

Checklist for Adult Name Change

Step 1: Prepare Court Forms. Complete the court forms then make 2 copies of each form. You must include the name of the newspaper for publication on the Order to Show Cause for Change of Name (Form NC-120).

Step 2: File Court Forms. Options during pandemic: 1) Drop Box, 2) US Mail or 3) Fax Filing. Include Request to Waive Court Fees or \$435 court filing fee.

Step 3: Publication. Take a court-stamped copy of the Order to Show Cause for Change of Name (Form NC-120) to the newspaper for publication. Pay the newspaper's private publication fee.

Step 4: Proof of Publication. After the publication is complete, confirm that the newspaper filed the Proof of Publication with the Court. Check the Court's website www.lacourt.org select "Find A Case" then enter your case number. If the Proof of Publication has not been filed contact the newspaper.

Step 5: Attend Court Hearing. Bring court stamped copies of your documents. Be prepared to explain why you want to change your name. If there are problems with your case, you may ask the judge a new hearing date.

Step 6: Get Certified Copies Name Change Court Order. After your name change request has been approved by the judge, obtain certified copies of Name Change Decree (Form NC-130) from the court clerk.

Step 7: Change Your Name in Government & Business Records. Contact government agencies & businesses to request name change in official records. If you were born in California and want to amend your birth certificate, contact the California Department of Public Health (www.cdph.ca.gov.) for the Form VS-23 instructional packet "Amending a Birth Certificate after a Court Order Name Change".