#### 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 fill 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, Judicial Staff Attorneys, the Clerk of Court, the Deputy Clerks, or other Court personnel, <u>ARE NOT</u> 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. <u>Incomplete forms, as well as</u> 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.

IN THE SUPERIOR COUR	RT OF	COUNTY
STATI	E OF GEORGIA	
In Re: Minor Child(ren)	) Civil A	ction e No
PETITION TO CHANGE	E NAMES OF M	INOR CHILD(REN)
Petitioner,	, files this Pe	etition and Shows the following:
	1.	
Petitioner is a resident of		County, Georgia.
	2.	
The child(ren),		(name(s))
reside(s) in	County, Geor	rgia.
	3.	
The child(ren)'s date(s) of birth: Sex:		
	4.	
Petitioner is the child(ren)'s		(identify
relationship with child(ren)).		
	5.	
Petitioner desires to change the	name(s) of said m	inor child(ren) from
to		and from
to		

The reasons for such change in name(s) are as follows:

	7.
The natural parents of said	child(ren) are:
Mother's Name:	Address:
Father's Name:	Address:
	8.
	(Choose one)
a) The written consent of the	other parent to such name change is attached
hereto as Exhibit A.	

b) The  $\Box$  mother or  $\Box$  father of the minor child may be served at his/her address at: \_\_\_\_\_

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 appropriate). [OR]
- (c) \_\_\_\_\_ Service by certified mail on parents or guardians (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 and proper.

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Petitioner pro se

Petitioner's Address

Petitioner's Telephone Number

;

Petitioner's Email Address

	)	
	)	
In Re:	, )	
Minor Child(ren)	)	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 his/her knowledge and belief.

\_\_\_\_\_, Plaintiff

pro se

Sworn and subscribed before me This \_\_\_\_\_\_day of \_\_\_\_\_\_, 20\_\_\_\_.

Notary Public, State of Georgia

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

TE OF GEORGIA
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) Civil Action File No
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s) has/have voluntarily signed their name(s), this, 20
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In Re:,	, )
	)
Minor Child(ren)	) Civil Action File No.
	)
	)

## NOTICE OF PETITION TO CHANGE NAME

GEORGIA,	County	
Notice is hereby given that		,
the undersigned, filed this petition to the	Superior Court of	County,
Georgia on the day of	, 20	_, praying for a change in the
name of minor child(ren) from		
to	_, and from	
to		

Notice is hereby given pursuant to law to any interested or affected party to appear in said Court and to file objections to such name change. Objections must be filed with said Court within 30 days of the filing of said petition.

This	_day of	, 20	
	•		

Petitioner pro se

	)	
	)	
	)	
In Re:	, )	
	)	
Minor Child(ren)	)	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, **IT IS HEREBY ORDERED** 

(a)	That the name of	
(b)	That the name of	, Petitioner, be changed to
(c)	That the name of	
	That such name change shall not operate to aut to fraudulently deprive others of any legal righ	horize petitioner
(e)	Thatif necessary.	be appointed as guardian ad litem,
Th	isday of	, 20
	JUDGE, Sup Houston Judi	
P	resented by:	
P	etitioner pro se	-

Petitioner:	)
	)
and	)
	)
	)
	)
	)
	)
Respondent:	)
	)

Civil Action File No.

## **ACKNOWLEDGMENT OF SERVICE**

The undersigned Respondent hereby acknowledges service of the Summons and Petition for Minor Name Change, in the above-styled case, and states that (s)he has received copies of said Summons and Petitioner, and Respondent hereby waives any and all further notice, service, and issuances of process.

This \_\_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ ,

# RESPONDENT

Respondent's Name (Print):

Address: \_\_\_\_\_

Telephone Number:

Sworn and subscribed before me, this

This \_\_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ ,

NOTARY PUBLIC My commission expires: