

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 5.110-5/17

IN RE: PROCEDURES FOR NAME CHANGE PETITIONS

Section 68.07 of the Florida Statutes provides for the change of the name of any person residing in the State of Florida in the county in which he or she is domiciled. Name Change proceedings are filed at the Main Judicial Center and the branch courthouses. Uniform procedures will ensure the appropriate review and timely disposition of Name Change proceedings.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

A. CASE FILINGS

1. Name Change Petitions, except for those filed under Florida Statute section 68.07(9), will be assigned in accordance with Administrative Order 5.101. If a related Domestic Relations case is identified at initial screening or on the Notice of Related Case Form, the Clerk of Court shall assign the newly filed case to the same division as the previous case.
2. Except if a former name is being restored, the petitioner must submit electronic fingerprints for a state and national criminal history records check. A final judgment cannot be entered without the results of the state and national records check.
3. Pursuant to Fifteenth Judicial Circuit Administrative Order 5.307, a copy of a Live Birth Certificate for any minor child(ren) involved in a Petition for Change of Name must be filed in the case.
4. Pursuant to Fifteenth Judicial Circuit Administrative Order 5.109, a Date of Birth Form for all parties, including minor child(ren) involved in a Petition for Change of Name must be filed in the case.

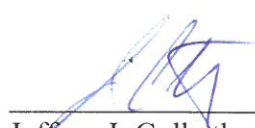
B. REVIEW OF THE CASES

1. An internal case management review of the file will be undertaken by the Court prior to the setting of the Final Hearing on any Petition for Change of Name.
2. Upon filing of a criminal history records check, the Clerk of Court is directed to notify the appropriate court administration email inbox for review and processing.
3. If the Petition for Change of Name is incomplete or requires additional information or documentation, the Court will enter a status order outlining the deficiencies or missing information.
4. Failure to comply with the Court's requirements on the status order could result in the dismissal of the case.

C. HEARING AND DISPOSITION OF THE CASES

1. A hearing will only be set on a Petition for Change of Name after the Court's case management review of the file.
2. Filings by Self Represented Litigants: Upon completion of the case management review and determination by the Court that the case is ready for the entry of a Final Judgment, the case manager will prepare an Order Setting Hearing on the Case and/or Prepare Final Judgment of Name Change, depending on the divisional procedures.
3. Filings by Attorneys: Upon completion of the case management review and determination by the Court that the case is ready for the entry of a Final Judgment, the judicial assistant will, in accordance with divisional procedures, contact the attorneys to set the case for a final hearing.

DONE AND SIGNED in Chambers at West Palm Beach, Palm Beach County, Florida,
this 5/16/ day of May, 2017.



Jeffrey J. Colbath
Chief Judge