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Adult Name Change Workshop



Self-Help Workshop

- Information & instructions for preparing and filing a Petition for Change of Name in the **Los Angeles Superior Court**
- Self Representation
- No Legal Advice
- No Confidentiality
- No Attorney/Client Relationship



Workshops Limitations

- This is **not** a workshop for the following types of name changes:
- Name Change of Minor Children (**See form NC-100-INFO**)
- Confidential Name Change (**See form NC-400-INFO**)
- Change of Name to Conform to Gender Identity (**See form NC-200-INFO**)
- Change of Name & Gender (**See form NC-300 INFO**)
- CA Name Changes - CA Courts Self Help Center
<https://www.courts.ca.gov/selfhelp-namechange.htm>



Name Change Without Filing Case

- Change Your Name When You Get Married
<https://selfhelp.courts.ca.gov/name-change/marriage>
- Change Your Name as part of your divorce case
<https://selfhelp.courts.ca.gov/name-change/divorce>
- Change Your Name When You Become a US Citizen
<https://selfhelp.courts.ca.gov/name-change/citizenship>
- To *correct* minor spelling errors on birth certificate: **Form VS-24 Affidavit to Amend a Birth Record** with CA Dept. of Public Heath, Office of Vital Records
<https://www.cdph.ca.gov/Programs/CHSI/Pages/Amending-a-California-Birth-Record.aspx>



Requirements LA County Adult Name Change Petition

- You must be 18 years or older.
- You must live in Los Angeles County.
- You must provide a LA County address.
- You must disclose whether you are under the jurisdiction of the CA Dept. of Corrections or a registered sex offender under CA Penal Code Section 290.



Mandatory Criminal Background Check

- Court will receive a criminal history assessment from the LA County Probation Department after case is filed.
- Potential problems include outstanding bench and traffic warrants.



Overview of Name Change Process

- Step 1: Prepare Court Forms
- Step 2: File Court Forms/Pay Court Filing Fee
- Step 3: Publication of **NC-120 Order to Show Cause**
- Step 4: Check for Proof of Publication
- Step 5: Court Hearing (*If required*)
- Step 6: Get Certified Copies of Court Order
- Step 7: Change Name in Government & Business Records



Step 1: Preparing Court Forms

- NC-100 Petition For Change of Name
- NC-110 Attachment to Petition
- NC-120 Order to Show Cause
- NC-130 Decree Changing Name
- CM-010 Civil Case Cover Sheet
- **Los Angeles Superior Court forms:**
- SCLAC CIV 226 Criminal History Assessment
- SCLAC CIV 109 Civil Case Cover Sheet



Request For Fee Waiver

- Los Angeles Superior Court filing fee for Name Change Petition is \$435
- To request a fee waiver, complete fee waiver forms.
- **FW-001 Request to Waive Court Fees**
- **FW-003 Order on Court Fee Waiver**
- Fee Waiver Request Information
<https://www.courts.ca.gov/selfhelp-feewaiver.htm>



Step 2: Where to File Court Forms

- You have **2 options** for filing:
 1. File in downtown Los Angeles (Stanley Mosk)
 2. File in your local courthouse (determined by your zip code)
 3. To determine local courthouse: Check “**Filing Court Locator**” <https://www.lacourt.ca.gov/apps/filing-court-locator/home>
- Name Change Case is a “**Unlimited Civil**” Case Type
- For Courthouse Locations/Addresses <https://www.lacourt.ca.gov/apps/courthouse>



Step 2: How to File Court Forms

- **In Person** at the courthouse
- **Drop Box** in front of the courthouse
- Courthouse Locations/Addresses
<https://www.lacourt.ca.gov/apps/courthouse>
- **US Mail**
- For Drop Box & US Mail: Include “*Payment Submittal Notice*”, original forms and 2 copies of forms and a **self-addressed, stamped envelope**
- **E-filing** <https://www.lacourt.ca.gov/pages/lp/efiling>



What happens when you file your case?

- Clerk will process request for fee waiver, file the original forms, assign a **case number** and court stamp your copies.
- The clerk may assign a hearing date and department
- At some courthouses: the **hearing date** will be assigned *at the time of filing* and listed on the **NC-120** Order to Show Cause.
- At some courthouses: the **NC-120** Order to Show Cause (with the **hearing date**) will be mailed to you after filing the case.



Step 3: Publication

- Take *court-stamped copy* of **Form NC-120 Order to Show Cause** to newspaper of your choice.
- Pay the newspaper's **private** publication fee.
- Publication fee varies and cannot be waived.
- Publication 1 time per week for 4 weeks.
- *Proof of Publication* should be sent by the newspaper to the Court.



Newspaper for Publication

- Select a newspaper *legally qualified* by the County of Los Angeles to publish orders & notices.
- Complete list of approved newspapers-LA County Registrar-Recorder/County Clerk website
<https://www.lavote.net/home/county-clerk/fictitious-business-names/publication>
- **Options in Los Angeles County:**
- Los Angeles Daily Journal
- Daily Commerce



Name Change for Person in Jail, Prison or on Parole

Special Requirements

- If you are a person in county jail, or under the jurisdiction of the Dept. of Corrections & Rehabilitation (in state prison or on parole) **you must serve the name change petition on a government agency.**
- If in county jail, provide copy to the county sheriff's department
- If in state prison, provide copy to the warden
- If on parole, provide copy to the Regional Parole Administrator
- File Proof of Service (**Form POS-030**) with the Court



Step 4: Check for Proof of Publication (Has it been filed with the Court?)

- Newspaper should send the *Proof of Publication* to the Court.
- Using your case number check documents filed in your case on LA Superior Court website (“**Civil Case Access**”)
<https://www.lacourt.ca.gov/pages/lp/access-a-case/tp/find-case-information/cp/os-civil-case-access>
- The *Proof of Publication* should appear in the list of documents filed in your case.



Step 5: Your Court Hearing (*If Required*)

- If no written objection is filed at least two (2) court days before the scheduled hearing, *the court may grant the petition without a hearing*. Most cases do not require a hearing.
- A few days before your hearing date check the court's website for a "*Tentative Ruling*" (*see next slide*) to find out if a hearing will be held.
- If there is a hearing, bring copies of all documents to your hearing.
- Be prepared to explain why you want to change your name.
- **Potential Problems:** No *Proof of Publication* filed with the Court, outstanding bench or traffic warrants, or written objection filed by 3rd party.
- You can ask the judge for more time and a new hearing date. (A "*Continuance*")



How to Check the Court's "Tentative Ruling" (Will there be a hearing?)

- 1-2 days before hearing date check LA Court website
- Go to "Civil Tentative Rulings"
<https://www.lacourt.ca.gov/pages/lp/access-a-case/tp/online-services-tentative-rulings/cp/os-tentative-rulings-civil>
- Input your case number & select search;
- If your Name Change Petition is **GRANTED**, you do not need to go to your hearing.
- If the court intends to **DENY** your Name Change Petition, you must go to your hearing.



Option: Remote Court Appearance

- Use LA Court Connect
<https://www.lacourt.ca.gov/pages/lp/lacc-welcome>
- Must set up account and register before hearing
- Check with courtroom clerk before hearing



Step 6: Get *Certified* Copies of Court Order

- **Form NC-130 Decree Changing Name** with official Court seal.
- Go to courthouse to get certified copies OR
- Contact courthouse directly about requesting copies on LA Superior Court website
- Court fee \$40.00 per copy
- Court fee waived with fee waiver order.
- **Form LASC ADM 080 Request for Copies**
- Get several certified copies



Step 7: Changing Your Name in Government & Business Records

- Contact each government agency and business.
- Requirements vary, many agencies require a *certified* copy of the NC-130 Decree Changing Name.
- **Updating Your Identity Documents**
<https://selfhelp.courts.ca.gov/name-change/update-documents>
- Birth Certificate-contact state where you were born
- Social Security Card-Social Security Administration
- CA DMV-Name Change Checklist on website
- US Passport- US Department of State
- Voter Registration
- Property Deeds
- Naturalization Certificate-US Dept. of Homeland Security
- Veterans-US Department of Veterans Affairs



California Birth Certificates

- *If you were born in California*, you may request an “amendment” to your birth certificate to include your new name.
- Amendment to birth certificate after a court ordered name change not legally required but may be necessary.
- To amend your birth certificate complete **Form VS-23** & submit to the CA Dept. of Public Health, Vital Records
- <https://www.cdph.ca.gov/Programs/CHSI/pages/vital-records.aspx>
- Certified copy of **NC-130 Decree Changing Name** required.



Preparing Name Change Court Forms

- **CA State Forms:** <https://courts.ca.gov/rules-forms/court-forms> (CM-010, NC-100, NC-110, NC-120, NC-130)
- **LASC Local Forms:** <https://www.lacourt.ca.gov/pages/lp/forms/cp/civil>
- LACIV 109 Civil Case Cover
- LACIV 226 Criminal History
- **Fee Waiver Forms** <https://courts.ca.gov/rules-forms/court-forms>
- FW-001 Request to Waive Ct Fees
- FW-003 Order o Court Fee Waiver
- See FW-001 Information Sheet on Fee Waiver



Information Needed for Court Forms

- Your Los Angeles County address
- Your date of birth & place of birth
- Courthouse address (*See Slide 11*)
- Your current legal name
- The new name you want (“proposed legal name”)
- Name of newspaper for publication (*See Slide 15*)
- 50 words or less: explain reason for name change



What is your “Current Legal Name”?

- Check key government-issued documents such as **birth certificate**, Social Security card, driver’s license, and passport.
- Use your full legal name exactly as listed on your birth certificate.
- Do not abbreviate with initials.
- You may include AKAs (“Also Known As”) if different names on government issued ID.



Changing a California Birth Certificate After Court Ordered Name Change

- To ensure that your California birth certificate can be amended *after* the name change is granted, use the exact name listed on your California birth certificate as your “current legal name” on the Petition for Change of Name (Form NC-100)
- Question about California birth certificates: Contact California Dept. of Public Health, Vital Records
- Customer Service: (916) 445-2684
- AmendVR@cdph.ca.gov



What is your “Proposed Legal Name”?

- “Proposed Legal Name” = New name you want
- Reasons the Court may *deny* a name change request:
 1. Fraudulent Purpose
 2. Interfere with Rights of Others
 3. Intentionally Confusing
 4. “Fighting Words”: Racial Slurs or other words likely to incite violence



Reason for Name Change?

- Explain on Form **NC-110 Attachment #7.c**
- 50 words or less
- *Examples:*
- Current name is confusing (spelling/pronunciation)
- Ancestral (family) name
- Already personal or professional name
- Birth or Former Name



Computer Program Name Change Court Forms

- LA Superior Court Website “File at Home”
<https://www.lacourt.ca.gov/pages/lp/file-at-home>
- Select “Name Change Interview”
- Question & Answer format then PDF forms generated
- Request for Fee Waiver forms included
- Print forms, date & sign then you must file with court
- **Los Angeles Superior Court Forms Incomplete:**
- Complete *top portion* of **LACIV 226 Name Change Criminal History Assessment**
- **LACIV 109 Civil Case Cover Sheet** is not included -download from
<https://www.lacourt.ca.gov/pages/lp/fo-forms/cp/civil>

