### CHILD NAME CHANGE, BOTH PARENTS



### **How-To Guide**

## Self-Help Legal Access Centers

Santa Monica

Inglewood

**Torrance** 

Long Beach

1725 Main St., Room 210 Santa Monica, CA 90401 1 East Regent St., Room 107 Inglewood, CA 90301 825 Maple Ave., Room 160 Torrance, CA 90503 275 Magnolia Ave., Room 3101 Long Beach, CA 90802

January 2024

This guide is designed to help you fill out the forms yourself. It is not intended to provide legal advice nor strategy as to how to complete the case. The information provided in this packet only presents options and examples. This is not a substitute for professional legal advice from an attorney.

# THIS PAGE INTENTIONALLY LEFT BLANK

### **IMPORTANT**

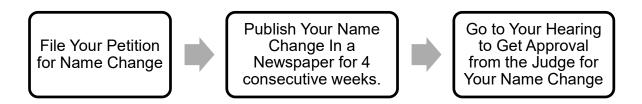
Please ask the self-help center for information on what documents you need to file:

- If you want to change the first, middle or the last name of the child listed on the birth certificate
- If you want to add the father's name to the child's birth certificate
- If you want to delete a person's name from the birth certificate who is not the father

**Note**: A Petition for a Name Change will Not Do any of the above.

# THIS PAGE INTENTIONALLY LEFT BLANK

#### **Name Change Process**



- 1. After filling out the forms, make two copies of each.
- 2. File the originals and the copies in Room \_\_\_\_\_ on the \_\_\_\_ floor if you are filing at the \_\_\_\_\_ courthouse.
- 3. In approximately 2 weeks after you file, you will get the NC-120 back from the Court with a Judge's signature or a stamp. This is the permission to publish.
- 4. Once you get your permission to publish (NC-120) go to the Newspaper that you chose to publish your name change and pay the required fee. It will publish your name change for 4 consecutive weeks. Once the newspaper has published the required time it will send proof to the Court. Request that the newspaper also send you a copy just in case the court never receives the proof of publication.
  - NOTE: It is important that you go to the Newspaper right after you get your permission to publish in the mail. Your hearing might be in 6 weeks, so if the newspaper has to publish for 4 weeks, you don't have a lot of time to waste.
- 5. Remember to go to your hearing. At the hearing, the Judge will sign the order for the name change. That order will be filed with clerk and placed in the Court's file. If you want, you can come back to the Court later and ask for a "certified copy" of the order. This copy will have the Judge's signature and will be certified by the clerk as copy of the original order.

NOTE: If you are filing a petition for a change of name for a child, you need to serve a copy on the other parent unless both parents filed a joint petition or the other parent is deceased.

NC-100-INFO

#### 1. Where to File

- a. California residents: The petition for change of name must be filed in the superior court of the county where the person whose name is to be changed is a resident.
- b. Non-California residents: If the person whose name is to be changed is also requesting an order for the issuance of a new California marriage license and certificate, a new California birth certificate for the person whose name is to be changed, or a new California birth certificate for a minor or adult child of the person whose name is to be changed, the petition for change of name must be filed in the superior court of the county where the marriage took place, or where the birth certificate was issued.

#### Whose Name May Be Changed

The petition may be used to change your own name and, under certain circumstances, the names of others (e.g., children under 18 years of age).

#### 3. Confidentiality of Certain Names

If you are a participant in the Secretary of State's address confidentiality program (Safe at Home), your current and proposed names may be kept confidential. (Code Civ. Proc., § 1277(b).) See *Information Sheet for Name Change Proceedings Under Address Confidentiality Program (Safe at Home)* (form NC-400-INFO) for additional instructions.

#### 4. What Forms Are Required

Prepare an original and two copies of each of the following documents:

- a. Petition for Change of Name (form NC-100)
- b. Name and Information About the Person Whose Name Is to Be Changed (form NC-110) (attach as many copies as necessary)
- c. Order to Show Cause—Change of Name (form NC-120) or, if applicable, Order to Show Cause—Change of Name to Conform to Gender Identity (form NC-125)
- d. Decree Changing Name (form NC-130 or, for guardians, form NC-130G)
- e. Civil Case Cover Sheet (form CM-010)

In addition, a guardian must prepare and attach a *Supplemental Attachment to Petition for Change of Name* (Declaration of Guardian) (form NC-110G) for each child whose name is to be changed.

Local courts may require additional local forms. Check with the court to determine if additional forms are required.

#### 5. Filing and Filing Fee

Prepare an original *Civil Case Cover Sheet* (form CM-010). File the original petition and *Civil Case Cover Sheet* with the clerk of the court and obtain two filed-endorsed copies of the petition. A filing fee will be charged unless you qualify for a fee waiver. (If you want to apply for a fee waiver, see *Request to Waive Court Fees* (form FW-001) and *Information Sheet on Waiver of Court Fees and Costs* (form FW-001-INFO). There is no filing fee for minors in the State's address confidentiality program (Safe at Home).

#### 6. Requesting a Court Hearing Date and Obtaining the Order to Show Cause

You should request a date for the hearing on the *Order to Show Cause—Change of Name* (form NC-120) at least six weeks in the future. Take the completed form to the clerk's office. The clerk will provide the hearing date and location, obtain the judicial officer's signature, file the original, and give you a copy.

If you are changing your name to conform to gender identity, you need not request a hearing date. Instead, complete the *Order to Show Cause—Change of Name to Conform to Gender Identity* (form NC-125) and take the completed form to the clerk's office. The clerk will obtain the judicial officer's signature, file the original, and give you a copy.

#### 7. Publishing the Order to Show Cause

In most cases, a copy of the *Order to Show Cause* must be published in a local newspaper of general circulation once a week for **at least four consecutive weeks** before the date of the hearing. You must select the newspaper from among those newspapers legally qualified to publish orders and notices. The newspaper used must file a Proof of Publication with the superior court before the hearing. If no newspaper of general circulation is published in the county, the court may order the *Order to Show Cause* to be posted by the clerk.

But you do not have to publish the order if the following applies:

- You are seeking to change a name to conform to your gender identity;
- You are a participant in the State Witness Program;
- You are a participant in the address confidentiality program, and the petition alleges that you are petitioning to avoid (a) domestic violence, (b) stalking, (c) sexual assault, or (d) human trafficking; or
- The name change is for a minor or nonminor dependent under the jurisdiction of the juvenile court.

Page 1 of 2

#### 8. Name Change for Children

- a. If you are a petitioning parent requesting the name change for a child under 18 years of age, and one of the parents, if living, does not join in consenting to the name change, the petitioning parent must have a copy of the *Order to Show Cause* or notice of the time and place of the hearing served on the nonconsenting parent. Service must be made at least 30 days prior to the hearing, under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.
- b. If you are a petitioning parent or any other adult requesting the name change for a child to conform to that child's gender identity and a living parent does not join in the petition for the name change, you must have a copy of the petition and the Order to Show Cause served on the nonconsenting parent. Service must be made within 30 days of the date the order is made by the court, under Code of Civil Procedure sections 413.10, 414.10, 415.10, or 415.40.
- c. If the nonconsenting parent resides in California, the order or notice must be personally served on the nonconsenting parent. You cannot personally serve this document.
- d. If the nonconsenting parent resides outside California, that parent may be served by sending a copy of the order or notice by first-class mail, postage prepaid, return receipt requested.
- e. If you are the guardian of a minor and filing a petition to change the name of that minor, you must (1) provide notice of the hearing to any living parent of the child by personal service at least 30 days before the hearing (or as in b above), or (2) if either or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living, not less than 30 days before the hearing, under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40. (If the minor's name is being changed to conform to gender identity, these notices and orders for grandparents need not be completed or served.)

  If you have served a parent or grandparent, file a copy of the completed *Proof of Service of Order to Show Cause* (form NC-121)

#### 9. Name Change for Person in Jail or Prison or on Parole

with the court before the hearing.

If you are a person in county jail, or under the jurisdiction of the Department of Corrections and Rehabilitation (in state prison, or on parole) you may file a petition to change your name, but must serve the petition on a government agency.

- If in county jail, you must provide a copy of the petition to the county sheriff's department. Check with the department as to how that should be done.
- If in state prison, you must provide a copy of the petition to the warden. Check with the warden's office as to how that should be done.
- If on parole, you must provide a copy of the petition to the regional parole administrator. Check with the administrator's office as to how that should be done.

After you have provided a copy to the sheriff, warden, or regional parole administrator, file a copy of the completed *Proof of Service By Mail* (form POS-030) with the court.

Note that the declaration on form NC-110 as to whether the petitioner is in jail or under jurisdiction of the California Department of Corrections and Rehabilitation is only for purposes of determining if service of the petition is required.

#### 10. Court Hearing

If no written objection is filed at least two court days before the scheduled hearing, the court may grant the petition and sign the decree without a hearing. Check with the court to find out if a hearing will be held. If there is a hearing, bring copies of all documents to the hearing. If the judge grants the petition, the judge will sign the original decree.

If you filed a petition for name change to conform to gender identity, and timely objections were filed, the court may set a hearing date after receiving the objections. If it does, you will be sent a notice of the hearing date. Check with the court after the deadline for filing objections to see if a hearing date has been set. If there are no objections, the court will grant the petition and sign the decree without a hearing.

#### 11. Requesting Accommodations for Disability

If you have a disability and need an accommodation to help you access your court hearing, you can use *Disability Accommodation Request* (form MC-410) to make your request. You can also ask the court's ADA Coordinator in your court for help. For more information, see *How to Request a Disability Accommodation for Court* (form MC-410-INFO).

#### **Issuance of New Birth Certificate**

12. If you were born in California and want to amend a birth certificate to show the name change, you should contact the following office:

California Department of Public Health

Vital Records – MS 5103

Phone: 916-445-2684

Phone: 916-445-2684

Phone: 916-445-2684

Phone: 916-445-2684

Local courts may supplement these instructions. Check with the court to determine whether supplemental information is available. For instance, the court may provide you with additional written information identifying the department that handles name change petitions, the times when petitions are heard, and the newspapers that may be used to publish the *Order to Show Cause*.

# THIS PAGE INTENTIONALLY LEFT BLANK

					NC-100
АТ	TORNEY OR PARTY WITHOUT ATTORNEY AME: <b>PRINT MOTHER'S NAME AND FATHER'S NAM</b>	ME	FOR	COURT USE ONLY	
	TREET ADDRESS: PRINT YOUR ADDRESS IN APPROPRIATE	ΓΕ			
	ITY: SPACES STATE: ZIP CODE: LEPHONE NO.: DINT DHONE # FAX NO.:				_
	MAIL ADDRESS:	P	RINT THE FOLL	OWING:	
	TORNEY FOR (name): PRINT "SELF-REPRESENTED"				
	UPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES TREET ADDRESS: PRINT COURT'S ADDRESS		CURRENT Nam	•	
	AILING ADDRESS:	1	Name and Father	's Name	
CI	Y AND ZIP CODE:	/0.0	Can Conith by Ma	uma Cumaitha ann al	
P	BRANCH NAME: ETITION OF (name of each po <del>lidoner</del> ):	(e.g.	Son Smith by Mo Dad Smith		
'	Thier of (hape of cast) Lations.		Dad Sillid	')	
					<u> </u>
	PETITION FOR CHANGE OF NAME		CASE NUMBER:		
В	efore you complete this petition, read the Instructions for Filing a Petition for CI	hange of N	lame (form NC-100-INFC	D). (To change your	
	ame as part of a petition to recognize a change of gender, and obtain a new Cali arriage certificate reflecting those changes, use form NC-300.)	ifornia birt	h certificate for yoursel	f or your child, or a	
1.	Petitioner (present name): PRINT 'CHILD'S CURRENT NAME BY MOTHER'	'S NAME A	ND FATHERS NAME'	(check a or b)	
	<ul><li>a. resides in this county.</li><li>b. does not live in California and</li></ul>			Select a.	
	(1.) wants a name change on a marriage license, and was married	ed in this o	county.		
	(2.) wants a name change on their or their child's birth certificate,	which wa	is issued in this county		
2.	Petitioner requests that the court decree the following name changes (list e	every nam	ne that you are seeking	g to change):	
	Present name		Proposed na		
	a. <i>Print child's CURRENT FULL NAME</i> changed to	Print	child's NEW FUL	L NAME	
	b. changed to				
	c. changed to				
	Continued (if you are seeking to change additional names, you must p	orepare a	list and attach it to this	petition as	
3.	Attachment 2.)  Petitioner requests that the court issue an order directing all interested per	conc to a	angar or file objections	Specify # of	
Э.	this petition for change of name of the persons identified in item 2 should n		•	Children whos	
4.	The number of persons under 18 years of age whose names are to be cha	_		names are be changed.	ing
5.	If this petition requests the change of name of any persons under	r 18 vear	s this request is being	•	
	a two saroata		n parents are req	uesting	
	b. One parent. the child's nar	me to b	e changed.		
	<ul><li>c.  near relative (name and relationship):</li><li>d.  guardian (name):</li></ul>				
	e. attorney for an individual under the jurisdiction of the juvenile court	t (name):			
	f. O other (specify):				
6.	This petition seeks to change the name of <i>(check one)</i> petition to conform to that person's gender identity.	er <b>O</b> (n	ame):		
7.	For each person whose name is to be changed, petitioner provides the follomformation About the Person Whose Name Is to Be Changed (form NC-11)	-			
	a. Number of pages attached (specify number):		Print # of pa	ages	
	h =f (These items are on the attached page or pages of form NC-110.)		attached		

### PRINT 'CHILD'S CURRENT NAME BY MOTHER'S NAME AND FATHER'S NAME'

FOR CHANGE OF NAME

#### NAME AND INFORMATION ABOUT THE PERSON WHOSE NAME IS TO BE CHANGED

Attachment

of

Attachment to Petition (form NC-100, form NC-200, or form NC-500)

is

(You must use a <b>separate</b> attachment for <b>each person</b> whose nat supplemental attachment, Declaration of Guardian (form NC-110G	me is to be changed. If petitioner is a guardian of a minor, a 6), must also be completed and attached for each minor whose name
is to be changed.)	,,
7. (Continued) Petitioner applies for a decree to change the name	ne of the following person:
b. Self X Other  (1) Present name (specify): Print Child's CURRE  (2) Proposed name (specify): Print Child's PROP  (3) Born on (date of birth): Print Child's Date of B  and presently under 18 years of age  (4) Born at (place of birth):  (5) Sex (as stated on original birth certificate):  (6) Current residence address (street, city, county, and	OSED First, Middle, and Last Name  Birth  ver 18 years of age  Answer these  questions.
c. Reason for name change (explain):	
Explain why you want to change your ch	nild's name.
(2) X parent (5) Other (specify (3) guardian	(indicate relationship):
following persons: (1) Parent (name): Print the Name and Addre	and of Fook Dovert in 1 and 2
(2) Parent (name):   Print the Name and Addre	ess of Each Parent in 1 and 2
(3) (Only if neither parent is living) Near relatives (name	es, relationships, and addresses):
I declare under penalty of perjury under the laws of the Sta	age or older, that person must sign the following declaration:  ARATION  Ite of California that (check one)  I am not parole) or in county  Code section 290.
(TYPE OR PRINT NAME OF PERSON WHOSE NAME IS TO BE CHANGED)	(SIGNATURE OF PERSON WHOSE NAME IS TO BE CHANGED)
(If petitioner is represented by an attorney, the attorney's sign	nature follows):
LEAV	/E BLANK
	(SIGNATURE OF ATTORNEY)  below or, if additional pages are attached, at the end of the last the State of California that the information in the foregoing petition is
PRINT MOTHER'S NAME	MOTHER'S SIGNATURE
Date: PRINT THE DATE	(SIGNATURE OF PETITIONER)
PRINT FATHER'S NAME	FATHER'S SIGNATURE
(TYPE OR PRINT NAME)	(SIGNATURE OF PETITIONER)
ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS	SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT Page 1 of 1
Judicial Council of California	CHMENT TO Code of Civil Procedure, § 1275 et seq.  R CHANGE OF NAME  www.courts.ca.gov

		NC-120
	ONER OR ATTORNEY (Name, State Bar number, and address):	FOR COURT USE ONLY
PR	INT MOTHER'S NAME AND FATHER'S NAME	
PR	RINT YOUR ADDRESS	
TELEP	PHONE NO.: PRINT YOUR PHONE # FAX NO. (Optional):	
E-MAIL	L ADDRESS (Optional): RNEY FOR (name): PRINT "SELF-REPRESENTED"	
	ERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES	
STRE	EET ADDRESS: PRINT COURT'S ADDRESS	
	NG ADDRESS:  ND ZIP CODE:	
	RANCH NAME:	
PETI	TION OF (name of each petitioner):	
Pri	nt Child's CURRENT Name by Mother's Name and Father's Name	e
	FOR CHANGE OF NA	
	ORDER TO SHOW CAUSE—CHANGE OF NAME	CASE NUMBER:
1. P	L INTERESTED PERSONS: etitioner (name): Print Child's CURRENT Name by Mother's name and Fa	ther's Name filed a petition with this court
fo	or a decree changing names as follows:	
	Print Child's CURRENT First, Middle, and Last Name O Print Child's	
	to	
	Continued on Attachment 1.	
	HE COURT ORDERS that all persons interested in this matter appear before this of	
	now cause, if any, why the petition for change of name should not be granted. Any escribed above must file a written objection that includes the reasons for the object	
	scheduled to be heard and must appear at the hearing to show cause why the pet	
	bjection is timely filed, the court may grant the petition without a hearing.	mon onedia not be granica. Il ne militori
	NOTICE OF HEARING	
a.	D. F	
	vvnen you file, the clerk will fill in Hearing info	rmation.
b.	. The ad <del>lances of the section of source of so</del>	<i>7</i> ·
•	To appear remotely, check in advance of the hearing for information about how to d	lo so on the court's website. To find your court's
	rebsite, go to www.courts.ca.gov/find-my-court.htm.)	
3. a.	1/1	week for four successive weeks before the date
	r hearing on the petition in a newspaper of general circulation:  (for resident of this county) printed in this county (specify paper):	
	(for other petitioners) printed in this county in which petitioner resides	or, if no county, in the local subdivision or
		cate which newspaper you are choosing
b.	in an	ublish this form in. To find a newspaper
υ.	<b>–</b>	eneral circulation, see here: https://
	·	v.lavote.gov/home/county-clerk/fictitious
Date:		ness-names/publication.
Daig.	COURT	JUDGE OF THE SUPERIOR COURT

(If petitioner is requesting change of name of a minor, see Note Regarding Petition for Minors on page 2.)

#### NOTE REGARDING PETITIONS FOR MINORS

When a *Petition for Change of Name* has been filed for a child by one parent and the other parent, if living, does not join in consenting to the name change, the petitioner must have a notice of the time and place of the hearing or a copy of the *Order to Show Cause* served on the other parent not less than 30 days prior to the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.

If a petition to change the name of a child has been filed by a guardian, the guardian must (1) provide notice of the hearing to any living parent of the child by personal service at least 30 days before the hearing, or (2) if either or both parents are deceased or cannot be located, serve notice of the hearing on the child's grandparents, if living, not less than 30 days before the hearing under Code of Civil Procedure section 413.10, 414.10, 415.10, or 415.40.

(This Note is included for the information of the petitioner and is not to be included in the Order to Show Cause published in the newspaper.)

	110
ATTORNEY OR PARTY WITHOUT ATTORNEY  NAME: PRINT MOTHER'S NAME AND FATHER'S NAME  FIRM NAME:  STREET ADDRESS: PRINT YOUR COMPLETE ADDRESS  CITY: STATE: ZIP COD  TELEPHONE NO. PRINT YOUR PHONE # FAX NO.:  E-MAIL ADDRESS:  ATTORNEY FOR (name): PRINT "SELF-REPRESENTED"  SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES  STREET ADDRESS:  MAILING ADDRESS:  CITY AND ZIP CODE:	<b>∃</b>
BRANCH NAME:	
PETITION OF (name of each petitioner):	
Print Child's CURRENT Name by Mother's Name and Fatl	ner's Name R CHANGE OF NAME
DECREE CHANGING NAME	CASE NUMBER:
<ol> <li>The petition was duly considered:</li> <li>a. at the hearing and details</li> </ol>	ntitled court.
b. without he	nation court
THE COURT FINDS  2. a. All notices req b. Each person w     is not     This determination of the court by  c. No object d. Objection  e. It appears to the be granted.	provided to the clerk
b. is c. is c	New name hanged to <b>Print Child's NEW First, Middle, and Last Name</b> hanged to hanged to hanged to
Date: LEAVE BLANK	LEAVE BLANK
	JUDGE OF THE SUPERIOR COURT  SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT

		<u> </u>			
PRINT MOTHER'S NAME AND FATHER	FOR COURT USE ONLY				
DDINT V Di //	AX NO. :	PRINT THE FOLLOWING:			
EMAIL ADDRESS:	4X NO				
ATTORNEY FOR (Name): PRINT "Self-Represented	d"	Petition for Child's CURRENT Name			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF	PRINT "Los Angeles"	<b>by</b> Mother's Name and Father's Name			
STREET ADDRESS: PRINT Court's Address	_	For Name Change			
MAILING ADDRESS:					
CITY AND ZIP CODE:		(e.g. Petition for Son Smith by Mom			
BRANCH NAME:		Smith and Dad Smith for Name			
CASE NAME:		Change)			
CIVIL CASE COVER SHEET	Complex Case Designation				
X Unlimited Limited	Counter Joinder				
(Amount (Amount	Filed with first appearance by defend	dant JUDGE:			
demanded demanded is exceeds \$35,000) \$35,000 or less)	(Cal. Rules of Court, rule 3.402)				
	ow must be completed (see instruction	ns on page 2)			
1. Check <b>one</b> box below for the case type that		io on pago 2).			
Auto Tort	Contract	Provisionally Complex Civil Litigation			
Auto (22)	Breach of contract/warranty (06)	(Cal. Rules of Court, rules 3.400–3.403)			
Uninsured motorist (46)	Rule 3.740 collections (09)	Antitrust/Trade regulation (03)			
Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort	Other collections (09)	Construction defect (10)			
	Insurance coverage (18)	Mass tort (40)			
Asbestos (04) Product liability (24)	Other contract (37)	Securities litigation (28)			
Medical malpractice (45)	Real Property	Environmental/Toxic tort (30) Insurance coverage claims arising from the			
Other PI/PD/WD (23)	Eminent domain/Inverse condemnation (14)	above listed provisionally complex case			
Non-PI/PD/WD (Other) Tort	Wrongful eviction (33)	types (41)			
Business tort/unfair business practice (07)	Other real property (26)	Enforcement of Judgment			
Civil rights (08)	Unlawful Detainer	Enforcement of judgment (20)			
Defamation (13)	Commercial (31)	Miscellaneous Civil Complaint RICO (27)			
Fraud (16)	Residential (32)	Other complaint (not specified above) (42)			
Intellectual property (19)	Drugs (38)	Miscellaneous Civil Petition			
Professional negligence (25)	Judicial Review				
Other non-PI/PD/WD tort (35)	Asset forfeiture (05)	Partnership and corporate governance (21)			
Employment	Petition re: arbitration award (11)	Other petition (not specified above) (43)			
Wrongful termination (36)	Writ of mandate (02)	PRINT "Petition for Name Change"			
Other employment (15)	Other judicial review (39)				
2. This case is is X is not compactors requiring exceptional judicial management		Rules of Court. If the case is complex, mark the			
	d I I araa nun	nber of witnesses			
<ul><li>a. Large number of separately repres</li><li>b. Extensive motion practice raising of</li></ul>	Coordinat	on with related actions pending in one or more			
issues that will be time-consuming	to resolve courts in c	ther counties, states, or countries, or in a federal			
c. Substantial amount of documentar	COURT	al postjudgment judicial supervision			
3. Remedies sought (check all that apply)		y; declaratory or injunctive relief c. punitive			
4. Number of causes of action (specify): 1	The mention of the minerional	y, additionly of injurious Folior of E. parities			
5 This case is X is not a cla	ss action suit.				
6. If there are any known related cases, file all Date: <b>PRINT</b> Date	nd serve a notice of related case. (Yo	u may use form CM-015.)			
Date: PRINT Date					
PRINT Name of Parent Signing	San	ne Parent Signs			
(TYPE OR PRINT NAME)	NOTICE	(SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)			
Plaintiff must file this cover sheet with the first pa	per filed in the action or proceeding (excep				
	under the Probate Code, Family Code, or Welfare and Institutions Code). (Cal. Rules of Court, rule 3.220.) Failure to file may result in sanctions.  • File this cover sheet in addition to any cover sheet required by local court rule.				
		ve a copy of this cover sheet on all other parties to			

the action or proceeding.

• Unless this is a collections case under rule 3.740 or a complex case, this cover sheet will be used for statistical purposes only.

Page 1 of 2

#### INSTRUCTIONS ON HOW TO COMPLETE THE COVER SHEET

To Plaintiffs and Others Filing First Papers. If you are filing a first paper (for example, a complaint) in a civil case, you must complete and file, along with your first paper, the Civil Case Cover Sheet contained on page 1. This information will be used to compile statistics about the types and numbers of cases filed. You must complete items 1 through 6 on the sheet. In item 1, you must check one box for the case type that best describes the case. If the case fits both a general and a more specific type of case listed in item 1, check the more specific one. If the case has multiple causes of action, check the box that best indicates the **primary** cause of action. To assist you in completing the sheet, examples of the cases that belong under each case type in item 1 are provided below. A cover sheet must be filed only with your initial paper. Failure to file a cover sheet with the first paper filed in a civil case may subject a party, its counsel, or both to sanctions under rules 2.30 and 3.220 of the California Rules of Court.

To Parties in Rule 3.740 Collections Cases. A "collections case" under rule 3.740 is defined as an action for recovery of money owed in a sum stated to be certain that is not more than \$25,000, exclusive of interest and attorney's fees, arising from a transaction in which property, services, or money was acquired on credit. A collections case does not include an action seeking the following: (1) tort damages, (2) punitive damages, (3) recovery of real property, (4) recovery of personal property, or (5) a prejudgment writ of attachment. The identification of a case as a rule 3.740 collections case on this form means that it will be exempt from the general time-for-service requirements and case management rules, unless a defendant files a responsive pleading. A rule 3.740 collections case will be subject to the requirements for service and obtaining a judgment in rule 3.740.

To Parties in Complex Cases. In complex cases only, parties must also use the Civil Case Cover Sheet to designate whether the case is complex. If a plaintiff believes the case is complex under rule 3.400 of the California Rules of Court, this must be indicated by completing the appropriate boxes in items 1 and 2. If a plaintiff designates a case as complex, the cover sheet must be served with the complaint on all parties to the action. A defendant may file and serve no later than the time of its first appearance a joinder in the plaintiff's designation, a counter-designation that the case is not complex, or, if the plaintiff has made no designation, a designation that the case is complex. **CASE TYPES AND EXAMPLES** 

#### **Auto Tort**

Auto (22)-Personal Injury/Property Damage/Wrongful Death Uninsured Motorist (46) (if the case involves an uninsured motorist claim subject to arbitration, check this item instead of Auto)

#### Other PI/PD/WD (Personal Injury/ Property Damage/Wrongful Death) Tort

Asbestos (04)

Asbestos Property Damage Asbestos Personal Injury/ Wrongful Death

Product Liability (not asbestos or toxic/environmental) (24)

Medical Malpractice (45)

Medical Malpractice-

Physicians & Surgeons

Other Professional Health Care

Malpractice Other PI/PD/WD (23)

Premises Liability (e.g., slip

and fall)

Intentional Bodily Injury/PD/WD

(e.g., assault, vandalism) Intentional Infliction of

**Emotional Distress** 

Negligent Infliction of

**Emotional Distress** 

Other PI/PD/WD

#### Non-PI/PD/WD (Other) Tort

Business Tort/Unfair Business Practice (07)

Civil Rights (e.g., discrimination, false arrest) (not civil harassment) (08)

Defamation (e.g., slander, libel) (13)

Fraud (16)

Intellectual Property (19)

Professional Negligence (25)

Legal Malpractice

Other Professional Malpractice (not medical or legal)

Other Non-PI/PD/WD Tort (35)

#### **Employment**

Wrongful Termination (36) Other Employment (15)

#### Contract

Breach of Contract/Warranty (06) Breach of Rental/Lease

> Contract (not unlawful detainer or wrongful eviction)

Contract/Warranty Breach-Seller

Plaintiff (not fraud or negligence) Negligent Breach of Contract/

Warranty

Other Breach of Contract/Warranty

Collections (e.g., money owed, open

book accounts) (09)

Collection Case-Seller Plaintiff

Other Promissory Note/Collections Case

Insurance Coverage (not provisionally

complex) (18)

**Auto Subrogation** 

Other Coverage

Other Contract (37)

Contractual Fraud

Other Contract Dispute

#### **Real Property**

Eminent Domain/Inverse

Condemnation (14)

Wrongful Eviction (33)

Other Real Property (e.g., quiet title) (26)

Writ of Possession of Real Property

Mortgage Foreclosure

Quiet Title

Other Real Property (not eminent domain, landlord/tenant, or

foreclosure)

#### **Unlawful Detainer**

Commercial (31)

Residential (32)

Drugs (38) (if the case involves illegal drugs, check this item; otherwise,

report as Commercial or Residential)

#### **Judicial Review**

Asset Forfeiture (05)

Petition Re: Arbitration Award (11)

Writ of Mandate (02)

Writ-Administrative Mandamus

Writ-Mandamus on Limited Court

Case Matter

Writ-Other Limited Court Case Review

Other Judicial Review (39)

Review of Health Officer Order

Notice of Appeal-Labor Commissioner

#### Provisionally Complex Civil Litigation (Cal. Rules of Court Rules 3.400-3.403)

Antitrust/Trade Regulation (03)

Construction Defect (10)

Claims Involving Mass Tort (40)

Securities Litigation (28)

Environmental/Toxic Tort (30)

Insurance Coverage Claims

(arising from provisionally complex

case type listed above) (41)

#### **Enforcement of Judgment**

Enforcement of Judgment (20)

Abstract of Judgment (Out of County)

Confession of Judgment (non-domestic

relations)

Sister State Judgment

Administrative Agency Award

(not unpaid taxes)

Petition/Certification of Entry of

Judgment on Unpaid Taxes

Other Enforcement of Judgment Case

#### Miscellaneous Civil Complaint

**RICO (27)** 

Other Complaint (not specified above) (42)

**Declaratory Relief Only** 

Injunctive Relief Only (non-

harassment)

Mechanics Lien

Other Commercial Complaint

Case (non-tort/non-complex)

Other Civil Complaint

(non-tort/non-complex)

#### **Miscellaneous Civil Petition**

Partnership and Corporate

Governance (21)

Other Petition (not specified above) (43)

Civil Harassment

Workplace Violence

Elder/Dependent Adult Abuse

**Election Contest** 

Petition for Name Change

Petition for Relief From Late Claim

Other Civil Petition

#### CIVIL CASE COVER SHEET ADDENDUM AND STATEMENT OF LOCATION

(CERTIFICATE OF GROUNDS FOR ASSIGNMENT TO COURTHOUSE LOCATION)

This form is required pursuant to Local Rule 2.3 in all new civil case filings in the Los Angeles Superior Court

- **Step 1:** After completing the Civil Case Cover Sheet (Judicial Council form CM-010), find the exact case type in Column A that corresponds to the case type indicated in the Civil Case Cover Sheet.
- **Step 2:** In Column B, check the box for the type of action that best describes the nature of the case.
- **Step 3:** In Column C, circle the number which explains the reason for the court filing location you have chosen.

	Applicable Reasons for Choosing Cour	orthouse Location (Column C)	
1.	Class Actions must be filed in the Stanley Mosk Courthouse, Central District.	7. Location where petitioner resides.	
2.	Permissive filing in Central District.	8. Location wherein defendant/respondent functions wholly.	
3.	Location where cause of action arose.	9. Location where one or more of the parties reside.	
4.	Location where bodily injury, death or damage occurred.	10. Location of Labor Commissioner Office.	
5.	Location where performance required, or defendant resides.	11. Mandatory filing location (Hub Cases – unlawful detainer, limited non-collection, limited collection).	t
6.	Location of property or permanently garaged vehicle.	Tion-conection, infliced conections.	

	A Civil Case Cover Sheet Case Type	<b>B</b> Type of Action (check only one)	C Applicable Reasons (see Step 3 above)
Tort	Auto (22)	☐ 2201 Motor Vehicle – Personal Injury/Property Damage/Wrongful Death	1, 4
Auto Tort	Uninsured Motorist (46)	☐ 4601 Uninsured Motorist – Personal Injury/Property Damage/Wrongful Death	1, 4
erty	Other Personal Injury/ Property Damage/ Wrongful	☐ 2301 Premise Liability (e.g., dangerous conditions of property, slip/trip and fall, dog attack, etc.)	1, 4
y/ Prope ul Death	Death (23)	☐ 2302 Intentional Bodily Injury/Property Damage/Wrongful Death (e.g., assault, battery, vandalism, etc.)	1, 4
l Injur rongf		☐ 2303 Intentional Infliction of Emotional Distress	1, 4
rsona ge/ W		☐ 2304 Other Personal Injury/Property Damage/Wrongful Death	1, 4
Other Personal Injury/ Property Damage/ Wrongful Death		☐ 2305 Elder/Dependent Adult Abuse/Claims Against Skilled Nursing Facility	1, 4
0		☐ 2306 Intentional Conduct – Sexual Abuse Case (in any form)	1, 4

	<b>A</b> Civil Case Cover	B Type of Action	C
	Sheet Case Type	Type of Action (check only one)	Applicable Reasons (see Step 3 above)
	☐ 2307 Construction Accidents		1, 4
		☐ 2308 Landlord – Tenant Habitability (e.g., bed bugs, mold, etc.)	1, 4
iry/	Product Liability (24)	☐ 2401 Product Liability (not asbestos or toxic/ environmental)	1, 4
Other Personal Injury/ Property Damage/ Wrongful Death		☐ 2402 Product Liability — Song-Beverly Consumer Warranty Act (CA Civil Code §§1790-1795.8) (Lemon Law)	1, 3, 5
er Per opert	Medical Malpractice (45)	☐ 4501 Medical Malpractice – Physicians & Surgeons	1, 4
Othe Pr	(13)	☐ 4502 Other Professional Health Care Malpractice	1, 4
Non-Personal Injury/Property Damage/Wrongful Death Tort	Business Tort (07)	☐ 0701 Other Commercial/Business Tort (not fraud or breach of contract)	1, 2, 3
al erty ul D	Civil Rights (08)	□ 0801 Civil Rights/Discrimination	1, 2, 3
Non-Personal Injury/Property age/Wrongful D Tort	Defamation (13)	☐ 1301 Defamation (slander/libel)	1, 2, 3
-Pers y/Pro Mrong Tort	Fraud (16)	☐ 1601 Fraud (no contract)	1, 2, 3
Non njur ge/\	Professional	☐ 2501 Legal Malpractice	1, 2, 3
_ Ir	Negligence (25)	☐ 2502 Other Professional Malpractice (not medical or legal)	1, 2, 3
Ds	Other (35)	☐ 3501 Other Non-Personal Injury/Property Damage Tort	1, 2, 3
nent	Wrongful Termination (36)	☐ 3601 Wrongful Termination	1, 2, 3
Employment	Other Employment (15)	☐ 1501 Other Employment Complaint Case	1, 2, 3
Emj		☐ 1502 Labor Commissioner Appeals	10
	Breach of Contract / Warranty (06)	☐ 0601 Breach of Rental/Lease Contract (not unlawful detainer or wrongful eviction)	2, 5
	(not insurance)	☐ 0602 Contract/Warranty Breach – Seller Plaintiff (no fraud/negligence)	2, 5
		☐ 0603 Negligent Breach of Contract/Warranty (no fraud)	1, 2, 5
بب		☐ 0604 Other Breach of Contract/Warranty (no fraud/ negligence)	1, 2, 5
Contract		☐ 0605 Breach of Rental/Lease Contract (COVID-19 Rental Debt)	2, 5
Con	Collections (09)	☐ 0901 Collections Case – Seller Plaintiff	5, 6, 11
		☐ 0902 Other Promissory Note/Collections Case	5, 11
		☐ 0903 Collections Case — Purchased Debt (charged off consumer debt purchased on or after January 1, 2014)	5, 6, 11
		☐ 0904 Collections Case — COVID-19 Rental Debt	5, 11
	Insurance Coverage (18)	☐ 1801 Insurance Coverage (not complex)	1, 2, 5, 8

	А	В	С
	Civil Case Cover	Type of Action	Applicable
	Sheet Case Type	(check only one)	Reasons (see Step 3 above)
	Other Contract (37)	☐ 3701 Contractual Fraud	1, 2, 3, 5
ract	, ,	☐ 3702 Tortious Interference	1, 2, 3, 5
Contract (Continued)		☐ 3703 Other Contract Dispute (not breach/insurance/fraud/negligence)	1, 2, 3, 8, 9
	Eminent Domain/	☐ 1401 Eminent Domain/Condemnation	2, 6
>	Inverse Condemnation (14)	Number of Parcels	
Real Property	Wrongful Eviction (33)	☐ 3301 Wrongful Eviction Case	2, 6
<u>a</u> <u>P</u>	Other Real	☐ 2601 Mortgage Foreclosure	2, 6
Se .	Property (26)	☐ 2602 Quiet Title	2, 6
		☐ 2603 Other Real Property (not eminent domain, landlord/tenant, foreclosure)	2, 6
_	Unlawful Detainer – Commercial (31)	☐ 3101 Unlawful Detainer – Commercial (not drugs or wrongful eviction)	6, 11
etaine	Unlawful Detainer – Residential (32)	☐ 3201 Unlawful Detainer – Residential (not drugs or wrongful eviction)	6, 11
Unlawful Detainer	Unlawful Detainer  – Post Foreclosure  (34)	□ 3401 Unlawful Detainer – Post Foreclosure	2, 6, 11
	Unlawful Detainer – Drugs (38)	☐ 3801 Unlawful Detainer – Drugs	2, 6, 11
	Asset Forfeiture (05)	□ 0501 Asset Forfeiture Case	2, 3, 6
	Petition re Arbitration (11)	☐ 1101 Petition to Compel/Confirm/Vacate Arbitration	2, 5
/iew	Writ of Mandate	□ 0201 Writ – Administrative Mandamus	2, 8
Rev	(02)	□ 0202 Writ – Mandamus on Limited Court Case Matter	2
Judicial Review		□ 0203 Writ – Other Limited Court Case Review	2
pnr	Other Judicial Review (39)	☐ 3901 Other Writ/Judicial Review	2, 8
	, ,	☐ 3902 Administrative Hearing	2, 8
		☐ 3903 Parking Appeal	2, 8
nally ex on	Antitrust/Trade Regulation (03)	□ 0301 Antitrust/Trade Regulation	1, 2, 8
Provisionally Complex Litigation	Asbestos (04)	□ 0401 Asbestos Property Damage	1, 11
Pro C Li		□ 0402 Asbestos Personal Injury/Wrongful Death	1, 11

	^	D.	•
	A Civil Case Cover Sheet Case Type	<b>B</b> Type of Action  (check only one)	Applicable Reasons (see Step 3 above)
	Construction Defect (10)	☐ 1001 Construction Defect	1, 2, 3
mplex	Claims Involving Mass Tort (40)	☐ 4001 Claims Involving Mass Tort	1, 2, 8
ionally Co Litigation (Continued)	Securities Litigation (28)	☐ 2801 Securities Litigation Case	1, 2, 8
Provisionally Complex Litigation (Continued)	Toxic Tort Environmental (30)	□ 3001 Toxic Tort/Environmental	1, 2, 3, 8
Prov	Insurance Coverage Claims from Complex Case (41)	☐ 4101 Insurance Coverage/Subrogation (complex case only)	1, 2, 5, 8
	Enforcement of Judgment (20)	□ 2001 Sister State Judgment	2, 5, 11
Enforcement of Judgment	Judgment (20)	□ 2002 Abstract of Judgment	2, 6
forcement Judgment		☐ 2004 Administrative Agency Award (not unpaid taxes)	2, 8
Inforc		☐ 2005 Petition/Certificate for Entry of Judgment Unpaid Tax	2, 8
		☐ 2006 Other Enforcement of Judgment Case	2, 8, 9
ē	RICO (27)	☐ 2701 Racketeering (RICO) Case	1, 2, 8
s Civ	Other Complaints	☐ 4201 Declaratory Relief Only	1, 2, 8
leou	(not specified above) (42)	☐ 4202 Injunctive Relief Only (not domestic/harassment)	2, 8
Miscellaneous Civil Complaints		I LOI L/ HOHCOHIDICA/	f you will file you nge in Central
2		$\square$ 4204 Other Civil Complaint (non-tort/non-complex District (Do	wntown Los
S	Partnership Corporation	☐ 2101 Partnership and Corporation Governance Case Angeles Co	,
titio	Governance (21) Other Petitions	☐ 4301 Civil Harassment with Damages Name Cha	f you will file you nge at the
il Pe	(not specified	courthouse	where you
s Civ	above) (43)	☐ 4302 Workplace Harassment with Damages reside. ☐ 4303 Elder/Dependent Adult Abuse Case with Damages	2, 3, 9
Miscellaneous Civil Petitions		☐ 4304 Election Contest	2
cellaı		4305 Petition for Change of Name/Change of Gender	2, 7
Mis		☐ 4306 Petition for Relief from Late Claim Law	2, 3, 8
		☐ 4307 Other Civil Petition	2, 9

SHORT TITLE Print "Petition for Child's CURRENT Nar	ne by Mother's Nan	ne and Father's Nam	e For Name Change CASE NUMBER	R
Step 4: Statement of Reason ar C for the type of action that y Select the same # as you ci	ou have select	ed. Enter the	address, which is the bas	
REASON:		•	ADDRESS:	
□ 1. □ 2. □ 3. □ 4. □ 5. □ 6. □	] 7. □ 8. □ 9. □	10. □ 11	Print Street Address	
CITY: Print City	STATE: Print State	ZIP CODE: Print Zip Code	e	
Step 5: Certification of Assign District of the Superior Court of Rule 2.3(a)(1)(E)] Dated: Print Date	-	inty of Los Ange		
			(SIGNATURE OF A	ATTORNEY/FILING PARTY
PLEASE HAVE THE FOLLOWING ITE YOUR NEW COURT CASE:	Print the d in. You ca	n find informat	ourt you will be filing tion about the court's	COPERLY COMMENCE
<ol> <li>Original Complaint or Pe</li> </ol>	tit district on	lacourt.org un	der Courthouses.	

3. Civil Case Cover Sheet Judicial Council form CM-010.

2. If filing a Complaint, a com

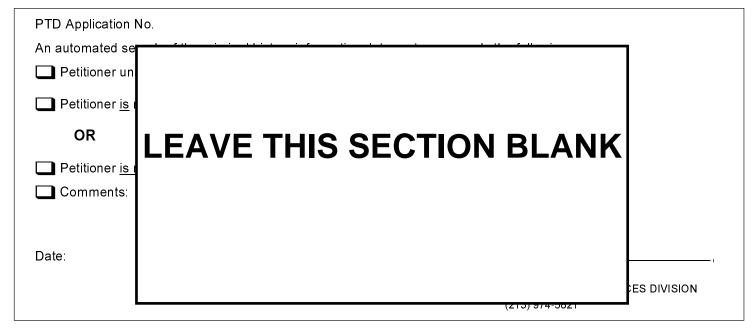
- 4. Civil Case Cover Sheet Addendum and Statement of Location form LASC CIV 109 (01/23).
- 5. Payment in full of the filing fee, unless there is a court order for waiver, partial or schedule payments.
- 6. A signed order appointing a Guardian ad Litem, Judicial Council form CIV-010, if the plaintiff or petitioner is a minor under 18 years of age will be required by Court to issue a Summons.
- 7. Additional copies of documents to be conformed by the Clerk. Copies of the cover sheet and this addendum must be served along with the Summons and Complaint, or other initiating pleading in the case.

#### CONFIDENTIAL

NAME, ADDRESS, AND TELEPHONE NUMBER OF ATTORNEY OR PARTY WITHOUT ATTORNEYR (P rson submitting th application)	Reserved for Clerk's File Stamp
PRINT NAME AND ADDRESS OF PARENT WHO SIGNS THE FOR	MS
TELEPHONE NO.: PRINT PHONE # FAX NO. (Optional):  E-MAIL ADDRESS (Optional):  ATTORNEY FOR (Name): PRINT "SELF-REPRESENTED	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES COURTHOUSE ADDRESS:	
PRINT COURT'S ADDRESS	
NAME OF PETITIONER (Person having the name change):	
PRINT CHILD'S CURRENT NAME BY MOTHER'S NAME AND FA	THER'S NAME
NAME CHANGE	CASE NUMBER:
CRIMINAL HISTORY ASSESSMENT	COURT DATE:
Sex Race/Ethnicity Data of Right Age Social Securit	Drivor's License or ID
ANSWER THESE QUESTIONS ABOUT PAREN FORM, NOT THE CHILD.	

PETITIONER: Please complete the top portion of the form.

PROBATION DEPARTMENT: Please complete the bottom portion of the form:



#### CONFIDENTIAL

NAME, ADDRESS, AND TELEPHONE NUMBER OF ATTORNEY OR PARTY WITHOUT ATTORNEYR (P rson submitting th application)	Reserved for Clerk's File Stamp
PRINT NAME AND ADDRESS OF PARENT WHO SIGNS THE FOR	MS
TELEPHONE NO: PRINT PHONE # FAX NO. (Optional):  E-MAIL ADDRESS (Optional):  ATTORNEY FOR (Name): PRINT "SELF-REPRESENTED	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES COURTHOUSE ADDRESS:	
PRINT COURT'S ADDRESS	
NAME OF PETITIONER (Person having the name change):	
PRINT CHILD'S CURRENT NAME BY MOTHER'S NAME AND FA	THER'S NAME
NAME CHANGE	CASE NUMBER:
CRIMINAL HISTORY ASSESSMENT	COURT DATE:
Sex Race/Ethnicity Date of Birth Age Social Securit	v Drivor's License or ID
ANSWER THESE QUESTIONS ABOUT PAREN FORM, NOT THE CHILD.	

PETITIONER: Please complete the top portion of the form.

PROBATION DEPARTMENT: Please complete the bottom portion of the form:

