

COVER SHEET FOR CHANGING A CHILD'S NAME

The forms presented in this packet are designed to guide you in preparation of your Petition to Change Name of a CHILD(REN). 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. Please type this document, or neatly print in black ink.

Do not fill in the civil action file number, because you will not have that until the Clerk assigns a number to your case. Make sure that everything is signed.

Neither the Clerk of the Superior Court, nor any Deputy Clerk, nor the Law Librarian, Judge, 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. § 15-9-51 procedures and courthouse personnel cannot advise you 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 any questions about the procedure of 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 instructions.

FILING INFORMATION FOR CHILD'S NAME CHANGE

Filing Fee:	\$214	(No Personal Checks)
Publication Cost:	\$ 85	(Pay to Superior Court with filing fee)
YOUR TOTAL COST	\$299	

NOTE:

Once you have received the minor name change order, signed by the Judge, you must send (1) a certified copy of the order, (2) a money order for \$25, and (3) a color photocopy of your photo ID to:

**Georgia Department of Vital Records
1680 Phoenix Blvd. #100
Atlanta, GA 30349
404-679-4702**

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

In Re the Name Change of the Child(ren):

Civil Action No. _____

(Minor Child(ren))

PETITION TO CHANGE NAME(S) OF MINOR CHILD(REN)

The Plaintiff files this Petition to change Name(s) of Minor Child(ren) and shows the following in support of this petition:

1.

The Plaintiff's name is _____ and she/he resides in _____ County, Georgia.

2.

The Plaintiff's relationship to the child(ren) is [Check only one box]:

Mother Father Legal Guardian

3.

Check only one (1) box

a. The minor child(ren) live with the Plaintiff in _____ County, Georgia.

b. The minor children do not live with the Plaintiff, She/He/They live with _____ (who is the
 Mother Father Legal Guardian)
in _____ County, Georgia.

4.

Plaintiff desires to change the name(s) of said minor child(ren) as follows:

Current Name of Child	Year of Birth	Proposed New Name

5.

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

6.

The mother of the child(ren) is named _____

Her address is _____

and she [Check one]:

- a. Has consented to this name change and has acknowledged service; the signed consent and acknowledgement of service shall be filed with this Petition.
- b. Is deceased.
- c. Abandoned the child(ren) on or about the ____ day of _____, 20__.

d. Has not contributed to the support of the child(ren) for a continuous period of as least five (5) years immediately preceding the filing of this Petition. The last date on which the mother paid child support was on the ____ day of _____, 20__.

7.

The father of the child(ren) is named _____.

His address is _____.

and he [Check one]:

- a. Has consented to this name change and has acknowledged service; the signed consent and acknowledgement of service shall be filed with this Petition.
- b. Is deceased.
- c. Abandoned the child(ren) on or about the ____ day of _____, 20__.
- d. Has not contributed to the support of the child(ren) for a continuous period of as least five (5) years immediately preceding the filing of this Petition. The last date on which the mother paid child support was on the _ day of _____, 20__.

8.

Check one

- a. There is no legal guardian for the child(ren), other than the parent(s).
- b. Both parents are deceased or have abandoned the child(ren), and the guardian of the child(ren) is _____, whose address is _____

_____ and s/he has consented to this name change and the acknowledge services; the signed consent and acknowledgement of service shall be filed with this petition.

WHEREFORE, Plaintiff respectfully prays for the following:

- (a) That the name of the minor child(ren) be changed to the name(s) listed in Paragraph four (4) of this Petition.
[Check only one (1) of the following methods of service for each person who must be served. Read the instructions for service first.]
- (b) That the Sheriff's department personally serve the mother / father / person acting as guardian of the minor child(ren).

- (c) That the mother / father / person acting as the guardian of the minor child(ren) be served by certified mail, because they reside outside the State of Georgia.
- (d) That the court order service by publication for serve the mother / father / person acting as guardian for the minor child(ren) because the address(s) is/are unknown.
- (e) That the mother / father / person acting as the guardian for the minor child(ren) has signed a Consent and Acknowledgement of Service.
- (f) And such other relief as the Court deems necessary and proper.

Respectfully submitted, this _____ day of _____, 20__.

Plaintiff, Pro Se (Signature)

Printed Name: _____

Address: _____

Phone (day): _____

STATE OF GEORGIA

COUNTY OF BIBB

VERIFICATION

Personally appeared before the undersigned officer authorized by law to administer oaths, the deponent herein, who, an oath, deposes and says that the facts contained in the foregoing document are true and correct.

Plaintiff

Sworn to and subscribed before me

this ____ day of _____, 20_____.

Notary Public

AFFIDAVIT FOR PERSON FILING CASE WITH NO ATTORNEY
(All questions must be answered.)

Plaintiff

vs.

Civil Action No. _____

Defendant

PERSONALLY appeared before me the undersigned officer, _____
(Affiant)

who after being duly sworn deposes and states under oath the following:

- (1) That affiant has this date filed a suit for divorce or other complaint in this County and does not have an attorney at law representing affiant.
- (2) (a) Affiant further states that the following person prepared the Complaint and/or other papers.

Name of Person (and business name) who prepared papers

Address of such person and business

Telephone number of such person and business

- (b) Affiant state that said person who prepared the paper (was/was not) paid to prepare the papers. The total amount paid \$_____.
- (3) Affiant further states that there (is/is not) any further money due anyone for assisting in the preparation of said papers. If affiant owes money to the preparer the amount is \$_____.
- (4) Affiant has not paid or given anyone any other consideration of money for helping in preparing the paper, except the following, _____.
- (5) Did the preparer of the papers tell you what information, or give you advice regarding the information to put in any of your paper? (YES / NO)
- (6) Did the preparer give you any advice about how to file your papers? (YES / NO)
- (7) Did the preparer give you any advice about how to present your case to the judge? (YES / NO)
- (8) Are you willing to discuss this matter with a State Bar or Georgia investigator? (YES / NO)

I have answered all the about questions truthfully, under criminal penalties of perjury.

Sworn to and subscribed before me
this _____ day of _____, 20____.

Affiant

Address

Notary Public
My Commission Expires _____

City State Zip

Phone No. (required): _____

SUPERIOR COURT OF BIBB COUNTY
PARTIES INFORMATION SHEET
TO BE FILED WITH COMPLAINT/PETITION

Plaintiff's Contact Information:

Plaintiff's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Defendant's Contact Information:

Defendant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____

Cell Phone Number: _____

Email Address: _____

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

In Re the Name Change of the Child(ren):

Civil Action No.: _____

(Minor Child(ren))

NOTICE OF PETITION TO CHANGE NAME

I, _____, filed this petition to the Superior Court of Bibb County, Georgia on the ____ day of _____, 20____, to change the name(s) of minor child(ren) as follows:

Current Name of Child	Year of Birth	Proposed New Name

Any interest or affected party has the right to appear in this case and file objection within thirty (30) days as set forth in O.C.G.A. § 19-12-1(f)(2) and (3).

This _____ day of _____, 20_____.

Plaintiff, Pro Se (Signature)

Printed Name: _____

Address: _____

Phone No.: _____

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

In Re the Name Change of the Child(ren):

Civil Action No. _____

(Minor Child(ren))

**CONSENT TO CHANGE NAME(S) OF MINOR CHILD(REN) and
ACKNOWLEDGEMENT OF SERVICE**

My name is _____ . My address is

_____.

My relationship to the child(ren) in this action is [Check one box]:

Mother Father Person acting as Guardian

I have received a copy of the Petition that was filed by _____
to change the name(s) of the child(ren) and I hereby give my consent to the name(s) being
changed as follows:

Current Name of Child	Year of Birth	Proposed New Name

3.

I consent to both jurisdiction and venue as states in the Petition. So long as any final order in this action is consistent with this consent form, then I waiver formal process, further notice, and my right to a hearing, and if I am on active duty in the Armed Forces, I also waive my rights under the Soldiers and Sailors Relief Act, 50 U.S.C § 521. I give my consent for the Court to hear this matter, as soon as possible, after thirty (30) days.

Should further notice be required for any reason, the notice should be mailed to me at the address shown in Paragraph One (1) above.

IN WITNESS WHEREOF, I have voluntarily signed my name, this _____ day of _____, 20__.

(Signature)

[Check one]: Mother Father Guardian

Printed Name: _____

Address: _____

Phone No.: _____

Sworn to and subscribed before me
this _____ day of _____, 20__.

Notary Public (Seal)

ATTACHMENTS

Parenting Plan

Child Support Order Addendum

Case Disposition Form & 3907 Form

Other _____

General Civil and Domestic Relations Case Disposition Information Form

Superior or State Court of _____ County

For Clerk Use Only

Date Disposed _____ Case Number _____
MM-DD-YYYY

Case Style _____

Plaintiff(s)

Defendant(s)

Last	First	Middle I.	Suffix	Prefix

Last	First	Middle I.	Suffix	Prefix

Reporting Party _____

Plaintiff's Attorney _____

Bar Number _____

Self-Represented

Defendant's Attorney _____

Bar Number _____

Self-Represented

Manner of Disposition
Check Only One

Jury Trial

Bench/Non-Jury Trial

Non-Trial Disposition

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?

eFile and Serve Registration & Quick Tips

(PLEASE PRINT CLEARLY)

- Email: _____
 - Address: _____

 - Phone #: _____
 - Security Question? EX: What high school did you attend?
Q _____
A _____
 - Password: Abcd1234
 - Click on link sent to your email to activate your account.
 - Login to www.efilega.com from Kiosk or phone and change your password under manage security.
 - Scan documents
 - File your case
 - Tutorials and user guides are available online. To learn more, visit www.efilega.com
-

Case / Envelope #: _____

Cases filed with an agreement: File your Request Letter 46 days after filed date:

Cases filed with Sheriff Service: File your Request Letter 46 days after defendant has been served. You will receive notification once the defendant has been served with the email that you have on file.

Divorce by Publication: File Request Letter 60 days after 1st day of Publication; Publisher's Affidavit must be on file.

Adult Name Change: Take filed stamp Notice of Name Change to The Telegraph, File Request Letter 46 days after filing date, Publisher's Affidavit must be on file.

Minor Name Change: File Request Letter 46 days after filing date, , Publisher's Affidavit must be on file.

YOU MUST NOTIFY THE CLERK'S OFFICE OF ANY ADDRESS CHANGES OR TO UPDATE YOUR EMAIL ADDRESS BY FILING A NOTICE TO CHANGE ADDRESS.

Clerk Assisted: _____