

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.

General Civil and Domestic Relations Case Filing Information Form

☐ Superior or ☐ State Court of _____ County

For Clerk Use Only

Date Filed _____
MM-DD-YYYY

Case Number _____

Plaintiff(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Defendant(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Plaintiff's Attorney _____ State Bar Number _____ Self-Represented ☐

Check one case type and one sub-type in the same box (if a sub-type applies):

General Civil Cases

- ☐ Automobile Tort
- ☐ Civil Appeal
- ☐ Contempt/Modification/Other Post-Judgment
- ☐ Contract
- ☐ Garnishment
- ☐ General Tort
- ☐ Habeas Corpus
- ☐ Injunction/Mandamus/Other Writ
- ☐ Landlord/Tenant
- ☐ Medical Malpractice Tort
- ☐ Product Liability Tort
- ☐ Real Property
- ☐ Restraining Petition
- ☐ Other General Civil

Domestic Relations Cases

- ☐ Adoption
- ☐ Contempt
 - ☐ Non-payment of child support, medical support, or alimony
- ☐ Dissolution/Divorce/Separate Maintenance/Alimony
- ☐ Family Violence Petition
- ☐ Modification
 - ☐ Custody/Parenting Time/Visitation
- ☐ Paternity/Legitimation
- ☐ Support – IV-D
- ☐ Support – Private (non-IV-D)
- ☐ Other Domestic Relations

- ☐ Check if the action is related to another action pending or previously pending in this court involving some or all of the same: parties, subject matter, or factual issues. If so, provide a case number for each.

_____ Case Number

_____ Case Number

- ☐ I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in OCGA § 9-11-7.1.

- ☐ Is a foreign language or sign-language interpreter needed in this case? If so, provide the language(s) required.

_____ Language(s) Required

- ☐ Do you or your client need any disability accommodations? If so, please describe the accommodation request.

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: _____

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,
v. _____,
Respondent.

Civil Action
Case Number

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): (_____) _____

IN THE SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA

VS

STANDING ORDER REGARDING THE USE OF ARTIFICIAL INTELLIGENCE
AND CERTIFICATION OF CITATIONS IN BRIEFS AND PROPOSED ORDERS IN
THE BLUE RIDGE JUDICIAL CIRCUIT

This Standing Order governs the use of artificial intelligence ("AI") tools in the preparation of all briefs, proposed orders, and other written submissions filed in this Court's criminal and civil dockets, and it applies to all attorneys and to all parties proceeding without counsel (self-represented litigant):

Certification:

Any attorney or self-represented litigant who uses AI in any capacity to prepare, draft or review a filing shall disclose such use in the document with the following certification:

This document was generated with assistance of [identify AI tool(s) used, e.g. Chat GPT, Perplexity, Claude, etc.].

I hereby certify under penalty of perjury that, despite reliance on an AI tool, I have independently reviewed this document to confirm accuracy, legitimacy and use of good and applicable law.

I hereby certify under penalty of perjury that every citation to law, case, statute or the record in this document has been verified as accurate and that it exists as cited and for the proposition cited.

The above certification must appear at the end of the document, before the signature block.

Compliance

Failure to comply with this Order may result in the Court taking appropriate action, including without limitation striking the filing, imposing sanctions, disciplinary referral, and/or the imposition of attorney fees pursuant to O.C.G.A. 9-15-14.

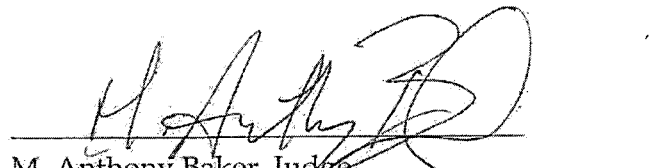
Mistake, lack of technical expertise, or time constraints will not be accepted as good faith excuses for noncompliance.

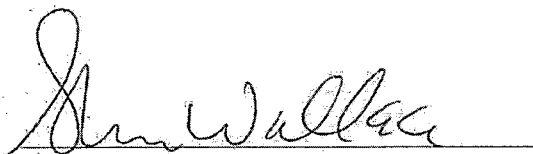
The use of AI does not relieve any attorney or self-represented litigant of their ethical obligations and/or professional obligations (such as Georgia Rules of Professional Conduct 1.1 and 3.1).

This Order is effective immediately and applies to all filings submitted after date of entry.

SO ORDERED on August 21, 2024.


David Cannon, Jr., Chief Judge
Superior Court of Cherokee County
Blue Ridge Judicial Circuit


M. Anthony Baker, Judge
Superior Court of Cherokee County
Blue Ridge Judicial Circuit


Shannon Wallace, Judge
Superior Court of Cherokee County
Blue Ridge Judicial Circuit


Jennifer Davis, Judge
Superior Court of Cherokee County
Blue Ridge Judicial Circuit

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