

ADULT 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 (Adult)
- Disclosure from A Non-Lawyer
- Notice of Limitations of Services Provided
- Notice of Related Cases

You will also need the following items:

- A copy of your Florida driver's license or Florida ID
(You must file in the county where you currently reside)
- FDLE background screening & Electronic Fingerprints – completed at the Sheriff's Office in your county
Note also: If you are returning to a former name other than your maiden name, you will need to provide proof of that former name (i.e., copy of your marriage license or court order changing name).

If you are restoring your maiden name, you will not need a background screening or fingerprints.

- Three (3) regular business size (#10) envelopes, with STAMPS, but with no writing on them.

INSTRUCTIONS:

- ✓ Complete all required forms
- ✓ Provide a copy of your Florida DL and the envelopes (and marriage license or court order, as applicable)
- ✓ Submit all of these documents to the Clerk along 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, 850-747-5497 or hollandd@jud14.flcourts.org
Family Court Manager

Trish Riemer, 850-747-5247 or riemert@jud14.flcourts.org
Case Manager – Bay County

Jennifer D. Williams, 850-747-5623 or williamsj@jud14.flcourts.org
Case Manager – Bay County

Cary Godwin, 850-718-0480 or godwinc@jud14.flcourts.org
Case Manager – Calhoun, Gulf, Holmes, Jackson and Washington Counties