



Do You Want to Change a Child's Name?

\$5.00

What is this for?	<p>This packet contains the forms you (a parent) need to file for a Civil name change for a child/ren. See page 2 for information about different types of name change orders.</p>
Step 1: Fill out the forms	<p>Civil Case Cover Sheet (CM-010) Petition for Change of Name (NC-100) Attachment to Petition (NC-110) Order to Show Cause for Change of Name (NC-120) Decree Changing Name (NC-130)</p> <p>Note: Both parents must agree and sign the Petition for Change of Name. If only one parent signs the form, please see Step 5 for important information about serving the forms.</p>
Step 2: Make copies	<p>Take each form and make 2 copies. Paperclip (do not staple) the <u>original</u>. The copies may be stapled. Put the copies right behind each original.</p> <p>Note: If you file electronically, copies are not required (see Step 3).</p>
Step 3: File the forms	<p>Get a number ticket for "Civil" at the kiosk on the 1st floor of the courthouse. File the forms with the clerk when your number is called. The clerk will file-stamp the first 4 forms and give you back the 2 copies. You will keep a filed copy for your records and give the 2nd copy to the legal newspaper that will publish your name change request.</p>
eFiling	<p>Alternatively, the Court has the option to file electronically through its eFile Service. For filing and more information, please visit placer.courts.ca.gov and select "eFiling" under the Online Services tab. This webpage contains instructions and FAQs to assist with the process. There is a service fee for eFiling paid to the third-party vendor and cannot be waived by the Court. Note: each form must be a separate PDF unless it contains attachments.</p>
Filing fee	<p>There is a \$435.00 fee to file the case with the court. The court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing these forms:</p> <p>Request to Waive Court Fees (FW-001) Order on Court Fee Waiver (FW-003)</p>



<p>Step 4: Publish the Order to Show Cause</p>	<p>Contact a court-approved legal newspaper to arrange for it to publish your Order to Show Cause for Change of Name once a week for four weeks in a row. It must be published 4 times before your court hearing date. There is a cost to publish that you pay directly to the newspaper. The court fee waiver doesn't cover those costs.</p> <p>Check the Local Form Publication List for Placer County for a list of approved newspapers.</p> <p>Once the Order to Show Cause has been published for the required period of time, the newspaper will file a Proof of Publication with the court.</p>
<p>Step 5: Serve the other parent (if required)</p>	<p>If the other parent did not sign the Petition for Change of Name, you must serve the Order to Show Cause for Change of Name to the child's other parent. This form must be served in person. Copies from eFiling may be printed from your eFiling account.</p> <p>Someone 18 or older must hand-deliver ("personally serve") the form for you. You cannot serve the form yourself. The person who serves the form to the other parent must <i>completely</i> fill out the Proof of Personal Service – Civil (POS-020).</p>
<p>Step 6: File the Proof of Service</p>	<p>Make 1 copy of the Proof of Personal Service – Civil (POS-020) and get a number ticket for "Civil" at the kiosk on the 1st floor of the courthouse to file the original and copy. Keep the filed copy for your records.</p>
<p>Next steps:</p>	<p>Go to your court hearing: Attend the court hearing. If all of your paperwork is in order and there are no objections filed, the Judge is likely to grant your request.</p> <p>(optional) Certified copies: If you would like a certified copy of your Decree Changing Name, take a number ticket for "Civil" at the ticket kiosk on the 1st floor. Some agencies require a certified copy of the name change. The certified copy can be used to obtain a new birth certificate, new social security card and new driver's license. There is a fee for certified copies.</p>

Important Things to Know

There are different ways a child's name can be changed. It can be through a civil name change process (this packet) or a parentage or adoption case.



If you want to change the child's gender, want your address to be confidential for safety reasons, or a Guardian who wants to change a child's name, please visit the court's Self-Help Center for help.

Can I Access My Court Case Electronically?

Court users can now receive access to their file/orders electronically by three different methods:

Online Portal: You can come to the courthouse and show ID to gain access;

eFiling: If you check the box on eFiling, you will receive your orders via email; you will also receive portal access if you pay for a filing (so you do not need to come into the courthouse to show ID);

eService: You may consent to receive notice and orders by email. This can be done by submitting Judicial Council Form [EFS-005-CV](#).

Where can I get the forms?

- Most of the blank forms listed in these instructions can be found **online** at www.courts.ca.gov/forms. The Local Form (Placer County) can be found at <http://www.placer.courts.ca.gov/forms-filing-forms.shtml>.
- You can get the form packets through the court's **Self-Help Center** or you can buy them at the **Court Clerk's counter**.

Where can I get help or more information?

- You can hire a private attorney for a free or low-cost consultation.
- If you do not have an attorney, you can get help from the court's Self-Help Center located at the Gibson Courthouse, 10820 Justice Center Dr., Roseville. Online appointments and limited walk-ins are available Monday to Friday, 8:00 a.m. to 12:00 noon (Wednesday open until 3:00 p.m.). Schedule online appointments at www.placer.courts.ca.gov and search for **online appointments**.
- Visit www.courts.ca.gov
 - Click "Self-Help" on the tabs and select "Name Change" in the dropdown menu
- Read:
 - [Instructions for Filing a Petition for Change of Name](#) (NC-100-INFO)