

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, 6865 Caroline Street, Milton, Florida 32570. Some forms are also on line at www.santarosaclerk.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. Please see instructions for payment of this background check included in this packet.**
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.
5. **Waiver of Personal Appearance on Final Judgment for Change of Name**. Only courts 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 a 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 filed, your case will be sent to the Judge. If the Judge requires a hearing, you will receive notice in the mail.

Clerk's Office Family Law Division: 850-981-5552

Court Administration Family Law Self Help Office: 850-981-5588