



SUPERIOR COURT OF CALIFORNIA COUNTY OF SACRAMENTO

720 NINTH STREET – ROOM 102

SACRAMENTO, CA 95814-1380

(916) 874-5522 – WWW.SACCOURT.CA.GOV

REQUIREMENTS FOR PETITION FOR CHANGE OF NAME

Please read these instructions, along with page two (2) of the *Petition for Change of Name* form (NC-100). Court staff cannot advise you about completing forms on your case. If you need legal advice about your forms or other issues regarding your case, you may wish to retain an attorney or visit the Civil Self-Help Center located in the Sacramento County Public Law Library at 609 9th Street, Sacramento, CA 95814. For additional information you can visit the library's website at: <http://saclaw.org/self-help/civil-self-help-center/>.

1. FORMS IN THIS PACKET

#	Form Name	Form Number
1	<i>Civil Case Cover Sheet</i>	CM-010
2	<i>Petition for Change of Name</i>	NC-100
3	<i>Order to Show Cause for Change of Name</i>	NC-120
4	<i>Decree Changing Name</i>	NC-130
5	<i>Attachment to Petition for Change of Name</i>	NC-110
6	<i>Decree Changing Name (Change of Name of Minor by Guardian)</i>	NC-130G
7	<i>Supplemental Attachment to Petition for Change of Name (Declaration of Guardian)</i>	NC-110G
8	<i>Proof of Service of Order to Show Cause</i>	NC-121
9	<i>Newspapers of General Circulation</i>	

- 2. FILING FEE/FEE WAIVER:** Refer to the *Statewide Civil Fee Schedule* located at: <http://saccourt.ca.gov/fees/docs/fee-schedule.pdf> for the current fee amount. If you cannot afford the filing fee you may be eligible for a fee waiver.
- 3. FILING DOCUMENTS:** Completed petitions may be submitted at the designated Civil customer service window, **TUESDAY - FRIDAY ONLY**, between the hours of 8:30 a.m. - 12:00 p.m., located at the Hall of Justice Building, 813 6th Street, Room 212 (2nd Floor), Sacramento, CA 95814. Petitions may be mailed or submitted Monday – Friday via the Civil Law and Motion Drop Box located in the Civil Law and Motion Lobby (Room 212). Please see #5(c) for document copy requirements.

4. **REQUIRED FORMS:** To ensure you are submitting the mandatory forms required, refer to the table below.

If you are...	Complete and submit forms... (The numbers refer to the # column in the Table in #1 above.)
An adult of emancipated minor	1, 2, 3, 4 and 5
Both parents petitioning on behalf of a minor child	1, 2, 3, 4, and 5
One parent filing on behalf of a minor child**	1, 2, 3, 4 and 5 **see page 2-3 for additional information regarding minors
A legal guardian filing on behalf of a minor child	1, 2, 3, 5, 6 and 7
Seeking change of name and gender	Review packet <i>Requirements for Petition for Change of Name (CV/E-142-N)</i>
Seeking a confidential name change under the Safe at Home Program	Review packet <i>Requirements for Petition for Change of Name Under the Address Confidentiality Program (Safe at Home) CV/E-142-S)</i>

5. **DOCUMENT REQUIREMENTS:** If the petitioner is not represented by an attorney, the petitioner’s name, address and telephone number must be typed or printed legibly in the upper left corner of each document. The petition must be signed by each adult who is applying for a change of name using that person’s current legal name. Please review your documents thoroughly before filing to ensure that ALL the captions, current name and proposed new name match exactly on all documents.

- a. **NUMBER OF PETITIONS REQUIRED:** Each adult petitioner or emancipated child filing for a name change on his or her own behalf must submit a separate set of documents and a separate filing fee. One (1) adult may file on his or her own behalf and also include one (1) or more minor children on the petition (E.g., Mother may file on behalf of herself and her four (4) children on the same petition.). The *Attachment to Petition for Change of Name* form (NC-110) must be completed and attached to the petition for each person whose name is to be changed.

- b. **CAPTIONS:** Examples of the caption and first (1st) line of each document where the current name(s) is used are listed in the table below:

If you are...	Complete the caption as follows...
An adult of emancipated minor	John Doe
One parent or legal guardian filing on behalf of minor child	John Doe on behalf of James Doe, a minor
Both parents filing on behalf of minor child	John Doe and Mary Doe on behalf of James Doe, a minor

- c. **ORDER OF DOCUMENTS:** Present your documents in the following order for filing:
- 1) Fee or *Request to Waive Court Fees* form (FW-001) and *Order on Request to Waive Court Fees* form (FW-003)
 - 2) *Civil Case Cover Sheet* form (CM-010)
 - 3) *Petition for Change of Name* form (NC-100) with the *Attachment to Petition for Change of Name* form (NC-110)
 - 4) *Supplemental Attachment to Petition for Change of Name* form (NC-110G), if applicable
 - 5) *Order to Show Cause for Change of Name* form (NC-120)
 - 6) *Decree Changing Name* form (NC-130)
 - 6) *Decree Changing Name (Change of Name of Minor by Guardian)* form (NC-130G), if applicable

Note: Each original document should have the corresponding copies behind the document. Please submit one (1) original and two (2) copies of each document, except for the Order to Show Cause, three (3) copies are required.

6. **SIGNATURES:** The petition must be signed by each adult who is applying for a change of name, using that person’s current legal name. If the petition requests the change of a minor child’s name, the petition must be signed by: one (1) of the parents, if living; if both parents are deceased, then the guardian. If a guardian or someone other than a parent is signing on behalf of the minor then attach the *Supplemental Attachment to Petition for Change of Name (By Guardian)* form (NC-110G) to the petition.
7. **PUBLICATION OF ORDER TO SHOW CAUSE:** A copy of the filed *Order to Show Cause for Change of Name* form (NC-120) must be published in an adjudicated Sacramento County newspaper pursuant to California Government Code Section 6064. The publication must be one (1) time per week for four (4) consecutive weeks and must include all languages on the form. A list of Newspapers of General Circulation located in Sacramento County is available at the end of this packet. Select one (1) and write or type its name on line 3a of the *Order to Show Cause for Change of Name* form (NC-120). Cost of publication varies depending on the newspaper selected. Proof(s) of newspaper publications and proof(s) of service on non-petitioning parents should be filed with

the Court as soon as possible. Failure to submit proof of service may result in your hearing being continued.

8. **HEARINGS:** After 2:00 pm on the court day before your hearing date, access the Tentative Rulings by going to the Court’s website at www.saccourt.ca.gov and clicking on “View Tentative Rulings.” If you do not have access to the internet, call (916) 874-5242 and a clerk will read the tentative ruling to you.

If the ruling indicates:

- Your change of name is **granted**, the Courtroom Clerk will mail you the signed *Decree Changing Name* form (NC-130) or the *Decree Changing Name (Changing of Name of Minor by Guardian)* form (NC-130G) you submitted to the address provided on your document. You do not need to appear.
- Your change of name is **granted upon** proper proof of publication then a proof of publication must be filed prior to your hearing time.
- Your **appearance is required**, you must appear at the date, time and department indicated on your *Order to Show Cause for Change of Name* form (NC-120). If a hearing is required, the judge will determine whether or not to grant your petition. If granted, the Courtroom Clerk will mail you the signed *Decree Changing Name* form (NC-130) or the *Decree Changing Name of Minor (By Guardian)* form (NC-130G) you submitted to the address provided on your document.

9. **DECREE:** Certified copies of the decree may be purchased for a fee after the hearing.

ADDITIONAL INFORMATION – CHANGE OF NAME FOR MINOR CHILD WHEN ONLY ONE (1) PARENT PETITIONS

If only one (1) parent petitions to change a child’s name, item 7e of *Attachment to Petition for Change of Name* form (NC-110) must be completed to indicate the name and address (if known) of the other parent (also known as the non-petitioning parent). If the non-petitioning parent resides outside the State of California, then parent must be served with a copy of the *Order to Show Cause for Change of Name* form (NC-120) by either personal service or by first-class mail, postage prepaid and requiring return receipt. The non-petitioning parent in the State of California must be personally served thirty (30) days or more before the hearing. If notice is served by mail on the out of state non-petitioning parent, it must be mailed forty (40) days or more before the hearing. Mailed notices may only be used if the non-petitioning parent resides outside the State of California. Service must be completed by a person who is at least 18 years of age and not a party to the action. The person who served the documents must complete and sign the proof of service.

If the location of the non-petitioning parent is unknown, he/she must be served by publication. An application (accompanied by a declaration of diligent search) and proposed order for publication may be submitted to the court when the petition is filed or as soon as possible afterward.

NOTE: If the non-petitioning parent is not properly served before the scheduled hearing date then the petition cannot be granted.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		FOR COURT USE ONLY
TELEPHONE NO.:	FAX NO.:	
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
CASE NAME:		
CIVIL CASE COVER SHEET <input type="checkbox"/> Unlimited (Amount demanded exceeds \$25,000)	<input type="checkbox"/> Limited (Amount demanded is \$25,000 or less)	Complex Case Designation <input type="checkbox"/> Counter <input type="checkbox"/> Joinder Filed with first appearance by defendant (Cal. Rules of Court, rule 3.402)
		CASE NUMBER:
		JUDGE:
		DEPT:

Items 1-6 below must be completed (see instructions on page 2).

1. Check one box below for the case type that best describes this case:

Auto Tort <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46)	Contract <input type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Rule 3.740 collections (09) <input type="checkbox"/> Other collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37)	Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400-3.403) <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental/Toxic tort (30) <input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41)
Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PI/PD/WD (23)	Real Property <input type="checkbox"/> Eminent domain/Inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26)	Enforcement of Judgment <input type="checkbox"/> Enforcement of judgment (20)
Non-PI/PD/WD (Other) Tort <input type="checkbox"/> Business tort/unfair business practice (07) <input type="checkbox"/> Civil rights (08) <input type="checkbox"/> Defamation (13) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (19) <input type="checkbox"/> Professional negligence (25) <input type="checkbox"/> Other non-PI/PD/WD tort (35)	Unlawful Detainer <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38)	Miscellaneous Civil Complaint <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint (not specified above) (42)
Employment <input type="checkbox"/> Wrongful termination (36) <input type="checkbox"/> Other employment (15)	Judicial Review <input type="checkbox"/> Asset forfeiture (05) <input type="checkbox"/> Petition re: arbitration award (11) <input type="checkbox"/> Writ of mandate (02) <input type="checkbox"/> Other judicial review (39)	Miscellaneous Civil Petition <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition (not specified above) (43)

2. This case is is not complex under rule 3.400 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:
- | | |
|--|--|
| a. <input type="checkbox"/> Large number of separately represented parties | d. <input type="checkbox"/> Large number of witnesses |
| b. <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | e. <input type="checkbox"/> Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court |
| c. <input type="checkbox"/> Substantial amount of documentary evidence | f. <input type="checkbox"/> Substantial postjudgment judicial supervision |
3. Remedies sought (check all that apply): a. monetary b. nonmonetary; declaratory or injunctive relief c. punitive
4. Number of causes of action (specify):
5. This case is is not a class action suit.
6. If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.)

Date: _____

(TYPE OR PRINT NAME) ▶ (SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)

NOTICE

- Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed under the Probate Code, Family Code, or Welfare and Institutions Code). (Cal. Rules of Court, rule 3.220.) Failure to file may result in sanctions.
- File this cover sheet in addition to any cover sheet required by local court rule.
- If this case is complex under rule 3.400 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on all other parties to the action or proceeding.
- Unless this is a collections case under rule 3.740 or a complex case, this cover sheet will be used for statistical purposes only.

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INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET

To Plaintiffs and Others Filing First Papers. If you are filing a first paper (for example, a complaint) in a civil case, you must complete and file, along with your first paper, the *Civil Case Cover Sheet* contained on page 1. This information will be used to compile statistics about the types and numbers of cases filed. You must complete items 1 through 6 on the sheet. In item 1, you must check **one** box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the **primary** cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. Failure to file a cover sheet with the first paper filed in a civil case may subject a party, its counsel, or both to sanctions under rules 2.30 and 3.220 of the California Rules of Court.

To Parties in Rule 3.740 Collections Cases. A "collections case" under rule 3.740 is defined as an action for recovery of money owed in a sum stated to be certain that is not more than \$25,000, exclusive of interest and attorney's fees, arising from a transaction in which property, services, or money was acquired on credit. A collections case does not include an action seeking the following: (1) tort damages, (2) punitive damages, (3) recovery of real property, (4) recovery of personal property, or (5) a prejudgment writ of attachment. The identification of a case as a rule 3.740 collections case on this form means that it will be exempt from the general time-for-service requirements and case management rules, unless a defendant files a responsive pleading. A rule 3.740 collections case will be subject to the requirements for service and obtaining a judgment in rule 3.740.

To Parties in Complex Cases. In complex cases only, parties must also use the *Civil Case Cover Sheet* to designate whether the case is complex. If a plaintiff believes the case is complex under rule 3.400 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiff's designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that the case is complex.

CASE TYPES AND EXAMPLES

Auto Tort

Auto (22)—Personal Injury/Property Damage/Wrongful Death
Uninsured Motorist (46) (*if the case involves an uninsured motorist claim subject to arbitration, check this item instead of Auto*)

Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort

Asbestos (04)
Asbestos Property Damage
Asbestos Personal Injury/Wrongful Death
Product Liability (*not asbestos or toxic/environmental*) (24)
Medical Malpractice (45)
Medical Malpractice—Physicians & Surgeons
Other Professional Health Care Malpractice
Other PI/PD/WD (23)
Premises Liability (e.g., slip and fall)
Intentional Bodily Injury/PD/WD (e.g., assault, vandalism)
Intentional Infliction of Emotional Distress
Negligent Infliction of Emotional Distress
Other PI/PD/WD

Non-PI/PD/WD (Other) Tort

Business Tort/Unfair Business Practice (07)
Civil Rights (e.g., discrimination, false arrest) (*not civil harassment*) (08)
Defamation (e.g., slander, libel) (13)
Fraud (16)
Intellectual Property (19)
Professional Negligence (25)
Legal Malpractice
Other Professional Malpractice (*not medical or legal*)
Other Non-PI/PD/WD Tort (35)

Employment

Wrongful Termination (36)
Other Employment (15)

Contract

Breach of Contract/Warranty (06)
Breach of Rental/Lease
Contract (*not unlawful detainer or wrongful eviction*)
Contract/Warranty Breach—Seller Plaintiff (*not fraud or negligence*)
Negligent Breach of Contract/Warranty
Other Breach of Contract/Warranty
Collections (e.g., money owed, open book accounts) (09)
Collection Case—Seller Plaintiff
Other Promissory Note/Collections Case
Insurance Coverage (*not provisionally complex*) (18)
Auto Subrogation
Other Coverage
Other Contract (37)
Contractual Fraud
Other Contract Dispute

Real Property

Eminent Domain/Inverse Condemnation (14)
Wrongful Eviction (33)
Other Real Property (e.g., quiet title) (26)
Writ of Possession of Real Property
Mortgage Foreclosure
Quiet Title
Other Real Property (*not eminent domain, landlord/tenant, or foreclosure*)

Unlawful Detainer

Commercial (31)
Residential (32)
Drugs (38) (*if the case involves illegal drugs, check this item; otherwise, report as Commercial or Residential*)

Judicial Review

Asset Forfeiture (05)
Petition Re: Arbitration Award (11)
Writ of Mandate (02)
Writ—Administrative Mandamus
Writ—Mandamus on Limited Court Case Matter
Writ—Other Limited Court Case Review
Other Judicial Review (39)
Review of Health Officer Order
Notice of Appeal—Labor Commissioner Appeals

Provisionally Complex Civil Litigation (Cal. Rules of Court Rules 3.400–3.403)

Antitrust/Trade Regulation (03)
Construction Defect (10)
Claims Involving Mass Tort (40)
Securities Litigation (28)
Environmental/Toxic Tort (30)
Insurance Coverage Claims (*arising from provisionally complex case type listed above*) (41)

Enforcement of Judgment

Enforcement of Judgment (20)
Abstract of Judgment (Out of County)
Confession of Judgment (*non-domestic relations*)
Sister State Judgment
Administrative Agency Award (*not unpaid taxes*)
Petition/Certification of Entry of Judgment on Unpaid Taxes
Other Enforcement of Judgment Case

Miscellaneous Civil Complaint

RICO (27)
Other Complaint (*not specified above*) (42)
Declaratory Relief Only
Injunctive Relief Only (*non-harassment*)
Mechanics Lien
Other Commercial Complaint Case (*non-tort/non-complex*)
Other Civil Complaint (*non-tort/non-complex*)

Miscellaneous Civil Petition

Partnership and Corporate Governance (21)
Other Petition (*not specified above*) (43)
Civil Harassment
Workplace Violence
Elder/Dependent Adult Abuse
Election Contest
Petition for Name Change
Petition for Relief From Late Claim
Other Civil Petition

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): STATE BAR NO: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO. : E-MAIL ADDRESS: ATTORNEY FOR (Name):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (Name of each petitioner):	
PETITION FOR CHANGE OF NAME	CASE NUMBER:

Before you complete this petition, you should read the Instructions for Filing a Petition for Change of Name on the next page. You must answer all questions and check all boxes that apply to you on this petition. You must file this petition in the superior court of the county where the person whose name is to be changed resides.

1. Petitioner (name): _____ resides in this county.

2. Petitioner requests that the court decree the following name changes (list every name that you are seeking to change):

<u>Present name</u>		<u>Proposed name</u>
a. _____	changed to	_____
b. _____	changed to	_____
c. _____	changed to	_____
d. _____	changed to	_____

Continued (if you are seeking to change additional names, you must prepare a list and attach it to this petition as Attachment 2.)

3. Petitioner requests that the court issue an order directing all interested persons to appear and show cause why this petition for change of name of the persons identified in item 2 should not be granted.

4. The number of persons under 18 years of age whose names are to be changed is (specify):

5. If this petition requests the change of name of any person or persons under 18 years, this request is being made by

- a. both parents.
- b. mother only.
- c. father only.
- d. near relative (name and relationship):
- e. guardian (name):
- f. other (specify):

6. This petition seeks to conform petitioner's name to his or her gender identity.

7. For each person whose name is to be changed, petitioner provides the following information (you must attach a completed copy of the attachment Name and Information About the Person Whose Name Is to Be Changed (form NC-110) for each person identified in item 2):

a. The number of attachments included in this petition is (specify number):

b-f. (Attachment page or pages)

(Instructions on next page)

INSTRUCTIONS FOR FILING A PETITION FOR CHANGE OF NAME

1. **Where to File**
The petition for change of name must be filed in the superior court of the county where the person whose name is to be changed presently lives.
2. **Whose Name May Be Changed**
The petition may be used to change one's own name and, under certain circumstances, the names of others (e.g., children under 18 years of age).
3. **Confidentiality of Certain Names**
In cases in which the petitioner is a participant in the Secretary of State's address confidentiality program (Safe at Home), petitioner's current and proposed names may be kept confidential. (Code Civ. Proc., § 1277(b).) See *Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home)* (form NC-400-INFO) for additional instructions.
4. **What Forms Are Required**
Prepare an original and two copies of each of the following documents:
 - a. *Petition for Change of Name* (form NC-100)
 - b. *Name and Information About the Person Whose Name Is to Be Changed (Attachment to Petition)* (form NC-110) (attach as many copies as necessary)
 - c. *Order to Show Cause for Change of Name* (form NC-120)
 - d. *Decree Changing Name* (form NC-130 or, for guardians, form NC-130G)In addition, a guardian must prepare and attach a *Declaration of Guardian (Supplemental Attachment to Petition)* (form NC-110G) for each child whose name is to be changed.
5. **Filing and Filing Fee**
Prepare an original *Civil Case Cover Sheet* (form CM-010). File the original petition and *Civil Case Cover Sheet* with the clerk of the court and obtain two filed-endorsed copies of the petition. A filing fee will be charged unless you qualify for a fee waiver. (If you want to apply for a fee waiver, see *Application for Waiver of Court Fees and Costs* (form FW-001); *Information Sheet on Waiver of Court Fees and Costs* (form FW-001-INFO); and *Order on Application for Waiver of Court Fees and Costs* (form FW-003).
6. **Requesting a Court Hearing Date and Obtaining the Order to Show Cause**
You should request a date for the hearing on the *Order to Show Cause* at least six weeks in the future. Take the completed form to the clerk's office. The clerk will provide the hearing date and location, obtain the judicial officer's signature, file the original, and give you a copy.
7. **Publishing the Order to Show Cause**
In most cases, a copy of the *Order to Show Cause* must be published in a local newspaper of general circulation once a week for at least four consecutive weeks before the date of the hearing. The petitioner selects the newspaper from among those newspapers legally qualified to publish orders and notices. The newspaper used must file a Proof of Publication with the superior court before the hearing. If no newspaper of general circulation is published in the county, the court may order the *Order to Show Cause* to be posted by the clerk. But petitioners **do not have to publish** the order if they are seeking to change a name to conform to a change of gender identity or are participants in (1) the State Witness Program or (2) the address confidentiality program and the petition alleges that they are (a) petitioning to avoid domestic violence, or (b) petitioning to avoid stalking, or (c) a victim of sexual assault or petitioning on behalf of one.
8. **Name Change for Children**
 - a. If a petitioning parent is requesting the name change for a child under 18 years of age, and one of the parents, if living, does not join in consenting to the name change, the petitioning parent must have a copy of the *Order to Show Cause* or notice of the time and place of the hearing served on the nonconsenting parent. Service must be made **at least 30 days prior to the hearing** under Code of Civil Procedure sections 413.10, 414.10, 415.10, or 415.40.
 - b. If the nonconsenting parent resides in California, the order or notice must be personally served on the nonconsenting parent. The petitioning parent cannot personally serve this document.
 - c. If the nonconsenting parent resides outside California, he or she may be served by sending a copy of the order or notice by first-class mail, postage prepaid, return receipt requested.
 - d. If a petition to change the name of a child has been filed by a guardian, the guardian must (1) provide notice of the hearing to any living parent of the child by personal service at least 30 days before the hearing, or (2) if either or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living, not less than 30 days before the hearing under Code of Civil Procedure sections 413.10, 414.10, 415.10, or 415.40.If you have served a parent or grandparents, file a copy of the completed *Proof of Service of Order to Show Cause* (form NC-121) with the court before the hearing.
9. **Court Hearing**
If no written objection is filed at least two court days before the hearing, the court may grant the petition without a hearing. Check with the court to find out if a hearing will be held. If there is a hearing, bring copies of all documents to the hearing. If the judge grants the petition, the judge will sign the original decree.
10. If you want to amend a birth certificate to show the name change, you should contact the following office:
California Department of Public Health, Vital Records- MS 5103, P.O. Box 997410, Sacramento, CA 95899-7410
Phone: 916-445-2684; Website: www.cdph.ca.gov

Local courts may supplement these instructions. Check with the court to determine whether supplemental information is available. For instance, the court may provide you with additional written information identifying the department that handles name change petitions, the times when petitions are heard, and the newspapers that may be used to publish the *Order to Show Cause*.

PETITIONER OR ATTORNEY (Name, State Bar number, and address): <hr/> TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (Name of each petitioner): <p style="text-align: right;">FOR CHANGE OF NAME</p>	
ORDER TO SHOW CAUSE FOR CHANGE OF NAME	CASE NUMBER: _____

TO ALL INTERESTED PERSONS:

1. Petitioner (name): _____ filed a petition with this court
 for a decree changing names as follows:

<u>Present name</u>		<u>Proposed name</u>
a. _____	to	_____
b. _____	to	_____
c. _____	to	_____
d. _____	to	_____
e. _____	to	_____

Continued on Attachment 1.

2. THE COURT ORDERS that all persons interested in this matter appear before this court at the hearing indicated below to show cause, if any, why the petition for change of name should not be granted. Any person objecting to the name changes described above must file a written objection that includes the reasons for the objection at least two court days before the matter is scheduled to be heard and must appear at the hearing to show cause why the petition should not be granted. If no written objection is timely filed, the court may grant the petition without a hearing.

NOTICE OF HEARING

a. Date: _____ Time: _____ Dept.: _____ Room: _____

b. The address of the court is same as noted above other (specify): _____

3. a. A copy of this *Order to Show Cause* shall be published at least once each week for four successive weeks prior to the date set for hearing on the petition in the following newspaper of general circulation, printed in this county (specify newspaper): _____

b. Other (specify): _____

Date: _____

 JUDGE OF THE SUPERIOR COURT

NOTE: When a *Petition for Change of Name* has been filed for a child and the other parent, if living, does not join in consenting to the name change, the petitioner must have a notice of the time and place of the hearing or a copy of the *Order to Show Cause* served on the other parent not less than 30 days prior to the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40. If a petition to change the name of a child has been filed by a guardian, the guardian must (1) provide notice of the hearing to any living parent of the child by personal service at least 30 days before the hearing, or (2) if either or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living, not less than 30 days before the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40. (This Note is included for the information of the petitioner and shall not be included in the *Order to Show Cause* published in the newspaper.)

PETITIONER OR ATTORNEY (Name, State Bar number, and address): TELEPHONE NO. _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITION OF (Name of each petitioner): _____ <p style="text-align: right;">FOR CHANGE OF NAME</p>	
DECREE CHANGING NAME	CASE NUMBER: _____

1. The petition was duly considered:
- a. at the hearing on (date): _____ in Courtroom: _____ of the above-entitled court.
 - b. without hearing.

THE COURT FINDS

- 2. a. All notices required by law have been given.
- b. Each person whose name is to be changed identified in item 3 below
 - (1) is not is under the jurisdiction of the Department of Corrections, and
 - (2) is not is required to register as a sex offender under section 290 of the Penal Code.
 These determinations were made by using CLETS/CJIS based on information provided to the clerk of the court by a local law enforcement agency.
- c. No objections to the proposed change of name were made.
- d. Objections to the proposed change of name were made by (name): _____
- e. it appears to the satisfaction of the court that all the allegations in the petition are true and sufficient and that the petition should be granted.
- f. Other findings (if any): _____

THE COURT ORDERS

3. The name of
- | | <u>Present name</u> | | is changed to | <u>New name</u> |
|----------|---------------------|--|---------------|-----------------|
| a. _____ | | | | _____ |
| b. _____ | | | | _____ |
| c. _____ | | | | _____ |
| d. _____ | | | | _____ |
| e. _____ | | | | _____ |

Additional name changes are listed on Attachment 3.

Date: _____

 JUDGE OF THE SUPERIOR COURT
 SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT

PETITION OF <i>(Name of petitioner or petitioners):</i>	CASE NUMBER:
FOR CHANGE OF NAME	

**NAME AND INFORMATION ABOUT THE PERSON
WHOSE NAME IS TO BE CHANGED**
Attachment of
Attachment to *Petition* (form NC-100 or form NC-200)

(You must use a separate attachment for each person whose name is to be changed. If petitioner is a guardian of a minor, a supplemental attachment, Declaration of Guardian (form NC-110G), must also be completed and attached for each minor whose name is to be changed.)

7. *(Continued)* Petitioner applies for a decree to change the name of the following person:

b. Self Other

- (1) Present name *(specify):*
- (2) Proposed name *(specify):*
- (3) Born on *(date of birth):*
and presently under 18 years of age over 18 years of age
- (4) Born at *(place of birth):*
- (5) Sex *(as stated on original birth certificate):* Male Female
- (6) Current residence address *(street, city, county, and zip code):*

c. Reason for name change *(explain):*

d. Relationship of the petitioner to the person whose name will be changed:

- (1) self
- (2) parent
- (3) guardian
- (4) near relative *(indicate relationship):*
- (5) Other *(specify):*

e. If the person whose name will be changed is under 18 years of age, provide the names and addresses, if known, of the following persons:

- (1) Father *(name):* _____ *(address):* _____
- (2) Mother *(name):* _____ *(address):* _____
- (3) *(Only if neither parent is living)* Near relatives *(names, relationships, and addresses):*

f. If the person whose name will be changed is 18 years of age or older, that person must sign the following declaration:

DECLARATION	
I declare under penalty of perjury under the laws of the State of California that <input type="checkbox"/> I am not <input type="checkbox"/> I am under the jurisdiction of the California Department of Corrections (in state prison or on parole) and <input type="checkbox"/> I am not <input type="checkbox"/> I am required to register as a sex offender under Penal Code section 290.	
Date: _____	
_____ <small>(TYPE OR PRINT NAME OF PERSON WHOSE NAME IS TO BE CHANGED)</small>	_____ <small>(SIGNATURE OF PERSON WHOSE NAME IS TO BE CHANGED)</small>

(If petitioner is represented by an attorney, the attorney's signature follows):

Date:

_____ <small>(TYPE OR PRINT NAME)</small>	_____ <small>(SIGNATURE OF ATTORNEY)</small>
--	---

(Each petitioner must sign this petition in the space provided below or, if additional pages are attached, at the end of the last attachment.) I declare under penalty of perjury under the laws of the State of California that the information in the foregoing petition is true and correct.

Date:

_____ <small>(TYPE OR PRINT NAME)</small>	_____ <small>(SIGNATURE OF PETITIONER)</small>
--	---

Date:

_____ <small>(TYPE OR PRINT NAME)</small>	_____ <small>(SIGNATURE OF PETITIONER)</small>
--	---

ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS

SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT

PETITIONER OR ATTORNEY <i>(Name, State Bar number, and address):</i> TELEPHONE NO.: _____ FAX NO. <i>(Optional):</i> _____ E-MAIL ADDRESS <i>(Optional):</i> _____ ATTORNEY FOR <i>(Name):</i> _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF <i>(Name of each petitioner):</i> <p style="text-align: right;">FOR CHANGE OF NAME</p>	
DECREE CHANGING NAME OF MINOR (BY GUARDIAN)	CASE NUMBER:

1. The petition was duly considered:
- a. at the hearing on *(date)*: _____ in Courtroom: _____ of the above-entitled court.
 - b. without hearing.

THE COURT FINDS

- 2. a. All notices required by law have been given.
- b. The person whose name is to be changed *(specify present name)*: _____ is a minor.
- c. The petition for change of name was filed on behalf of the minor by the minor's guardian *(name)*: _____
- d. The minor whose name is to be changed is likely to remain in the guardian's care until the age of majority.
- e. The minor whose name is to be changed is not likely to be returned to the custody of his or her parents.
- f. The minor whose name is to be changed
 - (1) is not is under the jurisdiction of the Department of Corrections, and
 - (2) is not is required to register as a sex offender under section 290 of the Penal Code.
 These determinations were made by using CLETS/CJIS based on information provided to the clerk of the court by a local law enforcement agency.
 - g. No objections to the proposed change of name were made.
 - h. Objections to the proposed change of name were made by *(name)*: _____
- i. It appears to the satisfaction of the court that all the allegations in the petition are true and sufficient, that the proposed name change is in the best interest of the minor, and that the petition should be granted.
- j. Other findings (if any): _____

THE COURT ORDERS

- 3. The name of *(present name)*: _____ is changed to *(new name)*: _____

Date: _____

 JUDGE OF THE SUPERIOR COURT
 SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT

PETITION OF <i>(Name of petitioner or petitioners)</i> : _____	CASE NUMBER: _____
FOR CHANGE OF NAME	

DECLARATION OF GUARDIAN
Supplemental Attachment to *Petition for Change of Name* (Form NC-100) Attachment ____ of ____
(If you are petitioning as a guardian of a minor, you must use a separate supplemental attachment for each minor whose name is to be changed.)

7. a. Petitioner *(name)*:
 b. Petitioner's address *(street, city, county, and zip code)*:

 c. Petitioner is the guardian of the following minor whose name is to be changed:
 (1) Name *(present name of child)*:
 (2) Address *(street, city, county, and zip code)*:

 d. Petitioner was appointed guardian of the minor identified in item 7c by *(specify)*:
 (1) Superior Court of California, County of *(name)*:
 (2) Department *(check one)*: Juvenile Probate
 (3) Case number *(specify)*:
 (4) Date of appointment *(specify)*:

 e. The grandparents of the minor whose name is to be changed are *(provide names and addresses, if known)*:
 (1) Grandfather *(name)*: _____ *(address)*: _____
 (2) Grandmother *(name)*: _____ *(address)*: _____
 (3) Grandfather *(name)*: _____ *(address)*: _____
 (4) Grandmother *(name)*: _____ *(address)*: _____

 f. The minor identified in item 7c is likely to remain under the guardian's care until the minor reaches the age of majority because *(explain)*:

Continued *(if you need additional space, check the box, prepare an Attachment 7f, and attach it to this declaration)*.

- g. The minor identified in item 7c is not likely to be returned to the custody of his or her parents because *(explain)*:

Continued *(if you need additional space, check the box, prepare an Attachment 7g, and attach it to this declaration)*.

- h. Other relevant information about the guardianship and why the proposed name change is in the best interest of the minor *(specify)*:

Continued *(if you need additional space, check the box, prepare an Attachment 7h, and attach it to this declaration)*.

I declare under penalty of perjury under the laws of the State of California that the information in the foregoing declaration is true and correct.

Date:

 (TYPE OR PRINT NAME)



 (SIGNATURE OF PETITIONER)

Guardian of *(name of minor)*: _____

PETITIONER OR ATTORNEY (Name, state bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (Names of each petitioner): <p style="text-align: right;">FOR CHANGE OF NAME</p>	
PROOF OF SERVICE OF ORDER TO SHOW CAUSE BY <input type="checkbox"/> PERSONAL DELIVERY <input type="checkbox"/> MAILING (OUTSIDE CALIFORNIA ONLY)	CASE NUMBER:

1. At the time of mailing or personal delivery, I was at least 18 years of age and **not a party** to this proceeding.
2. My residence or business address is (specify):

3. I personally delivered or mailed a copy of the *Order to Show Cause for Change of Name* as follows (complete either a or b):
 - a. **Personal delivery.** I personally delivered a copy to the person served as follows:
 - (1) Name of person served:
 - (2) Address where delivered:

 - (3) Date delivered:
 - (4) Time delivered:

 - b. **Mail.** I am a resident of or employed in the county where the mailing occurred.
 - (1) I enclosed a copy in an envelope and mailed the sealed envelope to the person served by first-class mail, postage prepaid, return receipt requested, to the address outside of California listed below.
 - (2) The envelope was addressed and mailed as follows:
 - (a) Name of person served:
 - (b) Address on envelope:

 - (c) Date of mailing:
 - (d) Place of mailing (city and state):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

 (TYPE OR PRINT NAME OF DECLARANT)

▶

 (SIGNATURE OF DECLARANT)



Sacramento County Newspapers of General Circulation

NEWSPAPER NAME	ADDRESS	WEBSITE	PHONE	FAX	FILE DEADLINE DATE	FILE PROOF
Carmichael Times	7144 Fair Oaks Blvd., Suite 5 Carmichael, CA 95608	www.carmichaeltimes.com	916-483-2299	916-773-2999	Thursday 5:00 PM for publication on following Wednesday	Yes via mail; an unendorsed copy will be sent to client.
Elk Grove Citizen	8970 Elk Grove Blvd. Elk Grove, CA 95624	www.egcitizen.com	916-685-5533	209-745-4492	Noon on Monday for Wednesday publication. Noon on Wednesday for Friday publication	No, client must pick up their proof and file it with the court prior to hearing date.
Folsom Telegraph	921 Sutter St. Folsom, CA 95630	www.folsomtelegraph.com	916-985-2581	916-985-0720	Thursday 12:00 PM for the following Wednesday	Yes.
Galt Herald	P.O. Box 307 604 Lincoln Way Galt, CA 95632	www.galtheraldonline.com	209-745-1551	209-745-4492	Tuesday 12:00 PM	No, client must pick up their proof and file it with the court prior to hearing date.
Grapevine Independent	7144 Fair Oaks Blvd., Suite 5 Carmichael, CA 95608	www.ranchocordovaindependent.com	916-773-1111	916-773-2999	Tuesday 5:00 PM for Friday publication	Yes.
Rio Linda Elverta News and Printing	PO Box 419 309 Savoy Avenue Rio Linda, CA 95673	www.obri.net/rlnews	916-991-3000	N/A	Monday 5:00 PM for Friday publication	Yes via mail, an unendorsed copy will be sent to client.
Sacramento Bee Newspaper	Location: 2100 Q Street Sacramento, CA 95816 Mailing: PO Box 151779 Sacramento, CA 95852	www.sacbee.com	916-321-1371	916-321-1110	Wednesday for Friday publication	Contact Sacramento Bee
Spectrum Newspaper	530 Bercut Drive, Suite E Sacramento, CA 95814	N/A	916-445-6825	916-443-5871	Thursday 9:00 AM for Tuesday publication	Yes
The Daily Recorder	901 H Street, Room 312 Sacramento, CA 95814	N/A	916-444-2355 X102	N/A	Two business days prior to publication	Yes.
The Sacramento Bulletin	530 Bercut Drive, Suite E Sacramento, CA 95814	N/A	916-445-6825	916-443-5871	Two business days prior to publication	Yes.
The Sacramento Gazette Newspaper	770 L Street, Suite 950 Sacramento, CA 95814	www.sacgazette.com	916-567-9654	888-567-1193	Tuesday 12:00 PM	Yes.
The Sacramento Observer	2330 Alhambra Blvd. Sacramento, CA 95817	www.sacobersver.com	916-452-4781	N/A	Wednesday 5:00 PM for Friday publication	Yes.

Sacramento Superior Court does not endorse any of the above newspapers.
This information is provided for reference only.