

**LETTER TO THE SHERIFF  
(SERVING A NOTICE AND FORMS)**

**Instructions to User**

1. Complete this letter. If there is more than one parent or non-parent with physical custody and they do not all live in the same county, you will need to complete this letter for each sheriff that you will be asking to serve a *Request for Name Change (Minor Children)* and all other necessary documents.
2. With this letter, include the *Notice* and a copy of your forms for each of the other parties in your case that live in that county, payment or *Order for Waiver of Court Fees*, and a self-addressed and stamped envelope for the sheriff to mail the Affidavit of Service to you.
3. Send your letter and the documents listed above to the sheriff's office in the county and state where the other party lives.

Date: \_\_\_\_\_

Sheriff of \_\_\_\_\_ County State of \_\_\_\_\_

Address of Sheriff : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Sheriff:

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

I am enclosing the *Request for Name Change (Minor Children)* and all other necessary documents:

to be served on: \_\_\_\_\_  
*Name of Other Party*

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

to be served on: \_\_\_\_\_ *(fill in only if there is more than 1 other party)*  
*Name of Other Party*

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

to be served on: \_\_\_\_\_ *(fill in only if there are more than 2 other parties)*  
*Name of Other Party*

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

