

CIVIL PETITION FOR NAME CHANGE - General Information

- *If you are requesting that the name of a minor child be changed, YOU MUST GIVE NOTICE TO THE BIOLOGICAL (BIRTH) PARENT, unless the court dispenses with notice.*

THE COURT WILL ONLY DISPENSE WITH NOTICE OF THE BIOLOGICAL (BIRTH) PARENT IF YOU INCLUDE A DECLARATION THAT GIVES ALL THE INFORMATION YOU HAVE ABOUT THAT PARENT (i.e. HIS OR HER WHEREABOUTS, YOUR EFFORTS TO FIND/CONTACT HIM OR HER, THE REASONS NOTICE SHOULD NOT BE GIVEN TO HIM OR HER). THIS DECLARATION DOES NOT GUARANTEE THAT THE COURT WILL DISPENSE WITH NOTICE, BUT IT IS REQUIRED FOR THE COURT TO MAKE THAT DETERMINATION

- **You MUST read and follow the instructions on Form NC-100.** Unless you are excluded from the publication requirement as listed in #7 of those instructions, you **MUST** publish the ORDER TO SHOW CAUSE in an approved newspaper once per week for four successive weeks. You can choose from the attached list and write the name on the ORDER TO SHOW CAUSE. YOU are responsible for contacting the newspaper and making arrangements for publication. After the court has signed the ORDER TO SHOW CAUSE, you cannot change the newspaper.

CIVIL PETITION FOR NAME CHANGE – Instructions

1. Between 9:30 a.m. and 11:00 a.m. present your completed forms to the ex-parte calendar held Room 210 (Probate Examiners) of the Wakefield Taylor Courthouse at 725 Court Street, Martinez, California.
2. After the Judge has signed the ORDER TO SHOW CAUSE, you MUST have copies made of all your paperwork. Make two sets of copies: one set for you and one set for the newspaper. If you have to serve anyone else (the biological parent, for example) make an additional set. If a fee waiver has been granted, you may have copies made for you free of charge at the Court Records Unit (located at 1111 Ward Street, Martinez, California). Otherwise, you can make copies at the copier on the first floor at 725 Court Street, or in the Law Library in the A.F. Bray Courts Building at 1020 Ward Street.
3. Take your originals and copies directly to the Clerk's Office in Room 103 of the Wakefield Taylor Courthouse at 725 Court Street, Martinez, California. Your papers will be filed and a court date assigned. The clerk that processes your papers will fill in the hearing date and conform your copies. The clerk will keep the originals and return endorsed-filed copies to you.
4. Take a copy of your paperwork to the newspaper named on the ORDER TO SHOW CAUSE to make arrangements for publication. Remember to ask the person who places your order how the newspaper handles PROOF OF PUBLICATION. This document MUST be filed in the Clerk's Office before the hearing date. The court CANNOT proceed without this document.