

# INSTRUCTIONS FOR A NAME CHANGE FOR A MINOR

## **A. Obtain Relevant Documents**

1. You will need to get legible copies of the minor's birth certificate and any court ordered judgment of custody.

## **B. Complete the Petition for Name Change of a Minor**

1. Both parents must sign the petition.
2. The verification pages must be notarized by the submitting parents.
3. We cannot you legal advice. If a parent cannot or will not sign the petition, you will need to contact a private attorney for additional assistance.

## **C. Deliver Your Petition**

1. First, submit your Petition for Name Change and copies of the relevant documents to the District Attorney's Office to answer.
2. Next, once it is approved by the District Attorney's Office, you can then submit your Petition to the District Court for approval.
3. Finally, after your Petition for Name Change is approved by the District Court Judge, all signed documents will need to be submitted to the Clerk of Court (337) 437-3550, along with the check or money order for the filing fee. (You will need to contact the Clerk of Court to find out how much it will cost to file it.). Be sure to get enough certified copies to provide to the various entities that you want to inform of your new name, such as Vital Records, School Board, etc.

\_\_\_\_\_  
(Petitioner/Parent) : 14<sup>TH</sup> JUDICIAL DISTRICT COURT

NO. \_\_\_\_\_ : PARISH OF CALCASIEU

APPLYING FOR CHANGE OF NAME  
OF A MINOR : STATE OF LOUISIANA

FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**PETITION FOR CHANGE OF NAME OF A MINOR**

Petitioners, \_\_\_\_\_ and \_\_\_\_\_, the parents and legal  
(Mother/Parent's Name) (Father/Parent's Name)

guardians of \_\_\_\_\_, a minor, who was born in and/or is a resident of Calcasieu  
(Minor's Current Name)

Parish, State of Louisiana, wishes to change minor child's name to \_\_\_\_\_  
(Minor's New Name)

for the following reasons:

1.

2.

This suit is brought under R.S. 13:4751 et. Seq. and it is thus mandatory that the District Attorney of the parish be served with a copy of this petition and cited to answer it.

3.

That the minor wants to change their name and has the permission of their mother and father to change their name from \_\_\_\_\_ to \_\_\_\_\_.  
(Minor's Current Name) (Minor's New Name)

**WHEREFORE**, petitioner prays that the District Attorney for Calcasieu Parish be served with a copy of this petition and cited to answer it. Petitioner further prays for judgment changing the minor's name from \_\_\_\_\_ to \_\_\_\_\_  
(Minor's Current Name) (Minor's New Name)

IN PROPER PERSON,

\_\_\_\_\_  
Petitioner/Parent

\_\_\_\_\_  
Petitioner/Parent

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_ : 14<sup>TH</sup> JUDICIAL DISTRICT COURT  
(Petitioner/Parent)

NO. \_\_\_\_\_ : PARISH OF CALCASIEU

APPLYING FOR CHANGE OF NAME  
OF A MINOR : STATE OF LOUISIANA

FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**VERIFICATION**

**BEFORE ME**, the undersigned Notary Public, personally came and appeared:

\_\_\_\_\_  
Mother/Parent's Name

who after being duly sworn, deposed and said:

THAT they have read the above and foregoing petition and all of the allegations contained therein are true and correct to the best of their knowledge, information, and belief.

\_\_\_\_\_  
PETITIONER'S SIGNATURE

**SWORN TO AND SUBSCRIBED** before me on this \_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_.

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

\_\_\_\_\_ : 14<sup>TH</sup> JUDICIAL DISTRICT COURT  
(Petitioner/Parent)

NO. \_\_\_\_\_ : PARISH OF CALCASIEU

APPLYING FOR CHANGE OF NAME  
OF A MINOR : STATE OF LOUISIANA

FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**VERIFICATION**

**BEFORE ME**, the undersigned Notary Public, personally came and appeared:

\_\_\_\_\_  
Father/Parent's Name

who after being duly sworn, deposed and said:

THAT they have read the above and foregoing petition and all of the allegations contained therein are true and correct to the best of their knowledge, information, and belief.

\_\_\_\_\_  
PETITIONER'S SIGNATURE

**SWORN TO AND SUBSCRIBED** before me on this \_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_.

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

\_\_\_\_\_  
(Petitioner/Parent) : 14<sup>TH</sup> JUDICIAL DISTRICT COURT  
NO. \_\_\_\_\_ : PARISH OF CALCASIEU  
APPLYING FOR CHANGE OF NAME  
OF A MINOR : STATE OF LOUISIANA  
FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**ANSWER**

**NOW INTO COURT**, comes the State of Louisiana, represented by the undersigned  
Assistant District Attorney for Calcasieu Parish, who respectfully represents:

1.

The State has no objection to the name of the minor being changed from

\_\_\_\_\_ to \_\_\_\_\_.  
(Minor's Current Name) (Minor's New Name)

WHEREFORE, the undersigned Assistant District Attorney for Calcasieu Parish prays that  
the cost of this proceeding be assessed to the Petitioner.

\_\_\_\_\_  
KAREN C. MCLELLAN  
ASSISTANT DISTRICT ATTORNEY

\_\_\_\_\_  
(Petitioner/Parent) : 14<sup>TH</sup> JUDICIAL DISTRICT COURT  
NO. \_\_\_\_\_ : PARISH OF CALCASIEU  
APPLYING FOR CHANGE OF NAME  
OF A MINOR : STATE OF LOUISIANA  
FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**JUDGMENT OF CHANGE OF NAME OF A MINOR**

When, after considering the evidence, pleadings and argument of counsel, the District Attorney having no objection hereto after being duly served, and the law and evidence being in favor of Petitioners, for the reasons, this day, assigned:

IT IS ORDERED, ADJUDGED AND DECREED that the Petitioner's Petition for Name Change is **GRANTED**.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the name of the Minor, \_\_\_\_\_ be, and it is hereby changed to \_\_\_\_\_  
(Minor's Current Name) (Minor's New Name)  
which shall hereafter be Minor's true and lawful name; and, further, that all custodians be, and they are hereby, immediately ordered to enter this change of name, accordance with law.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the Bureau of Vital Statistics for the State of Louisiana change the name on the certificate of live birth from \_\_\_\_\_ to \_\_\_\_\_, and that a new Birth Certificate  
(Minor's Current Name) (Minor's New Name)  
be issued.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that all cost of this proceeds be paid by Petitioners.

Judgment signed in Chambers on this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, in the Lake Charles, Louisiana.

\_\_\_\_\_  
DISTRICT JUDGE