OF NEW MEXICO  
COUNTY OF SAN JUAN  
ELEVENTH JUDICIAL DISTRICT COURT

IN THE MATTER OF THE PETITION OF

\_\_\_\_\_ (*print current full name*)

FOR CHANGE OF NAME

No. D-1116-CV \_\_\_\_\_

**FINAL ORDER CHANGING NAME**

THIS MATTER having come before the Court on the Petition to Change Name filed herein and the Court having considered said Petition and being fully advised in the premises finds as follows:

1. This Court has jurisdiction over the subject matter and the Petitioner herein.

2. Petitioner is a resident of \_\_\_\_\_ (*name of city*) in the county of \_\_\_\_\_  
\_\_\_\_\_ (*name of county*) in the State of New Mexico.

3. Petitioner is aged fourteen (14) years old or older.

4. A Notice of Petition to Change Name was published in the Petitioner's county of residence as required by law.

5. No person has objected to the change of name requested herein.

THIS COURT CONCLUDES that the petition should be granted because there is no sufficient cause why Petitioner's name should not be changed as requested.

IT IS THEREFORE HEREBY ORDERED, ADJUDGED AND DECREED that pursuant to NMSA 1978 §§40-8-1 to 40-8-3, Petitioner's name be, and hereby is, changed from the current name of \_\_\_\_\_ (*print your current full name*) to, and established as, the following \_\_\_\_\_ (*print the full new name*).

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DISTRICT COURT JUDGE