

## NEW MEXICO NAME CHANGE – adult forms package

**Disclaimer:** This packet is designed to give assistance to those of you who are trying to “do it yourself”. If you have questions, consult with a qualified attorney. These forms and materials are not a substitute for the advice of an attorney. We are not a law firm. We do not provide legal advice.

Some of the “Basics”:

- This name-change packet is only for individuals who are fourteen years of age or more.
- You must be a resident of the district in which you are filing your petition.
- Generally, a resident of the State of Mexico is someone who has physically resided in the State of New Mexico for a period in excess of six (6) months.

### BASIC PROCEDURES:

1. Carefully complete the enclosed petition form. Fill in your present name and the name that you wish to be known by. It must be signed and notarized. Many of the people who work in the courthouse are Notary Publics may be willing to “notarize” your Petition at no charge. You should make at least two copies.
2. FILE THE PETITION WITH THE CLERK OF THE COURT AND THE CLERK WILL ASSIGN THE CASE TO A JUDGE. There is a filing fee to file the petition. In Albuquerque, NM (Bernalillo County), the Clerk’s office is located on the second floor of the Bernalillo County Court House, 415 Tijeras Avenue, NW. No personal checks are accepted. Give the Clerk your original Petition and Notice, but not your Final Decree. Your Final Decree will be filed after your court hearing.
3. GO TO THE JUDGE’S OFFICE AND ASK FOR A “HEARING” TO BE SET IN ABOUT 30 DAYS. MAKE YOUR REQUEST IN WRITING. You will need this time for the publication of your notice. You are responsible for computing the date when your publication will be completed so that the Clerk can set an appropriate court date.