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STATE OF CALIFORNIA

NAME CHANGE

ADULT PACKET

LOS ANGELES COUNTY

Control Number - CA-NAME-1

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to California Law Summary.

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

- A. In California, an action for a court ordered Change of Name begins with the filing of a Petition in the Superior court. The Petition must contain certain information. The forms in this packet include the necessary information for an Adult Name Change in the State of California.
- B. You can use this packet if:
 - ▶ You must be at least 18 years of age and have been a resident of the county.
 - ▶ You have proper and reasonable cause for the requested change of name.
 - ▶ You are not changing your name to avoid debts or defraud creditors.

II. WHAT FORMS ARE INCLUDED

- A. Form CA-CM-010-LA - Civil Cover Sheet
- B. Form - CIV-109-03-04 - Civil Case Cover Sheet Addendum
- C. Form NC-100-LA - Petition for Change of Name
- D. Form NC-110-LA - Name and Information About the Person Whose Name is to be Changed
- E. Form NC-102-LA - Criminal History Assessment Form
- F. Form NC-120-LA - Order to Show Cause for Change of Name
- G. Form NC-121-LA - Proof of Service of Order to Show Cause
- H. Form NC-130-LA - Decree Changing Name

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

III. PROCEDURE FOR CHANGE OF NAME (ADULT) FOR THE STATE OF CALIFORNIA

- A. Preliminary Note:
 - 1. The attached forms may be completed by:
 - a. Printing the forms and completing by hand. Use black ink and print neatly.
 - b. Printing the forms and completing using a typewriter.

- c. By completing the forms on your computer using a word processing program and then printing the forms.
2. Use complete names and not initials. Check your spelling carefully, a misspelled word can delay your name change.
3. Print four (4) complete sets of forms - one signed original and three copies.
4. All forms with a heading - the name of the court, the Petitioner's name, the case number, and the name of the document - require that the heading be completed. You will need to add the name of the court and the full name of the Petitioner. The "Action/Cause No." will be assigned by the court clerk at the time of filing.
5. Forms that require your signature and include a notary block MUST be signed in the presence of the notary or court clerk who will complete the acknowledgement. Use your complete name - first name, middle name, and last name.
6. When a form is filed with the court, request the clerk "file-stamp" one copy of the form for your file.
7. A Law Summary is available and can be printed for your State. To do so, go to where you located this package and select the Law Summary link under the form title and print. Review the Law Summary before beginning the process of completing the forms.

B. Procedure for Los Angeles County:

Step 1: Initially, prepare and original and two copies of the following forms, (a) Form CA-CM-10 - Civil Cover Sheet; (b) Form - CIV-109 09-03 - Civil Case Cover Sheet Addendum; (c) Form NC-100 - Petition for Change of Name; (d) Form NC-110 - Name and Information About the Person Whose Name is to be Changed; and, (e) Criminal History Assessment Form. Present the originals for filing, and the copies to be stamped "filed" for your records, to the Clerk in the Los Angeles County Courthouse.

The forms must be completed carefully and close attention paid to all the items on the forms. If you fail to check the appropriate boxes or leave any section incomplete, your Petition will be rejected.

Note: The two copies of the forms should both be properly signed in all necessary locations on each form.

Step 2. Name change forms must be accompanied by the appropriate filing fee.

Step 3: The court will set a hearing date on your Order to Show Cause, not less than four weeks or more than eight weeks from the filing date.

NOTE: CALIFORNIA STATUTES REQUIRES A HEARING ONLY IN THOSE CASES WHERE THERE ARE OBJECTIONS TO THE NAME CHANGE FILED OR REGISTERED WITH THE COURT. ALSO, THE COURT MAY REQUIRE A HEARING DUE TO THE PARTICULAR INDIVIDUAL FACTS CONTAINED IN YOUR FORMS.

AS A GENERAL RULE, IF THERE ARE NO OBJECTIONS, THE ORDER WILL BE SIGNED BY THE COURT. YOU WILL BE ADVISED WHETHER A HEARING IS NECESSARY BY THE CLERK OF THE COURT.

Step 4: 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 on the name change petition. There are certain newspapers that customarily handle these publications. The clerk will advise you as to the appropriate newspaper in which to publish the Order to Show Cause.

Step 5: On the date set for your hearing, plan to arrive about 15 minutes early at the department assigned by the clerk at the time you filed. Have the completed Decree with you at this time. Check in with the clerk, then you may be seated. The court may have several items on its calendar, which may include a number of name changes. At some point your name will be called. When it is, rise, walk to the bench or podium and announce your appearance to the judge - "Your Honor, I am John Doe, the Petitioner and I am seeking a Name Change."

In some instances, there will be no judge and the court will only have name changes on its calendar. A court officer will give you instructions on what to do from that point. This usually consists of making sure all paper work is in order and submitting it to the court clerk.

Step 8: 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 the certification.

Step 9: If you want to amend a birth certificate to show the name change, you should contact the following office:

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

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 about what department handles name change petitions, when petitions are heard, and which newspapers may be used to publish the Order to Show Cause.

NOTE: THE CALIFORNIA STATUTES REGARDING NAME CHANGE REQUIRE THE COURT USE THE CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (CLETS) AND THE CRIMINAL JUSTICE INFORMATION SYSTEM (CJIS) TO DETERMINE IF THE PERSON(S) WHOSE NAME IS BEING CHANGED IS WITHIN THE JURISDICTION OF THE CALIFORNIA DEPARTMENT OF CORRECTIONS OR HAS A CRIMINAL RECORD. IN THE PAST THE PROCEDURE IN LOS ANGELES COUNTY HAS BEEN FOR A FORM TO BE SUBMITTED BY THE ADULT PETITIONER AND THE RECORDS CHECK IS PERFORMED BY THE LOCAL PROBATION DEPARTMENT. THIS FORM IS STILL INCLUDED AS PART OF THE ADULT NAME CHANGE PACKAGE. AS OF THIS DATE THE PROCEDURE FOR CRIMINAL RECORDS CHECK IS BEING CHANGED AND IS SOMEWHAT UNSETTLED.

WHEN YOU FILE THE FORMS, THE CLERK OF THE COURT WILL DIRECT YOU AS TO HOW YOU WILL NEED TO PROCEED TO SATISFY THE RECORDS CHECK REQUIREMENT.

NOTIFICATION OF YOUR NAME CHANGE

Now that you have completed the name change process and received your Order, Judgment or Decree of Name Change, it is very important that you immediately notify the necessary government agencies, business entities and individuals of your "new" name.

To assist in this process, we have prepared a comprehensive "name change notification package" for your state. To "Preview" and order this package, please use the following link:

<http://www.uslegalforms.com/ca/CA-9087.htm>

God Luck with your new name! If we may be of assistance in the future, please contact Customer Service:

1-(877) 389-0141- 8:30-5:00 Central Time Zone

or

<http://www.uslegalforms.com/help/>

FORMS EXPLANATION PAGE

All forms included in this package, or needed, are identified below.

1. **Civil Cover Sheet and Addendum** (Official Form 982.2(b)(1))-The document in which you are informing the court of the nature of the case.
2. **Petition For Change of Name** (Official Form NC-100-LA)-The document in which you are asking the court to grant your name change along with any other relief requested.
3. **Attachment For Petition For Name Change** (Official Form NC-110-LA)-Attachment that provides additional information to the document in which you are asking the court to grant your name change along with any other relief requested.
4. **Order To Show Cause For Change of Name** (Official Form NC-120-LA)-This document provides all persons interested a hearing date to appear and present evidence as to why a name change should not be granted.
5. **Proof of Service of Order To Show Cause** (Official Form NC-121)-This document provides proof that the Order to Show Cause for Name Change has been properly served on all necessary parties.
6. **Decree Changing Name** (Official Form NC-130-LA)-This document grants the name change and any other relief requested.
7. **Proof of Service By Personal Service** (Official Form)- This form is not included in the package. Please request it if needed. This document provides proof that the Order to Show Cause for Name Change and Petition for Change of Name have been properly served on all necessary parties.

LAW SUMMARY

The law summary for this package may be located and printed from the following address:

<http://www.uslegalforms.com/ca/CA-NAME-1.htm>

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