



Superior Court of the State of California County of Kings

Change of Name and Gender

Packet Purchase Price: \$ 5.00

THERE WILL BE ABSOLUTELY NO REFUNDS OR EXCHANGES ON THE PURCHASE OF SUPERIOR COURT FORMS OR PACKETS

How do I obtain an Order to change my name and gender?

The main way to change your name is by filing a *Petition for Change of Name and Gender*. Before you complete the forms in this packet, you should read the Instructions for Filing a Petition for Change of Name and Gender on page 2 of form, NC200.

Why do I have to publish my petition in the newspaper?

Although it may not make a lot of sense to you, the law requires that you publish your *Petition for Change of Name and Gender* and the date of your court hearing to give people a chance to object to your request to change your name. Normally, no one objects, but it is still a legal requirement and you can't get a court order to change your name without doing it.

What are the filing fees?



Petition for Change of Name and Gender \$ 435.00

Court Reporter Fee \$ 30.00

* You may apply for the filing fees to be waived. Ask the clerk for a Fee Waiver Packet.

Note: On top of the court fees, you will have to pay a fee to the newspaper to publish your Order to Show Cause for Change of Name. A fee waiver does not cover this fee.

Where do I file my paperwork?

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 presently lives.

How long will it take to get a court order?

It may take up to 3 months (sometimes longer) from when you file your *Petition for Change of Name and Gender* to get an Order. This also depends on if your paperwork is correct and you followed all the required steps.



If you are requesting a [Change of Gender](#) and request of issuance of new birth certificate, please visit www.courts.ca.gov/1105.htm#genderonly for the appropriate instructions and forms required.

Step 1. Complete the Following Forms

Form name and number:	Last revised on:
1. <input type="checkbox"/> Civil Case Coversheet (CM 010)	07-01-07
2. <input type="checkbox"/> Petition for Change of Name and Gender (NC 200)	07-01-14
The following forms are stapled to the Petition for Change of Name (NC100).	
a. <input type="checkbox"/> Attachment to Petition for Change of Name (NC 110)	07-01-14
b. <input type="checkbox"/> Declaration of Physician- Attachment to Petition (NC 210/NC 310)	01-01-12
<ul style="list-style-type: none">• This form is optional and is to be completed by the physician.• A separate affidavit or declaration of a physician documenting the gender change through surgical treatment as provided under Health and Safety Code sections 103425 and 103430 can be submitted and attached to the Petition in lieu of this form.	
<i>The following form is utilized for a background check. Each adult petitioner must complete this form.</i>	
3. <input type="checkbox"/> Name Change Letter (CLETS) (local form)	07-01-14
<ul style="list-style-type: none">• Two blank copies of this form is included in this packet.• If the Petition is for a child, this information would be completed by the parent(s) or legal guardian(s).• This information sheet is for court use only and will remain confidential.• No copies of this form are required to be made to serve.	
<i>Once a background check has been made, the Judicial Officer/Court Commissioner will sign the following form and a hearing date will be set:</i>	
4. <input type="checkbox"/> Order to Show Cause for Change of Name and Gender (NC 220)	01-01-12
<ul style="list-style-type: none">• Once signed by the Judicial Officer/Court Commissioner, you must return to pick up your copies.	
<i>Complete the applicable Decree form. After the hearing, this form is signed by the judge and a final order is made.</i>	
5. <input type="checkbox"/> Decree Changing Name and Gender (NC 230)	01-01-03

Step 2. Have your forms reviewed.

You may seek the assistance of the court's family law facilitator or self-help center ask them to review your paperwork. They can make sure you filled it out properly before you move ahead with your case.

You can also hire your own lawyer to review your papers or to get legal advice.

Step 3. Copy your forms for filing with the court.

Make a set of copies of all your forms for yourself. The original is for the court.

If a form has writing on both sides:

- ✓ use two separate pages to copy the 2-sided form **or**
- ✓ copy the 2-sided form (as presented in the packet provided by the court)
- ✓ all 2-sided copies must be “tumbled” or they will be rejected.

How do I assemble and hole punch my forms?

- ✓ Each *form*, to be filed, that has multiple pages and/or attachments must be *stapled*.
- ✓ Each original form must be two-hole punched at the top.

Step 4. File your forms with the court clerk.

Turn in your forms (the originals AND copies) to the court clerk. If there are no obvious errors, the clerk will file your forms. The originals will be kept by the court and the copies will be returned to you.

You will have to pay a filing fee. If you cannot afford the fee, you can ask the clerk for a [fee waiver](#).

Where can I file my paperwork?

AVENAL	501 E. Kings Street, Avenal, CA 93204	(559) 386-5225
CORCORAN	1000 Chittenden Avenue, Corcoran, CA 93212	(559) 992-5193
HANFORD	1426 South Drive, Hanford, CA 93230	(559) 582-1010
Hours of Operation:		
Except for Court Closure days and Holidays		
Business Days:		Business Hours:
Monday – Thursday		8:00 a.m. to 4:00 p.m.
Friday		8:00 a.m. to 11:30 a.m.

Step 5. Review the process after your case is opened

A background check is done. You must wait to receive your Order to Show Cause in the mail. Please note this process may take a few weeks. Once the clerk receives the ok to proceed the Order to Show Cause is then submitted to the Judge for review. Once the Order to Show Cause is signed, the clerk will then set a court date. Any/all copies of the Order to Show Cause that you left with the clerk will be mailed to you at the address you provided. Once you receive the Order to Show Cause you must take a copy of it to be published in the newspaper listed on your Order to Show Cause.

Step 6. Publish the Order to Show Cause in a newspaper.



Publish the Order to Show Cause in a newspaper of general circulation once per week for 4 weeks in a row. Not all newspapers are valid, and the fees they charge are different, so call around.

Step 7. Submit the Proof of Publication to the Court

Once you have had the Order successfully published, the newspaper will provide you with a "Proof of Publication". It is very important that you submit the proof of publication to the court as soon as you receive it. Do not wait for your court hearing to provide the Proof of Publication.

Step 8. Attend the Hearing

If the judge grants your request, the Decree is then signed. It may take a few days to obtain your copies from the clerk's office.

Step 9. If you obtain a Decree (Order) was granted you will want to amend the birth certificate to show the new name.

If the judge approves your request for a change of name and gender, the judge will sign the [Decree Changing Name and Gender \(Form NC-230\)](#). Once you get your signed decree, purchase a certified copy from the court clerk. You will need this to change all your legal documents, including your birth certificate and other government-issued identification like your driver's license.

California Department of Health Services, Office of Vital Records
MS 5103, P.O. Box 997410, Sacramento, CA 95899-7410
Telephone # (916) 445-2684

Web site: www.dhs.ca.gov

***There is a seperate fee to retrieve the
new birth certificate from Sacramento.***