

ATTENTION

PLEASE READ ALL FORMS AND INSTRUCTIONS VERY CAREFULLY WE ARE NOT ATTORNEY'S AND WE CAN NOT AND WILL NOT PROVIDE YOU WITH ANY LEGAL ASSISTANCE OR ANSWER ANY QUESTIONS WE WILL ONLY PROVIDE THE FORMS TO YOU AS A COURTESY AND IF YOU PROCEED IN PRO-SE FORM YOU ARE ACTING AS YOUR OWN ATTORNEY IF YOU DO NOT UNDERSTAND OR NEED HELP YOU MUST CONSULT AN ATTORNEY PLEASE UNDERSTAND THAT THIS MAY NOT BE ALL YOU NEED AND A JUDGE MAY REQUIRE OTHER DOCUMENTATION OR REQUIREMENTS BEFORE AN ORDER CAN BE GRANTED YOU CAN GO TO WWW.GEORGIALEGALAID.COM FOR FURTHER ASSISTANCE IF NEEDED

FILING A CIVIL CASE IS \$207.00 CASH W/OUT SERVICE AND IF YOU HAVE TO SERVE THE OTHER PARTY IT IS \$257.00 IF YOU HAVE TO RUN A PUBLICATION IN THE NEWS PAPER THAT IS AN ADDITIONAL COST THAT MUST BE PAID TO THE ROME NEWS TRIBUNE AND YOU MUST DISCUSS THE PUBLICATION FEE WITH THEM

BARBARA PENSON
CLERK OF COURT

GeorgiaLegalAid.org

* please provide a copy of your Birth Certificate when you submit your petition

Changing Names

Authored By Atlanta Legal Aid Society Inc ✚✚

Information

Changing Names (Answers to Common Questions)

I Am Going To Be Getting A Divorce And Want to Return To the Name I Used to Have Can I Do This?

Yes in a divorce you may have your maiden or prior name restored to you You must put this request in your complaint or petition for divorce in the section where you tell the court what you would like it to do for you Since it is in your divorce proceeding there is no extra charge for this and you do not have to have the name change published separately

I Just Want To Change My Name How Can I Do This?

(1) File a Petition for Name Change If you are an adult and want to change your name you must file a petition the superior court in the county where you live The petition must list your reasons for asking to change your name

(2) File a Verification of Petition You must also sign and file a document called Verification of Petition In the Verification of Petition you are swearing that the information in the petition is correct

(3) Publish Notice of Name Change Within seven (7) days after you file the petition and verification of petition you must arrange to have a notice published for four (4) consecutive weeks in the newspaper designated by that court The notice must contain your name (the name of the petitioner) the new name you want the court where you filed the petition the date you filed the petition and the right of any interested or affected party to appear and file objections Thirty (30) days after you have filed the petition and provided the court with proof that you have published notice of the name change in the newspaper as the court required the court will have a hearing on your petition for name change and render final judgement If someone files an objection against your petition of name change this may take longer

Note on Fees You will have to pay a filing fee to file the petition for name change and a publication fee to publish the notice of name change in the newspaper

What If the Person Is Under 18 Years Old (a Minor)?

If the person who wants to have their name changed is a minor (under 18 years old) you must follow the regular procedure plus you must get the written consent of the minor's parents If both parents of the minor are dead the minor's guardian must provide written consent The written consent must be attached to the petition

Written consent of a parent is not required from a parent that has not contributed to the support of the minor for the five continuous years before the petition for name change is filed

The petition must also be served on the parents or guardian This means that the petition is given in person to the parents or guardian by the sheriff or another local process server This is called service of process You have to pay a fee to have the petition served on the parents or guardian

If the parents or guardian live outside of Georgia then a copy of the petition should be sent by certified mail or statutory overnight delivery If the address of the parents or guardian is not known then they can be served by notice publication in the newspaper

If the petition is served on the parents or guardians living in Georgia then the court will hear the petition and give a final judgment thirty (30) days from the date of service

If service is by certified mail or overnight delivery to the parents or guardians living outside of Georgia then the court will have a hearing on the petition for name change and give a final judgment sixty (60) days from the date the parents or guardian receive the petition

For more information please contact the Atlanta Legal Aid Society or Georgia Legal Services Program office nearest you

For Clayton Cobb Dekalb Fulton and Gwinnett Counties call Atlanta Legal Aid Society 404 524 5811

For all other counties call Georgia Legal Services Program 1 800 498 9469 (toll free)

For Seniors age 60 and older call the Georgia Senior Legal Hotline 1 888 257 9519 (toll free)

IN THE SUPERIOR COURT OF _____ COUNTY

STATE OF GEORGIA

In re the Name Change of

Civil Action

Petitioner

Case Number _____

PETITION TO CHANGE NAME OF ADULT

The Petitioner files this *Petition to Change Name of Adult* and states the following in support of the petition

1)

The Petitioner's name is _____ and she or he resides in _____ County Georgia. Therefore jurisdiction and venue are proper in this Court.

2)

The Petitioner was born on _____

[Check and complete only one of the following]

in _____ County State of _____ U S A

outside the United States in _____

3)

The Petitioner wants to change his or her name from _____

_____ to _____

4)

[Explain here why you want to change your name]

The reasons for this name change are as follows _____

5)

The Petitioner does not intend to use this name change to fraudulently deprive anyone of any right under the law

THEREFORE the Petitioner asks that the Petitioner's name be changed as provided in Paragraph 3 above

Dated _____

Petitioner *Pro se* (Signature)

Name _____

Address _____

Phone (day) (____) _____

IN THE SUPERIOR COURT OF _____ COUNTY

STATE OF GEORGIA

In re the Name Change of

Civil Action

Petitioner

Case Number _____

VERIFICATION OF PETITION TO CHANGE NAME OF ADULT

My name is _____

I hereby swear or affirm before a notary public that I have read the *Petition to Change Name of Adult* that I am filing with this *Verification* and the facts stated in it are true

Petitioner *Pro se* (Signature)

Subscribed and sworn before me

on _____
20____

Notary Public

My Commission Expires _____

IN THE SUPERIOR COURT OF _____ COUNTY

STATE OF GEORGIA

In re the Name Change of

Civil Action

Case Number _____

Petitioner

NOTICE OF PETITION TO CHANGE NAME OF ADULT

_____ filed a
petition in the _____ County Superior Court on _____ 20____
to change the name from _____
_____ to _____

Any interested party has the right to appeal in this case and file objections within 30 days after the
Petition was filed

Dated _____

Petitioner *Pro se* (Signature)

Name _____

Address _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

IN RE THE NAME CHANGE OF _____)
_____) CIVIL ACTION NO _____
_____)
PETITIONER)

CERTIFICATE OF CHANGE OF NAME

This is to certify that _____ (name of Petitioner) has obtained final order of change of name in the Superior Court of _____ County Georgia on the _____ day of _____, 20____, as shown by the records of the court

The name of _____ (full name prior to entry of the final order of change of name) has been changed to _____ (full name after entry of the final order of change of name)

Given under the hand and seal of said court this the _____ day of _____, 20____

Clerk of Superior Court

IN THE SUPERIOR COURT OF _____ COUNTY

STATE OF GEORGIA

In re the Name Change of

Civil Action

Case Number _____

Petitioner

FINAL ORDER CHANGING NAME OF ADULT

This matter has come before the Court on the Petitioner's verified *Petition to Change Name of Adult*. It appears to the Court that the required notice has been published and sufficient grounds exist for the requested relief.

That such name change shall not operate to authorize Petitioner to fraudulently deprive others of any legal rights under the law.

THEREFORE IT IS HEREBY ORDERED that the Petitioner's name shall be changed from _____
to _____

This Order entered on _____ 20____

JUDGE _____
County Superior Court