

# 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](http://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 PUBLICICATION 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

## Changing Names

Authored By Atlanta Legal Aid Society Inc 

\* Please bring in a copy of your Birth Certificate when you file your name change

### 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 Child(ren)

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

Civil Action

Case Number \_\_\_\_\_

\_\_\_\_\_  
Petitioner

vs

\_\_\_\_\_  
Respondent

**PETITION TO CHANGE NAME(S)  
OF MINOR CHILD(REN)**

The Petitioner files this *Petition to Change Name(s) of Minor Children* 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's relationship to the children in this action is *[Check only one below]*  
 Mother       Father       Guardian

3)

These are the current names birthdates and proposed new names of the child(ren) for whom the name change is sought

<i>Current Name of Child</i>	<i>Date of Birth</i>	<i>Proposed New Name</i>

4)

*[Check only one of the following]*

- The minor children live with the Petitioner in \_\_\_\_\_ County Georgia
- The minor children do not live with the Petitioner They live with \_\_\_\_\_  
\_\_\_\_\_ in \_\_\_\_\_  
County Georgia

5)

*[Explain here why you want to change the name(s)]*

The reasons for this name change are as follows \_\_\_\_\_

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6)

The mother of the children is \_\_\_\_\_

her address is \_\_\_\_\_

\_\_\_\_\_

and she

*[You must check one (and only one) of the following ]*

- Has consented to this name change and has acknowledged service the signed consent and acknowledgement of service shall be filed with this *Petition*
- Is deceased
- Has abandoned the child(ren)
- Has not contributed to the support of the child(ren) for a continuous period of at least 5 years immediately preceding the filing of this *Petition*

7)

The father of the children is \_\_\_\_\_

his address is \_\_\_\_\_

\_\_\_\_\_ and he

*[You must check one (and only one) of the following ]*

- Has consented to this name change and has acknowledged service the signed consent and acknowledgement of service shall be filed with this *Petition*
- Is deceased
- Has abandoned the child(ren)
- Has not contributed to the support of the child(ren) for a continuous period of at least 5 years immediately preceding the filing of this *Petition*

8)

*[You must check one (and only one) of the following ]*

\_\_\_\_\_

- There is no legal guardian for these children other than their parent(s)
- Both parents are deceased or have abandoned the child(ren) and the guardian of the child(ren) is \_\_\_\_\_  
whose address is \_\_\_\_\_

\_\_\_\_\_

and she or he has consented to this name change and has acknowledged service the signed consent and acknowledgment of service shall be filed with this *Petition*

THEREFORE the Petitioner asks

- (a) That the name(s) of the minor child(ren) be changed to the names shown in Paragraph 3 of the petition

*[Check one of the following methods of service for each person who must be served  
Be sure to carefully read the instructions about service before you complete this part]*

- (b) That the sheriff's department personally serve the  mother  father  person acting as guardian of the minor children whose address is shown above
- (c) That the  mother  father  person acting as guardian of the minor children be served by certified mail because they reside outside the state of Georgia
- (d) That the Court order service by publication for the  mother  father  person acting as guardian of the minor children whose address is unknown

Dated \_\_\_\_\_

\_\_\_\_\_  
Petitioner *Pro se* (Signature)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (day) (\_\_\_\_) \_\_\_\_\_

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

In re the Name Change of Child(ren)

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

Civil Action

Case Number \_\_\_\_\_

\_\_\_\_\_  
Petitioner

vs

\_\_\_\_\_  
Respondent

**VERIFICATION OF NAME CHANGE PETITION  
FOR MINOR CHILD(REN)**

My name is \_\_\_\_\_ I hereby swear or affirm  
before a notary public that I have read the *Petition to Change Name(s) of Minor  
Child(ren)* that I am filing with this *Verification* and the facts stated in it are true

Subscribed and sworn before me  
on November 31 20\_\_\_\_

\_\_\_\_\_  
Petitioner *Pro se* (Signature)

\_\_\_\_\_  
Notary Public



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

STATE OF GEORGIA

In re the Name Change of Child(ren)

Civil Action

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

Case Number \_\_\_\_\_

**NOTICE OF PETITION TO CHANGE NAME(S)  
OF MINOR CHILD(REN)**

\_\_\_\_\_ filed a petition in the \_\_\_\_\_  
County Superior Court on \_\_\_\_\_, 20\_\_ to change the name(s) of the following  
minor child(ren)

from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any interested party has the right to appear in this case and file objections within the time  
prescribed in O C G A §§19 12 1(f)(2) and (3)

Dated \_\_\_\_\_

\_\_\_\_\_  
Petitioner *Pro se* (Signature)

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone (day) ( ) \_\_\_\_\_

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

In re the Name Change of Child(ren)

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Civil Action

Case Number \_\_\_\_\_

\_\_\_\_\_  
Petitioner

vs

\_\_\_\_\_  
Respondent

**FINAL ORDER CHANGING NAME(S)  
OF MINOR CHILD(REN)**

This matter has come before the Court on the Petitioner's verified *Petition to Change Name(s) of Minor Children*. It appears to the Court that the required notice has been published, any necessary parties have been served or have acknowledged service, and that sufficient grounds exist for the requested relief.

THEREFORE IT IS HEREBY ORDERED that the name(s) of the following minor child(ren) shall be changed as follows:

<i>Old Name of Child</i>	<i>Date of Birth</i>	<i>New Name</i>

This Order entered on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 JUDGE \_\_\_\_\_  
 County Superior Court