

CHANGE OF NAME (FAMILY)

If you have questions or concerns about these forms, instructions, commentary, the use of the forms, or your legal rights, it is strongly recommended that you talk to an attorney. Because the law does change, the forms and information about them may have become outdated. You should be aware that changes may have taken place in the law or court rules that would affect the accuracy of the forms or instructions.

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 (Family)** - *Form 12.982(f)* 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)**: The background check shall include ALL prior, present, future names, and aliases Petitioner was/is/may be known by. The Lake County Sheriff's Office offers fingerprinting services for Lake County residents **only**. For more information visit:
<https://www.lcso.org/bureaus/fingerprinting/index.php?>
The O.R.I. number – **FL923850Z** must be provided at the time of service.
- **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*