**This procedure is provided for informational purposes only and is not intended to be legal advice. Please seek legal advice if you need any further assistance for a Name Change.

Name Change Procedure for the 42nd Judicial District Court (DeSoto Parish)

1. Obtain an FBI Background Check for the person who wants to change their name by going online to Rap Sheets (Identity History Summary Checks)—FBI (Not required for minors aged 16 y.o. or younger).
2. The FBI will require the applicant to submit a fingerprint card with their request for FBI Background Check. These may be obtained at the DeSoto Parish Sheriff's Office in Mansfield, LA, or from the Louisiana State Patrol Troop "G" Office in Bossier City, LA. If the applicant is from out of the area, fingerprint cards are usually available through most law enforcement agencies.
3. Submit your fingerprint card and any other FBI-required documents with your FBI Background Check request. As of the time of this writing, the cost is currently $18.00, but the price is subject to change anytime at the FBI's discretion. To be certain, verify the latest cost on the FBI website prior to submission of your request. Instructions for submission are also available on the FBI website. The background check usually takes around 10-15 days to complete, but may take longer, depending on the postal service, etc.
4. Once you have received the results of your background check back from the FBI, please submit your Petition for Name Change, Judgment, and results of your FBI Background Check to the DeSoto Parish Clerk of Court. The Clerk will then collect a filing fee at that time. (The current *estimated* cost is $350.00, but this may be subject to change).
5. The DeSoto Parish District Attorney's Office will prepare an answer, as required by Louisiana R.S. 13:4752. All documents, including the District Attorney's answer, will be submitted to the Clerk for further processing. The Clerk of Court will file your background check under court seal so that your background check will not become part of the public record.
6. The Court will then either sign a judgment granting your petition for name change, deny your name change, or set the matter for a contradictory hearing where the parties (applicant and District Attorney) may be heard. If a hearing is set, you will be provided with a court date when you must appear.
7. The Clerk of Court will serve all parties with a copy of the documents.
8. Although not required, you are encouraged to obtain an attorney to assist your or answer any questions you may have regarding this process, as neither the Clerk of Court's Office nor the District Attorney's Office are allowed to provide legal advice.