

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA
Probate Court Services**

3055 Cleveland Ave.
Santa Rosa, CA 95403-2122, 707-521-6500
<http://sonoma.courts.ca.gov/>

**NAME CHANGE PACKET
\$2.25**

Filing Fee: \$435.00. If you cannot afford the filing fee, ask the clerk for a request to waive court fees. Included in this packet are the forms you will need when applying for a change of name. Your name change matter may or may not require each form included in this packet. All forms may be accessed by going to the Court's website at <http://www.courts.ca.gov/forms.htm>.

Petition for Change of Name	NC-100
Attachment to Petition for Change of Name.....	NC-110
Declaration of Guardian.....	NC-110G
Civil Case Cover Sheet	CM-010
Order to Show Cause for Change of Name.....	NC-120
Proof of Service of Order to Show Cause (Change of Name).....	NC-121
Decree Changing Name	NC-130
Decree Changing Name (for Minor by Guardian)	NC-130G

INFORMATION ABOUT NAME CHANGE PETITIONS

The originals of the forms and two copies must be submitted with the filing fee. Using your endorsed copy, you will need to make additional copies for service on those persons that must receive them before the Court considers your petition.

Include two self-addressed, stamped envelopes with your documents. One will be used by the Clerk's Office to return your copies of filed documents to you. The other will be used to return copies of the Decree after the court hears your petition.

1. Documents to File: File a Petition for *Change of Name, Attachment to Petition for Change of Name, Order to Show Cause for Change of Name, Civil Case Cover Sheet and Decree Changing Name* with the court along with the filing fee. Enclose a check in the amount of \$25.00 for each certified copy of the decree you require. This will eliminate the need for you to return to the Clerk's Office to have copies made at a later time.

Pursuant to CCP 1279.5, the Court is required to contact the California Justice Information System and California Law Enforcement Telecommunications System to determine if the applicant is under the jurisdiction of the Department of Corrections or is a registered sex offender.

- 2. Calendar Date:** After the petition is filed with the court, you will be assigned a court date. The court date will be approximately 45 days from the date you file the petition.
- 3. Publish the Order to Show Cause:** You must take a copy of the Order to Show Cause for Change of Name to a newspaper for publication. The notice should be published once a week for four weeks (CCP 1277(a)). For the names of local newspapers please see the list below.
- 4. Proof of Publication:** You must file the Proof of Publication with the Clerk's Office *7 days prior to the court date*. (Some newspapers mail this to us for you, others do not. Please check with the newspaper to verify their procedure).
- 5. Tentative Ruling Phone Number:** On the day before your court hearing, call the tentative ruling line after 11:00 a.m. at 707-521-6881. You will hear recorded information regarding your case. If the judge has approved your petition for change of name, you will not need to appear in court. You may also check the Court's website for the tentative ruling at <http://sonoma.courts.ca.gov/onlineservices/tentativerulings#trp>.
6. Your copy or copies of the *Decree Changing Name* will be mailed to you.

ADJUDICATED NEWSPAPERS IN SONOMA COUNTY

<u>THE CLOVERDALE REVEILLE</u>	P.O. Box 157	Cloverdale, CA 95425	(707) 894-3339
<u>THE COMMUNITY VOICE</u>	P.O. Box 2038	Rohnert Park, CA 94927	(707) 584-2222
<u>THE HEALDSBURG TRIBUNE</u>	P.O. Box 518	Healdsburg, CA 95448	(707) 433-4451
<u>PETALUMA ARGUS-COURIER</u>	P.O. Box 1091	Petaluma, CA 94953	(707) 762-4541
<u>THE PRESS DEMOCRAT</u>	427 Mendocino Ave.	Santa Rosa, CA 95401	(707) 546-2020
<u>THE SONOMA INDEX TRIBUNE</u>	P.O. Box C	Sonoma, CA 95476	(707) 938-2111
<u>SONOMA WEST TIMES & NEWS</u>	P.O. Box 521	Sebastopol, CA 95473	(707) 823-7845
<u>THE TIMES</u>	P.O. Box 799	Windsor, CA 95492	(707) 838-9211