

SAMPLE

Name Change (Adult)

Rev. 1/1/2023

Use this packet to fill out
your "BLANK" forms.

Do not file or write in this packet.

AT **Your Current Legal First - Middle - Last Name**
Your Street Address
Your City, State, Zip Code
Your Phone Number

FOR COURT USE ONLY

**SAMPLE
 ONLY**
**Do not write
 on this copy!**

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara
 STREET ADDRESS: 191 N. First Street, San Jose, CA 95113
 MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113
 CITY AND ZIP CODE:
 BRANCH NAME: Civil Division

CASE NAME: Name *Plaintiff* **Your Current Legal First - Middle - Last Name**

CIVIL CASE COVER SHEET		Complex Case Designation	
<input checked="" type="checkbox"/> Unlimited (Amount demanded exceeds \$25,000)	<input type="checkbox"/> Limited (Amount demanded is \$25,000 or less)	<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).

Leave Blank

- 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
 - Remedies sought (*check all that apply*): a. monetary b. nonmonetary; declaratory or injunctive relief c. punitive
 - Number of causes of action (*specify*):
 - This case is is not a class action suit.
 6. In related cases, file and serve a notice of related case. (*You may use form CM-015.*)
- Date **Today's Date**

Print Your Current First - Middle - Last Name

Sign Your Current Name

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.

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 STATE BAR NUMBER: NAME: Your Current Legal First - Middle - Last Name FIRM: STREET: Your Street Address CITY: Your City, State, Zip Code TELEPHONE: Your Phone Number E-MAIL: ATTORNEY FOR (name): Self-Represented	FOR COURT USE ONLY <h1 style="text-align: center;">SAMPLE ONLY</h1> <h2 style="text-align: center;">Do not write on this copy!</h2>
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 191 N. First Street, San Jose, CA 95113 MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113 CITY AND ZIP CODE: BRANCH NAME: Civil Division	
PETITION OF (name of each petitioner): Your Current Legal First - Middle - Last Name	
PETITION FOR CHANGE OF NAME	CASE NUMBER: Leave Blank

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.)

- Petitioner (present name): **Your Current Legal First - Middle - Last Name** or b)
 - resides in this county
 - does not live in California and (check 1 or 2)

Mark box (a). If you do not live in Santa Clara County, contact Self Help Center before completing this form.

 - (1.) wants a name change on a marriage license
 - (2.) wants a name change on their or their child's birth certificate, which was issued in this county.
- Petitioner requests that the court decree the following name changes (list every name that you are seeking to change):

Present name	Proposed name
a. Your Current Legal First - Middle - Last Name	changed to Your NEW Legal First - Middle - Last Name
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.)
- 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.
- The number of persons under 18 years of age whose names are to be changed is (specify): **ZERO**

Leave Blank

- Number of pages attached (specify number): **1**
- f. (These items are on the attached page or pages of form NC-110.)

PET Your Current Legal First - Middle - Last Name <small>FOR CHANGE OF NAME</small>	CASE NUMBER Leave Blank
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**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 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):

(1) Your Current Legal First - Middle - Last Name
 (2) Your NEW Legal First - Middle - Last Name
 (3) Your Date of Birth and Check One Box
 (4) Your Place of Birth
 (5) Your Sex at Birth and Check One Box
 (6) Your Current Street Address
 City, State, Zip, and County

c. Reason for name change (explain):

Explain why you want to change your name here.

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

- (1) Self (4) Guardian ad litem or attorney for minor appointed by juvenile court
- (2) Parent (5) Near relative (indicate relationship):
- (3) Guardian (6) Other (specify):

e. **Leave Blank**

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

Check boxes that apply

DECLARATION

I declare under penalty of perjury under the laws of the State of California that (check one) I am not I am under the jurisdiction of the California Department of Corrections and Rehabilitation (in state prison or on parole) or in county jail and (check one) I am not I am required to register as a sex offender under Penal Code section 290.

Date: **Today's Date**

Print Your Current First - Middle - Last Name

Sign Your Current Name

(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

Date: **Today's Date**

Print Your Current First - Middle - Last Name

Sign Your Current Name

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS

SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT

ATTORNEY OR PARTY WITHOUT ATTORNEY STATE BAR NUMBER:

NAME: **Your Current Legal First - Middle - Last Name**

FIRM:

STREET ADDRESS: **Your Street Address**

CITY: **Your City, State, Zip Code**

TELEPHONE: **Your Phone Number**

E-MAIL:

ATTORNEY FOR (name): Self-Represented

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SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara

STREET ADDRESS: 191 N. First Street, San Jose, CA 95113

MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113

CITY AND ZIP CODE:

BRANCH NAME: Civil Division

PETITION OF (name of each petitioner):

Your Current Legal First - Middle - Last Name OF NAME

ORDER TO SHOW CAUSE—CHANGE OF NAME

CASE NUMBER: **Leave Blank**

TO ALL INTERESTED PERSONS:

1. Petitioner (name): **Your Current Legal First - Middle - Last Name**

filed a petition with this court

for a decree changing names as follows:

- | | Present name | | Proposed name |
|----|--|----|--|
| a. | Your Current Legal First - Middle - Last Name | to | Your NEW Legal First - Middle - Last Name |
| b. | _____ | to | _____ |
| c. | _____ | to | _____ |
| d. | _____ | to | _____ |
| e. | _____ | to | _____ |

Continued on Attachment 1.

Leave Blank

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

(To appear on court's website, go to **Use the list of newspapers from form PB-4000 in blank packet. You must select the newspaper you want to use and list it here.**)

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):

Leave Blank

(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 STATE BAR NUMBER: NAME: Your Current Legal First - Middle - Last Name FIRM NAME: STREET: Your Street Address CITY: Your City, State, Zip Code TELEPHONE: E-MAIL ADDRESS: ATTORNEY FOR (name): Self-Represented	SAMPLE ONLY Do not write on this copy!
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 191 North First Street MAILING ADDRESS: 191 North First Street CITY AND ZIP CODE: San Jose, CA 95113 BRANCH NAME: Civil Division	
PETITION OF (name of each petitioner): <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 5px auto; width: 80%;"> Your Current Legal First - Middle - Last Name </div> <p style="text-align: right; margin-right: 20px;">FOR CHANGE OF NAME</p>	
DECREE CHANGING NAME	CASE NUMBER: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;">Leave Blank</div>

1. The petition was duly considered:
- a. a. **You may have to check box "1.a." if the following happens:**
 - b. b. **(1) Someone files an objection.**
- THE COURT **(2) The court orders you to attend a hearing.**
2. a. All no
- b. Each **See instructions for more information.**
- This _____ the clerk
of the _____
- 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. <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;">Your Current Legal First - Middle - Last Name</div> | is changed to | <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-left: 20px;">Your NEW Legal First - Middle - Last Name</div> |
| b. | is changed to | |
| c. | is changed to | |
| d. | is changed to | |

Leave Blank

JUDGE OF THE SUPERIOR COURT

SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA

CLETS BACKGROUND INFORMATION FORM
NAME CHANGE

**SAMPLE
ONLY**
**Do not write
on this copy!**

Pursuant to CCP 1279.5, the court is required to conduct a background investigation to determine whether an applicant for a name change is under the jurisdiction of the California Department of Corrections or is required to register as a sex offender (PC 290). To conduct this investigation, the following form must be completed. In the process of completing this form, please print your information. If any section does not apply to you, please indicate "DNA".

LAST NAME:	FIRST NAME:	MIDDLE NAME:		
Your Current last Name, Your Current First Name Your Current Middle Name				
LIST ANY OTHER NAMES THAT YOU USE, INCLUDING MAIDEN NAME, BIRTH NAME OR NICKNAMES:				
1.	List any other names that you use, include your maiden name, birth name and nicknames, if any.			
2.				
3.				
RESIDENCE:	STREET ADDRESS	CITY/STATE	ZIP	PHONE NUMBER:
MAILING ADDRESS:				PHONE NUMBER:
DATE OF BIRTH:				SSN:
DRIVER LICENSE:				<input type="checkbox"/>
SCA:				
I certify the above information is correct.				
Signature	Sign Your Current Name			Date: Today's Date

FOR COURT USE ONLY	LEAVE BLANK	
CASE NUMBER:		
DATE OF APPLICATION:	HEARING DATE:	