

PETITION FOR NAME CHANGE (ADULT)

IMPORTANT

DO NOT WRITE ON OR SMUDGE FINGERPRINT CARDS!

IF YOU CHOOSE TO BE FINGERPRINTED BY THE SANTA ROSA COUNTY SHERIFF'S DEPARTMENT, YOU **MUST** DO SO AT THE **MAIN OFFICE OF THE SANTA ROSA COUNTY SHERIFF'S DEPARTMENT IN EAST MILTON**

ONLY THE MAIN OFFICE CAN SUBMIT THE FINGERPRINTS ELECTRONICALLY!

Once you have been fingerprinted and the fingerprints have been submitted electronically, you will need to go to the following website to pay for your criminal background check.

Only credit card payments will be accepted:

<https://www3.fdle.state.fl.us/caps>

You will need your ***transaction control number*** in order to pay for the background check online.

INFORMATION ABOUT THIS PACKET

Before you choose to represent yourself in any action, it is strongly recommended that you seek the advice of an attorney.

The forms included in this packet are for those litigants who choose to represent themselves in court, pro se (without an attorney). The packet may or may not include all the forms you need for your particular situation. Additional forms may be available upon request from the Clerk of Court's office.

It is up to you, the pro se litigant, to determine which forms are appropriate for your situation and to fill the forms out completely and properly. It is also your decision whether or not to use these forms. If you have any questions concerning your legal rights and remedies, please contact an attorney.

The Clerk of Court's Office and the Family Law Pro Se Coordinator cannot give you legal advice. You are representing yourself and you alone are responsible for the correct completion and filing of forms.

For a complete list of forms that are available through the Clerk of Court's Office, please refer to the Family Law Forms, Commentary and Instructions Book. For other information, refer to the Florida Statutes and the Florida Family Law Rules of Procedure.

IMPORTANT INFORMATION AND INSTRUCTIONS FOR PRO SE

ABOUT LEGAL PROCEEDINGS:

- A pro se litigant is a person who represents himself on a legal matter without the legal advice and representation of an attorney licensed to practice law.
- It is highly recommended that you consult with an attorney before deciding to represent yourself in court.
- The Pro Se Coordinator nor the Clerk are attorneys and cannot give you legal advice, represent you in court, tell you what to say, do or write, or tell you about your legal rights and remedies.
- The Pro Se Coordinator can give information and guidance on how the court systems works, what forms are available for your use, local procedures for filing your forms and getting a hearing date and agencies in the community that may be able to assist you.
- It is the pro se litigant's responsibility to file the appropriate pleadings with the Clerk of Court, properly serve the opposing party with a copy of all documents, and make sure that the other party is given sufficient notice of the hearing.
- There is no confidential relationship between Family Law Pro Se Staff and pro se litigants.

ABOUT THE COURT HEARING:

- Be prepared to tell the Court what specific issues are to be addressed. It is recommended that you write down all issues and concerns that you will need to know in court rather than rely on memory.
 - The parties are not allowed to speak to each other. All questions and objections must be directed to the Judge. Address the Judge as "Your Honor" and request permission to address the court before speaking. Do not talk while the Judge is talking.
 - Arrangements should be made in advance for the care of minor children. The court will not address family law issues while the minor child(ren) are present.
 - Be sure to dress appropriately. No shorts, flip flops, slippers, halter or low cut tops, tight or short skirts/dresses.
 - All parties must maintain the utmost respect for the Court and each other at all times.
 - The Court will not tolerate emotional outburst. If you disagree with the Judge's decision, refrain from yelling, cursing, or making rude, threatening or other inappropriate comments.
- CAUTION:** The Judge can hold you in contempt of court for inappropriate actions or words, and you could be find and/or incarcerated.

**COURT ADMINISTRATION, FIRST JUDICIAL CIRCUIT OF FLORIDA
SELF-HELP PROCEDURES FOR FILING A PETITION FOR ADULT NAME CHANGE**

A PETITION FOR NAME CHANGE MAY ONLY BE FILED IN THE COUNTY WHERE YOU LIVE

Attention: If you have ever been convicted of a felony, your civil rights must be restored before you can file a petition for name change. You may contact the Office of Executive Clemency at (850)488-2952 to request information and an application for restoration of your civil rights.

All petitions for name change require fingerprints for a state and national criminal history records check prior to the entry of a Final Judgment, except when a former name is being restored. Upon the filing of the petition, the Clerk of Court will provide instructions and information on the fingerprinting process. The petitioner will be responsible for all costs related to the fingerprinting process and records searches in addition to the Clerk filing fees. Once all searches have been completed, the results will be submitted to the Clerk of Court by the Florida Department of Law Enforcement (FDLE).

The list of forms and procedural information are provided as a self-help service for litigants who choose to represent themselves in Court, pro se (without an attorney) and should be considered only as a guideline and not legal advice. It is always best to consult with your own attorney as to your legal rights and remedies.

Please remember that Clerk and Court personnel cannot act as your lawyer, tell you what your legal rights or remedies are, represent you in court or tell you how to testify in court. The presiding Judge in your case may require amendment of form(s) or substitution of a different form other than those you may have obtained from the Clerk's Office or a legal forms provider. The form(s) you file are only a request and the Judge is not required to grant the relief requested in a form. The information you give to and receive from Clerk and Court personnel is not confidential and may be subject to disclosure at a later date. If there is another person involved in your case, that person will receive the same type of assistance that you receive.

*******PLEASE READ ALL INSTRUCTIONS BEFORE FILING YOUR CASE*******

DOCUMENTS TO BE FILED

(You may use this as a checklist)

1. _____ Petition for Change of Name (Adult) – Form 12.982(a)
2. _____ Final Judgment of Adult Name Change – Form 12.982(b) *****TYPED*****
3. _____ One self-addressed, stamped envelope (this will be used to mail your copy of the Final Judgment once signed by Judge)

Once the required documents have been completed, you must file the originals and the stamped envelope with the Domestic Relations Division in the Clerk of Court's Office. Keep a copy for your records. Once the state and national criminal history records check has been completed and submitted to the Clerk of Court by FDLE, please follow the directions in the instruction sheet given to you at the time of filing.

A hearing may not be required.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding you are entitled at no cost to you to the provision of certain assistance. Please contact: Court Administration ADA Liaison Santa Rosa County 6865 Caroline Street Milton FL 32570 Phone 850-623-3159 Fax 850-982-0602 ADA.SantaRosa@flcourts1.gov at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.