# Understanding the Name Change Process in Sacramento

In Sacramento, to petition the court to change a name of an adult or to change the name of a minor; download the instructional packet, including forms, from the Sacramento Superior Courts website: <a href="General Name">General Name</a> Change Packet (CV-142n) (https://www.saccourt.ca.gov/civil/docs/cv-142n.pdf).

This *Understanding the Name Change Process in Sacramento* guide includes answers to commonly asked questions and sample filled out forms.

# **Templates and Forms**

General Name Change Packet (CV-142n) (https://www.saccourt.ca.gov/civil/docs/cv-142n.pdf)

STOP! If you are changing your NAME AND GENDER, the process is different, and this guide will not work for you. Ask the Reference Librarian for more information.

## **Common Questions**

If you are restoring your name after dissolution of marriage, you can ask the family court to restore your former name.

 "Ex Parte Application for Restoration of Former Name after Entry of Judgment and Order"
 Restoring Former Name Packet (https://www.saccourt.ca.gov/family/docs/fl-former-name-restoration-after-judgment-packet.pdf)

If changing the name of a minor over the age of 12, it is recommended that the minor write a declaration agreeing to the name change.

• Declaration of Minor (MC-030) (https://www.courts.ca.gov/documents/mc030.pdf)

If the other parent cannot be served because their location is unknown, the petitioning parent must submit a declaration detailing all attempts made to locate the other parent.

Declaration of Diligent Search and Request to Dispense with Notice re Petition for Change of Name
 (CV/E-208) (https://www.saccourt.ca.gov/forms/docs/cv-208.pdf)

Once the name change is granted, in order to amend a California birth certificate, you will need to contact the California Office of Vital Records. (http://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records.aspx)

Giving a child a different name from the father's or otherwise changing the child's name does not affect the parent-child relationship or the legally recognized identity of the parents.

• Information on Parentage (http://www.courts.ca.gov/selfhelp-parentage.htm)

# **Changing Your Name in Government and Business Records**

Once your name change is granted, you will need to contact agencies to alert them of your new name. Here are some common documents that will need to be updated:

Public Records	Private Records
Social Security Card	Employer's Records
Driver's License or California ID card	Bank Accounts
Passport	Credit Cards and Credit Reporting Agencies
Tax Records	Stocks, Bonds, Mutual Funds, and IRAs
Voter Registration	Vehicle Registrations
State Licensing Boards	Deeds to Real Estate and Mortgages
Public Assistance	Wills, Insurance
Veterans Administration	Medical & School Records
Birth Certificates and Attachments	Utilities

# For Help

SH@LL (Self-Help at the Law Library) (https://saclaw.org/services/civil-self-help/) (formerly Civil Self Help Center) 609 9<sup>th</sup> Street, Sacramento CA 95814 (916) 476-2731 (Appointment Request Line)

Services Provided: SH@LL provides general information and basic assistance to self-represented litigants on a variety of civil legal issues, including name changes. All assistance is provided by telephone. Visit "What we can help with (https://saclaw.org/services/civil-self-help/#canhelp)" for a list of qualifying cases.

*Eligibility:* Must be a Sacramento County resident or have a <u>qualifying case (https://saclaw.org/services/civil-self-help/#who)</u> in the Sacramento County Superior Court.

#### Civil Self-Help Services (SHS)

#### SACRAMENTO COUNTY PUBLIC LAW LIBRARY



609 9th St Sacramento, CA 95814 | 916-874-6012 | saclaw.org

Sacramento County Superior Court Hall of Justice 813 Sixth St., Sacramento CA 95814 916-874-1421

## For More Information

#### On the Web

SH@LL Name Change Workshop Video (https://www.saclaw.org/video-library/name-change-workshop/)

This video from SH@LL (when it was called the Civil Self-Help Center) walks viewers through all the paperwork necessary to petition the court for a name change.

California Courts Self-Help Website: "Name Change" (http://www.courts.ca.gov/selfhelp-namechange.htm)

This website explains the name change process, and provides links to all the forms.

## At the Law Library

How to Change Your Name in California KFC 109 .L6 (https://catalog.saclaw.org/cgi-bin/koha/opac-detail.pl?biblionumber=2461) (Self-Help)

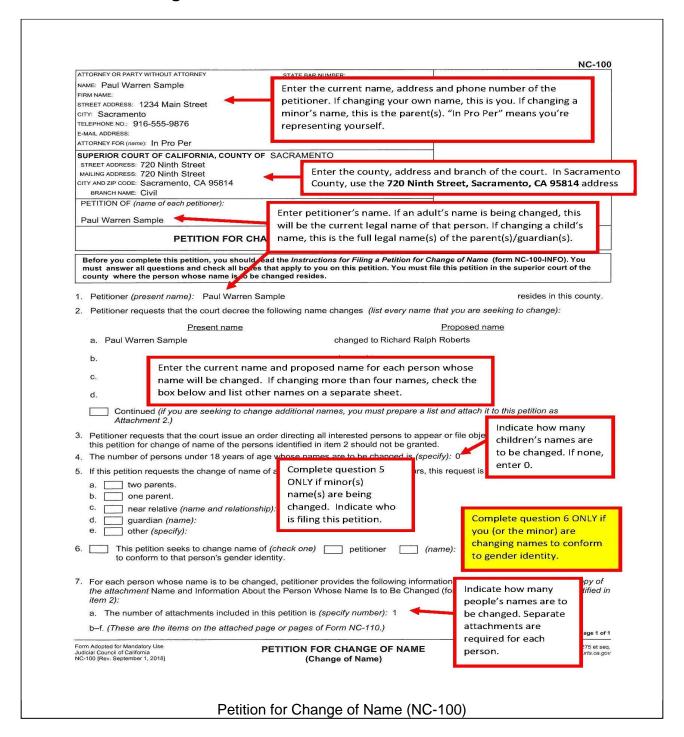
Electronic Access: From any computer (library or home) via the Legal Information Reference Center. Instructions are available on our website at Nolo Ebooks (https://saclaw.org/wp-content/uploads/2023/04/ebook-how-to.pdf).

# **Samples**

## **Civil Case Cover Sheet**

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, St. Paul Warren Sample	Enter the curr	ent name, address and	nhone	number of the petitioner. If		
1234 Main Street				•		
The Control of the Co	changing your own name, this is you. If changing a minor's name, this is the parent(s). "In Pro Per" means you're representing yourself.					
TELEPHONE NO.: 910-333-9870	the parent(s).	in Florer means you	a re rej	presenting yoursen.		
ATTORNEY FOR (Name): In Pro Per UPERIOR COURT OF CALIFORNIA, COUNTY OF	Sacramente					
STREET ADDRESS: 720 Ninth Street	Jacianiento	Enter the county, add	ress ar	nd branch of the court. In Sacramento		
MAILING ADDRESS: 720 Ninth Street				treet, Sacramento, CA 95814 address		
City AND ZIP CODE: Sacramento, CA 95	814					
BRANCH NAME: Civil Division CASE NAME:	-	la //  cl		(a) af ab a		
In re: Paul Warren Sample		In re:" and the current		•		
CIVIL CASE COVER SHEET	l d b	erson(s) whose names	will be	e changed.		
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		empleted (see instructions				
. Check one box below for the case type t	hat best describe		- pug			
Auto Tort	Contract		Provis	sionally Complex Civil Litigation		
Auto (22)		h of contract/warranty (06)		(Cal. Rules of Court, rules 3.400-3.403)		
Uninsured motorist (46)		3.740 collections (09)		Antitrust/Trade regulation (03)		
Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort		collections (09) nce coverage (18)		Construction defect (10) Mass tort (40)		
Asbestos (04)		contract (37)		Securities litigation (28)		
Product liability (24)	Real Proper	ty		Environmental/Toxic tort (30)		
Medical malpractice (45)	Emine	ent domain/Inverse		Insurance coverage claims arising from the		
Other PI/PD/WD (23) Non-PI/PD/WD (Other) Tort		mnation (14) aful eviction (33)		above listed provisionally complex case types (41)		
Business tort/unfair business practice (		real property (26)		cement of Judgment		
Civil rights (08)	Unlawful De			Enforcement of judgment (20)		
Defamation (13)		nercial (31)		llaneous Civil Complaint		
Fraud (16)		ential (32)		RICO (27)		
Intellectual property (19)	Drugs			Other complaint (not specified above) (42)		
Professional negligence (25)	Judicial Rev		Miscel	laneous Civil Petition		
Other non-PI/PD/WD tort (35) Employment		forfeiture (05) n re: arbitration award (11)		Partnership and corporate governance (21)		
Wrongful termination (36)		mandate (02)		Other petition (not specified above) (43)		
Other employmen (15)		judicial review (39)				
This case is for not co factors requiring except an judicial mar a. Large number of separately rep b. Extensive motion practice raisin	nagement: resented parties	d. Large number	er of wit			
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c. Substantial amount of documen				ament judicial supervision		
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Cinco the is a conscious case under ru			cet will	Page 1 of 2		
rm Adopted for Mandatory Use Audicial Council of California		E COVER SHEET		Cal. Rules of Court, rules 2.30, 3.220, 3.400–3.403, 3.740; Cal. Standards of Judicial Administration, std. 3.10		
CM-010 [Rev. July 1, 2007]				www.courtinfo.ca.gov		

## **Petition for Name Change**

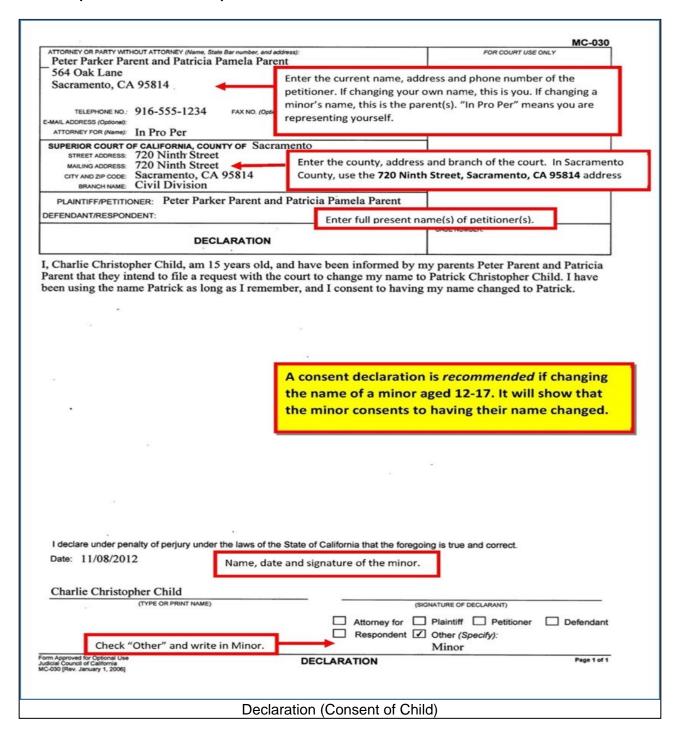




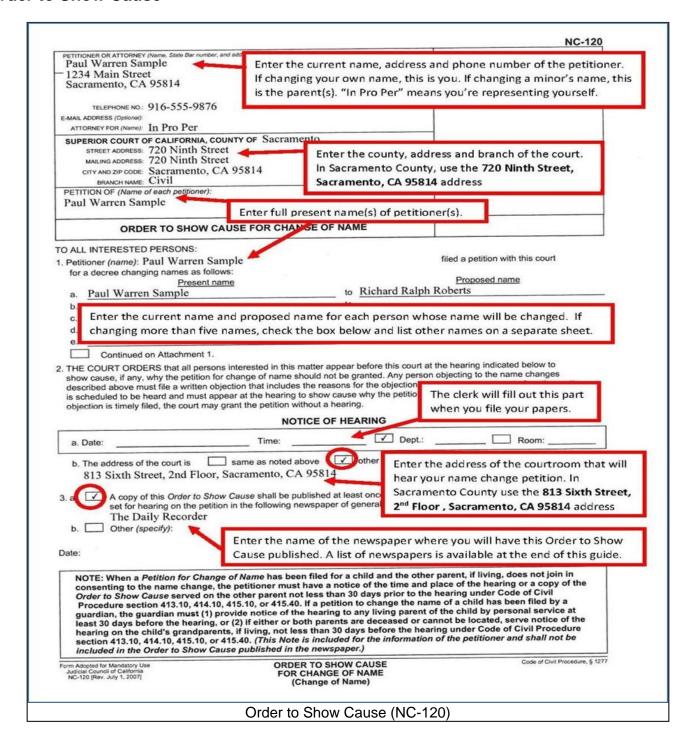


PETITION OF (Name of petitions	ter full present name(s) of petitioner(s).
Paul Warren Sample	Number the attachment(s).
	NAME AND INFORMATION ABOUT THE PERSON
	WHOSE NAME IS TO BE CHANGED Attachment 1 of 1
	achment to <i>Petition</i> (form NC-100, form NC-200, or form NC-500) ant for <b>each person</b> whose name is to be changed. If petitioner is a guardian of a minor, a
supplemental attachment, Declaration	
is to be changed.) 7. (Continued) Petitioner applies fo	
b. x Self Other	person described in this attachment, provide
<ol> <li>Present name (specify):</li> <li>Proposed name (specify):</li> </ol>	
(3) Born on (date of birth):	
and presently u  (4) Born at (place of birth):	
	al birth certificate):   Male Female
(6) Current residence addre	Briefly explain the reason for this name change
c. Reason for name change (ex	xplain): Richard Roberts my entire life, and only recently learned that my birth certificate was issued under
a different name.	
d. Relationship of the petitioner	
(1) x self (2) parent	<ul> <li>(4) near relative (indition of the perition of the person whose name will be changed</li> <li>(5) Other (specify):</li> </ul>
guardian     e. If the person whose name wi	III ha shangad is under 19 usa
following persons:	if the person whose name will be changed is a minor, list the
(1) Parent (name):	(ac names and addresses of both parents or nearest relatives. I
<ul><li>(2) Parent (name):</li><li>(3) (Only if neither parent is</li></ul>	(a) a parent's address is unknown, or if the parent is deceased,
	write that in the space for that parent's address.
f. If the person whose name wi	ill be changed is 18 years of age or older, that person must sign the following declaration:
•	DECLARATION
	rry under the laws of the State of California that (check one) x I am not I am I am I am I I am I I I I I I I I I
jail and (check one) x l ar	
Date: 11/08/2012	
Paul Warren Sample	<u> </u>
If the person w	hose name is being changed is over 18, complete this Declaration Box.
Date:	
(TYPE OR PRINT NA	(SIGNATURE OF ATTORNEY) Attition in the space provided below or, if additional pages are attached, at the end of the last
	ty of perjury under the laws of the State of California that the information in the foregoing petition is
Date: 11/08/2012	
Paul Warren Sample	
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ADD ADDITIONAL SIGNATURE LINES F	FOR ADDITIONAL PETITIONERS SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT Page 1 of 1
orm Adopted for Mandatory Use udicial Council of California	ATTACHMENT TO Code of Civil Procedure, § 1275 et seq.  PETITION FOR CHANGE OF NAME  Code of Civil Procedure, § 1275 et seq.  www.courts.ca.gov
IC-110 [Rev. September 1, 2018]	PETITION FOR CHANGE OF NAME

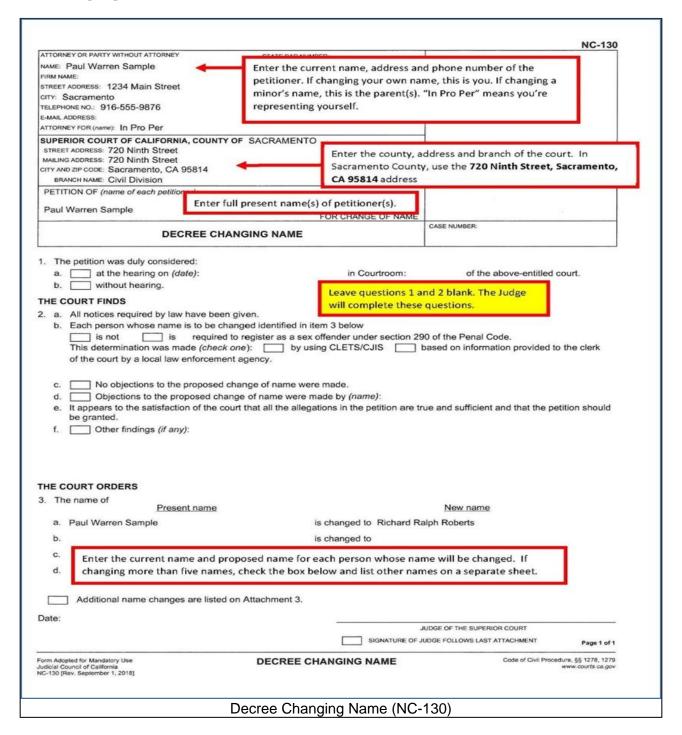
## **Declaration (Consent of Child)**



#### **Order to Show Cause**

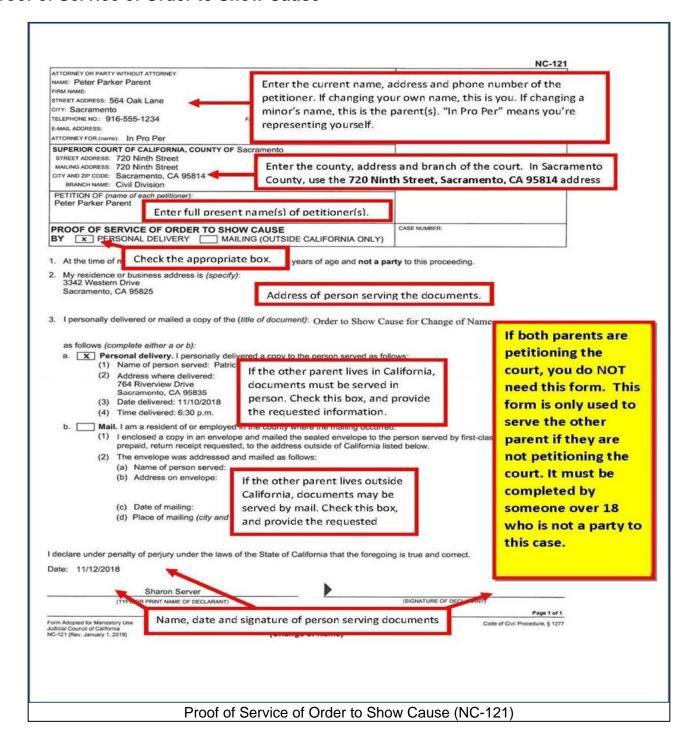


## **Decree Changing Name**





#### **Proof of Service of Order to Show Cause**





# **Declaration of Diligent Search**

г	ATTORNEY OR PARTY WILHOUT AT	[CDNEY (Name and Address):		FOR COURT USE ONLY
	Peter Parker Parent 564 Oak Lane	TORNET (Name and Address).	This	Declaration is used
	Sacramento, CA 95814 TELEPHONE NO.: 916-555-1234	FAX NO.	only	when a petition to
	ATTORNEY FOR (Name): In Pro Per		filed	d by one parent, and the
	SUPERIOR COURT OF CALIFORNIA, Street Address: 720 9 <sup>th</sup> Street City and Zip Code: Sacramento, CA 95 BRANCH NAME: CIVIL DIVISION			ited.
	IN RE: Charlie Christopher Child	Name of the minor whose name will be changed		Case Number:
	DECLARATION OF DILIGENT SE WITH NOTICE RE: PETI	•	ENSE	Hearing Date:
	California Code of Civil Procedure 1277 parent, if living, does not consent, the	other parent must be served with no	tice of the	
"	such a person is unknown and cannot  1. Name of the person I need to give no			Absent parent's name & — relationship to child
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	e number for all employers you contacted. Below, describe what you learns the following employers or former employers of the person named above:
Tom Jones, Manager	Shop Smart, 456 Howe Ave, Sacramento 916-555-4987 4/2007-7/2010
Name and Title Jane Simms, Co-owner Name and Title	Business Name, Address and Telephone Number C&C Pharmacy, 983 Genoa Dr., 916-555-3791  Business Name, Address and Telephone Number Dates of Employment Dates of Employment
I obtained the following informa	tion from the employer or former employer: She is no longer employed by either itions in July 2010, and left no forwarding address or telephone number.
List the city directories you consul	ted, and the date you call 4-1-1. Below, describe what you learned.
directory assistance on 11/8	scity telephone directories of Sacramento and Elk Grove, CA and contacted city & State  City & State  additional information: No listings were found for Ms. Parent.
5 5 50 60 00 00 00	consulted, and the date. Below, describe what you learned.
	hed the real and personal property indexes in the Recorder's and Assessor's Offices of  County on 11/9/2012
	additional information: I found no properties owned by Ms. Parent.
	u conducted. Below, describe what you learned from these searches.
Facebook: Ms. Parent does n	
Website	not have a Facebook account.  Result  at her current location was found through the Google search of her name.  Result  Result
Website Google: No information about Website Website Indicate the date you searched inring. PRISONS AND JAILS - I con	Result at her current location was found through the Google search of her name.  Result
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Website Google: No information about Website  Indicate the date you searched inn g. PRISONS AND JAILS - I con Corrections Locator Service at a Results: She is not currently in Describe any other efforts or inform  Ms. Parent has worked as a li Technician licensing database Despite my diligent efforts, I have no Court permission to dispense with no	result  Result  Result  Result  In ate databases. Below, describe what you learned from these searches, intacted the applicable criminal justice agency (such as California Department of (916) 445-6713), on 11/9/2012  Date  Date  In ate databases. Below, describe what you learned from these searches, intacted the applicable criminal justice agency (such as California Department of (916) 445-6713), on 11/9/2012  Date  In ate databases. Below, describe what you learned from these searches, intacted the applicable criminal justice agency (such as California Department of (916) 445-6713), on 11/9/2012  Date  In ate databases. Below, describe what you learned from these searches, intacted the applicable criminal justice agency (such as California Department of (916) 445-6713), on 11/9/2012  Date  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describe what you learned from these searches.  In ate databases. Below, describes.  In ate databases. Below, describes.  In
Website Google: No information about Website  Indicate the date you searched inn g. PRISONS AND JAILS - I con Corrections Locator Service at a Results: She is not currently in Describe any other efforts or inform  Ms. Parent has worked as a li Technician licensing database Despite my diligent efforts, I have no Court permission to dispense with no I declare under penalty of perjury, un	Result Re

## **Newspapers**

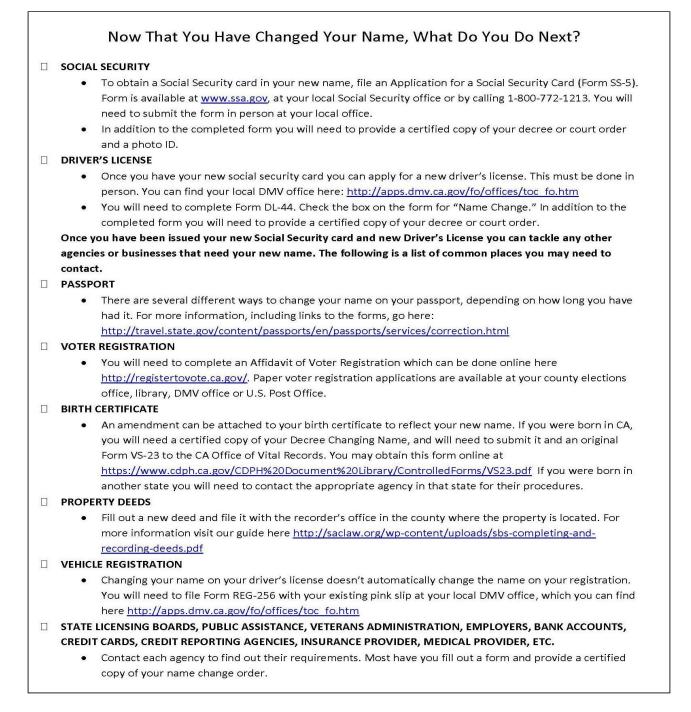
NEWSPAPER NAME	ADDRESS	WEBSITE	PHONE	FAX	FILE DEADLINE DATE	PUBLICATION FEE	FILE PROOF
Carmichael Times	7144 Fair Oaks Blvd., #5 Carmichael, CA 95608	www.mpg8.com Pay Online at: www.mpg8.com Email: legals@mpg8.com	916-773-1111	916-773-2999	Friday 5:00 PM for publication on following Friday	\$35.00	YES. They will send proof of publication directly to court prior to the hearing
Elk Grove Citizen	8970 Elk Grove Blvd., Elk Grove, CA 95624	www.egcitizen.com	916-685-5533	209-745-4492	Noon on Monday for Wednesday publication. Noon on Wednesday for Friday publication	\$40.00	NO. They will mail proof of publication to client prior to the hearing. Clien must be responsible and file proof of publication with the court.
Folsom Telegraph	921 Sutter St Folsom, CA 95630	www.folsomtelegraph.com	916-985-2581	916-985-0720	Thursday 12:00 PM for the following Wednesday	\$175.00	YES. They will send proc of publication directly to court prior to the hearing
Galt Herald	P.O. Box 307, 604 Lincoln Way, Galt, CA 95632	www.galtheraldonline.com	209-745-1551	209-745-4492	Tuesday 12:00 PM	\$40.00	NO. Client must pick u their proof and file it with the court prior to hearing date.
Rio Linda Elverta News and Printing	6808 Front Street Rio Linda, CA 95673	www.obri.net/rlenews	916-991-3000	N/A	Monday 5:00 PM for Friday publication	\$40.00 1st name, \$5.00 each additional name	NO. They will mail proof of publication to client prior to the hearing. Clier must be responsible and file proof of publication with the court.
Sacramento Bee Newspaper	2100 Q Street, Sacramento, CA 95816 Mailing: P.O. Box 151779, Sacramento, CA 95852	www.sacbee.com	916-321-1371	916-321-1110	Wednesday for Friday publication	\$375 - \$400	YES. They will send proc of publication directly to court prior to the hearing
Spectrum Newspaper	530 Bercut Drive, Suite E, Sacramento, CA 95814	N/A	916-445-6825	916-443-5871	Thursday 9:00 AM for Tuesday publication	\$50.00	YES. They will send proc of publication directly to court prior to the hearing
The Daily Recorder	901 H Street, Room 312, Sacramento, CA 95814	N/A	916-444-2355 X 102	N/A	Two business days prior to publication	\$35.00	YES. They will send proc of publication directly to court prior to the hearing
The Sacramento Bulletin	530 Bercut Drive, Suite E, Sacramento, CA 95814	N/A	916-445-6825	916-443-5871	Two business days prior to publication	\$50.00	YES. They will send proc of publication directly to court prior to the hearing
The Sacramento Gazette Newspaper	770 L Street, Suite 950, Sacramento, CA 95814	www.sacgazette.com	916-567-9654	888-567-1193	Tuesday 12:00 PM	\$67.00	YES. They will send proc of publication directly to court prior to the hearing
The Sacramento Observer	2330 Alhambra Blvd., Sacramento, CA 95817	www.sacobserver.com	916-452-4781	N/A	Wednesday 5:00 PM for Friday publication	\$75.00	YES. They will send proc of publication directly to court prior to the hearing

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