

## **CHECKLIST NAME CHANGE**

### **ADULT:**

- CIVIL COVER SHEET**
- NOTICE OF LIMITED SERVICE/ DISCLAIMER**
- NOTICE OF RELATED CASES**
- PETITION**
- FINGERPRINT CARD ( not needed if going back to maiden name)**
- FDLE & FBI BACKGROUND CHECK (not needed for maiden name)**

### **MINOR CHILD:**

- CIVIL COVER SHEET**
- NOTICE OF LIMITED SERVICES/DISCLAIMER**
- NOTICE OF RELATED CASES**
- PETITION/JOINT PETITION**
- SUPPLEMENTAL FORM FOR PETITION ( if more then one child)**
- CONSENT (other party) Power of attorney is not consent.**
- FINGERPRINT CARD (for the petitioner)**
- FDLE & FBI BACKGROUND CHECK (for the petitioner)**

### **OR (if no consent)**

- PROOF OF SERVICE (personal)**
- AFFIDAVIT OF PERSONAL SERVICE OUT OF STATE**
- PROOF OF SERVICE ( constructive)**
- NOTICE OF ACTION**
- AFFIDAVIT OF DILIGENT SEARCH**
- PROOF OF PUBLICATION or**
- PROOF OF POSTING**
- NONMILITARY AFFIDAVIT**
- MEMO FOR CERTIFICATE OF MILITARY SERVICE**
- MOTION FOR DEFAULT**

**\*\*\* This checklist is not intended as legal advice, it is a list of what the court still needs in order to go forward with your case. You must provide the information that is listed above before your next court hearing.**

