

CHANGE OF NAME (MINOR CHILD(REN))

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 will follow the procedures exactly or 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 for Change of Name (Minor Child(ren))** - Form 12.982(c) Read all directions and complete the petition *entirely*. *Petitioner(s) must be a resident of and currently reside in Lake County*
- **Designation of Current Mailing and E-Mail Address** - Form 12.915
- **Cover Sheet for Family Court Cases** - Form 12.928
- **Notice of Related Cases** - Form 12.900(h)
- **Consent for Change of Name (Minor Child(ren))** - Form 12.982(d) If only one parent is the petitioner, this form is required of the other parent.
- **Background Check of All Adult Petitioner(s) from Court Approved Location** - Fingerprints for each adult petitioner must be done by a LiveScan vendor and must be submitted for a state and national criminal records check. The background check shall include ALL prior, present, and future names and aliases Petitioner(s) was/is/may be known by. This includes the birth name (name on birth certificate) and any other name(s) the Petitioner(s) has/have used since birth. The O.R.I. number – **FL923850Z** must be provided at the time of service. The Lake County Sheriff's Office offers fingerprinting services to Lake County residents. For more information visit: <https://www.lcso.org/bureaus/fingerprinting/index.php>?
- **Certified Copy of Minor Child(ren)'s Birth Certificate(s)**

SERVICE OF PROCESS IS REQUIRED ON THE RESPONDING PARTY/OTHER PARENT UNLESS CONSENT FOR CHANGE OF NAME (MINOR CHILD(REN)) - FORM 12.982(d) IS SIGNED BY THE RESPONDING PARTY/OTHER PARENT.

REFER TO THE [SERVICE OF PROCESS](http://WWW.CIRCUITS.ORG) INFORMATIONAL DOCUMENT LOCATED ON WWW.CIRCUITS.ORG. ADDITIONAL INFORMATION IS PROVIDED ON THE GENERAL INFORMATION FOR SELF-REPRESENTED LITIGANTS DOCUMENT LOCATED ON WWW.FLCOURTS.GOV.

Personal Service

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

Constructive Service

****MUST attempt Personal Service at respondent's last known address BEFORE proceeding with this type of service****

This is a complicated area of the law and you may want to consult with an attorney before using constructive service.

- **Affidavit of Diligent Search and Inquiry** - Form 12.913(b) – Attach supporting documentation.
- **Notice of Action** - Form 12.913(a)(2) – Read instructions thoroughly.

- **Additional Forms:**
 - **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.
 - **Notice for Trial** - Form 12.924