INSTRUCTION SHEET FOR CHANGING THE NAME OF A MINOR CHILD

The forms presented in this packet are designed to guide you in the preparation of change of name of a minor child. 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.

The Judges, the Clerk of Court, the Deputy Clerks, or other Court personnel, ARE NOT allowed to answer any questions concerning the preparation of these forms. State Law O.C.G.A. §15-19-51 prohibits Court Personnel from giving 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.

The Georgia Law which governs changes of name:

§ 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 in O.C.G.A. § 15-6-77, relating to fees of clerks of the superior courts for civil cases.

Follow these steps:

- 1. Fill out the petition for name change, <u>printing neatly and using black ink</u>, being sure to include the reasons for the change.
- 2. Obtain written consent of the parent(s) of the minor child(ren). O.C.G.A. §19-12-1(c) requires that written consent be obtained and filed with the petition UNLESS 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."
- 3. File the petition for name change AND the parents' written consent with the clerk of the Superior Court in the county of the child's residence. O.C.G.A. §19-12-1(c).
- 4. Serve the parents a copy of the petition. O.C.G.A. § 19-12-1(d)
 - a. If the parent(s) reside in Georgia, the copy must be served in person unless the location or address of the parents is unknown. If the parents' address is unknown, they may be notified by publication in the newspaper once a week for four weeks.

- b. If the parent(s) reside outside of Georgia, service must be made by certified mail or statutory overnight delivery if the address is known or by publication in the newspaper if the address is not known.
- c. If the child(ren) live(s) with someone other than the 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. O.C.G.A. § 19-12-1(e).
- 5. 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. O.C.G.A. § 19-12-1(b).
- 6. Submit to the Court proof that you have published the notice as required. Proof consists of an affidavit of publication by the newspaper AND photocopies of the published notices as they appeared. O.C.G.A. § 19-12-1(f).
- 7. 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. O.C.G.A. § 19-12-1(f).

IN THE SUPERIOR COUR	T OF	COUN	ΊΤΥ						
STATE OF GEORGIA									
In Re:andMinor child(ren))	Civil Action File No.							
PETITION TO CHANGE	NAME	S OF MINOR CHILD(RE	EN)						
Petitioner,	, file	es this Petition and Shows t	he following:						
	1.								
Petitioner is a resident of		County, Geor	gia.						
	2.								
		, mi	nor						
child(ren) reside(s) in									
	3								
Petitioner is the child(ren)'s			(identify						
relationship with child(ren)).									
	4								
Petitioner desires to change the	name(s) c	of said minor child(ren) from	n						
to		and from							
to		and from							

Tl	ne reasons for such change i	n name(s) are as follows:			
, , , , , , , , , , , , , , , , , , ,		·			
		6.			
Tl	he natural parents of said ch	ild(ren) are:			
Mother's Name		Address			
Father's l	Name	Address			
		7.			
		(Choose a or b)			
□ a)	The written consent of	f the other parents to such name change is attached			
hereto as	Exhibit A.				
□ b)	The written consent of	f the the □ mother or □ father is not necessary			
pursuant	to O.C.G.A. § 19-12-1(c) be	ecause s/he has not provided support for a			
continuou	as period of five years or mo	ore immediately preceding the filing of this petition.			
The last of	late on which support was re	eceived was			

WHEREFORE, Petitioner respectfully prays for the following:

(a)	to be appointed as	guardian ad litem, if
	necessary;	
(b)	Personal service on parents and guardians (who	en appropriate).
	[OR]	
(c)	Service by certified mail on parents or guardian	ns (when
	appropriate);	
(d)	That the name of	be changed to
		·
(e)	That the name of	be changed to
		 ;
(f)	And such other relief as the Court deems necessary a	nd proper.
D	Silly submitted this day of	20
Respecti	fully submitted, this day of	, 20
D 1'1'		
Patitionar nva c		
Petitioner pro s	t	
Petitioner pro s	<u></u>	
Petitioner <i>pro s</i>	<u></u>	

IN THE SUPERIOR COURT OF	GEORGIA COUNTY
In Re:	GEORGIA)))))) Civil Action File No))
VERIFI	CATION
Personally appeared before me the ur	ndersigned who on oath states that the facts
set forth in this Complaint are true and corre-	ct 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 G	EORGIA
)))	
In Re:)	O' 'I A d' T'I . N.
) and	Civil Action File No.
and	
Minor child(ren))	
CONSE	ENT
The undersigned	and
	and are the natural parents of
minor child(ren). We have been advised that filing a petition in the Superior Court of	is
filing a petition in the Superior Court of	County, Georgia,
seeking to change the name oftotothereby state that they have not abandoned said	The undergioned
filing of said Petition and to the aforesaid chang IN WITNESS WHEREOF, the parent(s) has/ day of	have voluntarily signed their name(s), this
Sworn to and subscribed before me	
this day of	, 20
Mother	
Notary Public	•
My Commission Expires:	
Sworn to and subscribed before me	
this day of	, 20
Father	
Notary Public	
My Commission Expires:	

CEADALA
GEORGIA
Civil Action File No.
TO CHANGE NAME
County
,
erior Court of County,, 20, praying for a change in the name
, 20 , praying for a change in the name
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I from
interested or affected party to appear in said age. Objections must be filed with said ion.
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IN THE SUPERIOR COURT OF COUNTY STATE OF GEORGIA In Re: _____ Civil Action File No. Minor child(ren) 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, IT IS HEREBY ORDERED (a) That the name of _______, Petitioner, be changed to ______; (b) That the name of ______, Petitioner, be changed to _____; (c) That the name of _______, Petitioner, be changed to (d) That such name change shall not operate to authorize petitioner to fraudulently deprive others of any legal rights under the law; be appointed as guardian ad litem, if (e) That ____ necessary. This ______, 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	
PE	RSONALLY appeared before the undersigned offic	ee,(Affiant)
yho after bei	ng duly sworn deposes and states under oath the fol	
(1)	That affiant has this date filed a suit for divorce County and does not have an attorney at law rep	
(2)	(a) Affiant further states that the following person	on prepared the complaint and/or other papers:
	(Name of person or business name who prep	pared papers)
	(Address of such person and business)	
	(Telephone number of such person and busi	iness)
	(b) Affiant states that said person who prepared the papers. The total amount paid was \$	the papers (was or was not) paid to prepare
(3)	Affiant further states that there (is or is not) any the preparation of said papers. If affiant owes n	
(4)	Affiant has not paid or given anyone any other co	
(5)	Did the preparer of the papers tell you what info information to put in any of your papers? Yes	
(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 t	to present your case to the Judge? Yes or No
have answer	ed all the above questions truthfully, under crimina	al penalties of perjury.
		Affiant
Sworn to and	subscribed before me this	Amant
	of, 2019	Address
илу	VI	·
		City, State and Zip Code
Deputy) Cler	k of Superior Court	Phone Number (Required)

General Civil and Domestic Relations Case Disposition Information Form

		☐ Superior or ☐ State Court of					County			
	For Glerk Use O	aly:								
	Date Disposed	MM:DD-Y	NVV.		Case Numb	er.				
		בשעה השלילות			Case Style					
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Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix	
Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix	
Repo	rting Party									
Plain	tiff's Attorney				_ Bar N	Number	Se	elf-Repre	sented 🗆	
Defe	ndant's Attorney _		- <u>*</u>		Bar I	Number	Se	elf-Repre	sented 🗆	
Chec	ner of Disposition k Only One									
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	Non-Trial Disposit Alternative Disp	ion	,,							
<u> </u>			···							
	Check if any part	y was self-repr	esented a	at any poi	int during th	ne life of the cas	e.			
	Check if the cour	t ordered an ir	nterpreter	for any p	oarty, witnes	s, or other invo	lved individual.			
	Was the case refe	erred/ordered	to a cour	t-annexed	d alternative	dispute resolut	ion (ADR) proc	ess?		

General Civil and Domestic Relations Case Filing Information Form

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