

# **NAME CHANGE PACKET**

What you will find in this packet:

- **Name Change Applications (NC-001)**
- **Civil Petition for Name Change (NC-002)**
- **Contra Costa County Newspapers Use for Legal Publication (PI-02)**
- **Civil Case Cover Sheet (CM-010)**
- **Petition for Change of Name (NC-100)**
- **Attachment to Petition for Change of Name (NC-110)**
- **Supplemental Attachment to Petition for Change of Name (NC-110G)**
- **Order to Show Cause for Change of Name (NC-120)**
- **Proof of Service of Order to Show Cause (NC-121)**
- **Decree Changing Name (NC-130)**
- **Decree Changing Name of Minor (By Guardian) (NC-130G)**
- **Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home) (NC-400-INFO)**
- **Confidential Cover Sheet-Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (Change of Name) (NC-400)**
- **Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (NC-410)**
- **Declaration in Support of Publication to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (NC-420)**
- **Order on Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home) (NC-425)**

***You Can Get Court Forms FREE at: [www.cc-courts.org/forms](http://www.cc-courts.org/forms)***

## NAME CHANGE APPLICATIONS

Name change applications shall be upon Judicial Council forms.

The Petition (NC-100) and (NC-110) shall be presented to the ex-parte calendar held in Room 210 (Probate Examiners) of the Court between **9:00 a.m. and 11:00 a.m., you must sign up to be helped between the hours of 8:00 a.m. and 9:00 a.m.** Monday through Friday and shall be accompanied by the following:

### **For an Adult:**

- An Order to Show Cause to be issued by the Court, Judicial Council form (NC-120)
- Photo identification (California driver's license or California ID card, or similar)
- Proof of residency in Contra Costa County (e.g., recent utility or tax bill)
- Civil Case Cover Sheet, Judicial Council form (CM-010)
- Decree Judicial Council form (NC-130)

### **For a Minor:**

- An Order to Show Cause to be issued by the Court, Judicial Council form (NC-120)
- Birth certificate
- The parent's photo ID and proof of residency
- Civil Case Cover Sheet, Judicial Council form (CM-010)
- Decree Judicial Council form (NC-130)

## **CIVIL PETITION FOR NAME CHANGE - General Information**

- *If you are requesting that the name of a minor child be changed, YOU MUST GIVE NOTICE TO THE BIOLOGICAL (BIRTH) PARENT, unless the court dispenses with notice.*

*THE COURT WILL ONLY DISPENSE WITH NOTICE OF THE BIOLOGICAL (BIRTH) PARENT IF YOU INCLUDE A DECLARATION THAT GIVES ALL THE INFORMATION YOU HAVE ABOUT THAT PARENT (i.e. HIS OR HER WHEREABOUTS, YOUR EFFORTS TO FIND/CONTACT HIM OR HER, THE REASONS NOTICE SHOULD NOT BE GIVEN TO HIM OR HER). THIS DECLARATION DOES NOT GUARANTEE THAT THE COURT WILL DISPENSE WITH NOTICE, BUT IT IS REQUIRED FOR THE COURT TO MAKE THAT DETERMINATION*

- **You MUST** publish the ORDER TO SHOW CAUSE in an approved newspaper once per week for four successive weeks. You can choose from the attached list and write the name on the ORDER TO SHOW CAUSE. YOU are responsible for contacting the newspaper and making arrangements for publication. After the court has signed the ORDER TO SHOW CAUSE, you cannot change the newspaper.

### **CIVIL PETITION FOR NAME CHANGE – Instructions**

1. Between **8:00 a.m. and 9:00 a.m.** sign in to be helped, and then present your completed forms to the ex-parte calendar held Room 210 (Probate Examiners) between the hours of **9:00 a.m. and 11:00 a.m.** of the Wakefield Taylor Courthouse at 725 Court Street, Martinez, California.
2. After the Judge has signed the ORDER TO SHOW CAUSE, you MUST have copies made of all your paperwork. Make two sets of copies: one set for you and one set for the newspaper. If you have to serve anyone else (the biological parent, for example) make an additional set. If a fee waiver has been granted, you may have copies made for you free of charge at the Court Records Unit (located at 1111 Ward Street, Martinez, California). Otherwise, you can make copies at the copier on the first floor at 725 Court Street, or in the Law Library in the A.F. Bray Courts Building at 1020 Ward Street.
3. Take your originals and copies directly to the Clerk's Office in Room 103 of the Wakefield Taylor Courthouse at 725 Court Street, Martinez, California. Your papers will be filed and a court date assigned. The clerk that processes your papers will fill in the hearing date and conform your copies. The clerk will keep the originals and return endorsed-filed copies to you.
4. Take a copy of your paperwork to the newspaper named on the ORDER TO SHOW CAUSE to make arrangements for publication. Remember to ask the person who places your order how the newspaper handles PROOF OF PUBLICATION. This document MUST be filed in the Clerk's Office before the hearing date. The court CANNOT proceed without this document.



## CONTRA COSTA COUNTY NEWSPAPERS USED FOR LEGAL PUBLICATIONS

NAME/ADDRESS	PHONE	ADJ DATE	GENERAL AREA OF PUBLICATION
<b>East County Times</b> 5179 Lone Tree Way Antioch, CA 94509	(925) 779-7115 Fax (925) 779-7114	6/16/34 # 19589	Antioch, Bethel Island, Brentwood, Byron, Knightsen, Oakley
<b>Brentwood Press</b> 248 Oak Street Brentwood, CA 94513	(925) 634-1441 Fax (925) 634-1975	9/25/02 # NO2-1273	Antioch, Bethel Island, Brentwood, Byron, Knightsen, Discovery Bay, Oakley
<b>Concord Transcript</b> PO Box 4718 Walnut Creek, CA 94596 2640 Shadelands Drive Walnut Creek, CA 94598	(925) 943-8019	10/19/1988 # C8803788	Clayton, Concord
<b>Contra Costa Times</b> PO Box 4718 Attn: Legal Dept. Walnut Creek, CA 94598 175 Lennon Lane, #100 Walnut Creek, CA 94598	(925) 943-8019	6/11/52 # 55193	East / Central Contra Costa County
<b>Contra Costa News Register</b> 617 Main Street Martinez, CA 94553	(925) 229-2910	4/16/56 # 65576	All of Contra Costa County
<b>El Cerrito Journal</b> 1050 Marina Way South Richmond, CA 94804	(510) 262-2740 Fax (510) 262-2776	12/31/87 # 038046	El Cerrito
<b>San Ramon Valley Times</b> 175 Lennon Lane, #100 Walnut Creek, CA 94598	(925) 779-7115 Fax (925) 779-7114	5/1/47 # 39468	Alamo, Blackhawk, Danville, Diablo, San Ramon
<b>Rossmoor News</b> P.O. Box 2190 1006 Stanley Dollar Drive Walnut Creek, CA 94595	(925) 988-7800 Fax (925) 935-8348	5/22/71 # 120869	Walnut Creek
<b>West County Times</b> 1050 Marina Way South Richmond, CA 94804	(510) 262-2740 Fax (510) 262-2667	8/29/78 # 188884	Crockett, El Sobrante, Pinole, Richmond, Rodeo, San Pablo,

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: EMAIL ADDRESS: ATTORNEY FOR (name):	STATE BAR NUMBER:  STATE:                      ZIP CODE: FAX NO.:	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
CASE NAME:		
<b>CIVIL CASE COVER SHEET</b> <input type="checkbox"/> <b>Unlimited</b> (Amount demanded exceeds \$35,000)	<input type="checkbox"/> <b>Limited</b> (Amount demanded is \$35,000 or less)	<b>Complex Case Designation</b> <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:

<b>Auto Tort</b> <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46)  <b>Asbestos</b> <input type="checkbox"/> Asbestos (04)  <b>Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort</b> <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PI/PD/WD (23)  <b>Non-PI/PD/WD (Other) Tort</b> <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)  <b>Employment</b> <input type="checkbox"/> Wrongful termination (36) <input type="checkbox"/> Other employment (15)	<b>Contract</b> <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)  <b>Real Property</b> <input type="checkbox"/> Eminent domain/Inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26)  <b>Unlawful Detainer</b> <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38)  <b>Judicial Review</b> <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)  <b>Employment Development Department (EDD)</b> <input type="checkbox"/> EDD decision review (48)	<b>Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400–3.404)</b> <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"/> Comprehensive groundwater adjudication (47) <input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41)  <b>Enforcement of Judgment</b> <input type="checkbox"/> Enforcement of judgment (20)  <b>Miscellaneous Civil Complaint</b> <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint ( <i>not specified above</i> ) (42)  <b>Miscellaneous Civil Petition</b> <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition ( <i>not specified above</i> ) (43)
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2. Is this case complex under rule 3.400 of the California Rules of Court?  Yes  No

If the case is complex, mark the factors requiring exceptional judicial management:

- a.  Large number of separately represented parties
- b.  Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve
- c.  Substantial amount of documentary evidence
- d.  Large number of witnesses
- e.  Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court
- f.  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. Is this case a class action suit?  Yes  No

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 of the California Rules of Court or a complex case, this cover sheet will be used for statistical purposes only.

**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 pages 1 and 2. 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 of the California Rules of Court is defined as an action for recovery of money owed in a sum stated to be certain that is not more than \$35,000, 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.

**SEE PAGE 3 FOR INFORMATION PURPOSES ONLY.**



## 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)*

**Asbestos**

Asbestos (04)  
Asbestos Property Damage  
Asbestos Personal Injury/Wrongful Death

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

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)  
Collections 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

**Employment Development Department (EDD)**

EDD Decision Review (48) *(if the case  
involves an Employment Development  
Department decision, check this item  
instead of Wrongful Termination or Other  
Employment)*

**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)  
Comprehensive Groundwater Adjudication  
(47)  
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)*  
Mechanic's 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 STATE BAR NUMBER:  NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (name of each petitioner):	
<b>PETITION FOR CHANGE OF NAME</b>	CASE NUMBER:

**Before you complete this petition, read the *Instructions for Filing a Petition for Change of Name* (form NC-100-INFO). (To change your name as part of a petition to recognize a change of gender, and obtain a new California birth certificate for yourself or your child, or a marriage certificate reflecting those changes, use form NC-300.)**

1. Petitioner (present name): (check a or b)
  - a.  resides in this county.
  - b.  does not live in California and (check 1 or 2)
    - (1.)  wants a name change on a marriage license, and was married in this county.
    - (2.)  wants a name change on their or their child's birth certificate, which was issued 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 _____

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 or file objections to 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.  two parents.
  - b.  one parent.
  - c.  near relative (name and relationship): \_\_\_\_\_
  - d.  guardian (name): \_\_\_\_\_
  - e.  attorney for an individual under the jurisdiction of the juvenile court (name): \_\_\_\_\_
  - f.  other (specify): \_\_\_\_\_
6.  This petition seeks to change the name of (check one)  petitioner  (name): \_\_\_\_\_ to conform to that person's gender identity.
7. For each person whose name is to be changed, petitioner provides the following information (you must attach Name and Information About the Person Whose Name Is to Be Changed (form NC-110) for each person identified in item 2):
  - a. Number of pages attached (specify number): \_\_\_\_\_
  - b.-f. (These items are on the attached page or pages of form NC-110.)

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, form NC-300, or form NC-500)**

*(You must use a separate attachment for each person whose name is to be changed. If petitioner is a guardian of a minor, a 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  18 years of age or older
  - (4) Born at *(place of birth):*
  - (5) Sex *(as stated on original birth certificate):*  Male  Female
  - (6) Current residence address *(street, city, county, state, 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)  Guardian ad litem or attorney for minor appointed by juvenile court
- (5)  Near relative *(indicate relationship):*
- (6)  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) Parent *(name):* \_\_\_\_\_ *(address):* \_\_\_\_\_
- (2) Parent *(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:

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

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

Date:	
_____	_____
(TYPE OR PRINT NAME)	(SIGNATURE OF ATTORNEY)

***(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:	
_____	_____
(TYPE OR PRINT NAME)	(SIGNATURE OF PETITIONER)

Date:	
_____	_____
(TYPE OR PRINT NAME)	(SIGNATURE OF PETITIONER)

ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS  SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT Page 1 of 1

PETITION OF <i>(Name of petitioner or petitioners)</i> :  <div style="text-align: right;">FOR CHANGE OF NAME</div>	CASE NUMBER:  
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**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)
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Guardian of *(name of minor)*:

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> _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> 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>	
<b>ORDER TO SHOW CAUSE—CHANGE OF NAME</b>	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> | to | <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: _____ <input type="checkbox"/> Dept.: _____ <input type="checkbox"/> Room: _____
---

- b. The address of the court is  same as noted above  other *(specify):* \_\_\_\_\_

*(To appear remotely, check in advance of the hearing for information about how to do so on the court's website. To find your court's website, go to [www.courts.ca.gov/find-my-court.htm](http://www.courts.ca.gov/find-my-court.htm).)*

3. a.  A copy of this *Order to Show Cause* must be published at least once each week for four successive weeks before the date set for hearing on the petition in a newspaper of general circulation:  
 *(for resident of this county)* printed in this county *(specify paper):* \_\_\_\_\_  
 *(for other petitioners)* printed in the county in which petitioner resides or, if no county, in the local subdivision or territory where petitioner resides.
- b.  Other *(specify):* \_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT

*(If petitioner is requesting change of name of a minor, see Note Regarding Petition for Minors on page 2.)*

**NOTE REGARDING PETITIONS FOR MINORS**

When a *Petition for Change of Name* has been filed for a child by one parent 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 is not to be included in the Order to Show Cause published in the newspaper.)*



ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (name of each petitioner):   <div style="text-align: right;">FOR CHANGE OF NAME</div>	
<b>DECREE CHANGING NAME</b>	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  
 is not  is required to register as a sex offender under section 290 of the Penal Code.  
 This determination was made (check one):  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> | <u>New name</u> |
| a. | is changed to       |                 |
| b. | is changed to       |                 |
| c. | is changed to       |                 |
| d. | is changed to       |                 |

Additional name changes are listed on Attachment 3.

Date: \_\_\_\_\_

\_\_\_\_\_  
 JUDGE OF THE SUPERIOR COURT

SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT



## 1 Confidentiality in Name Change Proceedings

It is important that you understand that changing your name, especially confidentially, is a life-changing decision. It may make it more difficult for you to enforce a restraining order and significantly impair your ability to obtain a passport, apply for school programs, purchase or rent property, gain employment, get credit, start a business, and other matters.

The law provides confidentiality for a petitioner seeking a name change who is a participant in the Secretary of State's confidential address program, Safe at Home, under Government Code section 6205 et seq., *and* who asserts reasons for a name change that include seeking (1) to avoid domestic violence, (2) to avoid stalking, (3) to avoid sexual assault, or (4) to avoid human trafficking. (One of these reasons must be stated in the papers filed with the *Petition for Change of Name*.)

By law, the court must keep the current legal name of such a petitioner confidential. The court must not publish or post the name in the court's calendars, indexes, or registers of actions, or in any other place in which it might be accessible to the public. In addition, the proposed new name is not put into the court records at all and does not have to be published. (Code Civ. Proc., § 1277(b).)

To ensure this confidentiality for the name change proceeding, petitioners must follow the instructions below.

## 2 Is a Lawyer Necessary?

You are not required to have a lawyer, but it is highly advisable that you contact a lawyer or legal service agency to discuss the effects of a confidential name change.

## 3 How to Get Started

Before beginning the court process for a confidential name change, you must be an active participant in the Safe at Home program. You must complete and file a Notice of Intent of Name Change with the Safe at Home program at the Secretary of State's Office. You will receive a letter from that program to show to the court, confirming that the you are an active participant in the confidential address program and that a Notice of Intent of Name Change is on file. You can reach the Safe at Home program by calling toll free 1-877-322-5227 or by going to the Web site at [www.sos.ca.gov/safeathome](http://www.sos.ca.gov/safeathome).

## 4 Where to File

As with all name change petitions, the petition filed under the confidential address program must be filed in the

superior court of the county where the person whose name is to be changed presently lives.

## 5 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). There are no filing fees for minors in the Safe at Home program.

## 6 Name Changes for Children

A petitioner in the confidential address program must comply with all the rules stated in item 8 in the *Instructions* on the back of the *Petition for Change of Name*, concerning serving notice of a name change petition for a child on the child's parents or grandparents. The confidentiality provisions do not change those requirements. You will generally not be able to change a child's name without notifying the other parent.

## 7 What Forms Are Required

Prepare an original and two copies of the forms described in item 4 of the *Instructions* on the back of the *Petition for Change of Name* (form NC-100). In addition:

- In the *Petition for Change of Name* (form NC-100), *Order to Show Cause for Change of Name* (form NC-120), and *Decree Changing Name* (form NC-130), include your present name where indicated. Instead of including the proposed new name, indicate that the new name is confidential and on file with the Secretary of State's Safe at Home program.
- In the *Attachment to the Petition for Change of Name* (form NC-110), include the reasons for seeking the name change.
- Prepare and attach to the front of each document a *Confidential Cover Sheet—Name Change Proceeding Under Address Confidentiality Program (Safe at Home)* (form NC-400). Do not include the petitioner's current name on these forms. These forms will flag the documents as containing confidential information.

You will also need a copy of the letter from the Safe at Home program to take to the court when filing the petition, to confirm that you are in the confidential address program and have a Notice of Intent of Name Change on file. Keep a copy of that letter for your records.

## 8 Filing

Follow the instructions in item 5 of the *Instructions* on the back of the *Petition for Change of Name* (form NC-100). Prepare and attach a *Confidential Cover Sheet* (form

NC-400) to the *Civil Case Cover Sheet* (form CM-010), your petition, and any other document you file under that item.

**9 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 For Change of Name* at least six weeks after the date you file the petition. 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.

**10 No Requirement to Publish the Order to Show Cause**

In most cases, the *Order to Show Cause* must be published in a local newspaper of general circulation. But a petitioner does not have to publish the order if he or she is a participant in the address confidentiality program and the petition alleges that he or she (1) is petitioning to avoid domestic violence, (2) is petitioning to avoid stalking, or (3) is, or is filing on behalf of, a victim of sexual assault.

**11 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.

**12 Application to File Documents Under Seal**

If a petitioner in the confidential address program believes that the protections described above and required by law that keeping the current and future name confidential are not sufficient in a particular case, the petitioner may ask the court to file the petition and related documents under seal. Documents filed under seal are secured and kept separate from the public files.

For the court to order that the petition may be filed under seal, you must show facts to support the following findings by the court:

- a. There is an overriding interest that overcomes the right of public access to the record.
- b. That overriding interest supports sealing the name change documents.

- c. A substantial probability exists that the overriding interest will be prejudiced if the record is not sealed.
- d. The proposed order to seal the records is narrowly tailored to protect that overriding interest.
- e. No less restrictive means than sealing the whole record exist to achieve the overriding interest.

A petitioner in the confidential address program may file an application to file records under seal following the procedures in rule 2.577 of the California Rules of Court. The application must be made on the *Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home)* (form NC-410) and be accompanied by a *Declaration in Support of Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home)* (form NC-420), containing facts sufficient to justify the sealing.

Attach a *Confidential Cover Sheet* (form NC-400) to the application. All the documents that you want filed under seal must be put in a sealed envelope, with a completed *Confidential Cover Sheet* (form NC-400) on top marked “Conditionally Under Seal.” and lodged with the court. If the application is denied, the documents will be returned by the clerk unless you file written notice within 10 days that they should be filed unsealed.

**13 Making the Records Public**

Even if the documents are not sealed, as long as the other requirements are met, your name will remain confidential **UNLESS**:

- a. Your participation in the address confidentiality program is ended under Government Code section 6206.7; or
- b. The court finds by clear and convincing evidence that the allegations of domestic violence or stalking in the petition are false (see Code of Civil Procedure section 1278(b).)

If another person or a court wants to make the records public based on the above, the court must hold a hearing, with notice sent to the petitioner in care of the Safe at Home program, as permitted under Government Code section 6206(a)(5)(A).

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

ATTORNEY ( <i>leave blank if no attorney</i> ) STATE BAR NUMBER: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR ( <i>name</i> ): <b>[CONFIDENTIAL]</b>	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF ( <i>name of each petitioner</i> ): <p align="center"><b>[CONFIDENTIAL]</b></p>	
<p align="center"><b>CONFIDENTIAL COVER SHEET NAME CHANGE PROCEEDING UNDER ADDRESS CONFIDENTIALITY PROGRAM (SAFE AT HOME)</b></p>	CASE NUMBER:

**INSTRUCTIONS:** This petition for change of name is being brought by a petitioner who is a participant in the Secretary of State's address confidentiality program under Government Code section 6205 et seq. and who is petitioning (1) to avoid domestic violence, (2) to avoid stalking, (3) to avoid sexual assault, or (4) to avoid human trafficking. **As provided by Code of Civil Procedure section 1277(b), the current legal name of the petitioner must be kept confidential by the court and must not be published or posted in the court's calendars, indexes, or register of actions, or by any means or in any public forum.**

**This Confidential Cover Sheet must be affixed to the first page of the petition and to any other documents filed in this name change action.** (See *Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home)* (form NC-400-INFO).)

This cover sheet is affixed to the following documents (*check all that apply*):

1.  *Petition for Change of Name* (form NC-100)
2.  *Attachment to Petition for the Name Change* (form NC-110)
3.  *Order to Show Cause for Change of Name* (form NC-120)
4.  *Decree Changing Name* (form NC-130)
5.  *Civil Case Cover Sheet* (form CM-010)
6.  *Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home)* (form NC-410)
7.  *Declaration in Support of Application to File Documents Under Seal in Name Change Proceedings Under Confidentiality Program (Safe at Home)* (form NC-420)
8.  *Order on Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home)* (form NC-425)
9.  *Other (describe):*

Date:

The name of the petitioner is to remain confidential UNLESS:

1. The petitioner's participation in the address confidentiality program is ended (Gov. Code, § 6206.7); or
2. The court finds by clear and convincing evidence that the allegations of domestic violence or stalking in the petition are false. (Code Civ. Proc., § 1278(b).)



# CONFIDENTIAL

NC-420

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	STATE BAR NUMBER:  STATE: ZIP CODE: FAX NO.:	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PETITION OF (name of each petitioner):		
<b>DECLARATION IN SUPPORT OF APPLICATION TO FILE DOCUMENTS UNDER SEAL IN NAME CHANGE PROCEEDING UNDER ADDRESS CONFIDENTIALITY PROGRAM (SAFE AT HOME)</b>		CASE NUMBER:

I (name): \_\_\_\_\_ declare as follows:

1. I have personal knowledge of the facts stated in this declaration and could and would testify competently to those facts.
2. I am a participant in the Secretary of State's confidential address program, Safe at Home.
3. I am seeking a name change (check all that apply):
  - a.  To avoid domestic violence.
  - b.  To avoid stalking.
  - c.  To avoid sexual assault.
  - d.  To avoid human trafficking.
4. Facts showing that there is an overriding interest that overcomes the right of public access to the records in this name change proceeding are (specify):

Continued on Attachment 4 (If you need more space, attach form MC-025.)

5. Facts showing that the overriding interest described in item 4 supports filing the documents in this name change proceeding under seal are (specify):

Continued on Attachment 5. (If you need more space, attach form MC-025.)

PETITIONER:	CASE NUMBER:
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6. Facts showing that there is a substantial probability that the overriding interest described in item 4 will be prejudiced if the records in this name change proceeding are not sealed are *(specify)*:

Continued on Attachment 6. *(If you need more space, attach form MC-025.)*

7. Facts showing that an order sealing the records in this action is narrowly tailored to protect that overriding interest are *(specify)*:

Continued on Attachment 7. *(If you need more space, attach form MC-025.)*

8. Facts showing that there is no less restrictive means to protect that overriding interest than filing the entire record under seal are *(specify, including facts that show why the law requiring the court to keep the current name and the proposed name confidential, is not sufficient protection of that interest)*:

Continued on Attachment 8. *(If you need more space, attach form MC-025.)*

The number of pages attached is:

I declare under penalty of perjury under the laws of the State of California that the foregoing, including statements on all attachments, is true and correct.

Date:

\_\_\_\_\_  
(TYPE OR PRINT NAME)

  
\_\_\_\_\_  
(SIGNATURE OF DECLARANT)

ATTORNEY (Name, State Bar number, and address):   TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): <b>[CONFIDENTIAL]</b>	<b>FOR COURT USE ONLY</b>           CASE NUMBER: _____
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b> STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (Name of each petitioner): <p style="text-align: center;"><b>[CONFIDENTIAL]</b></p>	
<p style="text-align: center;"><b>ORDER ON APPLICATION TO FILE DOCUMENTS UNDER SEAL          IN NAME CHANGE PROCEEDING UNDER          ADDRESS CONFIDENTIALITY PROGRAM (SAFE AT HOME)</b></p>	

1. The application was duly considered
- a.  at the hearing on (date): \_\_\_\_\_ in Department: \_\_\_\_\_ of the above-entitled court.
  - b.  without hearing.

**THE COURT FINDS**

2. a. As to whether the following factors apply to the documents for which filing under seal has been requested:
- (1) An overriding interest that overcomes the right of public access to the record  does  does not exist.
  - (2) The overriding interest  does  does not support sealing the record.
  - (3) A substantial probability  does  does not exist that the overriding interest will be prejudiced if the record is not sealed.
  - (4) The proposed order to seal this record  is  is not narrowly tailored.
  - (5) A less restrictive means to achieve the overriding interest  does not  does exist.
- b.  Other findings (if any): \_\_\_\_\_

**THE COURT ORDERS**

- 3.  The application to file documents under seal is **denied**. The documents will be returned to petitioner unless petitioner informs the clerk of the court within 10 days that petitioner wants the unsealed documents to be filed.
- 4.  The application to file documents under seal is **granted**. The following documents may be filed under seal:
  - a.  *Petition for Change of Name* (form NC-100)
  - b.  *Attachment to Petition for Change of Name* (form NC-110)
  - c.  *Order to Show Cause for Change of Name* (form NC-120)
  - d.  *Decree Changing Name* (form NC-130)
  - e.  *Civil Case Cover Sheet* (form CM-010)
  - f.  *Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home)* (form NC-410)
  - g.  *Declaration in Support of Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home)* (form NC-420)
  - h.  *Order on Application to File Documents Under Seal in Name Change Proceeding Under Address Confidentiality Program (Safe at Home)* (form NC-425)
  - i.  Other (specify): \_\_\_\_\_
- 5.  Other order (if any): \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
JUDGE OF THE SUPERIOR COURT