

(d) In all cases, before a minor child's name may be changed, the parent or parents of the child shall be served with a copy of the petition. If the parent or parents reside within this state, service of the petition shall be made in person, except that if the location or address of the parent is unknown, service of the petition on the parent shall be made by publication as provided in this Code section. If the parent or parents reside outside this state, service of the petition on the parent or parents residing outside this state shall be made by certified mail or statutory overnight delivery if the address is known or by publication as provided in this Code section if the address is not known.

(e) Where a child resides with persons other than his parent or parents, a copy of the petition shall be served upon the person acting as guardian of the child in the same manner as service would be made on a parent.

(f) Upon the expiration of:

(1) Thirty days from the filing of the petition if the person whose name to be changed is an adult;

(2) Thirty days from the date of service upon the parent, parents, or guardian of a minor whose name is to be changed if the parent, parents, or guardian reside within this state; or

(3) Sixty days from the date of service upon the parent, parents, or guardian of a minor whose name is to be changed if either the parent, parents, or guardian reside outside the state and the petition is served by mail,

and after proof to the court of publication of the notice as required in this Code section is made, if no objection is filed, the court shall proceed at chambers at such date as the court shall fix to hear and determine all matters raised by the petition and to render final judgment or decree thereon. For such service, the clerk shall receive the fees prescribed [in Code Section 15-6- 77](#), relating to fees of clerks of the superior courts for civil cases.

Please follow these steps:

1. Fill out the petition for name change neatly with black ink, being sure to include the reasons why you want to change your name.
2. File the petition for name change with the clerk of the _____ County Superior Court.
3. Within seven (7) days of filing the petition, you must publish the enclosed Notice of Petition to Change Name with the official legal organ (newspaper) of _____ County. This notice must run once a week for four weeks.
4. Submit to the Court proof that you have published the notice as required. Proof consists of an affidavit of publication from the newspaper AND photocopies of the notices as they appeared in the paper.
5. Thirty days or more after your petition was filed, and after you submitted proof to the Court of publication of the proper notice, the Court will set a date to hear the matter in chambers and to render a final judgment or decree.

5.

This Petition is not submitted with the intention of defrauding another of any rights.

WHEREFORE, Petitioner respectfully prays that his/her name be changed from _____ to _____.

Respectfully submitted, this _____ day of _____, 20____.

_____,
Petitioner *pro se*

Petitioner's Address

Petitioner's telephone number

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

In Re: _____)
)
)
)
)
) Civil Action File No. _____
)
)
)
)

FINAL ORDER

The above and foregoing Petition to Change Name coming on to be heard pursuant to law, and it appearing that notice has been published pursuant to law and that no objections have been timely filed, and it further appearing that sufficient grounds exist for the granting of the relief prayed for in said Petition and that no reason appears showing why said prayers should not be granted, IT IS HEREBY ORDERED

- (a) That the name of _____, Petitioner, be changed to _____.
- (b) That such name change shall not operate to authorize petitioner to fraudulently deprive others of any legal rights under the law.

This _____ day of _____, 20____.

Judge, Superior Court
_____ County, Georgia

Presented by:

Petitioner *pro se*