

## MINOR CHILD NAME CHANGE

**\*\*THE CLERK'S OFFICE DOES NOT GIVE REFUNDS ON PACKET FEES OR FILING FEES, AND THEY DO NOT ACCEPT PERSONAL CHECKS – FILING FEES MAY VARY – YOU WILL NEED TO CONTACT THE CLERK IN THE COUNTY IN WHICH YOU ARE FILING\*\***

### Required forms:

- Civil Cover Sheet
- Petition for Change of Name (Minor Child)
- Notice of Related Cases
- Disclosure from A Non-Lawyer
- Notice of Limitations of Services Provided (Both Parents To Sign)
- Consent for Change of Name (Minor Children) – Both parents must sign this form even if they signed the Petition

### You will also need the following items:

- A Copy of Petitioner's Florida Driver's License  
(You must file in the county where you currently reside)
- Certified Copy of Child's Birth Certificate
- Fingerprint Card for parents, prepared by a law enforcement agency
- Three (3) regular size white business envelopes, STAMPED, but with no writing on them.

### **INSTRUCTIONS:**

- ✓ Complete the required forms
- ✓ Provide copies of your Florida License or ID, child's fingerprint card, and envelopes
- ✓ Submit all these documents to the Clerk with the forms and filing fee
- ✓ Wait at least **two weeks** to hear from the Case Manager in the Family Law Court Staff. If you do not hear from the Case Manager within two weeks, please contact one of the case managers listed below either by telephone or by email.

**Note: Case Managers cannot help you complete the forms.**

David L. Holland, Family Court Manager, 850-747-5497 or [hollandd@jud14.flcourts.org](mailto:hollandd@jud14.flcourts.org)

Trish Riemer, Case Manager, 850-747-5247 or [riemert@jud14.flcourts.org](mailto:riemert@jud14.flcourts.org) (Bay County)

Jennifer D. Williams, Case Manager, 850-747-5623 or [williamsj@jud14.flcourts.org](mailto:williamsj@jud14.flcourts.org) (Bay County)

Cary Godwin, Case Manager, 850-718-0480 or [godwinc@jud14.flcourts.org](mailto:godwinc@jud14.flcourts.org)  
(Calhoun, Gulf, Holmes, Jackson and Washington Counties)