

Hey Friend,

Congrats on making the big decision to change your name, legally!

Below is the TEAP-MS ID Me Roadmap for name change. This is a step by step guide through the name change process in Mississippi.

The following instruction will walk you through **STEP 1** on the roadmap.

You do not need a lawyer to file a petition for name change. Rephrase—Do not waste your time and money on a lawyer when changing your name, legally.

### **Requirements for name change in Mississippi:**

1. Be Twenty-one (21) years old
2. Be a resident of the county in which you are filing the petition (with matching driver's license or state ID)
3. Not be a convicted felon
4. Not be filing for fraudulent purposes
5. Not be infringing on another person's rights

### **Step 1) Fill-in Petition for Name Change (Attachment "Name Change—Petition, Affidavit & Order by TEAP" Page 1)**

- This is what you will need to have prepared and will deliver to your Chancery Court when filing a petition for name change.
- Many courts have their own version, although containing the same information. If your court does not have a standard form, use the form attached.
- Anything in **RED** should be typed up. Once typed, remove all that is in red and print. **Do not** sign this ahead of time.
- Sign in the presence of the clerk assisting you at the courthouse.

### **Step 2) Notarize Petition for Name Change i.e., Affidavit (Attachment "Name Change—Petition, Affidavit & Order by TEAP" Page 2)**

- The petition must be notarized by having the document signed in the presence of a Notary Public.
- Anything in **RED** should be typed up. Once typed, remove all that is in red and print. **Do not** sign this ahead of time.
- Sign in the presence of the clerk assisting you at the courthouse. All justice court judges and clerks, clerks of the circuit and chancery courts and assistant secretaries of state are notaries public by virtue of their office.
- The notary (the clerk) will apply their signature and notary seal.

### **Step 3) Order for Name Change (Attachment "Name Change—Petition, Affidavit & Order by TEAP" Page 3)**

- This may be provided to you by your Chancery Court. Just in case it is not, it is a good idea to have one prepared.
- Anything in **RED** should be typed up. Once typed, remove all that is in red and print. **Do not** sign this ahead of time.
- This serves as the actual court order that will be signed by the judge.

### **Step 3) Fill-in Civil Cover Sheet (Attachment "Cover Sheet")**

- A cover sheet may or may not be required at your Chancery Court. It is good to be prepared, just in case.
- On this form, page one (1) is all you need to complete. Print the first page and complete it with a pen. Simply indicate your "origin of suit" as initial filing, fill out your current name under "plaintiff" and check name change under "probate". Nothing else should be applicable.

### **Step 4) Documents**

**This is everything you will need to bring with you to your Chancery Court on the day you file your petition for name change:**

- Petition for Name Change
- Affidavit
- Order for Name Change—*The Judge may or may not use yours but, it's good to be prepared.*

- Civil Cover Sheet—*You may or may not actually need this, depending on the Chancery Court.*
- Driver's license/legal photo ID
- Birth Certificate—*Making a copy in advance is a kind gesture, so that the Social Security Card—Not always required but, bring it just in case.*
- A money order for one hundred and forty-eight dollars (\$148.00)—*This is your filing fee. Yes, the fee on the roadmap says \$93.00. The fee increased in January of 2020. If you prefer to pay by check or cash, call your Chancery Court to ask, in advance (credit card is never usually accepted).*
- An extra five to ten dollars (\$5.00- \$10.00) for copies of an original court order—*In case a Judge is willing to sign on the same day you file instead of assigning you a court date (yes, it does happen), bring money for at least five (5) original copies of the order.*

### **Step 5 – File Petition for Change of Name at Local Chancery Court**

- Go to your Chancery Court and give your documents to the clerk. State that you are "filing a petition for name change".
- You should immediately be given a date for your name change court hearing. Sometimes a Judge is available to sign, same day (but don't expect this).

### **Step 6 – Filing Fee**

- Pay the filing fee of one hundred and forty eight dollars (\$148.00) by money order (or by other means of payment, if authorized by the court ahead of time).

### **Step 7 – Attend Hearing (if required)**

- If you are given a court date, attend the hearing at the appointed date and time.
- The Judge will simply ask you why you want to change your name. A simple "It matches my identity" is sufficient.
- The purpose of the hearing and the question is to ensure that you are not attempting to run from debt or do anything illegal.
- NO ONE can legally ask you about your transition.

- If there is no objection or cause for refusal, the court will give you an Order for Name Change which certifies that your name has been legally changed.

**NOTE: Don't forget to ask for several original copies. This court order will then serve as proof of name change when you complete the remaining steps on the roadmap and update your name on your legal documents.**

If you have questions, would like personal assistance or information on steps 2 through 5 of the TEAP Roadmap, please reach out to Jensen Luke Matar, TEAP Coordinator with the ACLU of Mississippi.

Jensen Luke Matar

Pronouns: he/him/his

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