

SELF-REPRESENTED LITIGANT

PETITION TO CHANGE NAME

This form is intended for individuals seeking to legally change their first and/or last name who:

- ✓ Are 18 years or older

HOW TO COMPLETE THESE FORMS:

Read instructions all the way through before starting.

- 1. Decide where you will file your case.** If you file your Petition for Name Change in the wrong court, the court might reject your case and you might lose your filing fees. You can file this case in:
 - The parish you were born in; **OR**
 - The parish where you currently live; **OR**
 - At the Vital Records Registry in Orleans Parish.

The parish you choose will be written at the top of each document you fill out (more instructions later).
- 2. Complete the Form.** Fill in the blanks with 100% accurate information. *Any false statement made under oath contained in the foregoing petition may constitute perjury.* Provide the name of your parish, the district court number, and the name of the district attorney. There are two (2) parts to the document, one is the “Petition” form and the other is the “Judgment” form. You will want to make three copies of each document. Read it completely and make sure it is correct. **DO NOT SIGN** yet.
NOTE: In some parishes, residents must also complete this form and have it notarized). You may want to contact the Clerk of Court in the parish you are filing to see if they require it to be notarized. It is generally recommended to have your form notarized in name change instances. If obtaining a notary, you must sign the document in front of the notary.
- 3. Figure out your case “filing fees.”** Call the Clerk of Court of the parish where you plan to file your case and ask about the costs to file for name change and ask how they accept payment – check, money order, credit card, etc. Get your payment ready. When you go to file, the clerk may ask for your social security number, so have that ready.
- 4. File your petition.** The Clerk of Court will ask you to identify yourself with ID and pay the required fee before affixing their stamp to the three (3) copies of their Petition for Name Change. The clerk will keep one (1) copy, and the individual will take the other two (2). You will receive a file and case number.
- 5. Submit a copy of the petition to the District Attorney.** When you file your petition with the court, you will also deliver a copy of the petition to the District Attorney (DA) in the parish where you filed. You can choose to deliver or serve the DA by going to the DA's office in person or you can choose to serve the DA through regular service of process. The DA's office is usually in the same building as the Clerk of Court in the courthouse. When you arrive, the DA will ask for a copy of your driver's license or ID. Ask the DA how long it will take for them to prepare their answer to your petition. If they don't know, make sure they have your contact information. The DA's office will let you know when they prepare and file their answer to your petition with the Court. Sometimes they forget, so be sure to call them after about a week to get an update.
- 6. Wait for activity or communication about your petition.** If necessary, periodically contact the District Attorney's Office and check in to see if there has been any activity on your case. There may be some time between when your District Attorney receives

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your petition and when the District Attorney files a response. In rare cases where there is a hearing including court appearance(s), you should find an attorney for more legal advice. While an attorney is not needed to obtain an expungement, the help of a lawyer or someone who has experience guiding the process is recommended. Talk to a lawyer for individual legal advice.

7. **Judge makes a decision regarding the petition.** When the DA receives a copy of your name change petition, they will run a background check. The DA will also then file an answer to your petition. There may be some time between when the DA receives your name change documents and the DA files an answer. If the DA objects, contact an attorney. After the DA files an answer to the court, the judge assigned to your case will make the final decision. If you need to attend a hearing before the judge makes a final decision you will be told in advance by the Clerk of Court. Once the judge reaches a decision you can have your "Judgment" form stamped by the Clerk of Court. You will next take the stamped "Judgment" form to the judge to sign. You can either wait to have the judge sign the form while you are at the court. You can have it sent from the Clerk of Court's office. You can request more copies of your official name change court papers from the Clerk of Court at any time.

To learn more about the name change process, visit [LouisianaLegalNavigator.org](https://www.LouisianaLegalNavigator.org) or [LouisianaLawHelp.org](https://www.LouisianaLawHelp.org). To find help, visit bit.ly/legal-referrals or <https://www.LSBA.org/goto/FindLegalHelp>.

_____ JUDICIAL DISTRICT COURT

_____ PARISH

STATE OF LOUISIANA

CASE NO. _____

DIVISION _____

PETITIONER

vs.

_____, DISTRICT ATTORNEY

FILED: _____

DEPUTY CLERK: _____

SELF-REPRESENTED LITIGANT
PETITION FOR NAME CHANGE

I. PETITIONER

Petitioner, _____, born on _____,
_____, with social security number XXX-XXX-_____ (*enter the **last 4** of your
social security number*) and domiciled in _____ 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. 13:4751-13:4755, 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 his/her name from

_____ to _____.

RESPECTFULLY SUBMITTED,

Petitioner's Name

Address

Telephone

(Check one of the service options below)

CLERK OF COURT:

☐ **NO SERVICE IS REQUIRED AS THE PETITIONER WILL DELIVER TO THE DISTRICT ATTORNEY'S OFFICE IN PERSON**

(Please provide a certified copy of the Petition to the Petitioner)

☐ **PLEASE SERVE THE DISTRICT ATTORNEY AT:**

_____ JUDICIAL DISTRICT COURT

_____ PARISH

STATE OF LOUISIANA

CASE NO. _____

DIVISION _____

PETITIONER

vs.

_____, DISTRICT ATTORNEY

FILED: _____

DEPUTY CLERK: _____

JUDGMENT

The Court, having considered the Petition for Name Change, together with the answer filed by the District Attorney for the District Court in and for the Parish of _____, 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 _____ to _____, pursuant to the provisions of Louisiana Revised Statute 13:4751, et seq.

JUDGMENT READ, RENDERED, AND SIGNED AT _____
PARISH, LOUISIANA, this _____ day of the month of _____, 20____.

JUDGE, _____ JUDICIAL DISTRICT COURT