

## INSTRUCTION SHEET FOR CHANGING AN ADULT'S NAME

The forms presented in this packet are designed to guide you in the preparation of your change of name. You must type in the required information as it applies to your situation. Your papers should remain in the same order as they appear in this packet.

You should type in every blank line EXCEPT for the civil action file number blanks and the lines provided for signatures. Make sure that everything is signed.

**Neither the Clerk of the Superior Court, nor any Deputy Clerk, nor the Judges, or any other Court personnel, is allowed to answer any questions for you concerning the preparation of these forms. State Law O.C.G.A. §15-19-51 forbids court personnel to give legal advice.** Different situations may require special procedures and courthouse personnel cannot advise you on how to proceed or what forms may be necessary in specific situations. The only person allowed to help you in the preparation of these forms is a licensed attorney hired to represent you. Please consult an attorney if you have questions about the procedure or what action is best for you to take.

Remember, you must fully complete the forms and follow all instructions before the Judge will be able to grant your change of name. Incomplete forms, as well as forms that are improperly filled out, may delay the grant of your change of name. Make sure that you take time to read over all the forms, and understand what is being asked of you in each situation.

Georgia Law which governs changes of name:

O.C.G.A. § 19-12-1. Manner; petition; publication of notice of filing; hearing and judgment

(a) Any person desirous of changing his name or the name or names of his minor child or children may present a petition to the superior court of the county of his residence, setting forth fully and particularly the reasons why the change is asked, which petition shall be verified by the petitioner.

(b) Within seven days of the filing of the petition, the petitioner shall cause a notice of the filing, signed by him, to be published in the official legal organ of the county once a week for four weeks. The notice shall contain therein the name of the petitioner, the name of the person whose name is to be changed if different from that of the petitioner, the new name desired, the court in which the petition is pending, the date on which the petition was filed, and the right of any interested or affected party to appear and file objections.

(c) If the petition seeks to change the name of a minor child, the written consent of his parent or parents if they are living and have not abandoned the child, or the written consent of the child's guardian if both parents are dead or have abandoned the child, shall be filed with the petition, except that the written consent of a parent shall not be required if the parent has not contributed to the support of the child for a continuous period of five years or more immediately preceding the filing of the petition.

(d) In all cases, before a minor child's name may be changed, the parent or parents of the child shall be served with a copy of the petition. If the parent or parents reside within this state, service of the petition shall be made in person, except that if the location or address of the parent is unknown, service of the petition on the parent shall be made by publication as provided in this Code section. If the parent or parents reside outside this state, service of the petition on the parent or parents residing outside this state shall be made by certified mail or statutory overnight delivery if the address is known or by publication as provided in this Code section if the address is not known.

(e) Where a child resides with persons other than his parent or parents, a copy of the petition shall be served upon the person acting as guardian of the child in the same manner as service would be made on a parent.

(f) Upon the expiration of:

(1) Thirty days from the filing of the petition if the person whose name to be changed is an adult;

(2) Thirty days from the date of service upon the parent, parents, or guardian of a minor whose name is to be changed if the parent, parents, or guardian reside within this state; or

(3) Sixty days from the date of service upon the parent, parents, or guardian of a minor whose name is to be changed if either the parent, parents, or guardian reside outside the state and the petition is served by mail,

and after proof to the court of publication of the notice as required in this Code section is made, if no objection is filed, the court shall proceed at chambers at such date as the court shall fix to hear and determine all matters raised by the petition and to render final judgment or decree thereon. For such service, the clerk shall receive the fees prescribed O.C.G.A. § 15-6-77, relating to fees of clerks of the superior courts for civil cases.

**Please follow these steps:**

1. Fill out the petition for name change being sure to include the reasons why you want to change your name.
2. File the petition for name change with the clerk of the \_\_\_\_\_ County Superior Court.
3. Within seven (7) days of filing the petition, you must publish the enclosed Notice of Petition to Change Name with the official legal organ (newspaper) of \_\_\_\_\_ County. This notice must run once a week for four weeks.
4. Submit to the Court proof that you have published the notice as required. Proof consists of an affidavit of publication from the newspaper AND photocopies of the notices as they appeared in the paper.
5. Thirty days or more after your petition was filed, and after you submitted proof to the Court of publication of the proper notice, the Court will set a date to hear the matter in chambers and to render a final judgment or decree.

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

In Re: \_\_\_\_\_

Civil Action File No. \_\_\_\_\_

**PETITION TO CHANGE NAME**

Petitioner, \_\_\_\_\_, files this Petition to Change Name and Shows the following:

1.

Petitioner, \_\_\_\_\_, resides at \_\_\_\_\_

In \_\_\_\_\_ County, Georgia.

2.

Petitioner is of the age of majority, having been born in \_\_\_\_\_

on \_\_\_\_\_.

3.

Petitioner desires to change his/her name from \_\_\_\_\_ to

\_\_\_\_\_.

4.

The reasons such a change in name is requested are as follows:

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

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5.

This Petition is not submitted with the intention of defrauding another of any rights.

**WHEREFORE**, Petitioner respectfully prays that his/her name be changed from \_\_\_\_\_ to \_\_\_\_\_.

Respectfully submitted, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Petitioner *pro se*

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\_\_\_\_\_  
Petitioner's Address

\_\_\_\_\_  
Petitioner's telephone number

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

In Re: \_\_\_\_\_

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)  
)

Civil Action File No. \_\_\_\_\_

**VERIFICATION**

Personally appeared before me the undersigned who on oath states that the facts set forth in this Complaint are true and correct to the best of her knowledge and belief.

\_\_\_\_\_  
Plaintiff *pro se*

Sworn and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Georgia

My Commission Expires \_\_\_\_\_.



IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

In Re: \_\_\_\_\_

Civil Action File No. \_\_\_\_\_

**FINAL ORDER**

The above and foregoing Petition to Change Name coming on to be heard pursuant to law, and it appearing that notice has been published pursuant to law and that no objections have been timely filed, and it further appearing that sufficient grounds exist for the granting of the relief prayed for in said Petition and that no reason appears showing why said prayers should not be granted,

- (a) That the name of \_\_\_\_\_, Petitioner, be changed to \_\_\_\_\_, and
- (b) That such name change shall not operate to authorize petitioner to fraudulently deprive others of any legal rights under the law.

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Judge, Superior Courts  
\_\_\_\_\_  
Judicial Circuit

Presented by:

\_\_\_\_\_  
Petitioner *pro se*

**AFFIDAVIT FOR PERSON FILING CASE WITH NO ATTORNEY**

Civil Action No. \_\_\_\_\_

\_\_\_\_\_  
Plaintiff

VS

\_\_\_\_\_  
Defendant

PERSONALLY appeared before the undersigned office, \_\_\_\_\_  
(Affiant)  
who after being duly sworn deposes and states under oath the following:

- (1) That affiant has this date filed a suit for divorce or other complaint in the County and does not have an attorney at law representing affiant.
- (2) (a) Affiant further states that the following person prepared the complaint and/or other papers:

\_\_\_\_\_  
(Name of person or business name who prepared papers)

\_\_\_\_\_  
(Address of such person and business)

\_\_\_\_\_  
(Telephone number of such person and business)

- (b) Affiant states that said person who prepared the papers (was or was not) paid to prepare the papers. The total amount paid was \$ \_\_\_\_\_.
- (3) Affiant further states that there (is or is not) any further money due anyone for assisting in the preparation of said papers. If affiant owes money to the preparer, the amount is \$ \_\_\_\_\_.
- (4) Affiant has not paid or given anyone any other consideration or money for help in preparing the papers, except the following: \_\_\_\_\_.
- (5) Did the preparer of the papers tell you what information, or give you advice regarding the information to put in any of your papers? Yes or No
- (6) Did the preparer give you any advice about how to file your papers? Yes or No
- (7) Did the preparer give you any advice about how to present your case to the Judge? Yes or No

\_\_\_\_\_  
I have answered all the above questions truthfully, under criminal penalties of perjury.

\_\_\_\_\_  
Affiant

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
(Deputy) Clerk of Superior Court

\_\_\_\_\_  
Phone Number (Required)



## General Civil and Domestic Relations Case Disposition Information Form

Superior or  State Court of \_\_\_\_\_ County

**For Clerk Use Only**

**Date Disposed** \_\_\_\_\_ **Case Number** \_\_\_\_\_

MM-DD-YYYY

**Case Style** \_\_\_\_\_

**Plaintiff(s)**

**Defendant(s)**

Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix

Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix

**Reporting Party** \_\_\_\_\_

**Plaintiff's Attorney** \_\_\_\_\_

**Bar Number** \_\_\_\_\_

**Self-Represented**

**Defendant's Attorney** \_\_\_\_\_

**Bar Number** \_\_\_\_\_

**Self-Represented**

**Manner of Disposition**  
Check Only One

Jury Trial

Bench/Non-Jury Trial

Non-Trial Disposition

Alternative Dispute Resolution

- Check if any party was self-represented at any point during the life of the case.
- Check if the court ordered an interpreter for any party, witness, or other involved individual.
- Was the case referred/ordered to a court-annexed alternative dispute resolution (ADR) process?

**General Civil and Domestic Relations Case Filing Information Form**

Superior or  State Court of \_\_\_\_\_ County

<b>For Clerk Use Only</b>	
Date Filed _____	Case Number _____
MM-DD-YYYY	

**Plaintiff(s)**

**Defendant(s)**

Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix

Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix
Last	First	Middle I.	Suffix	Prefix

Plaintiff's Attorney \_\_\_\_\_ Bar Number \_\_\_\_\_ Self-Represented

**Check One Case Type in One Box**

<p><b>General Civil Cases</b></p> <p><input type="checkbox"/> Automobile Tort</p> <p><input type="checkbox"/> Civil Appeal</p> <p><input type="checkbox"/> Contract</p> <p><input type="checkbox"/> Garnishment</p> <p><input type="checkbox"/> General Tort</p> <p><input type="checkbox"/> Habeas Corpus</p> <p><input type="checkbox"/> Injunction/Mandamus/Other Writ</p> <p><input type="checkbox"/> Landlord/Tenant</p> <p><input type="checkbox"/> Medical Malpractice Tort</p> <p><input type="checkbox"/> Product Liability Tort</p> <p><input type="checkbox"/> Real Property</p> <p><input type="checkbox"/> Restraining Petition</p> <p><input type="checkbox"/> Other General Civil</p>
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<p><b>Domestic Relations Cases</b></p> <p><input type="checkbox"/> Adoption</p> <p><input type="checkbox"/> Dissolution/Divorce/Separate Maintenance</p> <p><input type="checkbox"/> Family Violence Petition</p> <p><input type="checkbox"/> Paternity/Legitimation</p> <p><input type="checkbox"/> Support – IV-D</p> <p><input type="checkbox"/> Support – Private (non-IV-D)</p> <p><input type="checkbox"/> Other Domestic Relations</p>
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<p><b>Post-Judgment – Check One Case Type</b></p> <p><input type="checkbox"/> Contempt</p> <p style="padding-left: 20px;"><input type="checkbox"/> Non-payment of child support, medical support, or alimony</p> <p><input type="checkbox"/> Modification</p> <p><input type="checkbox"/> Other/Administrative</p>
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Check if the action is related to another action(s) pending or previously pending in this court involving some or all of the same parties, subject matter, or factual issues. If so, provide a case number for each.

Case Number	Case Number
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I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in O.C.G.A. § 9-11-7.1.

Is an interpreter needed in this case? If so, provide the language(s) required. \_\_\_\_\_  
Language(s) Required

Do you or your client need any disability accommodations? If so, please describe the accommodation request.  
 \_\_\_\_\_  
 \_\_\_\_\_