

NAME CHANGE OF MINOR CHILD PACKET

IMPORTANT NOTE ABOUT THIS PACKET

“Petitioner”: The first and last name of the person who is filing this action

“Respondent”: The other parent or guardian’s first and last name

“Case Number”: Leave this field blank if you are preparing to file a new case

This packet is to be completed by a parent or legal guardian. If you know where the other parent and/or legal guardian reside(s), you must have that person legally served with notice of this petition or obtain their written signed consent. If you do not know the other parent/guardian’s contact information, you should review and complete the [publication packet](#).

Q: What if the other parent is not listed on the birth certificate? Do I still need to have that person served?

A: Yes. You will need to serve the other party at their home address or complete a [publication packet](#) for service by publication if their whereabouts are unknown.

OPTIONAL FORM:

If you are unable to afford the filing fees, you may ask the Court to waive the fees by completing the [Affidavit of Indigence](#) and submit along with your other completed forms to the Clerk of Superior Court.

General Civil and Domestic Relations Case Filing Information Form

Superior or State Court of _____ County

For Clerk Use Only

Date Filed _____ Case Number _____
MM-DD-YYYY

Plaintiff(s)

Last	First	Middle I.	Suffix	Prefix

Defendant(s)

Last	First	Middle I.	Suffix	Prefix

Plaintiff's Attorney _____

Bar Number _____

Self-Represented

Check One Case Type in One Box

General Civil Cases

- Automobile Tort
- Civil Appeal
- 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
- Dissolution/Divorce/Separate Maintenance
- Family Violence Petition
- Paternity/Legitimation
- Support – IV-D
- Support – Private (non-IV-D)
- Other Domestic Relations

Post-Judgment – Check One Case Type

- Contempt
 - Non-payment of child support, medical support, or alimony
- Modification
- Other/Administrative

Check if the action is related to another action(s) 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 O.C.G.A. § 9-11-7.1.

Is an 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.

IN THE SUPERIOR COURT OF GWINNETT COUNTY

STATE OF GEORGIA

CIVIL ACTION
NUMBER: _____

PLAINTIFF

VS.

DEFENDANT

SUMMONS

TO THE ABOVE NAMED DEFENDANT:

You are hereby summoned and required to file with the Clerk of said court and serve upon the Plaintiff's attorney, whose name and address is:

an answer to the complaint which is herewith served upon you, within 30 days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

This _____ day of _____, 20_____.

**Richard T. Alexander, Jr.,
Clerk of Superior Court**

**By _____
Deputy Clerk**

INSTRUCTIONS: Attach addendum sheet for additional parties if needed, make notation on this sheet if addendum sheet is used.

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

In re the Name Change of Child(ren):

Petitioner,

v.

Respondent.

Civil Action

File No.: _____

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

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

1. I reside in Gwinnett County, Georgia. Therefore, jurisdiction and venue are proper in this Court.

2. My relationship to the child(ren) in this action is: [Check only one below.]

- Mother
- Father
- Guardian

3. The current names, birthdates and proposed new names of the child(ren) are:

Current Name of Child	Year of Birth	Proposed New Name

4. *[Check only one of the following.]*

- (a) The child(ren) live(s) with me in Gwinnett County, Georgia.
- (b) The child(ren) do(es) not live with me, but live(s) in Georgia with:

Name of Person

County

5. *[Explain here why you want to change the name(s).]* The reason(s) for this name change is/are as follows:

6. The Mother of the child(ren) is _____

The Mother's address is _____

The Mother: *[Check only one of the following.]*

- (a) Is the person filing this Petition.

- (b) Has consented to this name change and has acknowledged service; the signed consent and acknowledgement of service shall be filed with this Petition.
- (c) Is deceased.
- (d) Has abandoned the child(ren) for the past 6 months immediately preceding the filing of this *Petition* as follows (O.C.G.A. § 19-12-1 (a)(1)) [**check all that apply**]:
 - (1) has not exercised regular visitation
 - (2) has not had meaningful contact with the child(ren)
 - (3) has not contributed to the support of the child(ren)
 - (4) other act(s) of abandonment as otherwise defined in O.C.G.A. § 15-11-2(1).

7. The Father of the child(ren) is _____

The Father's address is _____

The Father: [**Check only one** of the following.]

- (a) Is the person filing this Petition.
- (b) Has consented to this name change and has acknowledged service; the signed consent and acknowledgement of service shall be filed with this Petition.
- (c) Is deceased.
- (d) Has abandoned the child(ren) for the past 6 months immediately preceding the filing of this *Petition* as follows (O.C.G.A. § 19-12-1 (a)(1)) [**check all that apply**]:
 - (1) has not exercised regular visitation
 - (2) has not had meaningful contact with the child(ren)

- (3) has not contributed to the support of the child(ren)
- (4) other act(s) of abandonment as otherwise defined in O.C.G.A. § 15-11-2(1).

8. *[You must check one (and only one) of the following.]*

- (a) There is no legal guardian for these children, other than their parent(s).
- (b) Both parents are deceased or have abandoned the child(ren), and the guardian of the child(ren) has consented to this name change and has acknowledged service; the signed consent and acknowledgement of service shall be filed with this Petition . The guardian’s information is as follows:

Name: _____

Adress: _____

THEREFORE, the Petitioner asks:

(a) That the name(s) of the child(ren) be changed to the names shown in Paragraph 3 of the petition;

(b) That Respondent(s) be served with notice of this Petition as provided by law

[Check one of the following methods of service for each person who must be served.]

(c) That the mother father person acting as guardian of the minor children be personally served;

(d) 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;

(e) That the Court order service by publication for the mother father person acting as guardian of the minor children, whose address is unknown.

Dated: _____

Petitioner *Pro se*

Name: _____

Address: _____

City, State ZIP

Phone: _____

Email: _____

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

In re the Name Change of Child(ren):

Petitioner,

v.

Respondent.

Civil Action
File No.:

VERIFICATION

My name is _____ I hereby swear or affirm, before a notary public, that I have read the *Petition to Change Name of Minor Child(ren)* which I am filing in court with this *Verification*, and the facts stated in the document are true.

Dated: _____

[Signature]Petitioner, pro se

Subscribed and sworn before me on

_____, 20__.

NOTARY PUBLIC

PARENT/GUARDIAN CONSENT

Legal service, or the following written consent must be completed by the child's parent or guardian if they are living and have not abandoned the child.

If both parents are dead or have abandoned the child, the child's guardian must complete the following consent or be legally served.

What is abandonment of a child?

Pursuant to O.C.G.A. § 19-12-1, written consent is not required of a parent who has failed to contribute to the support of the child for a continuous period of five years or more immediately prior to filing this petition.

SERVING THE OTHER PARENT OR GUARDIAN

Other parent/guardian resides in Georgia:

- Acknowledgment of service (completion of the following form); or
- Personal service by Sheriff.

Other parent/guardian resides outside the state of Georgia:

- Certified mail; or
- Statutory overnight delivery.

Other parent/guardian's whereabouts are unknown:

- Seek the court's permission for service by publication. You may request this type of service by completing the [publication packet](#) .

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

In re the Name Change of Child(ren):

Petitioner,

v.

Respondent.

Civil Action

File No.:

**CONSENT TO CHANGE NAME(S)
OF MINOR CHILD(REN) AND
ACKNOWLEDGMENT OF SERVICE**

1. My name: _____

My address: _____

My relationship to the child(ren): Mother Father Guardian

2. I have received a copy of the *Petition* being filed by the Petitioner 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 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, 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 USC §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 One (1) above.

Mother Father Guardian
(Check one & sign in front of Notary Public)

Personally appeared before me on
_____, 20____,
and stated under oath that s/he had read
the foregoing document, understood it,
and signed it voluntarily in my
presence.

NOTARY PUBLIC

Commission expires: _____

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

In re the Name Change of Child(ren):

Petitioner,

v.

Respondent.

Civil Action

File No.: _____

**NOTICE OF FILING PETITION TO
CHANGE NAME(S) OF MINOR CHILD(REN)**

A petition was filed in the Superior Court of Gwinnett County on _____, 20____ to change the name of the following minor child(ren):

From

Proposed New Name

Any interested party has the right to appear in this case and file objections within the time prescribed in OCGA sec. 19-12-1(f)(2) and (3).

Dated: _____

Petitioner *Pro se*

Name: _____

Address: _____

City, State ZIP

Phone: _____

Email: _____

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

In re the Name Change of Child(ren):

Petitioner,

v.

Respondent.

Civil Action

File No.:

RULE NISI

This action has been filed. Therefore, let the parties appear before the Honorable Judge _____ of the Gwinnett County Superior Court, in Courtroom _____, in the following location:

Gwinnett County Courthouse, 75 Langley Drive, Lawrenceville, Georgia

on _____, 20__ at _____ o'clock _____ .m. to show cause why the relief sought should not be granted.

Issued on _____, 20__

JUDGE

Superior Court of Gwinnett County

Presented by:

[signature]Petitioner *Pro se*

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

In re the Name Change of Child(ren):

Petitioner,

v.

Respondent.

Civil Action

File No.: _____

FINAL ORDER CHANGING NAME OF MINOR CHILD(REN)

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

THEREFORE, IT IS HEREBY ORDERED that the names of the minor child(ren) shall be changed as follows:

<i>Child's Former Name</i>	<i>Year of Birth</i>	<i>Child's New Name</i>

This Order entered on _____, 20____.

JUDGE, Superior Court Gwinnett County

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 _____

Bar Number _____

Self-Represented

Defendant's Attorney _____

Bar Number _____

Self-Represented

Manner of Disposition Check Only One
<input type="checkbox"/> Jury Trial
<input type="checkbox"/> Bench/Non-Jury Trial
<input type="checkbox"/> Non-Trial Disposition
<input type="checkbox"/> 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?