

## INSTRUCTION SHEET FOR CHANGING AN ADULT'S NAME

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

**Neither the Clerk of the Superior Court, nor any Deputy Clerk, nor the Judges, or any other Court personnel, is allowed to answer any questions for you concerning the preparation of these forms. State Law O.C.G.A. §15-19-51 forbids court personnel to give 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.

Georgia Law which governs changes of name:

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

**Please follow these steps:**

1. Fill out the petition for name change being sure to include the reasons why you want to change your name.
2. File the petition for name change with the clerk of the  
SUPERIOR County Superior Court.
3. 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  
CHEROKEE County. This notice must run once a week for four weeks.
4. Submit to the Court proof that you have published the notice as required. Proof consists of an affidavit of publication from the newspaper AND photocopies of the notices as they appeared in the paper.



SUPERIOR COURT OF CHEROKEE COUNTY  
STATE OF GEORGIA

In re the Name Change of:

Civil Action

\_\_\_\_\_,  
Petitioner.

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

**PETITION TO CHANGE NAME OF ADULT**

My name is \_\_\_\_\_ and I am representing myself in this petition. In support of my case, I state the following:

1. I reside in Cherokee County, Georgia. Therefore, jurisdiction and venue are proper in this Court.

2. I was born on \_\_\_\_\_:

*[Check and complete only one of the following.]*

\_\_\_ (a) in \_\_\_\_\_ County, State of \_\_\_\_\_, U.S.A.

\_\_\_ (b) outside the United States, in \_\_\_\_\_.

3. I want to change my name from \_\_\_\_\_ to \_\_\_\_\_.

4. *[Explain here why you want to change your name.]*

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

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5. I do not intend to use this name change to fraudulently deprive anyone of any right under the law.

THEREFORE, I ask:

- (a) That my name be changed as provided in Paragraph 3 above;
- (b) That notice of this Petition be served as provided by law.

Dated: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

**IF YOU DO NOT HAVE AN EMAIL ADDRESS, FILL OUT A  
CERTIFICATE OF NO EMAIL ADDRESS**

Telephone No.: \_\_\_\_\_

SUPERIOR COURT OF CHEROKEE COUNTY  
STATE OF GEORGIA  
FAMILY DIVISION

\_\_\_\_\_,  
Petitioner, Civil Action  
v. Case Number  
\_\_\_\_\_,  
Respondent.

**VERIFICATION**

I, \_\_\_\_\_, personally appeared before the undersigned notary public and, being duly sworn, state that the facts stated in the foregoing Petition are true and correct.

This \_\_\_ day of \_\_\_\_\_, \_\_\_\_ (year)

\_\_\_\_\_  
Signature  
Name: \_\_\_\_\_

Email: \_\_\_\_\_

**IF YOU DO NOT HAVE AN EMAIL ADDRESS, FILL OUT A  
CERTIFICATE OF NO EMAIL ADDRESS**

Telephone No.: \_\_\_\_\_

Sworn to before me this  
\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

SUPERIOR COURT OF CHEROKEE 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 Superior Court of  
Cherokee County on \_\_\_\_\_, 20\_\_\_\_, to change the name from: \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_. Any interested party has the right to appear in this case and file  
objections within 30 days after the *Petition* was filed.

Dated: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

**IF YOU DO NOT HAVE AN EMAIL ADDRESS, FILL OUT A  
CERTIFICATE OF NO EMAIL ADDRESS**

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

SUPERIOR COURT OF CHEROKEE 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.

THEREFORE, IT IS HEREBY ORDERED that the Petitioner's name shall be changed from: \_\_\_\_\_ to:  
\_\_\_\_\_.

This Order entered on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE

Superior Court of Cherokee County