

# Name Change Petition (Adult)

<b>Step 1</b>	<p><b>Complete the following forms</b> in blue or black ink:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> CM-010 Civil Case Cover Sheet</li> <li><input checked="" type="checkbox"/> NC-100 Petition for Change of Name</li> <li><input checked="" type="checkbox"/> NC-110 Attachment to Petition for Change of Name</li> <li><input checked="" type="checkbox"/> NC-120 Order to Show Cause for Change of Name</li> <li><input checked="" type="checkbox"/> NC-130 Decree Changing Name</li> <li><input checked="" type="checkbox"/> CLETS Background Information Form (Local form – in packet)</li> </ul>
<b>Step 2</b>	<p><b>Copies:</b> Make 2 copies, in addition to the original.</p>
<p><b>Step 3</b></p> <p>There is a filing fee, unless the fee is waived.</p>	<p><b>File:</b> File the following at the <b>Probate Clerk’s Office</b> located at:  <b>191 North First Street, San Jose, CA 95113</b></p> <p>The Clerk’s Office opens at 8:30am Monday-Friday, closing times are subject to change, visit <a href="http://www.scsccourt.org">www.scsccourt.org</a> or call <b>408-882-2100</b> for current office hours.</p> <p>You must bring:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Completed forms from Step 1 (originals and all copies)</li> <li><input checked="" type="checkbox"/> Self-addressed stamped envelope</li> <li><input checked="" type="checkbox"/> A check for the filing fee and each certified copy of the decree that you want (there is a fee for each certified copy) Note: If you cannot afford the fees, fill out the fee waiver forms FW-001 and FW-003</li> </ul> <p>You will be given a court date about 8 weeks out.</p> <p><input type="checkbox"/> If you <b>are not asking for a fee waiver</b>, you will pay the filing fee and get copies back with a file-stamp.</p> <p><input type="checkbox"/> If you <b>are asking for a fee waiver</b>, there is a 24 to 48 hour hold on the papers. During that time, the Judge will determine if the filing fee will be waived. The clerk will tell you when to come back to pick up your forms.</p>
<p><b>Step 4</b></p> <p>There is a fee to publish. The Court can’t waive this fee.</p>	<p><b>Publish the Order to Show Cause:</b> The <i>Order to Show Cause</i> must be published in a <b>local newspaper of general circulation</b> once a week for at least <b>four consecutive weeks</b> <u>before</u> the hearing date.</p> <p>Take your <b>filed</b> copy of the Order to Show Cause to the newspaper you choose so they can begin publication (see Local Form PB-4000 for a list of location newspapers). The newspaper is responsible for filing a <i>Proof of Publication</i> with the Court.</p>
<b>Step 5</b>	<p><b>What happens next:</b></p> <p><b>No objection is filed:</b> You do not need to attend the hearing. If any additional steps are required, the Clerk’s Office will contact you. Make sure the court record is updated with your current phone number.</p> <p><b>Objection is filed:</b> You should attend the court hearing. At the hearing, the Judge may sign the <i>Decree Changing Name (form NC-130)</i>. After the hearing, take your signed Decree to the Probate Clerk’s Office (Room 107) for filing. You may purchase certified copies of your signed decree for additional cost.</p>

## WHY DO I HAVE TO PUBLISH IN THE NEWSPAPER?

Government Code section 6064 says that 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 hearing date.

## WHAT DO I DO AFTER I GET MY NAME CHANGE DECREE?

You may want to amend your birth record with your new name. If you were born in California, contact the Office of Vital Records. You can get more information at <http://www.cdph.ca.gov>. If you weren't born in California, check with the Office of Vital Records in the state where you were born.

## HOW CAN I GET HELP?

Here are some ways to get help:

- Go to <http://www.calbar.ca.gov/Public>, then click on "Lawyer Referral services" to hire or consult with a private attorney.
- For free legal advice and information, see our "Do-It-Yourself Resources" flyer. Go to [www.scscourt.org](http://www.scscourt.org), click on "Self-Help" then "Self-Help Flyers".
- The Self-Help Center/Family Law Facilitator – See our information flyer:
  - Contact us: Go to [www.scscourt.org](http://www.scscourt.org) then click "**Contact the Self-Help Center**". Walk-in assistance is limited to emergencies so contact us remotely first.
  - Obtain Forms: Go to [www.scscourt.org](http://www.scscourt.org) then click "**Complete Forms at Home**".
  - Form Review: Email your forms as a PDF file to [SHCDocReview@scscourt.org](mailto:SHCDocReview@scscourt.org).
  - Note: We **cannot** help people who have attorneys.

Superior Court, County of Santa Clara  
**Self-Help Center/Family Law Facilitator's Office**  
201 N. First Street, San Jose, CA 95113  
408-882-2926