

CHANGE OF NAME (ADULT)

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. It is not guaranteed that either the instructions or the forms will achieve the result desired by the parties. It is not ensured that any individual judge accept each form drafted. Any person using these instructions and forms does so at their own risk.

Please note, the Family Court Case Management Self-Help Office provides procedural information and cannot give legal advice. All forms listed below can be found at www.flcourts.gov under Self Help, Family Law Forms, unless otherwise noted.

- **Petition *Form 12.982 (a)*** Please read all directions and complete the petition in its entirety. Please pay particular attention to the following:
 - Petitioner **must** be a resident of and domiciled Marion County
 - List all places of residency ***since birth***
 - Petition must be signed and notarized by Petitioner
 - If you have been known by any former names, it is required that a copy of the order or marriage certificate be attached
- **Background Check from Court Approved Location** (Clerk has list of providers) – Background check shall include ALL prior, present and future names and aliases Petitioner was/is/may be known by

Note: If you are restoring a former name is it not mandatory to have a background check as long as proper documentation has been supplied indicating prior name changes by marriage or a court

- **Coversheet for Family Court Cases *Form 12.928***
- **Disclosure from Nonlawyer *Form 12.900 (a)***
- **Designation of Current Mailing and Email Address *Form 12.915***
- **Copy of Driver's License OR Voter's Registration Card** – to show proof of Marion County residency
- **Notice of Related Cases *Form 12.900 (h)***
- **Motion to Set Final Hearing** Form available at www.marioncountyclerk.org

PLEASE DO NOT FILE THIS MOTION UNTIL ALL THE ABOVE ITEMS HAVE BEEN FILED