

INSTRUCTIONS FOR NAME CHANGE OF MINOR CHILDREN

WHAT THIS FORM DOES NOT DO:

- The legal procedure of a name change does not change the legal status of the child or the father in any way.
- If you are the father of a child born out of wedlock, and you want to become the legal father, you must use a different procedure called “Legitimation.” The Cherokee County Court Administration has the forms for that procedure as well. You may change the child’s name in the Legitimation action, and do not have to file a separate name change petition.
- If you are a mother or father who wants to have a court decide who is the child’s father, you must file a Paternity action.
- If you are the natural parents of a child born out of wedlock in Georgia, and you have not married each other and want to change the child’s birth certificate to show the father and change the child’s name, you do not have to file a court action. Instead, you may file a simple form with the Georgia Bureau of Vital Records. This form is called *Application for an Amended Certificate of Birth by Legitimation* (form # 3929), and it is available from the Vital Records Office.

WHAT IS THE LAW ABOUT CHANGING NAMES IN GEORGIA?

Court cases that are only about changing names are covered by Official Code of Georgia § 19-12-1 through 19-12-4 and § 31-10-23(d). Other court cases can also include name changes as part of the case. These include legitimations, paternity actions, and divorces. Each of these actions has its own part of the Official Code of Georgia, and is not included in this packet of forms.

GENERAL COMMENTS

It is a good idea to talk to a lawyer before filing any court action. This name change is no exception to that rule. There are often more issues involved than you might realize if you fail to get legal advice. If you do talk to a lawyer before filing this action, it is a good idea to review the forms and instructions in this packet before you talk to the lawyer, so that you will be able to make the best use of time with the lawyer.

State law, **O.C.G.A. § 15-19-51**, prohibits court personnel (including staff attorneys, law clerks, calendar clerks, Clerk’s Office staff, and Sheriff’s Department staff) from giving legal advice or answering legal questions. This rule also applies to the Cherokee County Law Library.

FORMS INCLUDED IN THIS PACKET:

- (1) *Petition to Change Name of Minor Children* – (4 pages)
- (2) *Verification of Name Change Petition* – (1 page)
- (3) *Consent to Change Name(s) of Minor Children & Acknowledgment of Service* – (2 pages; 2 copies of each)
- (4) *Notice of Petition to Change Name(s) of Minor Children* – (1 page)
- (5) *General Civil Case Filing Information Form* – (1 page)
- (6) *Final Order Changing Name(s) of Minor Children* – (2 pages)
- (7) *General Civil Case Final Disposition Information Form* – (1 page)
- (8) *Sheriff's Return of Service Forms* – (one for each person to be served by the Sheriff)

BASIC STEPS FOR NAME CHANGE OF MINOR CHILDREN:

- ☐ **STEP 1:** Fill out the *Petition, Verification, Consent, and Acknowledgment, Notice, and Case Filing Information* forms. Sign the forms in front of a notary public. (Save the *Final Order and Case Disposition Information* forms for later, when you have your final hearing).
- ☐ **STEP 2:** Have one of the *Consent & Acknowledgment* forms completed and signed in front of a notary public by each of the other parent(s) and guardian (if any), unless one of the exceptions applies.
- ☐ **STEP 3:** Make copies of all the forms.
- ☐ **STEP 4:** File forms at the Superior Court Clerk's Office.
- ☐ **STEP 5:** Arrange for publication of the *Notice* in the *The Cherokee Tribune*
- ☐ **STEP 6:** Arrange for service on all parents and guardians (if any), unless they have signed the *Consent and Acknowledgment* form.
- ☐ **STEP 7:** Wait the required time, and prepare the forms for the final hearing.
- ☐ **STEP 8:** Schedule and attend the final court hearing.
- ☐ **STEP 9:** File the *Final Order* and get a certified copy of it.
- ☐ **STEP 10:** (Optional) Change birth certificate(s).

DETAILED INSTRUCTIONS FOR NAME CHANGE OF MINOR CHILDREN:

The rest of these instructions tell you how to fill out each form and complete each step of the process to complete your name change. **Please read these instructions and each form very carefully.** Missing or misreading a word could cause you to make serious errors in your case, causing confusion and delays, and even causing the Court to deny the name changes you are requesting.

You must type or print in **black ink** on any forms you will file in the Cherokee County Courts.

STEP 1(A): PETITION TO CHANGE NAME OF MINOR CHILDREN

- **Caption (Heading):**

Type or print the current names of the minor children on the blanks provided (to the left of the vertical line). Fill in your name on the blank for the Petitioner. If you are one of the parents, list the other parent as the Respondent. If you are not one of the parents, but are a guardian, fill in the name(s) of the children's living parent(s) as the Respondents. If the children do(es) not have any living parents, then leave the Respondent's line blank. Do not fill in the Civil Action Case Number. The clerk will assign a number to your case when you file your *Petition* in the Clerk's Office.

- **Paragraph 1: Name and Residency**

Type or print your name on the blank in this paragraph.

- **Paragraph 2: Relationship to the Children**

Check the box next to the word that describes your relationship to the children. Only people who have a legal relationship (that is, parents and guardians) can change the name of a minor children.

- **Paragraph 3: Names and Birthdates of Children**

Fill in the current name, date of birth, and proposed new name for each child on the chart in this paragraph. Spell the current name exactly as it appears on the child's birth record (including any middle names). Spell the name exactly as you want it to appear on the birth certificate. For example, if your children's names are Mary Smith and John Henry Smith, and you want to change them to Mary Jones and John Henry Jones, it would look like this:

Current Name of Child	Date of Birth	Proposed New Name
Mary Smith	1-20-86	Mary Jones
John Henry Smith	12-13-90	John Henry Jones

- **Paragraph 4: Children's Residence**

If the children live(s) with you in Cherokee County, check the first box.

If the children do not live with you, check the second box. Then, fill in the blanks with the names of the parent or guardian living with the children, and where they live.

- **Paragraph 5: Reasons for Name Change**

Explain your reasons for the name change in this section. The court needs to know why the name change would be in the best interests of the children. Be clear and reasonably complete, but keep it short.

- **Paragraph 6: Mother's Name and Address**

Fill in the name of the children's mother and her address. However, if the mother is living in a shelter for victims of family violence, do not list the address of the shelter. Instead, on the space for the address, list only the name of the shelter and the state where it is located.

Then, check one of the boxes. If you are the mother, check the first box (because you will consent to the name change). Otherwise, check the box that applies to the children's mother.

Note: If none of the statements next to the boxes applies to the mother in this case, then you cannot do the name change. This is because the law requires that both parents consent to the name change, unless they are deceased, have abandoned the children, or have not contributed to the children's support for at least the past five (5) years in a row.

- **Paragraph 7: Father's Name and Address**

Fill in the name of the children's father, and his address. However, if the father is living in a shelter for victims of family violence, do not list the address of the shelter. Instead, on the space for the address, list only the name of the shelter and the state where it is located.

Then, check one of the boxes. If you are the father, check the first box (because you will consent to the name change). Otherwise, check the box that applies to the children's father.

Note: If none of the statements next to the boxes applies to the father in this case, then you cannot do the name change. This is because the law requires that both parents consent to the name change, unless they are deceased, have abandoned the child(ren), or have not contributed to the child(ren)'s support for at least the past five (5) years in a row.

- **Paragraph 8: Guardian's Name and Address (if any)**

If the children do not have a legal guardian (other than their parents), check the first box.

If both of the parents are deceased or have abandoned the children, and the children have a guardian, check the second box. However, if the guardian is living in a shelter for victims of family violence, do not list the address of the shelter. Instead, on the space for the address, list only the name of the shelter and the state where it is located.

- **Final Paragraph: Request for Relief and for Service on Parents and Guardians**

- **Request for Name Change**

This part applies in all cases, so there is no box to check on this one.

In all name change cases, if the parents are alive, they must be properly served with the *Petition*. If the children live with someone acting as guardian who is not their parent, then the person acting as guardian must also be served. According to the statute, service can be done in four possible ways, which are explained in more detail in step 6 below. The easiest way to serve them is for them to sign the form called *Consent to Change Name(s) of Minor Children & Acknowledgment of Service*.

If they are not going to sign the *Consent & Acknowledgment* form, you must check the boxes in (b), (c), and (d) of this final section of the *Petition*, showing how you plan to have each parent and guardian served.

When you do have to check any of the service boxes (if both parents have signed the *Consent & Acknowledgment* form), then you do not need to check any boxes about the mother or father in (b), (c), or (d). If the children do not have a person acting as guardian (other than their parents), or if that person has signed a *Consent & Acknowledgment* form, then you do not need to check any of the boxes about the guardian in (b), (c), or (d).

- **Service by Sheriff**

Check box **b** if you need to have the sheriff serve either a parent or a person acting as a guardian. This is the type of service required in most cases.

- **Out-of-State Service**

Check box **c** if you will serve a parent or guardian by certified mail. You can only use this method of service for people who live outside the State of Georgia.

- **Service by Publication**

Check box **d** if you want to serve a parent or guardian by publication. You can only use this method of service for people you cannot find, after making a diligent search. Service by publication requires additional paperwork including an *Affidavit of Diligent Search* and other forms.

- **Finishing this Petition**

Sign your name in the space provided on the last page, and add the date on which you are signing the *Petition*. Write your address and daytime telephone number where Court staff can reach you, if necessary. However, if you are living in a shelter for victims of family violence, do not list the address of the shelter. Instead, on the space for the address, list only the name of the shelter and the state where it is located. Do not even fill in the name of the county. If your address should be kept confidential because of family violence, do not write that address here. Instead, you should write another address here, where you can be sure that you will receive any information that is mailed to you by the court.

STEP 1(B): VERIFICATION

The *Verification* form must be filed with the *Petition to Change Name(s) of Minor Children*. Fill out the caption in the same way you filled it out in the *Petition*. Then, insert your name in the space after the words, "My name is."

Before you sign this *Verification*, remember that you will be swearing under oath that the information you have provided in the *Petition* is true. Therefore, you should re-read the *Petition* one more time, from start to finish, to make sure it is all true. Do not sign it until you are in front of a notary public. The notary must complete the rest of the *Verification* form after you sign it under oath.

STEP 1(C): CONSENT & ACKNOWLEDGMENT FORM

There are two copies of this form in your packet. One is for the mother and one is for the father. You will need to make a third blank copy, if both parents are consenting and there is also a guardian who is consenting (who is not a parent).

- **Caption (Heading):**

Fill out the caption in the same way you did it on the *Petition*.

- **Paragraph 1: Your Name, Address, and Relationship to the Children**

Type or print your name and address on the blanks in this paragraph. If you live in a family violence shelter, do not list the address of the shelter. (See notes above on pages 4 and 5). Check the box next to the word that describes your relationship to the children.

- **Paragraph 2: Petitioner's Name; Names and Birthdates of Children**

Type or print your name on the first blank in this paragraph (near the bottom of page 1 of the form). Then, fill in the current name, date of birth, and proposed new name for each child on the chart in this paragraph, just as you did in paragraph 3 of the *Petition*.

- **Signature**

Do not sign this form until you are in front of a notary public. When you sign, check the box under your signature that describes your relationship to the children.

STEP 1(D): NOTICE

On the first blank in the main part of the form, fill in your name. On the appropriate blanks, fill in the date you are filing the *Petition*. On the lines on the left side, fill in the current names of the minor children. On the lines on the right side, fill in the proposed new names of the minor children. At the bottom, fill in the date you are signing the form, and sign your name on the blank provided. Print or type your name and address on the lines below your signature. Make sure your address is complete, so the *The Cherokee Tribune* can send you the proof of publication.

STEP 1(E): NON-DOMESTIC GENERAL CIVIL CASE FILING INFORMATION FORM

- **Caption (Heading):**

This is located on the top left portion of the form. Do not fill in the Case number and Division. The clerk will do that when you file the case. On the lines just underneath the Case Number, type or print the caption of the case, just as it appears on the *Petition*.

- **Petitioner's Information**

This is located on the top right portion of the form. Type or print your current name, address, and telephone number on the spaces provided.

- **Respondent's Information**

This is located on the right side of the form. Leave this section blank.

- **Type of Case and Origin:**

This is located in the boxes in the center of the form. Check the box next to "Name Change." In the area labeled "ORIGIN," check the box or "Original Proceeding."

- **Related Cases**

This is located at the bottom section on the form. If there have not been any other cases in this court about you, leave this section blank. Just sign your name at the bottom and fill in the date.

However, if there have been other cases about you in the Superior Court of Cherokee County (for example, divorce, child support, criminal cases, TPO), then you must fill in this section. To complete this section, fill in the name of the Judge and the Case Number of the other case. Check the box next to the words "Same issue of fact or grows out of the same transaction." Then, sign your name at the bottom and fill in the date.

STEP 1(F): NOTARY PUBLIC

After you fill out all of the forms, review them to make sure they are complete and accurate. Then, take them to a notary public and sign them in front of the notary.

STEP 2: SIGNED CONSENT & ACKNOWLEDGMENT FORMS

Each of the parents has to sign one of the *Consent & Acknowledgment* forms, unless one of the following exceptions applies:

- The parent is deceased, OR
- The parent has abandoned the children, OR
- The parent has not contributed to the support of the children for a continuous period of at least 5 years immediately before you file the *Petition*.

If both parents are deceased, or have abandoned and failed to support the children, then the person acting as guardian must sign the *Consent* form. If only one of the parents fits one of the exceptions, then that parent does not have to sign a *Consent* form, but the other parent must sign one.

On each of the *Consent to Change Name(s) of Children & Acknowledgment of Service* forms that will be signed by others, complete them as follows:

- **Caption (Heading):**

Fill out the caption in the same way you filled it out on the *Petition*.

- **Paragraph 1: Name, Address, and Relationship to the Children**

The parent or guardian signing the form should fill in their name and address on the appropriate blanks, and then check the box showing their relationship to the children.

- **Paragraph 2: Petitioner's Name, Names, and Birthdates of the Children**

Type or print your name on the first blank in this paragraph (near the bottom of page 1). Then, fill in the current name, date of birth, and proposed new name for each child on the chart in this paragraph, just as you did in paragraph 3 of this *Petition*. Be sure to spell the old names exactly as they appear on the current birth certificates and the new names exactly as you want them to be on the new, amended birth record.

- **Signature**

You cannot sign this form. The parent or guardian must sign it, but not until they are in front of a notary public. They should also check the box that describes their relationship to the children.

STEP 3: COPYING

Check to make sure you have completed all of the forms needed and that they have all been signed (in front of a notary, where necessary). (Check page 2 of these instructions for a list of all of the needed forms). Then, make one copy of each of the forms for each parent and guardian, with one copy of every form in each set. Clip each set with a paper clip.

STEP 4: FILING

Take all of the sets of forms to the Cherokee County Superior Court Clerk's Office to be filed. There is a court filing fee for a name change action (the exact amount can be obtained from the Clerk's Office). You will also have to pay a separate fee for the *The Cherokee Tribune* to publish the notice of name change. These fees can be paid by cash, check, or money order. Be sure to bring a form of payment with you to the Clerk's Office, and remember that the two fees will have to be paid separately.

Note: If you have a low income and feel that you cannot afford to pay these fees, you can ask the Court to waive the court filing fee (but not the publication fee). To do this, you should file *Poverty Affidavit* and *Order on Poverty Affidavit* forms along with your other forms that you have taken to the Clerk's Office. A judge must sign the *Order* approving the *Poverty Affidavit*, before the filing of your case can be completed by the Clerk's Office staff. If the judge signs the order of approval, your filing fee is waived and the case will proceed. If the judge does not approve your *Poverty Affidavit*, you must pay all fees before your case will proceed.

Tell the clerk if there have ever been cases about you in this court so that the case can be assigned to the proper judge. If your paperwork is complete, the clerk will keep the originals for the Court's file. Once your fees have been paid or a *Poverty Affidavit* has been approved by the judge, the clerk will write the case number on the top of

the set of your copies, stamp them, and return them to you. Keep these copies for your records. Ask the clerk which judge has been assigned to the case, and get the name and phone number of that judge's calendar clerk.

Unless you filed *Consent & Acknowledgment* for each parent and guardian, you must also arrange service. The other copies of your papers will be used in service. In addition, you need to arrange for publication of the *Notice*.

STEP 5: PUBLICATION OF NOTICE

Publication is required in *all* name change cases, even if all parents and guardians have consented and acknowledged service. While filing your case at the Clerk's Office, give the clerk the *Notice* and payment for the publication fee (**check or money order**) made out to the *The Cherokee Tribune*. The Clerk will forward the *Notice* and payment to *The Cherokee Tribune*.

After the *Notice* has been published for four weeks, the Publisher's Affidavit will automatically be placed in your file for court. You will need this document at your final hearing in order to show the judge that the notice was published.

STEP 6: SERVICE

Service is the required formal process of notifying the parents and guardians that the name change case has been filed. There are four ways for service to be completed: (1) the parent or guardian signs an *Acknowledgment of Service*, (2) service by the Sheriff's Department or other approved process server, (3) by certified mail, or (4) by publication.

- **Service by *Acknowledgment of Service***

This is the easiest and least expensive method, but only if the parent or guardian is cooperative and willing to sign an *Acknowledgment of Service* form in front of a notary public. You cannot sign for them, and you cannot sign as the notary witnessing their signature, nor is it good enough for them to sign without the signature being witnessed by a notary public. In this packet, the *Acknowledgment of Service* is combined with the *Consent to Change Names*. See step 2 above for the instructions about this form.

So long as every parent and guardian (if any) signs a *Consent* and *Acknowledgment* form, no other type of service is required in your case. However, if any parent or guardian does not sign this form, then that parent or guardian must be served by one of the methods explained below.

- **Service by Sheriff's Department**

This is the usual way for service to be completed (if an acknowledgment is not signed). It is sometimes called "Personal Service," which means that the deputy sheriff or other court-approved process server hands the papers to the parent or guardian in person. The forms provided by the Superior Court of Cherokee County do not include the special motion and order required to have a special process server appointed. Therefore, if a parent or guardian will not sign an acknowledgment, and you know (or can find out) an address where the person can be served, you should make arrangements for the Sheriff's Department to serve the papers.

If the parent or guardian can be served in Cherokee County, then the Cherokee County Sheriff's Department can serve the papers. You may pay the service fee at the Clerk's Office when you file the case, and leave the service copy of the papers with the clerk. The clerk will forward your payment and legal documents to the Sheriff's Department for service.

Note: If you prefer, you may take the fee and service copy of the papers directly to the Sheriff's Department yourself (after you have completed Step 5 above). The Sheriff's Department is not at the jail; it is located in the Superior Court building.

If the parent or guardian must be served in another county or state, the Cherokee County Sheriff's Department cannot serve the papers. You will need to arrange for service directly with the Sheriff's Department of the proper county. You should find out the amount of the fee, and take or send it to the proper Sheriff's Department, along with the service copy of the papers.

Whether you have service completed by the Cherokee County Sheriff's Department or some other Sheriff's Department, you should make sure the service copy includes the *Sheriff's Entry of Service* form. After the Sheriff's Department completes service, they will send the white and yellow copies to the Clerk's Office, which will then send the yellow copy to you (if you have properly filled out the form).

- **Certified Mail Service**

If the parent or guardian lives outside the State of Georgia, you may use certified mail service. To use this method, mail a copy of the *Petition* and the *Notice* to the person. Use certified mail, with return receipt (the green card). Be sure to include your return address, so that the papers or the green card will be sent back to you by the post office.

When the green card comes back, complete a *Certificate of Service* form and staple the green card to it, with the signature side of the card visible. Make a copy of the *Certificate of Service* with the green card on it. Then, file the *Certificate of Service* with the Clerk's Office in the same way you filed the *Petition* and other papers to start the case.

- **Service by Publication**

This is a method of last resort. If you can find the parent or guardian, you must use one of the other methods of service. If you do not know where that person lives or works, and you cannot find that information out, this is your only choice of service method. You must prove to the Court that you have tried to locate the parent or guardian and cannot find him/her.

To serve by publication, you will need to prepare and file the following two (2) forms:

- ☐ *Affidavit of Diligent Search*, and
- ☐ *Order of Publication, Return of Service, and Order Perfecting Service*

In the *Affidavit of Due Diligence*, you will explain to the Court the steps you took to try to find the parent or guardian. You must make reasonable effort to find the person before you fill out this form, which is available through the Cherokee County Law Library and has its own set of instructions. The other two forms are available through the Clerk's Office.

After you file the forms and if the Court grants permission, the judge will then sign an *Order of Publication*. You will need to pay the cost of publication (\$80.00) at the Clerk's Office. The *Notice of Publication* will then be published in the county's official legal newspaper, called the *The Cherokee Tribune*, four times (usually four weeks in a row). The court clerk is required to mail the *Notice* to the parent or guardian's last known address (which you have provided in the *Affidavit of Diligent Search*), and then to complete the *Return of Service* part of the 3- section form listed above.

To be on the safe side, you should also mail a set of all the papers, called the "service copy," to the person's last known address. Be sure to put enough postage on it, and be sure to list a return address so that the post office can return it to you if they are unable to deliver it.

After the *Notice of Publication* has been published all four times, you should receive an *Affidavit of Publication* from the *The Cherokee Tribune* stating that publication is complete. You must bring this *Affidavit of Publication* with you to your hearing in order to prove that service by publication has been completed. Usually the judge will then sign the *Order Perfecting Service* (part of the three-part form listed above) at the hearing, showing that the Court has reviewed the service and finds that it was done properly.

If you later find out where the parent or guardian lives or works (before the case is over), you should arrange for the Sheriff's Department to serve the person or for the person to acknowledge service.

STEP 7: WAIT AND PREPARE FOR FINAL HEARING

If all the parents and guardians (if any) live in the State of Georgia, the required waiting period is **30 days from the date of service** on the last person served. If any of the parents or guardians lives outside the State of Georgia, the waiting period is **60 days from the date of service**.

In addition, the *Publication of Notice* in the *The Cherokee Tribune* must have been completed. The publication normally runs for 4 weeks, so it will usually be completed at approximately the same time as the waiting period.

- **Final Order for Changing Names of Minor Children:**

Fill in the caption the same way you did on the *Petition*. Fill in the Case Number with the same number the Clerk wrote down when you filed the case.

Fill in the current (old) name, date of birth, and proposed new names for each child on the chart in the body of the *Order*. Be sure you spell the names exactly as you want it to appear on official records in the future. Leave the rest of the form blank. The judge will fill in the remainder of the form at your final hearing.

- **General Civil Case Final Disposition Information Form:**

Check the box next to the word "Superior" in the upper left-hand corner of the form.

Fill in "Cherokee" in the space provided for the county. Fill in the Case Number on the space for the Docket Number. Fill in your name as the Reporting Party; fill in your title, which is "Petitioner."

Fill in your name on the line for the "Name of Plaintiff/Petitioner." Check the box for "Self-Represented." Do not fill in the spaces provided for the Respondent.

Under "Type of Disposition," check the box for Bench Trial (#6).

Do not fill in the "Award" section or the "Judgment on Verdict" section. Leave them blank.

Under "ADR," check the box for "No."

STEP 8: FINAL HEARING

Contact the calendar clerk for the judge assigned to your case, and schedule your final hearing. (Some judges require you to make an appointment, and others will just have certain days and hours when you can come in for this type of hearing). Make sure you have your court papers (including the Case Number) in front of you when you make the call, so that you can answer any questions the calendar clerk may have about your case.

When you go to court for your hearing, take a copy of all of the court papers with you, including:

- ☐ *Petition to Change Names of Minor Children*
- ☐ *Consent to Change Names of Minor Children & Acknowledgment of Service*
- ☐ *Publisher's Affidavit (automatically placed in your file after publication completed)*

You also need to take the following forms you completed in Step 7:

- ☐ *Final Order Changing Names of Minor Children*
- ☐ *General Civil Case Final Disposition Information Form*

When you get to the judge's office, tell the staff that you are there for a name change. The staff may ask you for your final order form. When you go into the judge's office, the judge will have you swear to the truth of what you are about to say. Then, tell the judge the following information:

- ☐ Your name
- ☐ The county where you live
- ☐ How you are related to the children
- ☐ That you are asking the judge to grant a name change for the children from your current name of _____ to the proposed name of _____, and
- ☐ The reasons you want to change the names.

If you have not already given the staff your *Final Order* form, offer it to the judge now. The judge may ask you some additional questions. Then, if the judge approves the name change, s/he will sign the *Final Order* form.

STEP 9: FILE FINAL ORDER

Take the signed *Final Order* to the Clerk's Office and have it filed. Ask for a certified copy of the *Order*. There will be a fee for the certified copy. The certified copy is your proof that your name has officially been changed.

STEP 10: CHANGE BIRTH CERTIFICATE AND RECORDS (Optional)

If the children were born in the State of Georgia, you may have their birth certificates changed to show their new name. (The new birth certificate will be marked as "amended").

To change the birth certificate, take or mail the following document to the **Georgia Bureau of Vital Records** at 2600 Skyland Drive NE, Atlanta, GA 30319-3640; telephone: 404-679-4702:

- ☐ Certified copy of *Final Order*
- ☐ Copy of children's current birth certificates
- ☐ Money order made payable to "Vital Records Services"

Tell the Vital Records staff that you have done a name change and you want to amend the birth certificate. If you do it by mail, be sure to provide them with your name and address so that they can send you the amended birth certificates.

If you are the natural parents of a child born out of wedlock, and you have now married each other, you can also add the father's name to the child's birth certificate. Ask the Vital Records staff for the form called *Application for Amended Certification of Birth by Legitimation* (Form #3929). You must both sign the form after you complete it. Return that form to the Bureau of Vital Records, along with a copy of your marriage certificate and the required fee.

Congratulations! Your Name Change of Minor Children is complete!

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

In re the Name Change of Children:

Civil Action File No.: _____

Petitioner.

vs.

Respondent.

PETITION TO CHANGE NAME OF MINOR CHILDREN

The Petitioner files this Petition to Change Name(s) of Minor Children, and states the following in support of the petition:

1

The Petitioner's name is _____, and s/he resides in Cherokee County, Georgia. Therefore, jurisdiction and venue are proper in this Court.

2

The Petitioner's relationship to the children in this action is: *[Check only one (1) box.]*

☐ Mother ☐ Father ☐ Guardian.

3

These are the names, birthdates, and proposed new names of the children from whom the name change is sought:

Current Name of Child	Date of Birth	Proposed New Name

[Check only one (1) box.]

☐ The minor children live with the Petitioner in Cherokee County, Georgia.

☐ The minor children do not live with the Petitioner. They live with _____ in
_____ County, Georgia.

5

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

The reasons for this name change are as follows:

6

The Mother of the children is _____. Her
address is _____ and she:

[You must check only one (1) of the following.]

☐ Has consented to this name change and has acknowledged service; the signed consent and
acknowledgment of service shall be filed with this *Petition*.

☐ Is deceased.

☐ Has abandoned the children.

☐ Has not contributed to the support of the children for a continuous period of at least 5 years immediately
preceding the filing of this *Petition*.

The Father of the children is _____. His address is _____ and he:

[You must check only one (1) of the following.]

- ☐ Has consented to this name change and has acknowledged service; the signed consent and acknowledgment of service shall be filed with this *Petition*.
- ☐ Is deceased.
- ☐ Has abandoned the children.
- ☐ Has not contributed to the support of the children for a continuous period of at least 5 years immediately preceding the filing of this *Petition*.

8

[You must check only one (1) of the following.]

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

_____,
And s/he has consented to this name change and has acknowledged service; the signed consent and acknowledgment of service shall be filed with this *Petition*.

WHEREFORE, the Petitioner asks:

- (a) That the name(s) of the minor children be changed to the names show in Paragraph 3 of the *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 children, because they reside outside the State of Georgia.
- ☐ (c) That the ☐ Mother/ ☐ Father/ ☐ person acting as guardian of the minor children be served by certified mail, because they reside outside the State of Georgia.

☐ (d) That the court ordered service by publication for the ☐ Mother/ ☐ Father/ ☐ person acting as guardian of the minor children, whose address is unknown.

Signed this _____ day of _____.
[month] [year]

(Sign your name here before Notary) Petitioner, *Self-Represented*

Petitioner's name (print or type): _____

Petitioner's Address: _____

Petitioner's Telephone Number: _____

Sworn to and affirmed before me, this
_____ day of _____.

NOTARY PUBLIC
My commission expires: _____
(Notary Seal)

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

In re the Name Change of Children:

_____,
Petitioner.

vs.

_____,
Respondent.

Civil Action File No.: _____

VERIFICATION OF PETITION TO CHANGE NAME MINOR CHILDREN

I, _____, personally appeared before the undersigned Notary Public, and declare under oath that I am the Petitioner in the above-styled action and that the facts stated in the foregoing *Petition to Change Name of Minor Children* is true and correct.

Signed this _____ day of _____.
[day] [month] [year]

(Sign your name here before Notary) Petitioner, *Self-Represented*

Petitioner's Name (print or type): _____

Petitioner's Address: _____

Petitioner's Telephone Number: _____

Sworn to and affirmed before me, this
_____ day of _____.

NOTARY PUBLIC

My commission expires: _____

(Notary Seal)

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

In re the Name Change of Children:

Civil Action File No.: _____

_____,
Petitioner.

vs.

_____,
Respondent.

**CONSENT TO CHANGE NAME(S) OF MINOR CHILDREN
and ACKNOWLEDGMENT OF SERVICE**

1

My name is _____. My address is _____.

My relationship to the children in this action is *[Check one (1) box.]*:

☐ Mother ☐ Father ☐ Person Acting as Guardian

2

I have received a copy of the *Petition* being filed by _____
to change the name(s) of the children, and I hereby give my consent to the name(s) being changed as follows:

Current Name of Child	Date of Birth	Proposed New Name

I consent to both jurisdiction and venue as they are stated in the *Petition*. So long as any final order in this action is consistent with this consent form, then I waive 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 Civil Relief Act, 50 U.S.C. § 521. I give my consent for the Court to hear this matter as soon as possible, after thirty days. Should further notice be required for any reason, the notice should be mailed to me at the address shown in Paragraph 1 above.

Signed this _____ day of _____.

[day] [month] [year]

☐ Mother ☐ Father ☐ Guardian

[Sign your name here before Notary and check one box.]

Sworn to and affirmed before me, this
_____ day of _____.

NOTARY PUBLIC

My commission expires: _____
(Notary Seal)

Petitioner's Telephone Number: _____ (Notary _____)

**THE SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA**

In re: the Name Change of Children:

Civil Action File No.: _____

_____,
Petitioner.

VS.

_____,
Respondent.

FINAL ORDER CHANGING NAME OF MINOR CHILDREN

This matter has come before the Court on the Petitioner's verified *Petition to Change Name(s) of Minor Children*. It appears to the Court that the required notice has been published, any necessary parties have been served and acknowledged service, and sufficient grounds exist for the requested relief.

THEREFORE, IT IS HEREBY ORDERED that the name(s) of the following minor children shall be changed as follows:

Current Name of Child	Date of Birth	Proposed New Name

This Order entered on _____ day of _____, 20_____.

**JUDGE, Superior
Court Cherokee
Judicial Circuit**

**THE SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA**

_____,
PETITIONER,

VERSUS

_____,
RESPONDENT.

CIVIL ACTION FILE NUMBER

**RESPONDENT'S ANSWER TO PETITIONER'S
PETITION TO CHANGE NAME OF MINOR CHILDREN**

My name is _____, and I am representing myself in this minor child name change action. In support of my case, I state the following:

1.

Respondent (CIRCLE ONE: ADMITS OR DENIES) the allegations contained in Paragraph 1 of Petitioner's *Petition to Change Name of Minor Children*.

2.

Respondent (CIRCLE ONE: ADMITS OR DENIES) the allegations contained in Paragraph 2 of Petitioner's *Petition to Change Name of Minor Children*.

3.

Respondent (CIRCLE ONE: ADMITS OR DENIES) the allegations contained in Paragraph 3 of Petitioner's *Petition to Change Name of Minor Children*.

4.

Respondent (CIRCLE ONE: ADMITS OR DENIES) the allegations contained in Paragraph 4 of Petitioner's *Petition to Change Name of Minor Children*.

5.

Respondent (CIRCLE ONE: ADMITS OR DENIES) the allegations contained in Paragraph 5 of Petitioner's *Petition to Change Name of Minor Children*.

6.

Respondent (CIRCLE ONE: ADMITS OR DENIES) the allegations contained in Paragraph 6 of Petitioner's *Petition to Change Name of Minor Children*.

7.

Respondent (CIRCLE ONE: ADMITS OR DENIES) the allegations contained in Paragraph 7 of Petitioner's *Petition to Change Name of Minor Children*.

8.

Respondent (CIRCLE ONE: ADMITS OR DENIES) the allegations contained in Paragraph 8 of Petitioner's *Petition to Change Name of Minor Children*.

Signed this _____ day of _____, 20____.

(Sign your name here before notary) Respondent, *Self-Represented*
Respondent's Name (Print or Type): _____
Respondent's Address: _____
Respondent's Telephone Number: _____

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

NOTARY PUBLIC
My Commission Expires: _____
(Notary Seal)

**THE SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA**

CERTIFICATE OF SERVICE

This document certifies that on _____, 20____, I sent copies of the following documents:

ANSWER TO PETITIONER'S PETITION TO CHANGE NAME OF MINOR CHILDREN
to the opposing party by: (CHOOSE ONE: first class mail OR certified mail and return receipt was requested).

The documents were addressed as follows:

Signed this _____ day of _____, 20_____.

(Sign your name here before notary) Respondent, *Self-Represented*

Respondent's Name (Print or Type): _____

Respondent's Address: _____

Respondent's Telephone Number: _____

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

NOTARY PUBLIC

My Commission Expires: _____

(Notary Seal)

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 State Bar number. If you are representing yourself, provide your own name and check the self-represented box.
4. Provide the primary type of case by checking only *one* appropriate box. Cases can be either general civil or domestic relations and only *one* type of primary case within those categories. Check the case type that most accurately describes the primary case. If applicable, check one sub-type under the primary case type. 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 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.

Contempt/Modification/Other Post-Judgment: Any case alleging failure to comply with a previously existing court order, seeking to change the terms of a previously existing court order, or any other post-judgment activity in a general civil case.

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 types of torts listed.

Habeas Corpus: Any case designed to review the legality of the detention or imprisonment of an individual, but not the question of his or her guilt or innocence.

Injunction/Mandamus/Other Writ: Cases involving a written court order directing a specific person to perform or refrain from performing a specific act.

Landlord/Tenant: Any case involving a landlord/tenant dispute if the landlord removed a tenant and his or her property from the premises or placed a lien on the tenant's property to repay a 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 an injury to a person was caused 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 land.

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

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

Domestic Relations Cases

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

Contempt: Any case alleging failure to comply with a previously existing court order. If the contempt action deals with the non-payment of child support, medical support, or alimony, also check the corresponding sub-type box.

Dissolution/Divorce/Separate Maintenance/Alimony: 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.

Modification: Any case seeking to change the terms of a previously existing court order. If the modification deals with custody, parenting time, or visitation, also check the corresponding sub-type box.

Paternity/Legitimation: Cases involving establishment of the identity and/or responsibilities of the father of a minor child or a 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 (42 USC §§ 651-669b) 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 a law other than Title IV-D of the Social Security Act of 1973 (42 USC §§ 651-669b) to provide such maintenance.

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

Please note: This form is for statistical purposes only. It shall have no legal effect in a 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 will not be entered into evidence.

☐ 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
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____

Defendant(s)

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.

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 (the individual completing the form).
4. Provide the attorneys' names and State 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. If this box is checked, then the Non-Trial Disposition box must also be checked. 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

For Clerk Use Only

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 _____ State Bar Number _____ Self-Represented ☐

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

Manner of Disposition Check Only One

- ☐ Jury Trial
- ☐ Bench/Non-Jury Trial
- ☐ Non-Trial Disposition, such as:
- ☐ 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.
- ☐ Check if the case was referred/ordered to a court-annexed alternative dispute resolution process.