

INSTRUCTIONS FOR FILING A PETITION FOR A CHILD(REN)'S NAME CHANGE

Effective October 1, 2009, fingerprinting requirements have changed. The Supreme Court has not yet modified these instructions. Please ask the Clerk for local instructions.

This packet is to be used when you are seeking to have child(ren)'s name changed. To do this you will need consent from the child's other parent. A filing fee of \$401.00 is payable to the Brevard County Clerk of Courts by cash, check, cashier's check, money order, debit card, American Express, Discover, Master Card or Visa.

Procedure if the other parent DOES agree to the child(ren)'s name being changed:

1. Complete ALL the forms in the packet. *Do not leave anything blank.* All forms in this packet apply and need to be completed.
2. Make yourself a copy of all completed, notarized documents.
3. File ALL originals with the Clerk of Court either by U. S. mail to P. O. Box 219, Titusville, FL 32781-0219 or by visiting one of the Clerk of Courts locations.

NORTH BREVARD SERVICE COMPLEX
400 South Street, 2nd Floor
Titusville, Florida

MELBOURNE COURTHOUSE
51 S. Nieman Avenue
Melbourne, Florida

**MOORE JUSTICE CENTER
Viera Complex**
2825 Judge Fran Jamieson Way
Viera, Florida

MERRITT ISLAND OFFICE
2575 North Courtenay Parkway
Room 129
Merritt Island, FL

PALM BAY OFFICE
450 Cogan Drive S. E.
Palm Bay, FL

4. The Judge assigned to your case is reflected on the filing fee receipt, or contact the Clerk of Court to find out the judge assigned to your case.
5. Call the judge's office and set a hearing for a child(ren)'s name change.
6. Attend the hearing.

Procedure if the other party DOES NOT agree to the child(ren)'s name change:

1. Complete ALL forms in the packet. *Do not leave anything blank.* All forms in this packet apply and need to be completed. You will also need to obtain a Summons, [Florida Supreme Court form 12.910(a)] and the Summons Information Sheet, [Law 1008]. These two forms are not in the packet, but can be obtained from the Clerk of Court or of the Clerk's website at www.brevardclerk.us.
2. Once the forms are completed and notarized, make 2 copies of each form.
3. Retain one set of copies for your records.

4. File ALL originals and the other set of copies with the Clerk of Court along with your filing fee and a money order for the sheriff to serve the other party with the papers. (If the other party lives outside of Brevard County, you will also need to bring an envelope stamped and addressed to the agency that will serve the papers, an envelope stamped and addressed to Clerk of Court, P.O. Box 219, Titusville, Fl. 32781-0219 and a money order for the serving agency.) You may submit the paperwork either by U.S. mail to P. O. Box 219, Titusville, FL 32781-0219 or by visiting one of the Clerk of Courts locations.

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5. Once the other party is served with the set of copies they have 20 calendar days to respond in writing.
6. See form Law 1008 paragraphs 4, 5, 6 for your next step.

If you would like to have someone notarize or look over the completed forms before you file them, contact the Family Pro Se Coordinator at 321-617-7254 or email prosecoordinator@brevardclerk.us to set an appointment.