

Instructions for PRO-SE Adult Name Change Petitions (without an attorney)

PLEASE CALL US AT 662-469-8398 IF YOU HAVE ANY QUESTIONS.

Mississippi Access to Justice website: www.msatjc.org

If you choose to prepare your own Name Change papers using the MSATJC.org website, please follow these guidelines:

1. You must be twenty-one (21) years of age or older or your parents or guardian must join in the petition.
2. You must live in Mississippi
3. You must have a certified copy of your birth certificate
4. You must sign them in front of a notary before dropping off with the Chancery Clerk's office

By going forward without a lawyer, you are proceeding at your own risk. When possible, it is always best to speak with a lawyer before taking legal action. Additional information can be found on www.mslegalservices.org.

Filing

Use the MSATJC.org website to prepare the name change forms. Review the forms and correct any necessary information. Attach a certified copy of your birth certificate. Follow the instructions on the forms and create a packet for filing. Drop off or Mail in your name change packet to the Chancery Clerk, 2535 Hwy 51 S, Rm 104, Hernando, MS 38632. **Include a check or money order for \$148.** When all documents have been filed in the Chancery Clerk's office, we will contact you with the phone number for the Court Administrator. She will give you the next available court date for your case.

On the day of your hearing, you should be in court at the time set for your hearing unless the Judge/Special Master has excused one of you from attending. **You are responsible for preparing an order or decree for the Special Master/Judge to sign.** Your original petition will be returned to you after the order is signed.

Once the Special Master/Judge signs the order, it will be filed with the Chancery Clerk's office. Once filed, the Clerk's office will mail the copies to the address we have on file. You will need certified copies to show the necessary authorities to have your name changed in the Social Security Administration, DMV (Department of Public Safety), etc. Request the appropriate amount of certified copies.

Be sure to file a Notice of Address with the Clerk's office if your address has changed.

Please Note: The Adult Name Change Packet provided by the Mississippi Access to Justice Commission does not guarantee your request will be granted.