

## PETITION FOR CHANGE OF NAME (ADULT)

### NOTICE TO PARTIES WHO ARE NOT REPRESENTED BY AN ATTORNEY WHO IS A MEMBER IN GOOD STANDING OF THE FLORIDA BAR

This checklist is designed to help persons seeking to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only.

We do not guarantee that either the instructions or the forms will achieve the result desired by the parties or ensure that any individual judge will follow the procedures exactly or accept each and every form drafted. Any person using these instructions and forms does so at his/her own risk.

To obtain Florida approved family law forms visit the Florida Court Self Help website at [www.flcourts.org](http://www.flcourts.org).

Please note that Florida law prevents our staff from providing legal advice.

**AFTER** all forms are filled out and **NOTARIZED** you must have them reviewed by **Family Court Case Management**, which is located on the 2<sup>nd</sup> floor of the Lake County Courthouse. You **DO NOT** need to schedule an appointment to have your paperwork reviewed.

#### **I. REVIEW OF DOCUMENTS WITH FAMILY COURT CASE MANAGEMENT**

##### **Additional items to bring for review with Family Court Case Management**

- One stamped envelope addressed to the Petitioner

#### **II. INITIAL FILING**

##### **A. Petition**

- Petition for Change of Name (Adult) – Form 12.982(a)
- Civil Cover Sheet – Form 12.928

##### **B. Required forms filed with initial petition**

- State of Florida Department of Health – Vital Statistics (This form may also be downloaded from the following link:  
[http://www.doh.state.fl.us/planning\\_eval/vital\\_statistics/DH\\_427\\_Report\\_of\\_Legal\\_Name\\_Change\\_interactive.pdf](http://www.doh.state.fl.us/planning_eval/vital_statistics/DH_427_Report_of_Legal_Name_Change_interactive.pdf))
- Applicant Electronic Fingerprint Card (This can be obtained from the Lake County Sheriff's Office)
- Notice of Related Cases form 12.900(h)
- Name Change Report of Final Judgment (**You need to make sure to bring your driver's license or state identification card, your social security card and your completed fingerprint card when you file your name change petition. The Clerk will provide this form at the time of filing.**)

C. **Other forms**

- Disclosure from Non Lawyer – Form 12.900(a)

**III. CLICK THE LINK BELOW FOR INSTRUCTIONS FOR ELECTRONIC FINGERPRINTING(This can be completed at the Lake County Sheriff's Office)**

[https://www.lcso.org/bureaus/finger\\_printing/index.php](https://www.lcso.org/bureaus/finger_printing/index.php)

**Lake County ORI/CRI number is FL923850Z**

**IV. SETTING A HEARING**

- Call Family Court Case Management to request a final hearing. Your court records will be reviewed for completeness and you will either be given a court calendar date or you will be given further instructions for setting your final hearing.

**V. FINAL HEARING**

- The Petitioner is required to attend final hearing. The change of name will not be granted if the Petitioner does not attend.

**When can I expect my final paperwork to arrive?** If you appeared at the final hearing you most likely will get your paperwork on that day.

**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 the ADA Coordinator at the Office of the Trial Court Administrator, 550 West Main Street, Tavares, FL 32778, telephone 352-742-4221, within two (2) working days of your receipt of this Order; if you are hearing or voice impaired call, 1-800-955-8771. Florida Relay Service 711.**