

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SONOMA
Civil Division**

600 Administration Drive, Room 107J
Santa Rosa, CA 95403
707-521-6610

www.sonoma.courts.ca.gov

SELF-HELP CENTER
707-521-6534
SelfHelp@sonomacourt.org

NAME CHANGE PACKET

Filing Fee: **\$435.00** first paper fee. If you cannot afford the filing fees, 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 www.sonoma.courts.ca.gov/forms-filing/packets.

Civil Case Cover Sheet	CM-010
Instructions for Filing a Petition for Change of Name	NC-100-INFO
Petition for Change of Name	NC-100
Attachment to Petition for Change of Name.....	NC-110
Declaration of Guardian.....	NC-110G
Order to Show Cause for Change of Name	NC-120
Proof of Service of Order to Show Cause (Change of Name)	NC-121
Order to Show Cause for Change of Name to Conform to Gender Identity.....	NC-125
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 required fees. 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. The fee for each certified copy of the Decree is \$40.50; \$40 for the certification fee and \$.50 per page for the copy.

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 \$40.00 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 Rulings: Tentative rulings may be obtained online between the hours of 2:00 p.m. and 4:00 p.m. on the day prior to your hearing on the Court's website at www.sonoma.courts.ca.gov. For tentative rulings by phone, please call (707) 521-6606. If the judge has approved your petition for change of name, you will not need to appear in court.

6. Your copy or copies of the *Decree Changing Name* will be mailed to you if a self-addressed stamped envelope was provided.

ADJUDICATED NEWSPAPERS IN SONOMA COUNTY

An online list of adjudicated newspapers is available at <https://sonomacounty.ca.gov/CRA/ClerkRecorder/Fictitious-Business-Names/Adjudicated-Newspapers/>.

<u>THE COMMUNITY VOICE</u>	P.O. Box 2038	Rohnert Park, CA 94927	(707) 584-2222
<u>PETALUMA ARGUS-COURIER</u>	1372 E North McDowell Blvd. Ste. E	Petaluma, CA 94954	(707) 526-8508
<u>THE PRESS DEMOCRAT</u>	427 Mendocino Ave.	Santa Rosa, CA 95401	(707) 526-8508
<u>THE SONOMA INDEX TRIBUNE</u>	117 W Napa Street, Ste. D	Sonoma, CA 95476	(707) 526-8508