



**INSTRUCTIONS FOR FILING A PETITION  
FOR CHANGE OF NAME**

**NC-100-INFO**

**1. Where to File**

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.

**2. 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 (Attachment to Petition for Change of Name)* (form NC-110) (attach as many copies as necessary)
- c. *Order to Show Cause for Change of Name* (form NC-120) or, if applicable, *Order to Show Cause for 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 *Declaration of Guardian (Supplemental Attachment to Petition)* (form NC-110G) for each child whose name is to be changed.

**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 for 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 for 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 you are seeking to change a name to conform to your gender identity or are a participant in (1) the State Witness Program, or (2) the address confidentiality program, and the petition alleges that you are petitioning (a) to avoid domestic violence, (b) to avoid stalking, (c) to avoid sexual assault, or (d) to avoid human trafficking.

**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 sections 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 sections 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) with the court before the hearing.

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

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. 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**  
 P.O. Box 997410  
 Sacramento, CA 95899-7410

Phone: 916-445-2684  
 website: [www.cdph.ca.gov](http://www.cdph.ca.gov)

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*.

PETITION OF (Name of petitioner or petitioners) <b>Kayla Elizabeth Magana</b>	CASE NUMBER
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FOR CHANGE OF NAME

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

Attachment 1 of 1

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

(You must use a separate attachment for each person whose name is to be changed. If petitioner is a guardian of a minor a supplemental attachment Declaration of Guardian (form NC-110G), 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 of the following person

b.  Self  Other

- (1) Present name (specify) **Kayla Elizabeth Magana**
- (2) Proposed name (specify) **Kayla Elizabeth Gean**
- (3) Born on (date of birth) **August 2, 1996**  
and presently  under 18 years of age  over 18 years of age
- (4) Born at (place of birth) **Ventura, California**
- (5) Sex (as stated on original birth certificate):  Male  Female
- (6) Current residence address (street, city, county, and zip code)  
**5795 East Vineyard Ave, Oxnard, CA, 93036**

c. Reason for name change (explain)

**I would like to change my last name to my mother's maiden name. I was raised primarily by her family with little contact from my paternal side. I want to identify myself by her maiden last name from now on.**

d. Relationship of the petitioner to the person whose name will be changed:

- (1)  self
- (2)  parent
- (3)  guardian
- (4)  near relative (indicate relationship)
- (5)  Other (specify)

e. If the person whose name will be changed is under 18 years of age, provide the names and addresses, if known, of the following persons

- (1) Parent (name) \_\_\_\_\_ (address) \_\_\_\_\_
- (2) Parent (name) \_\_\_\_\_ (address) \_\_\_\_\_
- (3) (Only if neither parent is living) Near relatives (names, relationships and addresses):

f. If the person whose name will be changed is 18 years of age or older that person must sign the following declaration

<b>DECLARATION</b>	
I declare under penalty of perjury under the laws of the State of California that (check one) <input checked="" type="checkbox"/> I am not <input type="checkbox"/> I am under the jurisdiction of the California Department of Corrections and Rehabilitation (in state prison or on parole) or in county jail and (check one) <input checked="" type="checkbox"/> I am not <input type="checkbox"/> I am required to register as a sex offender under Penal Code section 290.	
Date: <b>October 14, 2020</b>	
<b>Kayla Elizabeth Magana</b> _____ (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 signature follows):

Date

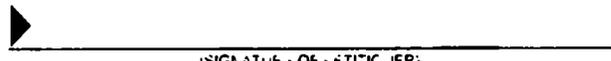
_____ (TYPE OR PRINT NAME)	 _____ (SIGNATURE OF ATTORNEY)
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(Each petitioner must sign this petition in the space provided below or, if additional pages are attached, at the end of the last attachment.) I declare under penalty of perjury under the laws of the State of California that the information in the foregoing petition is true and correct.

Date: **October 14, 2020**

<b>Kayla Elizabeth Magana</b> _____ (TYPE OR PRINT NAME)	 _____ (SIGNATURE OF PETITIONER)
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Date

_____ (TYPE OR PRINT NAME)	 _____ (SIGNATURE OF PETITIONER)
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<input type="checkbox"/> ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS	<input type="checkbox"/> SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT	Page 1 of 1
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