

## CHANGE OF NAME (FAMILY)

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](http://www.flcourts.gov) under Self Help, Family Law Forms, unless otherwise noted.

- **Petition Form 12.982 (f)** Please read all directions and complete the petition in its entirety. Please pay particular attention to the following:
  - Petitioner(s) MUST be residents of and domiciled in Marion County
  - List all places of residency **since birth**
  - Petition must be signed and notarized by Petitioner(s)
  - If the minor child(ren) have been known by any former names a copy of the order is required
- **Background Check of Adult Petitioner(s) 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: All petitioning party(ies) are required to complete a background check**
- **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**
- **Certified Copy of the Minor Child(ren)'s Birth Certificate(s)**
- **Consent for Change of Name - form 12.982 (d)** - Required by Responding party(ies), if any.

### Service of Process on Responding Party

**Personal Service** - Personal service is required if the party's whereabouts are known.

- **Summons: Personal Service on an Individual - Form 12.910(a)**
- **Process Service Memorandum - Form 12.910(b)**

Alternatively, the Respondent may file an Answer to Petition and Waiver of Service of Process.

Forms are available at [www.circuit5.org](http://www.circuit5.org)

**Service by Publication or Posting** - You must attempt personal service at the Respondent's last known address before filing an affidavit of diligent search.

- **Affidavit of Diligent Search - Form 12.913 (b)**

NOTE: This affidavit must be filled out completely with supporting documentation attached to the affidavit.

- **By Publication:** Must publish once a week for four (4) consecutive weeks in a publication in the county of the Court [See Florida Statute 49.10 (1)(a)]. - PETITIONER RESPONSIBLE FOR PUBLISHING IN NEWSPAPER
- **By Posting:** If the Petitioner is found indigent by the Clerk of Court – CLERK WILL POST FOR PETITIONER

**Note: Constructive Service is permitted if other parent is nonresident**

- **Copy of Driver's License or Voters Registration Card** – to show proof of Marion County residency
- **Notice of Related Cases** *Form 12.900 (h)*
- **Motion for Default and Default** *Forms 12.922 (a and b)* - Filed when more than twenty (20) days from service has passed and Responding party has NOT filed an Answer
- **Motion to Set Final Hearing** Form available at [www.marioncountyclerk.org](http://www.marioncountyclerk.org)

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