

How to Change Your Name (Adult)

<p>Step 1</p>	<p>Complete the following forms in blue or black ink:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CM-010 Civil Case Cover Sheet <input checked="" type="checkbox"/> NC-100 Petition for Change of Name <input checked="" type="checkbox"/> NC-110 Name and Information of About the Person Whose Name is To Be Changed <input checked="" type="checkbox"/> NC-120 Order to Show Cause for Change of Name <input checked="" type="checkbox"/> NC-130 Decree Changing Name <input checked="" type="checkbox"/> CLETS Background Information Form (Local form – in packet)
<p>Step 2</p>	<p>Copies: Make 2 copies, in addition to the original.</p>
<p>Step 3</p> <p>There is a filing fee, unless the fee is waived.</p>	<p>File in the Probate Clerk’s Office at the courthouse located at: 191 North First St., San Jose, CA Monday-Friday from 8:30am to 4:00pm.</p> <p>You will be given a court date about 8 weeks out.</p> <p><input type="checkbox"/> If you <u>are not</u> asking for a fee waiver or emergency/temporary orders, you will pay the filing fee and get copies back with a file-stamp.</p> <p><input type="checkbox"/> If you <u>are</u> asking for a fee waiver or emergency/temporary orders, there is a 24 to 48 hour hold on the papers. During that time, the Judge will determine if the filing fee will be waived. The clerk will tell you when to come back to pick up your forms. <i>Please note: the Judge may deny your request for temporary orders and/or fee waiver.</i></p> <p>Monday-Friday from 8:30am to 4:00pm.</p>
<p>Step 4</p> <p>There is a fee to publish. The Court can’t waive this fee.</p>	<p>Publish the Order to Show Cause:</p> <p>Government Code section 6064 says that the <i>Order to Show Cause</i> must be published in a local newspaper of general circulation once a week for at least four consecutive weeks <u>before</u> the hearing date. A list of newspapers is attached. Take your “file-endorsed” copy of the Order to Show Cause to the newspaper you choose so they can begin publication. (The newspaper is responsible for filing a <i>Proof of Publication</i> with the Court.)</p>
<p>Step 5</p>	<p>Go to Your Court Date/Get your Name Change:</p> <p>You do not need to attend the hearing if all of the required documents have been turned into the court, UNLESS an objection is filed. However, you will need to include a self-addressed stamped envelope for your “endorsed-filed” copies.</p> <p>If you do have a Court hearing you will go to have the Judge sign the <i>Decree Changing Name (form NC-130)</i>. After the hearing, take your signed Decree to the Probate Dept. for filing. You may purchase certified copies of your signed decree for additional cost.</p>

Please turn over for important information 

WHAT DO I DO AFTER I GET MY NAME CHANGE DECREE?

You may want to amend your birth record with your new name. To do this, contact the Office of Vital Records if you were born in California. You can get more information at <http://www.cdph.ca.gov>.

If you weren't born in California, check with the Office of Vital Records in the State where you were born.

CAN THE JUDGE DENY MY REQUEST TO CHANGE MY NAME?

Yes. Read the attached Restrictions to Name Changes. It tells you about when you can't change your name.

HOW CAN I GET THE FORMS?

There are a few ways that you can get the forms:

- hire an attorney;
- get the forms online at the state's website, (www.legalselfhelp.ca.gov);
- use a self-help legal book;
- Go to the Probate Clerk's Office at 191 N. First St., San Jose
- For the forms AND help filling them out, visit the Self-Help Center in person, Monday through Thursday, starting at 8:15 am. Please go to www.scselphelp.org for details on how to sign up for help at our office. **Please note: we cannot help people who have attorneys.**

Self-Help Center
Superior Court, County of Santa Clara
99 Notre Dame Avenue
San Jose, CA 95113
408.882.2926

www.scselphelp.org
Santa Clara County
Self-Help website

www.sccsuperiorcourt.org
Santa Clara County
General website

www.legalselfhelp.ca.gov
State of California
Self-Help website