

Hall County

Name Change of Adult

Use these forms at your own risk

In no event will the Court Administrator, Clerk of Court, Family Law Information Center (FLIC) staff or anyone distributing or contributing to the development of these forms or instructions be liable for any damages resulting from the use of this packet. These forms may not be appropriate for your particular case. In addition, due to the changing nature of the law, the information in these instructions and forms may be outdated. You should review any statutes (laws) or rules mentioned in this packet to make sure the forms are current. **Ask the advice of a lawyer to protect your legal rights.** State law, O.C.G.A. § 15-19-51, prohibits court personnel (including staff attorneys or law clerks, calendar clerks, clerk's office staff and sheriff's department staff) from giving legal advice or answering legal questions.

Family Law Information Center

The Family Law Information Center does not currently provide assistance with name changes but you can contact FLIC for general information about fees and procedures.

Website/Forms:	www.nejc.org/familylaw
Hours:	8 - 5, Monday through Friday (<i>closed</i> Friday 11:30 AM - 12:30 PM)
Location:	Hall County Courthouse, 3 rd floor (1 st office on the right)
Phone:	770 531-2463
Email:	nejcflic@hallcounty.org

Will this packet work for you?

This packet is for an adult resident of Hall County who wants to file an unrepresented name change and has no intention to defraud anyone (creditors, for example) by filing the name change. Different rules apply for cases involving minor children – **do not use this packet for a child**. Georgia law covers name changes in O.C.G.A. § 19-12-1 (“Manner; petition; publication of notice of filing; hearing and judgment”).

Speak to an attorney if you are a victim of family violence or human trafficking. In certain situations, you can file your case under seal and ask for the publication requirement to be waived. Everything you e-file is otherwise public record.

Filing and service fees

Call FLIC or the Clerk of Court at (770) 503-3217 for current filing fees. There is also a publication fee charged by *the Times*. Do not e-file your case until you know you can pay the publication fee.

Basic steps – checklist

Your case may require different or additional steps.

- Read these instructions and complete the forms in the packet, paying attention to what must be signed in front of a notary. Complete every space except the civil action case number and any place where the Judge will sign or date.
- Register for PeachCourt at www.peachcourt.com. E-filing is mandatory in Hall County.
- Electronically file your completed forms using PeachCourt. The Clerk’s office has a free PeachCourt public access terminal (PAT). Filing fees still apply. Keep all originals 7 years.
- Within seven (7) days of filing the *Petition***, have your *Notice of Petition to Change Name* published in *the Times*. Take a copy of the notice and your publication fee to *the Times* office (Gainesville, Georgia) right away after e-filing. It will run once per week for four weeks on Wednesdays. Check to make sure the publication runs correctly.
- Gather proof of publication (FLIC has a list of acceptable proof).
- IMPORTANT: Regularly check your PeachCourt notifications and email** (also check in “junk”) for any objections or court documents (example: court date).
- Prepare for and attend your hearing, bringing your proof of publication to court.
- File your *Final Order* with the *General Civil and Domestic Relations Case Disposition Information Form* (unless the Judge’s office tells you they will be filing these forms).

Forms list

Your case may require different or additional forms.

- Petition to Change Name of Adult* (scan and e-file as a “Petition”)
- Verification* (scan and e-file it with the *Petition* as one file – right behind the *Petition*)
- Notice of Petition to Change Name* (scan and e-file as a “Notice”)
- Proposed Rule Nisi* (scan and e-file as “Rule Nisi (Proposed)” when you are ready to request a court date; check the “notify judge” box after uploading the file)
- Proposed Final Order Changing Name of Adult* (scan and e-file as a “Proposed Order”; check the “notify judge” box after uploading the file)
- General Civil & Domestic Relations Case Disposition Information Form* (scan and e-file as an “Incomplete Final Disposition Form” – the Judge’s office may e-file a final version after your case is final, but it is your responsibility to follow up and e-file a final version if they do not file it)

IN THE SUPERIOR COURT OF HALL COUNTY
STATE OF GEORGIA

In re the Name Change of:

§
§
§
§
§

Civil Action Case

No. _____

Petitioner.

VERIFICATION

My name is _____. I hereby swear or affirm, before the undersigned Notary Public, I have read the *Petition to Change Name of Adult I* am filing with this *Verification* and the facts stated in it are true and correct to the best of my knowledge and belief.

This the _____ day of _____, 20____.
[date] [month] [year]

Petitioner, Pro se

[print/type your name]: _____

Email: _____

Sworn to and subscribed before me this
_____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:

(Notary Seal)

IN THE SUPERIOR COURT OF HALL COUNTY
STATE OF GEORGIA

In re the Name Change of:

§
§
§
§
§

Civil Action Case

No. _____

Petitioner.

RULE NISI SCHEDULING FINAL HEARING

It is hereby ordered the party named herein appear before the Presiding Judge for a final hearing on the *Petition to Change Name of Adult* at the Hall County Courthouse, Gainesville, Georgia, courtroom # _____ on the _____ day of _____, 20____, at _____ a.m./p.m..

This _____ day of _____, 20____.

Judge, Superior Court

- No interpreter needed
- Interpreter needed

Language: _____

IN THE SUPERIOR COURT OF HALL COUNTY
STATE OF GEORGIA

In re the Name Change of: §
 §
 § Civil Action Case
_____, § No. _____
Petitioner. §

FINAL ORDER CHANGING NAME OF ADULT

This matter has come before the Court on Petitioner’s verified *Petition to Change Name of Adult*. It appearing to the Court the required notice has been published, no timely objections have been filed, and sufficient grounds exist to support the request,

IT IS HEREBY ORDERED the Petitioner’s name shall be changed

from: _____

to: _____.

SO ORDERED this _____ day of _____, 20_____.

JUDGE _____
Superior Court of Hall County

General Civil and Domestic Relations Case Disposition Form Instructions

1. Provide the class of court and county in which the case is being disposed.
2. Provide the plaintiff's and defendant's names.
3. Provide the reporting party (the individual completing the form).
4. Provide the attorneys' names and State Bar numbers. If parties represented themselves, provide their names and check the self-represented box.
5. Provide the manner of disposition by checking the appropriate box. See below for definitions.
6. Provide an answer to the three questions by checking the appropriate boxes.

Manner of Disposition Definitions

Jury Trial: Cases in which a jury is impaneled to determine the issues of fact in the case. A jury trial should be counted when the jury has been sworn, regardless of whether a verdict is reached.

Bench/Non-Jury Trial: Cases in which a judge or judicial officer is assigned to determine both the issues of fact and law in the case. A bench/non-jury trial should be counted when the first evidence is introduced, regardless of whether a judgment is reached.

Non-Trial Disposition: Cases in which the disposition does not involve either a jury trial or a bench trial.

Alternative Dispute Resolution: If a case was disposed of via a non-trial disposition and the method of disposition was alternative dispute resolution. If this box is checked, then the Non-Trial Disposition box must also be checked. Only check if the whole case was resolved via alternative dispute resolution.

