

## STEPS TO OBTAIN A COURT ORDER TO CHANGE YOUR NAME

### STEP1: FILL OUT THE *VERIFIED COMPLAINT* (Form A).

The *Verified Complaint* (Form A) tells the court what your name is, what you want to change it to, and why you want it changed. If you have ever been convicted of a crime, or if there are charges pending against you, you must include this information in your *Verified Complaint*. You must sign the certification which states that the information in the complaint is true to the best of your knowledge.

### STEP2: FILL OUT THE *ORDER FIXING DATE OF HEARING AND THE FINAL JUDGMENT FORMS* (Forms B and C).

Enter the information requested. Notice that there are places on the *Order Fixing Date of Hearing* and *Final Judgment* that the court will complete.

### STEP3: FILL OUT THE *CIVIL CASE INFORMATION STATEMENT (CIS)* (Form F).

This form summarizes your case for the court. The case type number for a name change is 151.

### STEP4: MAKE A CHECK OR MONEY ORDER PAYABLE TO CLERK OF THE SUPERIOR COURT IN THE AMOUNT OF \$200.00.

This is the fee for filing your papers.

**Note:** If you are changing the names of multiple family members, the \$200.00 fee covers all name change applications.

### STEP5: CHECK YOUR COMPLETED FORMS AND MAKE COPIES.

Check your forms and make sure they are complete. Remove all instruction sheets. Make sure you have signed all the forms wherever necessary. You also need to make three copies of each form. Two of the copies will be sent to the court; the other is for your records.

**Checklist** - In Step 6 you will be directed to mail your documents to the court. The following checklist will help insure your package is complete:

- The original of each of the forms you filled out: *Verified Complaint (Form A)*, *Order Fixing Date of Hearing (Form B)*, *Final Judgment (Form C)* and the *Civil Case Information Statement (Form F)*
- Two copies of each of these forms: *Verified Complaint*, *Order Fixing Date of Hearing*, *Final Judgment* and the *Civil Case Information Statement*.
- The filing fee in the amount of \$200. It must be a check or money order payable to the *Clerk of the Superior Court*.