

## FAQS: Minor Name Change

### What is needed to file a Minor Name Change?

- ✓ Social security number of the minor
- ✓ Court costs in cash or money order
- ✓ Signature of both mother and father

### Can I file a Minor Name Change without the signature of other parent?

- ✓ There are some exceptions. You can file without the other parent's signature if:
  - One parent is unavailable, the appropriate tutor is to sign.
    - A *tutor* is a person who has been lawfully appointed to the care of the person and property of a minor
  - Only one parent has custody, and
    - The other parent has refused or failed to provide child support for at least *one year*, or
    - The other parent has failed to support the minor for at least *three years after custody was awarded*, or
    - The other parent has failed to support, visit, communicate (or attempt) the child without just cause for at least *two years*.

### How much does it cost to file?

- ✓ \$400 in the 24<sup>th</sup> JDC
- ✓ \$500 in the Orleans Civil District Court
  - You **cannot** file an *In Forma Pauperis* with a name change. You **must** pay the court fees **when you file**.

### Who can file?

- ✓ Parents and tutors who are residents of the state of Louisiana.

### Where can I file?

- ✓ Parish of minor's residence
  - Established based on the residence of the minor's parent(s)/tutor(s)
- ✓ Parish of minor's birth, or
- ✓ Parish of venue for the Vital Records Registry (Orleans Parish)

### My child was born outside of my marriage. How do I give my child his/her actual fathers' name?

- ✓ When a child is born outside of a marriage, you will need an **Acknowledgement of Paternity Affidavit**.
  - This is **required** to add the father's last name to the child's birth certificate.
  - You will need two witnesses.

**NOTE:** The court reserves the right to deny any petition for a minor's name change.

This form is intended for individuals seeking to legally change the first and/or last name of a minor who:

- ✓ Are the legal guardians of a minor

**Instructions:**

1. Be sure you have the correct petition.
2. Fill in the blanks with 100% accurate information- *any false statement made under oath contained in the foregoing petition may constitute perjury.*
3. If you have trouble reading, writing, or understanding what is in this petition, ask a SHRC Volunteer for help.
4. Once you have filled out your petition, ask a SHRC Volunteer to look through it with you to ensure it is correct and complete.

**What you will Need:**

1. The social security number of the minor
2. The necessary court costs by cash or money order
3. Signature of BOTH Mother and Father, and if one is unable, the appropriate legal guardian of the minor.

Hand deliver petition to District Attorney Jason R. Williams at  
619 South White Street New Orleans, Louisiana 70119

CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS

STATE OF LOUISIANA

Case No. \_\_\_\_\_

Division \_\_\_\_\_

\_\_\_\_\_  
PETITIONER

vs.

JASON R. WILLIAMS, DISTRICT ATTORNEY

FILED: \_\_\_\_\_

DEPUTY CLERK: \_\_\_\_\_

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**SELF-REPRESENTED LITIGANT**  
**PETITION FOR NAME CHANGE OF MINOR**

**I. PETITIONER**

Petitioner seeks name change on behalf of their minor child:

\_\_\_\_\_, born on \_\_\_\_\_, \_\_\_\_\_, with social security number \_\_\_\_\_, and domiciled in Orleans Parish, Louisiana, wants to change his/her name to \_\_\_\_\_ for the following reason(s):

**II. REASON[S] FOR NAME CHANGE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**III. LAW GOVERNING NAME CHANGE**

This proceeding is brought under LSA—R.S. 13:14751-13:4755, and it is thus mandatory that the district attorney of this parish be served with a copy of this petition and be cited to answer it.

**IV. PRAYER**

WHEREFORE, petitioner prays for judgment changing their minor child's name from \_\_\_\_\_ to \_\_\_\_\_.

**RESPECTFULLY SUBMITTED,**

**PLAINTIFF TO MAKE HAND-DELIVERY SERVICE TO DISTRICT ATTORNEY:**

\_\_\_\_\_  
Petitioner's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
**JASON R. WILLIAMS**  
619 South White Street  
New Orleans, Louisiana 70119  
(504) 822-2414

\_\_\_\_\_  
Mother- SIGNATURE

\_\_\_\_\_  
Father- SIGANATURE

**CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS**  
**STATE OF LOUISIANA**

No.: \_\_\_\_\_

Division: “ \_\_\_\_\_ ”

vs.

**JASON R. WILLIAMS, DISTRICT ATTORNEY**

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**VERIFICATION**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

**BEFORE ME**, the undersigned Notary Public, duly commissioned and qualified in this state and parish, personally appeared:

\_\_\_\_\_  
**MOTHER'S NAME**

who after being duly sworn, did depose and state that he/she are the Petitioners in the above and foregoing numbered and entitled cause, that he/she has read the same, and that all of the information contained therein are true and correct to the best of his/her knowledge, information, and belief.

\_\_\_\_\_  
**MOTHER'S SIGNATURE**

**SWORN TO AND SUBSCRIBED** before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ in \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
**NOTARY PUBLIC**

**CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS**  
**STATE OF LOUISIANA**

**No.:** \_\_\_\_\_

**Division:** “ \_\_\_\_\_ ”

vs.

**JASON R. WILLIAMS, DISTRICT ATTORNEY**

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**VERIFICATION**

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

**BEFORE ME**, the undersigned Notary Public, duly commissioned and qualified in this state and parish, personally appeared:

\_\_\_\_\_  
**FATHER’S NAME**

who after being duly sworn, did depose and state that he/she are the Petitioners in the above and foregoing numbered and entitled cause, that he/she has read the same, and that all of the information contained therein are true and correct to the best of his/her knowledge, information, and belief.

\_\_\_\_\_  
**FATHER’S SIGNATURE**

**SWORN TO AND SUBSCRIBED** before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ in \_\_\_\_\_, Louisiana.

\_\_\_\_\_  
**NOTARY PUBLIC**

**CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS**

**STATE OF LOUISIANA**

**Case No.** \_\_\_\_\_

**Division:** \_\_\_\_\_

\_\_\_\_\_  
**PETITIONER**

**vs.**

**JASON R. WILLIAMS, DISTRICT ATTORNEY**

**FILED:** \_\_\_\_\_

**DEPUTY CLERK:** \_\_\_\_\_

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**JUDGMENT**

The Court, having considered the Petition for Name Change, together with the answer filed by the District Attorney for the Civil District Court in and for the Parish of Orleans, State of Louisiana, and for the reasons assigned this date:

IT IS ORDERED, ADJUDGED AND DECREED, that there is judgment herein, granting the Petition for Name change, and changing the legal name of \_\_\_\_\_ [FORMER NAME] to \_\_\_\_\_ [REQUESTED NAME], pursuant to the provisions of Louisiana Revised Statute 13:4751, et seq.

JUDGMENT READ, RENDERED, AND SIGNED AT ORLEANS, LOUISIANA, this \_\_\_\_\_ day of the month of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**JUDGE, CIVIL DISTRICT COURT**