

SELF-HELP PROCEDURES FOR FILING PETITION FOR CHANGE OF NAME (ADULT)

These instructions are for an adult who wants a name change. Please read the instruction sheet on General Information for Self-Represented Litigants along with this instruction sheet before proceeding.

There are fees for filing this petition and for service by the Sheriff's Office (if needed). If you cannot pay the fees at the time of filing because of unemployment or insufficient income, you may meet the criteria to be declared indigent. You must complete a Civil Affidavit/Application for Indigent Status with the Clerk of Court. Once you have completed this form, the Clerk of Court will determine if you meet the criteria for indigency. If you meet the criteria, your filing fee will be waived. If obtaining service of process by the Sheriff, you will need to take a copy of the Civil Affidavit/Application to the Sheriff's Office along with your summons and attachments.

The following is a checklist of forms and requirements. Specific instructions are available with each form to assist you in completing them correctly. If you need additional forms you can obtain them from the Clerk of Court, Family Law Division, 1st Floor, M. C. Blanchard Judicial Building, 190 Governmental Center, Pensacola, Florida. Some forms are also on line at www.flcourts.org and/or www.escambiaclerk.com.

Required information and documents to be filed (you may want to use this as a checklist):

1. **** Form 12.982(a) Petition for Change of Name (Adult)
2. **** ELECTRONIC FINGERPRINTS must be submitted for a state and national criminal history records check. Unless you are restoring a former name, you will need to go to the Sheriff's Office to obtain the electronic fingerprint card. There is a \$15.00 fee for this service.
3. **** Notice and Acknowledgment of Limitation of Services (must be filed along with your petition).
4. **** Form 12.982(b) Final Judgment of Change of Name (Adult). **THE FINAL JUDGMENT MUST BE TYPED ACCURATELY AND NEATLY FOR THE JUDGE TO SIGN.** Bring the original Final Judgment plus one copy and a self addressed stamped envelope to the hearing.
5. ****³ Waiver of Personal Appearance on Final Judgment for Change of Name. Only court staff can determine if you are eligible to proceed without a hearing. You will be notified of this after you have filed your Request for Hearing/Trial.
6. **** Form 12.900(a) Disclosure from Non-lawyer (if a person who is not a lawyer helped you complete your paperwork).

Where do I file?

**YOU MUST FILE THE ORIGINAL DOCUMENTS WITH THE CLERK OF COURT
IN THE COUNTY IN WHICH YOU RESIDE**

When ALL required documents have been completed and you believe your case is ready for a final hearing, **FILE YOUR REQUEST FOR HEARING/TRIAL WITH THE CLERK OF COURT ALONG WITH A SELF- ADDRESSED STAMPED ENVELOPE.** Once your case has been reviewed a hearing date, trial date or further instructions will be provided to you by mail. PLEASE DO NOT CALL TO INQUIRE.

NOTICE OF LIMITATION OF SERVICES PROVIDED

This list of forms and procedural information should be considered as a guideline and not legal advice. It is best to consult with your own attorney, especially if your case presents significant issues regarding children, child support, alimony, retirement or pension benefits, assets or liabilities.

The personnel in this self-help program are not acting as your lawyer or providing legal advice to you. Self-help personnel are not acting on behalf of the Court or any judge. The presiding judge in your case may require amendment of a form or substitution of a different form other than any you may have obtained from the clerk's office, the self-help office or a legal forms provider. The form(s) you file are only a request of the Court. The judge is not required to grant the relief requested in a form. The personnel in this self-help program cannot tell you what your legal rights or remedies are, represent you in court or tell you how to testify in court. Self-help services are available to all persons who are or will be parties to a family case. The information you give to and receive from self-help personnel is not confidential and may be subject to disclosure at a later date. Nothing you may tell family court personnel is confidential. If another person involved in your case seeks assistance from this self-help program, that person will be given the same type of assistance you receive.

Clerk's Office Family Law Division: 595-4331

Court Administration Family Law Self Help Office: Division L 595-4407
Division M 595-3735
Division P 595-4497