

# Instructions for Name Change of Adult

## GENERAL COMMENTS

**The Judges, the Clerk of Court, the Deputy Clerks, or other Court personnel, ARE NOT allowed to answer any questions concerning the preparation of these forms. State Law O.C.G.A. §1519-51 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.

## WHAT IS THE LAW ABOUT CHANGING NAMES IN GEORGIA?

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.

## **LIST OF FORMS YOU MUST COMPLETE**

1. Petition to Change Name of Adult
2. Verification of Name Change Petition
3. Notice of Petition to Change Name of Adult
4. General Civil Case Filing Information Form
5. Final Order Changing Name of Adult
6. General Civil Case Final Disposition Information Form
7. Pro-Se Contact Information Form

### **Follow These Steps:**

1. It is important to print neatly and to use black ink on all forms.
2. If a form requires a notary public signature, you will be required to swear under oath that all of the information on the form is truthful. Do not sign the form until you are in front of a notary public.
3. The forms must be efiled, you can do so at the Clerk's Office efile hub.
4. Arrange for publication at the Gainesville Times.
5. Wait the required time and efile the Affidavit and Newspaper clipping mailed to you.
6. Schedule and attend the court hearing.
7. Purchase certified copies of the final order as needed.

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

In re the Name Change of

\_\_\_\_\_  
Petitioner

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)  
)  
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Civil Action

File No. \_\_\_\_\_

**PETITION TO CHANGE NAME OF ADULT**

The Petitioner files this Petition to Change Name of Adult, and states the following in support of the petition.

1.

The Petitioner's name is \_\_\_\_\_, and she or he resides in Hall County, Georgia. Therefore, jurisdiction and venue are proper in this Court.

2.

The Petitioner was born on \_\_\_\_\_:

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

in \_\_\_\_\_ County, State of \_\_\_\_\_, United States

outside the United States, in \_\_\_\_\_.

3.

The petitioner wants to change his or her name from \_\_\_\_\_  
to \_\_\_\_\_.

4.

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

The reason for this name change is as follows: \_\_\_\_\_

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5.

This Petition is not submitted with the intention of defrauding another of any right under the law.

**THEREFORE**, the Petitioner asks that the Petitioner's name be changed as provided in Paragraph 3 above.

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

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

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

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

\_\_\_\_\_  
Phone: \_\_\_\_\_

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

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

In re the Name Change of

\_\_\_\_\_  
Petitioner

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Civil Action

File No. \_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_, personally appeared before the undersigned Notary Public, and declare under oath that I am a party in the above styled action and that the facts stated in the foregoing *Petition to Change Name of Adult* are true and correct to the best of my knowledge.

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

\_\_\_\_\_  
Print Name

**NOTARY PUBLIC**

Sworn and subscribed before me

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

\_\_\_\_\_  
Notary Public, State of Georgia

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

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

In re the Name Change of \_\_\_\_\_,  
Petitioner

)  
)  
) Civil Action  
) File No. \_\_\_\_\_  
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**NOTICE OF PETITION TO CHANGE NAME**

An action was filed in the Superior Court of Hall County on \_\_\_\_\_, to change the Petitioner's name as follows:

Petitioner's name: \_\_\_\_\_

Desired new name: \_\_\_\_\_

Any interested party has the right to appear in this case and file objection before the final judgment is ordered in this case.

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

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

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

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

Phone: \_\_\_\_\_

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

## General Civil and Domestic Relations Case Filing Instructions

1. Provide the class of court and county in which the case is being filed.
2. Provide the plaintiff's and defendant's names.
3. Provide the plaintiff's attorney's name and Bar number. If you are representing yourself, provide your own name and check the self-represented box.
4. Provide the type of case by checking only *one* appropriate box. Cases can be either general civil or domestic relations and only *one* type of case within those categories. Check the case type that most accurately describes the primary case. If you are making more than one type of claim, check the case type that involves the largest amount of damages or the one you consider most important. See below for definitions of each case type.
5. Provide the type of post-judgment action, if applicable, by checking the appropriate box. Post-judgment cases are those that seek to enforce or modify an existing judgment. If the case is a post-judgment matter, an initial case type in the general civil and domestic relations boxes must be checked.
6. Provide an answer to the four questions by checking the appropriate boxes and/or filling in the appropriate lines.

### Case Type Definitions

#### General Civil Cases

**Automobile Tort:** Any tort case involving personal injury, property damage, or wrongful death resulting from alleged negligent operation of a motor vehicle.

**Civil Appeal:** Any case disputing the finding of a limited jurisdiction trial court, department, or administrative agency.

**Contract:** Any case involving a dispute over an agreement between two or more parties.

**Garnishment:** Any case where, after a monetary judgment, a third party who has money or other property belonging to the defendant is required to turn over such money or property to the court.

**General Tort:** Any tort case that is not defined or is not attributable to one of the other torts.

**Habeas Corpus:** Any case designed to test the legality of the detention or imprisonment of an individual, not the question of guilt or innocence.

**Injunction/Mandamus/Other Writ:** Cases involving a written court order directed to a specific person, requiring that person to perform or refrain from performing a specific act.

**Landlord/Tenant:** Any case involving landlord/tenant disputes wherein the landlord removes a tenant and his/her property from the premises or places a lien on tenant property to repay debt.

**Medical Malpractice Tort:** Any tort case that alleges misconduct or negligence by a person in the medical profession acting in a professional capacity, such as doctors, nurses, physician's assistants, dentists, etc.

**Product Liability Tort:** Any tort case that alleges injury is caused to a person by the manufacturer or seller of an article due to a defect in, or the condition of, the article sold or an alleged breach of duty to provide suitable instructions to prevent injury.

**Real Property:** Any case involving disputes over the ownership, use, boundaries, or value of fixed land.

**Restraining Petition:** Any petition for a restraining order that does not result from a domestic altercation or is not between parties considered to be in a domestic relationship.

**Other General Civil:** Any case in which a plaintiff requests the enforcement or protection of a right or the redress or prevention of a wrong, but does not fit into one of the other defined case categories.

#### Domestic Relations Cases

**Adoption:** Cases involving a request for the establishment of a new, permanent relationship of parent and child between persons not so biologically related.

**Dissolution/Divorce/Separate Maintenance:** Any case involving the dissolution of a marriage or the establishment of alimony or separate maintenance.

**Family Violence Petition:** Any case in which a protective order from a family member or domestic partner is requested.

**Paternity/Legitimation:** Cases involving the establishment of the identity and/or responsibilities of the father of a minor child or the determination of biological offspring.

**Support – IV-D:** Cases filed by the Georgia Department of Human Services to request maintenance of a minor child by a person who is required, under Title IV-D of the Social Security Act of 1973, to provide such maintenance.

**Support – Private (non-IV-D):** Cases filed to request maintenance of a parent/guardian or a minor child by a person who is required by law, but who is not under the auspices of Title IV-D of the Social Security Act of 1973, to provide such maintenance.

**Other Domestic Relations:** Domestic relations cases, including name changes, that do not adequately fit into any of the other case types.

#### Post-Judgment

**Contempt:** Any case alleging failure to comply with a previously existing court order.

**Modification:** Any case seeking to change the terms of a previously existing court order.

**Other/Administrative:** Any case with post-judgment activity that does not fit into contempt or modification categories.

**Please note:** This form is for statistical purposes only. It shall have no legal effect in the case. The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or court rules. Information on this form cannot be entered into evidence.



## General Civil and Domestic Relations Case Filing Information Form

Superior or  State Court of \_\_\_\_\_ County

**For Clerk Use Only**

Date Filed \_\_\_\_\_ Case Number \_\_\_\_\_  
MM-DD-YYYY

**Plaintiff(s)**

**Defendant(s)**

Last	First	Middle I.	Suffix	Prefix

Last	First	Middle I.	Suffix	Prefix

Plaintiff's Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Self-Represented

**Check One Case Type in One Box**

**General Civil Cases**

- Automobile Tort
- Civil Appeal
- 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
- Dissolution/Divorce/Separate Maintenance
- Family Violence Petition
- Paternity/Legitimation
- Support – IV-D
- Support – Private (non-IV-D)
- Other Domestic Relations

**Post-Judgment – Check One Case Type**

- Contempt
  - Non-payment of child support, medical support, or alimony
- Modification
- Other/Administrative

Check if the action is related to another action(s) 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 O.C.G.A. § 9-11-7.1.

Is an 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.  
 \_\_\_\_\_  
 \_\_\_\_\_

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

In re the Name Change of \_\_\_\_\_,  
Petitioner

)  
)  
) Civil Action  
) File No. \_\_\_\_\_  
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**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 as follows:

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

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

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

\_\_\_\_\_  
\_ JUDGE, Hall County Superior Court  
Northeastern Judicial Circuit

## General Civil and Domestic Relations Case Disposition Form Instructions

1. Provide the class of court and county in which the case is being disposed.
2. Provide the plaintiff's and defendant's names.
3. Provide the reporting party who is the individual completing the form.
4. Provide the attorneys' names and Bar numbers. If parties represented themselves, provide their names and check the self-represented box.
5. Provide the manner of disposition by checking the appropriate box. See below for definitions.
6. Provide an answer to the three questions by checking the appropriate boxes.

### Manner of Disposition Definitions

**Jury Trial:** Cases in which a jury is impaneled to determine the issues of fact in the case. A jury trial should be counted when the jury has been sworn, regardless of whether a verdict is reached.

**Bench/Non-Jury Trial:** Cases in which a judge or judicial officer is assigned to determine both the issues of fact and law in the case. A bench/non-jury trial should be counted when the first evidence is introduced, regardless of whether a judgment is reached.

**Non-Trial Disposition:** Cases in which the disposition does not involve either a jury trial or a bench trial.

**Alternative Dispute Resolution:** If a case was disposed of via a non-trial disposition, and the method of disposition was alternative dispute resolution. Only check if the whole case was resolved via alternative dispute resolution.

# General Civil and Domestic Relations Case Disposition Information Form

Superior or  State Court of \_\_\_\_\_ County

<b>For Clerk Use Only</b>	
Date Disposed _____ MM-DD-YYYY	Case Number _____
	Case Style _____

### Plaintiff(s)

Last	First	Middle I.	Suffix	Prefix
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### Defendant(s)

Last	First	Middle I.	Suffix	Prefix
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reporting Party \_\_\_\_\_

Plaintiff's Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Self-Represented

Defendant's Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Self-Represented

<b>Manner of Disposition</b> <b>Check Only One</b>
<input type="checkbox"/> Jury Trial
<input type="checkbox"/> Bench/Non-Jury Trial
<input type="checkbox"/> Non-Trial Disposition
<input type="checkbox"/> Alternative Dispute Resolution

- Check if any party was self-represented at any point during the life of the case.
- Check if the court ordered an interpreter for any party, witness, or other involved individual.
- Was the case referred/ordered to a court-annexed alternative dispute resolution (ADR) process?

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

	§	
PLAINTIFF	§	
	§	
VS	§	CIVIL ACTION FILE NO.: _____
	§	
	§	
DEFENDANT	§	
	§	

**PRO SE CONTACT INFORMATION**

*\*To avoid a possible delay in distribution of courtesy copies, all handwritten information must be legible.*

<p><b><u>PLAINTIFF</u></b></p> <p>Current Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone Number(s):</p> <p>(____) _____</p> <p>Email Address:</p> <p>_____</p>
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<p><b><u>DEFENDANT</u></b></p> <p>Current Address:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Phone Number(s):</p> <p>(____) _____</p> <p>Email Address:</p> <p>_____</p>
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This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature ( ) Plaintiff ( ) Defendant