

## FAMILY LAW SELF-HELP PROGRAM FOR CHARLOTTE COUNTY

### PETITION FOR CHANGE OF NAME – FAMILY

Self-represented individuals are provided this checklist as part of the Family Law Self-Help program for Charlotte County. This covers the basic procedural requirements for filing the type of case noted above. It is not intended to replace actual LEGAL ADVICE, which you must receive only by a licensed attorney. However, if you choose to represent yourself, this checklist should help you maneuver your case through the legal process with no unnecessary delays – each document includes specific instructions (DO NOT FILE THE INSTRUCTION PAGES). The forms referenced below may be downloaded free of charge from [WWW.FLCOURTS.ORG](http://WWW.FLCOURTS.ORG).

Each of the forms should be kept separated to better organize your efforts and to ensure all forms/instructions are included. You may schedule an appointment with a Family Law Case Manager staff to have your documents notarized and copied at no cost.

- General Information for Self-Represented Litigants

#### **COMPLETE AND FILE:**

- Cover Sheet for Family Court Cases [Form 12.928]
- Notice of Related Cases [Form 12.900(h)]
- Petition for Change of Name (Family) [Form 12.982(f)]
- Clerk's Notice: Change of Name - CCSO Finger Print Instructions
- Summons: Personal Service on an Individual [Form 12.910(a)]  
Or  Consent for Change of Name (Minor Child(ren)) [Form 12.982(d)]
- Final Judgment of Change of Name (Family) [Form 12.982(g)]  
(NOTE: Prepare this proposed order, which will be held with your file. After the results of your criminal history records check are received by the Clerk, your case will be referred for Final Hearing. The Judge will use this order if your petition is granted)

#### **ADDITIONAL INFORMATION:**

- Original forms are to be filed with the Clerk of Court – Civil/Family
- The Clerk of Court will advise you of the required filing fees for re-opening the case, summons and service.
- As a Pro Se litigant, your hearing is likely to be referred to the General Magistrate for hearing. You will receive an Order of Referral and Notice of Hearing by mail, informing you of the date/time of your hearing.