

MIKE SPENCE **CLERK OF COURT**

Caddo Parish Courthouse
501 Texas Street, Room 103
Shreveport, LA 71101-5408



Phone: 318-226-6776
Fax: 318-227-9080
www.caddoclerk.com

Step by step information regarding the Name Change process

- **Petitioner files their Petition, copy of birth certificate, and Judgment for Name Change in the Caddo Parish Clerk of Court's office with a filing fee of \$350.00.
(This includes \$50.00 for the State Police Background Check).**
- **Once the Clerk has assigned a suit number and section, they will give the Petitioner the Judgment along with a certified copy of their Petition to take to the District Attorney's Office on the 5th floor.**
- **The DA's Office will then generate a letter for the Petitioner to take to the Caddo Parish Sheriff's Office on the ground floor requesting their fingerprints and records search.**
- **Once the Sheriff's Office has completed their search, they will contact Jennifer Stengel in the DA's Office who will then attach the Sheriff's findings to the Petition and give it to the Duty Section for review.**
- **After the ADA makes a determination whether to object or not, Jennifer will notify the petitioner that they have filed an answer with our office.**
- **Once the answer has been filed with our office, we will make copies and attach it to the Judgment and send it to the appropriate Judge for their signature.**
- **After the Judge grants the Name Change Judgment, our office will record the Judgment in the Conveyance records of our office, mail a copy of the Judgment to the Registrar of Voters Office, and then mail copies to the petitioner who is then responsible for notifying the appropriate agencies regarding their Name Change.**

"Where the Public Comes First"