

COVER SHEET FOR CHANGING THE NAME OF A MINOR

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 or print 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 fill 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 Clerk, 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 the 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.

General Civil Case Filing Information Form (Non-Domestic)

Court _____ **County** _____ **Date Filed** _____
 Superior _____ MM-DD-YYYY
 State _____ **Docket #** _____

Plaintiff(s)

 Last First Middle I. Suffix Prefix Maiden

 Last First Middle I. Suffix Prefix Maiden

 Last First Middle I. Suffix Prefix Maiden

 Last First Middle I. Suffix Prefix Maiden

Defendant(s)

 Last First Middle I. Suffix Prefix Maiden

 Last First Middle I. Suffix Prefix Maiden

 Last First Middle I. Suffix Prefix Maiden

 Last First Middle I. Suffix Prefix Maiden

No. of Plaintiffs _____

No. of Defendants _____

Plaintiff/Petitioner's Attorney **Pro Se**

 Last First Middle I. Suffix

Bar # _____

Check Primary Type (Check only ONE)

- Contract/Account
- Wills/Estate
- Real Property
- Dispossessory/Distress
- Personal Property
- Equity
- Habeas Corpus
- Appeals, Reviews
- Post Judgment Garnishment, Attachment, or Other Relief
- Non-Domestic Contempt
- Tort (If tort, fill in right column)
- Other General Civil Specify _____

If Tort is Case Type:
(Check no more than TWO)

- Auto Accident
- Premises Liability
- Medical Malpractice
- Other Professional Negligence
- Product Liability
- Other Specify _____

Are Punitive Damages Pleaded? Yes No

General Civil Case Final Disposition Form (Non-Domestic)

Court _____ **County** _____ **Date Disposed** _____
 Superior _____ MM-DD-YYYY
 State _____ **Docket #** _____

Reporting Party _____
Last First Middle I. Suffix Prefix Maiden Title

Name of Plaintiff/Petitioner(s)

Last First Middle I. Suffix Prefix Maiden

Plaintiff/Petitioner's Attorney **Pro Se**

Last First Middle I. Suffix

Bar # _____

Name of Defendant/Respondent(s)

Last First Middle I. Suffix Prefix Maiden

Defendant/Respondent's Attorney **Pro Se**

Last First Middle I. Suffix

Bar # _____

Type of Disposition (Check all that apply)

1. Pre-Trial Dismissal (Specify which type)
 - A. Involuntary
 - B. Voluntary (without prejudice)
 - C. Voluntary (with prejudice)
2. Pre-Trial Settlement
3. Default Judgment
4. Summary Judgment
5. Transferred/Consolidated
6. Bench Trial
7. Jury Trial (specify outcome further)
 - A. Dismissal after jury selected
 - B. Settlement during trial
 - C. Judgment on Verdict
 - D. Directed Verdict or JNOV

1. Judgment on Verdict. Was the verdict:

- A. For Plaintiff(s) [all]
- B. For Defendant(s) [all]
- C. Other: (Explain)

AWARD

1. If verdict for Plaintiff, how much was awarded?

\$		Compensatory
\$		Punitive

2. If verdict on cross or counter claims, how much was awarded?

\$		Compensatory
\$		Punitive

3. Did the court modify the award?
 Yes No

4. Were attorneys fees awarded?
 Yes No

ADR

1. Was ADR utilized?
 Yes No

2. If yes, was it (check if applicable)
 court annexed?
 court mandated?

3. Did the matter settle after trial for other than judgment? (If known at the time of this submission)
 Yes No

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

In Re:

§

§

Minor Child,

§

§

§

CIVIL ACTION FILE NO. _____

PETITION TO CHANGE NAME OF MINOR CHILD

The undersigned Petitioner, _____, files this Petition and shows the following:

(1)

Petitioner is a resident of _____ County, Georgia.

(2)

_____, minor child, resides in _____ County, Georgia.

(3)

Petitioner is the child's _____ (identify relationship to minor child).

(4)

Petitioner desires to change the name of the said minor child from

_____ to _____

(5)

The reasons for such change in name are as follows:

(6)

The natural parents of said child are:

Mother's Name	Address
Father's Name	Address

(7)

(Choose A or B)

A. The written consent of said parents to such name change is attached hereto as Exhibit A.

B. The written consent of the mother or father is not necessary pursuant to O.C.G.A. § 19-12-1(c) because she/he has not provided support for a continuous period of five years or more immediately preceding the filing of this petition.

The last date on which support was received 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 (when necessary); OR
- (c) _____ Service by certified mail on parents or guardians (when necessary)
- (d) That the name of _____ be changed to
_____.
- (e) And such other relief as the Court deems necessary and proper.

Respectfully submitted, this _____ day of _____ [month], 20____.

	Address and telephone number:
Petitioner, <i>pro se</i>	
Printed Name	

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

In re:

§

§

Minor Child

§

§

§

CIVIL ACTION FILE NO. _____

VERIFICATION

The Plaintiff personally appeared before the undersigned notary public, and on oath states that the facts set forth in this Petition to Change Name of Minor Child are true and correct to the best of his or her knowledge and belief.

Plaintiff *pro se* signature

Printed or Typed Name

Sworn and subscribed before me this
_____ day of _____,
20____.

Notary Public

My Commission expires: _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

IN RE: §

Minor Child §
§
§ CIVIL ACTION FILE NO. _____

**CONSENT TO CHANGE NAME OF MINOR CHILD and
ACKNOWLEDGMENT OF SERVICE**

(1)

My name is: _____.

My mailing address is: _____.

My relationship to the child in this action is: [Check one box]

Mother Father Guardian

(2)

I have received a copy of the Petition that was filed by _____
seeking to change the name of the minor child, and I hereby give my consent to the name
being changed as follows:

Current Name of Minor Child	Proposed New Name of Minor Child

(3)

The undersigned hereby states that I have not abandoned said child, nor have I failed for a continuous period of five years to support said child. I have been advised of the reasons for said name change and I hereby consent to the filing of said Petition and to the aforesaid change of names.

I consent to both jurisdiction and venue as stated in the Petition. As long as any final order in this action is consistent with this consent form, I waive formal process, further notice, and my right to a hearing, and if I am on active duty in the Armed Forces, I also waive my rights under the Soldiers and Sailors Civil Relief Act, 50 U.S.C. § 521. I give my

consent for the Court to hear this matter as soon as possible, after thirty (30) days.

Should further notice be required for any reason, the notice should be mailed to me at the address shown in Paragraph One (1), above.

IN WITNESS WHEREOF, I have voluntarily signed my name this _____ day of _____ [month], 20____.

Signed in the presence of a notary public

Printed Name

Telephone Number

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

My commission expires: _____

**IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA**

IN RE: §
_____ §
Minor Child §
§ **CIVIL ACTION FILE NO.** _____

NOTICE OF PETITION TO CHANGE NAME OF MINOR CHILD

Notice is hereby given that I, _____, the undersigned, filed this Petition to the Superior Court of _____ County, Georgia, on the _____ day of _____ [month], 20____, to change the name of the said minor child as follows:

Current Full Name of Minor Child	Proposed New Name of Minor Child

Any interested or affected party has the right to appear in this case and file objections with said Court within thirty (30) days of the filing of this Petition as set forth in O.C.G.A. § 19-12-1(f)(2) and (3).

This _____ day of _____ [month], 20____.

Petitioner *pro se*

Printed Name: _____

Mailing Address: _____

Telephone No.: _____

**IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA**

IN RE:

§

§

Minor Child

§

§

CIVIL ACTION FILE NO. _____

FINAL ORDER CHANGING NAME OF MINOR CHILD

This matter has come before the Court on the Petitioner's verified Petition to Change Name of Minor Child. It appears to the Court that: notice has been published pursuant to law; any necessary parties have been served and/or acknowledged service; 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:

(1)

That the name of the following minor child shall be changed as follows:

Former Full Name of Minor Child	New Name of Minor Child

(2)

That the Department of Vital Records amend the birth certificate as allowed by O.C.G.A. § 31-10-18(d) upon the request of the Petitioner.

(3)

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

(4)

That _____ be appointed as guardian
ad litem, if necessary.

SO ORDERED, this _____ day of _____, 201 _____.

Judge of Superior Courts
Pataula Judicial Circuit

Presented by: _____ (Petitioner)

Mailing Address: _____.

Telephone Number(s): _____.