

## NAME CHANGE PACKET

**INSTRUCTIONS:** Procedures For name changes can be found in O.C.G.A. 19-12-1. The information contained herein should not be construed as legal advice and all applicants are encouraged to consult a licensed attorney for assistance.

All paperwork filed with the Clerk of Court must be on 8 ½ x 11 paper and typewritten. There is an \$209.50 filing fee charge for all petitions to change name. There may be additional charges for publication and service.

### **Adult Name Changes**

1. File Petition to Change Name
2. File Verification
3. Complete case name and number on Notice of Publication, Order of Publication and Final Order forms
4. Complete Civil Case Initiation Form
5. Complete Domestic Relations Case Filing Information Form
6. Complete Domestic Relations Case Final Disposition Information Form
7. Complete form for Uncontested Hearing Date (Schedule hearing date after four weeks of publication)

### Minor Child Name Changes

1. File Petition to Change Name
2. File Verification
3. File Consent Form unless parent has abandoned or not contributed to the support of the child for a continuous period of five years or more immediately preceding the filing of the petition. If Consent Form is not filed, then affidavit stating relevant facts shall be filed.
4. Parents must be legally served with a copy of the petition for name change
  - If the parent resides in Georgia, then personal service by the sheriff or an acknowledgement of service by parent must be filed.
  - If the parent resides outside the state of Georgia, then proof of certified mailing or an acknowledgement of service by parent must be filed.
  - If the address is unknown, then service shall be completed by publication.
5. Complete case name and number on Notice of Publication, Order of Publication and Final Order forms.
6. Complete Civil Case Initiation Form
7. Complete Domestic Relations Case Filing Information Form
8. Complete Domestic Relations Case Final Disposition Information Form
9. Complete form for Uncontested Hearing Date (Schedule hearing date after four weeks of publication and 30 days from filing proof of service upon parent in Georgia or 60 days from filing proof of service upon parent outside of Georgia.



IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA

In re Name Change of:

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

Civil Action File No. \_\_\_\_\_

**VERIFICATION**

Personally appeared before the undersigned officer, duly authorized to administer oaths in the State of Georgia, \_\_\_\_\_, Petitioner in the above styled action, who after having first been duly sworn, deposes and states on oath that the information in the foregoing Petition for Name Change is true and correct according to the best of his/her knowledge, information and ability.

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Name of Petitioner

Sworn to and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

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

IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA

In re Name Change of:

\_\_\_\_\_  
Petitioner

\*  
\* Civil Action File No. \_\_\_\_\_  
\*  
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NOTICE OF PUBLICATION

By Order for service by Publication dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, you are hereby notified that on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_ filed a Petition for Name Change in the Superior Court of Forsyth County. \_\_\_\_\_ desires to change his/her name to \_\_\_\_\_. Any interested or affected party has the right to appear and file objections within thirty (30) days of the date the Petition for Name Change was filed.

WITNESS, the Honorable \_\_\_\_\_, Judge of this Superior Court.

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk of Superior Court, Forsyth County  
Bell-Forsyth Judicial Circuit

IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA

In re Name Change of:

\*

\* Civil Action File No. \_\_\_\_\_

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\_\_\_\_\_  
Petitioner

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ORDER FOR PUBLICATION

Plaintiff's Petition to Change Name having been read and considered, and O.C.G.A. § 19-12-1 requiring notice of said filing to be published in the official legal organ of the county once a week for four weeks.

IT IS HEREBY ORDERED that publication be made as set forth in O.C.G.A. § 19-12-1.

SO ORDERED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge  
Superior Court of Forsyth County  
Bell-Forsyth Judicial Circuit

IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA

In re Name Change of:

\_\_\_\_\_  
Petitioner

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Civil Action File No. \_\_\_\_\_

FINAL ORDER

The above styled Petition to Change Name having come before the Court for a hearing, 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 decreed that the name of the Petitioner, \_\_\_\_\_, shall be changed to \_\_\_\_\_, and that such name change shall not operate to authorize petitioner to fraudulently deprive another of any legal rights under the law.

SO ORDERED, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge  
Superior Court of Forsyth County  
Bell-Forsyth Judicial Circuit

# Domestic Relations Case Filing Information Form

Superior Court County \_\_\_\_\_ Date Filed \_\_\_\_\_  
MM-DD-YYYY

Docket # \_\_\_\_\_

Plaintiff(s)

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

Plaintiff/Petitioner's Attorney  Pro Se

\_\_\_\_\_  
Last First Middle I. Suffix

Bar # \_\_\_\_\_

## Check Case Type (one or more)

- Divorce (includes annulment)
    - Contested?  Yes  No
    - Child Custody Issue?  Yes  No
    - Child Support Issue?  Yes  No
  - Separate Maintenance
  - Adoption
  - Paternity (includes legitimation)
  - Interstate Support Enforcement Action
  - Domestication of Foreign Custody Decree
  - Family Violence Act Petition
- MODIFICATION**
- Modification - Custody, Visitation, or Parenting Time
    - Does the modification include a parent selection by a child who is at least 14 years old?  Yes  No
  - Modification - Child Support and Alimony
  - Modification - Child Support
  - Modification - Alimony
- CONTEMPT**
- Contempt - Custody, Visitation, or Parenting Time
  - Contempt - Child Support and Alimony
  - Contempt - Child Support
  - Contempt - Alimony
  - Other Domestic Contempt
  - Other Domestic Relations Specify \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FAMILY VIOLENCE

### Additional Information - Ex Parte Relief

Did the initial pleading include a request for relief?

1. From alleged family violence?  Yes  No
2. Was ex parte relief requested?  Yes  No
3. Was ex parte relief granted?  Yes  No

## OTHER

Have the parties agreed to binding arbitration?  Yes  No

Have the parties reached a custodial agreement?  Yes  No

If yes, check one:

- Joint Custody
- Joint Legal Custody
- Joint Physical Custody
- Sole Custody to: \_\_\_\_\_

Financial Affidavit submitted?  Yes  No

Child Support Forms submitted?  Yes  No

# Domestic Relations Case Final Disposition Information Form

Superior Court County \_\_\_\_\_ Date Disposed \_\_\_\_\_  
MM-DD-YYYY  
Docket # \_\_\_\_\_

Reporting Party \_\_\_\_\_  
Last First Middle I. Suffix Prefix Maiden Title

Name of Plaintiff/Petitioner(s) Name of Defendant/Respondent(s)  
\_\_\_\_\_  
Last First Middle I. Suffix Prefix Maiden Last First Middle I. Suffix Prefix Maiden

Plaintiff/Petitioner's Attorney  Pro Se  
\_\_\_\_\_  
Last First Middle I. Suffix

Defendant/Respondent's Attorney  Pro Se  
\_\_\_\_\_  
Last First Middle I. Suffix

Bar # \_\_\_\_\_

Bar # \_\_\_\_\_

## Type of Disposition (Check all that apply)

1.  Dismissed Without Final Order
  - A.  Voluntary (by parties)
  - B.  Involuntary (by court)
2.  Pre-Trial Settlement
3.  Judgment on the Pleadings
4.  Summary Judgment
5.  Trial
  - A.  Bench Trial
  - B.  Jury Trial
    1.  Dismissal after jury selected
    2.  Settlement during trial
    3.  Judgment on Verdict
    4.  Directed Verdict or JNOV

## ADR

1. Was mediation utilized?  Yes  No
2. If Yes, was it (check if applicable)
  - court annexed?
  - court mandated?
3. Binding Arbitration Agreement  Yes  No  
If Yes, what matters were subject:
  - Child Custody
  - Visitation/Parenting Time
  - Parenting Plan

## Relief Granted (Check all that apply)

1.  Ex Parte Relief
2.  Temporary Relief
3.  Final Relief
  - a.  Divorce/Annulment/Separate Maintenance
  - b.  Child Custody  
Parenting Plan?  Yes  No  
Custodial Arrangement?  Yes  No  
If Yes, check one:
    - Joint Custody
    - Joint Legal Custody
    - Joint Physical Custody
    - Sole Custody to: \_\_\_\_\_  
14 year old parental selection?  Yes  No
  - c.  Visitation or Parenting Time  
Approx. Parenting Time (days per year)  
Mother \_\_\_\_\_ Father \_\_\_\_\_  
Parenting Time Contested?  Yes  No
  - d.  Child Support  
Forms attached?  Yes  No
  - e.  Legitimation/Paternity
  - f.  Alimony
  - g.  Contempt
  - h.  Equitable Division
  - i.  Protective Order
    - Person  Property
    - Finding of Family Violence?
  - j.  Adoption
  - k.  Attorneys Fees?  
If Yes, enter amount: \_\_\_\_\_  
to whom: \_\_\_\_\_
  - l.  Other (Specify) \_\_\_\_\_
4.  Dismissed prior to granting of relief.

IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA

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

v.

\_\_\_\_\_,  
Defendant.

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\*  
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Civil Action No. \_\_\_\_\_

**REQUEST FOR CIVIL UNCONTESTED HEARING**

**Please complete the attached form and return to:** Forsyth County Superior Court Clerk, 100 Courthouse Square, Suite 010, Cumming, GA 30040, Attention: Civil Division.

- 1) All information requested **MUST** be provided or you will not be assigned a court date.
- 2) Please include a self-addressed stamped envelope so a copy of the completed form with a court date assigned may be returned to you.
- 3) You are responsible for notifying all other necessary parties and attorneys of the court date assigned and filing a Certificate of Service with the Court.
- 4) **PLEASE NOTE: UNCONTESTED HEARINGS ARE DONE ONCE PER MONTH.**

Name of Attorney or Party requesting hearing: \_\_\_\_\_

Name(s) of opposing counsel: \_\_\_\_\_

Purpose of Hearing (Divorce Final, Name Change Final, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*TO BE COMPLETED BY CLERK'S OFFICE\*\*\***

**RULE NISI FOR UNCONTESTED ONLY**

A hearing concerning the above referenced matter having been requested, the parties are  
Hereby ordered to appear on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at  
10:00 A.M. in Courtroom \_\_\_\_\_ of the Forsyth County Courthouse.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Deputy Clerk

Date returned to requesting party: \_\_\_/\_\_\_/\_\_\_

IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA

In re Name Change of:

\_\_\_\_\_  
Petitioner

\*  
\*  
\*  
\*

Civil Action File No. \_\_\_\_\_

CONSENT FORM

The undersigned are the parents of the minor child \_\_\_\_\_.  
They understand that \_\_\_\_\_ is filing a Petition to Change  
Name in the Superior Court of Forsyth County, Georgia, seeking to change the name of  
the minor child from \_\_\_\_\_ to  
\_\_\_\_\_.

The undersigned hereby state that they have not abandoned said minor child, nor  
have they failed for a continuous period of five years or more to support the minor child.  
The undersigned have been advised of the reasons for said name change and the  
undersigned hereby consents to the filing of said Petition for Name Change and to the  
aforesaid change of name.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Petitioning Parent

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of other Parent

\_\_\_\_\_  
Address

IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA

In re Name Change of:

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

Civil Action File No. \_\_\_\_\_

**VERIFICATION**

Personally appeared before the undersigned officer, duly authorized to administer oaths in the State of Georgia, \_\_\_\_\_, Petitioner and \_\_\_\_\_ other parent, who after having first been duly sworn, deposes and states on oath that the information contained within the foregoing Consent Form are true and correct according to the best of his/her knowledge and that said Consent was freely and voluntarily given.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Signature of other Parent

\_\_\_\_\_  
Name of Petitioner

\_\_\_\_\_  
Name of other Parent

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

Sworn and subscribed before me  
This \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

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

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

IN THE SUPERIOR COURT OF FORSYTH COUNTY  
STATE OF GEORGIA

In re Name Change of:

\_\_\_\_\_  
Petitioner

\*  
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\*  
\*

Civil Action File No. \_\_\_\_\_

ACKNOWLEDGEMENT OF SERVICE

The undersigned, \_\_\_\_\_, who is the parent or legal guardian of the minor child referenced above, hereby acknowledges due and legal process of the Petition for Name Change which has been filed in the Superior Court of Forsyth County, Georgia, by \_\_\_\_\_, Petitioner, and states that he/she has received a copy of said Petition in the above-referenced case. The undersigned hereby waives any and all further notice, service and issuance of process

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_  
Address  
\_\_\_\_\_

Sworn to and subscribed before me

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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