IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL

CIRCUIT IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO. \_\_\_\_\_\_\_\_\_DR\_\_\_\_\_\_\_\_\_\_\_\_\_\_-05N

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Petitioner,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**CASE CHECKLIST**

**Petition for Name Change- Child(ren)**

The Checklist lists the minimum requirements and may not be all-inclusive for every case. If you have any questions or concerns about your case, you should consult an attorney. The Checklist and instructions provided herein should not be substituted for legal advice from an attorney.

Some forms can be found online at**:** <https://www.flcourts.gov/>

All completed forms must be returned to the Seminole Clerk of the Court located at 101 Eslinger Way Sanford, FL 32771 or electronically filed through the Florida State e-Filing Portal ([www.myflcourtaccess.com](http://www.myflcourtaccess.com)).

After completing and filing this checklist, please notify the Self Represented Litigant Coordinator that your file is ready for review by submitting a Request for Hearing online at: <https://fl18.org/req4hrg>

|  |  |
| --- | --- |
| Documents/ Pleadings Required | Date of Filing |
| Petition for Name Change- Child(ren)  12.982(c)  [[PDF Download of 12.982(c)](https://www.flcourts.org/content/download/685997/7662821)](https://www.flcourts.org/content/download/685997/7662821)[Word Download of 12.982(c)](https://www.flcourts.org/content/download/685997/7662822) |  |
| Cover Sheet for Family Court Cases  12.928  [[PDF Download of 12.928](https://www.flcourts.org/content/download/685879/7661787)](https://www.flcourts.org/content/download/685879/7661787)[Word Download of 12.928](https://www.flcourts.org/content/download/685879/7661788) |  |
| Certified Copy of Birth Certificate of Child(ren) |  |
| State and National Criminal Background Check of Parent(s) |  |
| Notice of Confidential Form  [Confidential Form](https://flcourts18.org/docs/sem/NOTICE_OF_CONFIDENTIAL_INFORMATION_WITHIN_COURT_FILING.pdf) |  |
| Driver’s License or Florida ID of Parent(s)  showing residency in Seminole County  (copy) |  |
| Designation of Email Address  12.915  [[PDF Download of 12.915](https://www.flcourts.org/content/download/685859/7661591)](https://www.flcourts.org/content/download/685859/7661591)[Word Download of 12.915](https://www.flcourts.org/content/download/685859/7661592) |  |
| Consent affidavit of other parent if only one parent files the petition  12.982(d)  [[PDF Download of 12.982(d)](https://www.flcourts.org/content/download/685998/7662828)](https://www.flcourts.org/content/download/685998/7662828)[Word Download of 12.982(d)](https://www.flcourts.org/content/download/685998/7662829)  **--OR--**  proof of personal service on the non-consenting parent if a Florida resident  **--OR--**  proof of constructive service on the other parent if the whereabouts are unknown (with a completed affidavit of diligent search) |  |
| Final Judgment of any other name changes  if applicable  (copy) |  |