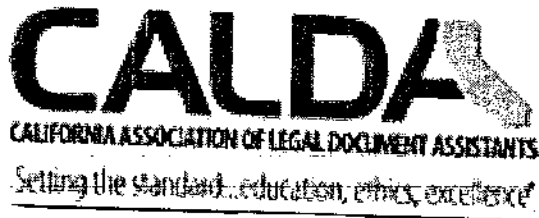


NAME CHANGE



HOW TO LEGALLY CHANGE YOUR NAME IN CALIFORNIA



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This guide will help you understand how to legally change your name through a court proceeding. We have tried to answer many of the most frequently asked questions about the name change process and how the system works.

OVERVIEW OF NAME CHANGE PROCEDURES

An adult can petition the court to officially grant a change of name. It involves filing several forms and following the court's name change process. The result is a court order recognizing the new name. In the case of a minor child where both parents agree, changing a child's name can often be as easy as changing the name of an adult. One or both parents can also petition the court to change the name of their minor child. Where both parents request the change, courts normally grant the request automatically. When one parent alone petitions to change a child's name the other parent must be given proper notice of the proposed name change.

STEP ONE – COMPLETING FORMS

FORM NAME	FORM NO.
- 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
- Civil Case Cover Sheet	CM-010
- Decree Changing Name	NC-130

Additionally, if only one parent is petitioning, and depending on the circumstances, such as whether the non-petitioning parent's parental rights are still intact or have been terminated, you may need either of these two forms:

- Proof of Service of Order to Show Cause	NC-121
- <i>or</i> -	
- Consent of Non-Petitioning Parent	Not a court form

Note: Your court may require that the Decree be submitted along with the initial documents. Additional local forms may also be required. Check with your local clerk's office or your Legal Document Assistant who may assist you with specific local requirements in your county.

STEP TWO - FILING FORMS

The above-mentioned forms are the forms necessary for a name change. The court requires that a California criminal record search (CLETS) be performed before they will provide you with a conformed copy of your Order to Show Cause. You should provide the court with a self-addressed, stamped envelope so this document can be mailed back to you once the CLETS has been approved and the judge signs the Order to Show Cause. The court should give you any extra copies of the Petition you provided them and any attachments.

STEP THREE - PUBLISHING

Once you receive the Order to Show Cause with the judge's signature you are ready to publish your request. Normally your court clerk can provide you with a list of "court approved" newspapers. In the event there is no approved newspaper in your county the court can order the clerk to post your Order to Show Cause. Whichever process is used, your Order to Show Cause for Change of Name must be published for four consecutive weeks. The fee to advertise in a newspaper varies greatly so it pays to be a bargain hunter. Take your Order to Show Cause to the newspaper you choose and pay their fee. They will publish your name change for the appropriate amount of time and then file a Proof of Publication with the Superior Court before your hearing.

Your local court may supplement these instructions, such as which department handles name change petitions, when petitions are heard and which newspapers may be used to publish the Order to Show Cause.

STEP FOUR - (for children)

If a petitioner is requesting the name change for a child under 18 years of age and the parent(s) are living but do not join in consenting to the name change, the petitioner must have a copy of the Order to Show Cause served on the parent who has not consented or joined in the Petition. Service must be made at least 30 days prior to the hearing (Code of Civil Procedure, 413.10, 141.10, 415.10 or 415.40).

If the non-consenting parent is residing in California, the Order to Show Cause must be personally served (petitioner cannot serve this document). If the non-consenting parent resides outside California the Order to Show Cause may be served by sending a copy of the Order or notice by first class-mail, postage prepaid, return receipt requested.

If petition is being served by a guardian and one or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living.

If a parent or grandparent has been served a completed Proof of Service of Order to Show Cause must be filed with the court prior to the hearing date.

STEP FIVE - COURT HEARING

Bring copies of all documents to the hearing. If the court grants the petition, the judge will sign the original decree.

STEP SIX - FILING THE DECREE

After the decree is signed you should obtain at least two certified copies of the decree from the clerk's office. The clerk will charge a fee for certifying the document. One certified copy must be filed with the county clerk where the person lives within 30 days after the date of the decree. The county clerk will charge a fee for filing the certified copy.

STEP SEVEN - AMENDING A BIRTH CERTIFICATE

If you want to amend a birth certificate you should contact the following office:

Department of Health Services
Office of Vital Records
304 "S" Street, Sacramento, CA 95814

STEP EIGHT - AMENDING YOUR SOCIAL SECURITY CARD

If you have any questions about amending your social security card or about the evidence documents you must provide, please visit their website at www.socialsecurity.gov for additional information as well as locations of offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find the nearest office or Card Center in your local phone book.

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