

HOW TO FILE YOUR ADULT NAME CHANGE CASE IN MISSISSIPPI

PLEASE READ THESE CAREFULLY. IF YOU DO NOT FOLLOW THESE INSTRUCTIONS, YOUR ADULT NAME CHANGE CASE MAY NOT BE HEARD IN COURT

You will need to file the following documents with the Chancery Clerk's Office in the county where you reside:

- A Civil Coversheet
- A Petition to Change Name
- An Order to Change Name

If you have all of the above documents, here are the steps you will need to take to get your name change case finalized:

1. You **must** sign the *Petition to Change Name* before a notary public.
2. You will need to take the *Civil Coversheet*, the signed and notarized *Petition to Change Name* and a **check, cash or money order for the filing fee** to the Chancery Court in the filing fee where you are filing for the name change. The amount of the filing fee will depend the county where you are filing, so call the Chancery Clerk's office in advance to find out the correct amount. It should be less than \$100.00.
3. Give all of the above documents—except the *Order to Change Name*—to the Chancery Clerk and ask him/her to file your name change petition. Also, **ask for copies** of the *Petition to Change Name* so you will have a case number and verification of the date of the filing.
4. Ask the Chancery Clerk for a date for your name change hearing. You will not be able to have your hearing on a weekend, legal holiday or any other day the courthouse is closed.
5. Before you leave the Chancery Clerk's office, be sure to **write down the date of your name change hearing** and the telephone number to the clerk's office. Mark the date on your calendar as soon as possible. **Remember, until the judge signs the Order to Change Name, you will have to use your current name.**
6. If you have followed all of the above instructions and the judge does not sign your *Order to Change Name*, ask him/her why your name change cannot be granted, and call the Mississippi Volunteer Lawyers Project (MVLV) at 601-960-9577, Mission First Legal Aid Office at 601-608-0058 or the Mississippi Legal Services Programs at 1-800-498-1804 to explain your situation. These organizations may be able to help you resolve the issue or problem.
7. Once the judge has signed your *Order to Change Name*, the Chancery Clerk will file the original *Order*, but you should ask him/her to make you at least two copies. There may be a small charge for making the copies.