#### THERE WILL BE NO REFUNDS OR EXCHANGES ON SUPERIOR COURT FORMS OR PACKETS



SUPERIOR COURT OF CALIFORNIA County of Kings 1640 Kings County Drive, Hanford, CA 93230 (559) 582-1010

# **CHANGE OF NAME PACKET**



Online Assistance: <u>www.courts.ca.gov/selfhelp.htm</u> The California Courts Self-Help Center

E-file California: https://www.kings.courts.ca.gov/online-services/online-case-filing

Kings County Superior Court: <u>www.kings.courts.ca.gov</u>

Hours of Operation (Except for Court Holidays): Monday – Friday 8:00a.m. to 4:00p.m.

FORMS INCLUDED I	N THIS PACKET
Instructions for Filing a Petition for Change of Name	Judicial Council Form NC-100-INFO
Petition for Change of Name	Judicial Council Form NC-100
Name and Information about the Person Whose Name	Judicial Council Form NC-110
is to be Changed	
Order to Show Cause for Change of Name	Judicial Council Form NC-120
Decree Changing Name	Judicial Council Form NC-130
Civil Case Coversheet	Judicial Council Form CM-010
Filing Fee: • Petition for Change of Name	\$435.00

## INSTRUCTIONS FOR FILING A PETITION FOR CHANGE OF NAME

#### 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.

#### 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 (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.

#### 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 section 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) 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. 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).

#### 12. Issuance of New Birth Certificate

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

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*.

### NC-100

				NG-100
AT	TORNEY OR PARTY WITHOUT ATTORNEY	STATE BAR NUMBER:		FOR COURT USE ONLY
N/	ME:			
	RM NAME:			
	REET ADDRESS:			
CI		STATE: ZIP CO	DDE:	
		FAX NO.:		
$\vdash$	TORNEY FOR (name):			
	JPERIOR COURT OF CALIFORNIA, COUNTY OF			
	AILING ADDRESS:			
	BRANCH NAME:			
╞	ETITION OF (name of each petitioner):			
	PETITION FOR CHA			CASE NUMBER:
r	Before you complete this petition, read the <i>Instr</i> ination and the <i>Instri</i> nation and the <i>Instribute</i> a change narriage certificate reflecting those changes, us	of gender, and obtain a		
1.	Petitioner (present name):			(check a or b)
	a. resides in this county.			(
	b. does not live in California and (che	ck 1 or 2)		
	(1.) wants a name change on a ma	,	as married in this cou	intv
	(2.) wants a name change on their	•		-
_				-
2.	Petitioner requests that the court decree the	following name chang	es (list every name t	hat you are seeking to change):
	Present name			Proposed name
	a.	chan	ged to	
	b.	chan	ged to	
	<b>C</b> .	chan	ged to	
	Continued (If you are seeking to change 2.)	ge additional names, y	ou must prepare a lis	st and attach it to this petition as Attachment
3.	Petitioner requests that the court issue an or petition for change of name of the persons id			ar or file objections to show cause why this
4.	The number of persons under 18 years of ag	e whose names are to	be changed is (spec	bify):
5.	If this petition requests the change of name of	of any person or perso	ns under 18 years, th	nis request is being made by
	a two parents.			
	b one parent.			
	c near relative (name and relationshi	o):		
	d guardian <i>(name):</i>			
	e attorney for an individual under the	jurisdiction of the juve	nile court (name):	
	f other (specify):			
6.	This petition seeks to change the name to conform to that person's gender ider		petitioner	(name):
7.	For each person whose name is to be chang Information About the Person Whose Name			
	a. Number of pages attached (specify numb			
	h _f /These items are on the attached page.	an manage of farms NIC 1	101	

b.-f. (These items are on the attached page or pages of form NC-110.)

PETITION OF (name of petitioner or petitioners):	CASE NUMBER
	FOR CHANGE OF NAME
NAME AND INFO	RMATION ABOUT THE PERSON
WHOSE NA	AME IS TO BE CHANGED Attachment of
Attachment to Petition (fo	orm NC-100, form NC-300, or form NC-500)
	ose name is to be changed. If petitioner is a guardian of a minor, a leted and attached for each minor whose name is to be changed.)
7. (Continued) Petitioner applies for a decree to change the	e name of the following person:
b. Self Other	
(1) Present name (specify):	
(2) Proposed name (specify):	
(3) Born on <i>(date of birth)</i> :	
and presently under 18 years of age	18 years of age or older
<ul> <li>(4) Born at (place of birth):</li> <li>(5) Sex (as stated on original birth certificate):</li> </ul>	Male Female
(6) Current residence address (street, city, county,	
c. Reason for name change (explain):	
d. Relationship of the petitioner to the person whose na	ame will be changed:
	ad litem or attorney for minor appointed by juvenile court
	ve (indicate relationship):
(3) Guardian (6) Other (spec	
<ul> <li>e. If the person whose name will be changed is under 1 following persons:</li> </ul>	18 years of age, provide the names and addresses, if known, of the
(1) Parent (name):	(address):
(2) Parent (name):	(address):
(3) (Only if neither parent is living) Near relatives (n	iames, relationships, and addresses):
f. If the person whose name will be changed is 18 year	rs of age or older, that person must sign the following declaration:
	DECLARATION
	tate of California that <i>(check one)</i> I am not I am rections and Rehabilitation (in state prison or on parole) or in county ed to register as a sex offender under Penal Code section 290.
Date:	
(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)
	<b>by ided below or, if additional pages are attached, at the end of the las</b> aws of the State of California that the information in the foregoing petition
Date:	

Date:

Date:

(TYPE OR P	RINT NAME)	(SIGNATURE OF	PETITIONER)	
Date:				
(TYPE OR P	RINT NAME)	(SIGNATURE OF	PETITIONER)	
ADD ADDITIONAL SIGNATURE	LINES FOR ADDITIONAL PETITIONERS	SIGNATURE OF PETITIONERS FOL	LOWS LAST ATTACHMENT	Page 1 of 1
Form Adopted for Mandatory Use Judicial Council of California NC-110 [Rev. January 1, 2023]		ION ABOUT THE PERSON S TO BE CHANGED	Code of Civil Procedure, <u>www</u>	§ 1275 et seq courts ca gov

(Attachment to Petition for Change of Name)

NC-110

			NC-120
ATTORNEY OR PARTY WITHOUT ATTORNEY	STATE BAR NUMBER:		FOR COURT USE ONLY
NAME:			
FIRM NAME:			
STREET ADDRESS:			
CITY:		CODE:	
	FAX NO.:		
E-MAIL ADDRESS:			
ATTORNEY FOR (name):			
SUPERIOR COURT OF CALIFORNIA, COUNT	TY OF		
STREET ADDRESS:			
MAILING ADDRESS: CITY AND ZIP CODE:			
BRANCH NAME:			
PETITION OF (name of each petitioner):			
	F	OR CHANGE OF NAME	
ORDER TO SHOW CAUS	E—CHANGE OF NAM	IE	CASE NUMBER:
	· · · · ·		I
1. Petitioner (name):			filed a petition with this court
for a decree changing names as follow	S:		med a petition martine court
Present name			Proposed name
		to	
a			1 1 - MW/W
b		to	
C		to	
d		to	
e.		to	
Continued on Attachment 1.			
<ol> <li>THE COURT ORDERS that all persons show cause, if any, why the petition for described above must file a written obje is scheduled to be heard and must app objection is timely filed, the court may g</li> </ol>	change of name should r ection that includes the re- ear at the hearing to show	not be granted. Any pe asons for the objection v cause why the petition hearing.	rson objecting to the name changes a at least two court days before the matter
a. Date:	Time:	Dept.:	Room:
b. The address of the court is	same as noted above	other (specify):	
(To appear remotely, check in advance of website, go to www.courts.ca.gov/find-m		ion about how to do so	o on the court's website. To find your court's
set for hearing on the petition (for resident of this could	in a newspaper of genera nty) printed in this county inted in the county in whi	l circulation: (specify paper):	ek for four successive weeks before the date r, if no county, in the local subdivision or
b. Other ( <i>specify</i> ):			
Date:			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.)

			NC-130
ATTORNEY OR PARTY WITHOUT ATTORNEY	STATE BAR NUMBER:		
NAME:			
FIRM NAME:			
STREET ADDRESS:			
CITY:		CODE	
TELEPHONE NO.:	FAX NO.		
E-MAIL ADDRESS:			
ATTORNEY FOR (name):			
SUPERIOR COURT OF CALIFORNIA, COUN	TY OF		
STREET ADDRESS			
MAILING ADDRESS: CITY AND ZIP CODE:			
BRANCH NAME:			
PETITION OF (name of each petitioner):			
	FC	R CHANGE OF NAME	
DECREE	HANGING NAME		CASE NUMBER:
1. The petition was duly considered:			
a at the hearing on <i>(date)</i> :		in Courtroom:	of the above-entitled court.
b without hearing.			
THE COURT FINDS			
2. a. All notices required by law have be	on divon		
		2 holow	
b. Each person whose name is to be	-		Defile Denel Cerle
	ed to register as a sex offe		
This determination was made (che			based on information provided to the clerk
of the court by a local law enforcer	nent agency.		
c. No objections to the propose	d change of name were m	ade.	
d. Objections to the proposed of	hange of name were made	e by <i>(name)</i> :	
	-		ue and sufficient and that the petition should
be granted.	Ū	,	
f Other findings (if any):			
THE COURT ORDERS			
3. The name of			
<u>Present name</u>			New name

a.	is changed to
b.	is changed to
С.	is changed to
d.	is changed to

Additional name changes are listed on Attachment 3.

Date:

JUDGE OF THE SUPERIOR COURT

SIGNATURE OF JUDGE FOLLOWS LAST ATTACHMENT

Page 1 of 1

#### CM-010

TELEPHONE NO.       FAX NO.         EMAIL ADDRESS       ATTORNEY FOR (Mame):         SUPERIOR COURT OF CALIFORNIA, COUNTY OF         STREET ADDRESS         MAILING ADDRESS         CITY AND 2P CODE         BRANCH NAME         CASE NAME:         CASE NAME:         CASE NAME:         CASE NAME:         CASE NAME:         CITY AND 2P CODE         BRANCH NAME         CASE NAME:         CITY AND 2P CODE         BRANCH NAME         CASE NAME:         CITY AND 2P CODE         BRANCH NAME         CASE NAME:         Filed with first appearance by defendant (Cal. Rules of Court, rule 3.402)         Dept:         Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:         Auto (22)       Breach of contract/warranty (06)         Quite 3.400 collections (09)       Construct of contract of contract/warranty (06)         Quite 2PIPD/MD (Personal Injury/Property Damage/Wrongful Death) Tort       Breach of contract/warranty (06)         Quite amalpractice (45)       Eminent domain/Inverse condemnation (14)         Quite amalpractice (45)       Eminent domain/Inverse condemnation (14)
EMAIL ADDRESS         ATTORNEY FOR (Name):         SUPERIOR COURT OF CALIFORNIA, COUNTY OF         STREET ADDRESS         Mailing ADDRESS         CITY AND 2IP CODE         BRANCH NAME         CASE NAME:         CASE NAME:         CASE NAME:         CASE NAME:         CASE NAME:         CASE NUMBER         CASE NUMBER:         Delow must be Complex Case Designation (Cal. Rules of Court, rule 3.402)         Deters:       Environmental Court and State
EMAIL ADDRESS         ATTORNEY FOR (Name):         SUPERIOR COURT OF CALIFORNIA, COUNTY OF         STREET ADDRESS         Mailing ADDRESS         CITY AND 2IP CODE         BRANCH NAME         CASE NAME:         CASE NAME:         CASE NAME:         CASE NAME:         CASE NAME:         CASE NUMBER         CASE NUMBER:         Delow must be Complex Case Designation (Cal. Rules of Court, rule 3.402)         Deters:       Environmental Court and State
ATTORNEY FOR (Name):         SUPERIOR COURT OF CALIFORNIA, COUNTY OF         STRET ADDRESS:         MAILING ADDRESS:         CITY AND ZIP CODE         BRANCH NAME:         CASE NAME:         CASE NAME:         CIVIL CASE COVER SHEET       Complex Case Designation         Unlimited       Limited         (Amount       (Amount         demanded       General demanded is         exceeds \$35,000       \$35,000 or less)         Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:         Auto Tort       Contract         Auto Tort       Contract         Auto (22)       Breach of contract/warranty (06)         Minisured motorist (46)       Other collections (09)         Other PI/PD/WD (Personal Injury/Property       Breach of contract (37)         Damage/Wrongful Death) Tort       Insurance coverage (18)         Medical malpractice (45)       Other rolizetions (33)         Other PI/PD/WD (23)       Real Property         Eminent domain/Inverse commental/Toxic tort (30)       Environmental/Toxic tort (30)         Brewier bited provisionally complex case types (41)       Environmental/Toxic tort (30)
STREET ADDRESS         MALING ADDRESS         CITY AND ZIP CODE         BRANCH NAME         CASE NAME:         Unlimited       Limited         (Amount       (Amount         demanded       counter         judges       Judges         Filed with first appearance by defendant         (Cal. Rules of Court, rule 3.402)         pert.         Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:         Auto Tort       Breach of contract/warranty (06)         Auto 102       Breach of contract/warranty (06)         Other PI/PD/WD (Personal Injury/Property       Other collections (09)         Damage/Wrongful Deahl Tort       Insurance coverage (18)         Asbestos (04)       Other contract (37)         Product liability (24)       Real Property         Medical malpractice (45)       Eminent domain/Inverse condemnation (14)         Other PI/PD/WD (Other) Tort       Wrongful eviction (33)
STREET ADDRESS         MALING ADDRESS         CITY AND ZIP CODE         BRANCH NAME         CASE NAME:         Unlimited       Limited         (Amount       (Amount         demanded       counter         judges       Judges         Filed with first appearance by defendant         (Cal. Rules of Court, rule 3.402)         pert.         Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:         Auto Tort       Breach of contract/warranty (06)         Auto 102       Breach of contract/warranty (06)         Other PI/PD/WD (Personal Injury/Property       Other collections (09)         Damage/Wrongful Deahl Tort       Insurance coverage (18)         Asbestos (04)       Other contract (37)         Product liability (24)       Real Property         Medical malpractice (45)       Eminent domain/Inverse condemnation (14)         Other PI/PD/WD (Other) Tort       Wrongful eviction (33)
CITY AND ZIP CODE         BRANCH NAME         CASE NAME:         CIVIL CASE COVER SHEET       Complex Case Designation         (Amount         demanded       case manded is         exceeds \$35,000       \$35,000 or less)         Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:         Auto Tort       Contract         Provisionall njury/Property         Damage/Wrongful Death) Tort       Breach of contract (37)         Product liability (24)       Real Property         Product liability (24)       Eminent domain/Inverse condemation (14)         Non-PI/PD/WD (Other P Tort       Wrongful eviction (33)
BRANCH NAME         CASE NAME:         CIVIL CASE COVER SHEET       Complex Case Designation         Unlimited       Limited         (Amount       (Amount         demanded       demanded is         exceeds \$35,000       \$35,000 or less)         Filed with first appearance by defendant         (Cal. Rules of Court, rule 3.402)       DEPT.         Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:       Provisionally Complex Civil Litigation         Auto Tot       Contract       Provisionally Complex Civil Litigation         Auto 102       Breach of contract/warranty (06)       Rule 3.740 collections (09)         Other PI/PD/WD (Personal Injury/Property       Other collections (09)       Antitrust/Trade regulation (03)         Damage/Wrongful Death) Tort       Insurance coverage (18)       Mass tort (40)         Asbestos (04)       Other contract (37)       Securities litigation (28)         Provious liability (24)       Real Property       Environmental/Toxic tort (30)         Medical malpractice (45)       Eminent domain/Inverse condemnation (14)       Insurance coverage claims arising from the above listed provisionally complex case types (41)         Non-PI/PD/WD (Other) Tort       Wrongful eviction (33)
CASE NAME:       CIVIL CASE COVER SHEET       Complex Case Designation       CASE NUMBER.         Unlimited       Limited       Gounter       Joinder         (Amount       (Amount       Counter       Joinder         Filed with first appearance by defendant       JUDGE       DEPT:         Items 1-6 below must be completed (see instructions on page 2).       Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:       Provisionally Complex Civil Litigation         Auto Tort       Contract       Provisionally Complex Civil Litigation         Auto (22)       Breach of contract/warranty (06)       Antitrust/Trade regulation (03)         Uninsured motorist (46)       Rule 3.740 collections (09)       Construction defect (10)         Damage/Wrongful Death) Tort       Insurance coverage (18)       Mass tort (40)         Asbestos (04)       Other contract (37)       Securities litigation (28)         Product liability (24)       Real Property       Insurance coverage claims arising from the above listed provisionally complex case types (41)         Non-PI/PD/WD (Other) Tort       Wrongful eviction (33)       Environmental/Toxic tort (Judgment
CIVIL CASE COVER SHEET       Complex Case Designation       CASE NUMBER.         Unlimited       Limited       Counter       Joinder         (Amount       demanded is       Counter       Joinder         Filed with first appearance by defendant       JUDGE:       JUDGE:         (Cal. Rules of Court, rule 3.402)       DEPT:       DEPT:         Items 1-6 below must be completed (see instructions on page 2).       Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:       Provisionally Complex Civil Litigation         Auto Tort       Breach of contract/warranty (06)       Rule 3.740 collections (09)       Antitrust/Trade regulation (03)         Other PI/PD/WD (Personal Injury/Property       Breach of contract (37)       Mass tort (40)         Asbestos (04)       Other contract (37)       Securities litigation (28)         Product liability (24)       Eminent domain/Inverse coverage (18)       Insurance coverage claims arising from the above listed provisionally complex case types (41)         Non-PI/PD/WD (Other) Tort       Wrongful eviction (33)       Enforcement of Judgment
Unlimited       Limited         (Amount       (Amount         demanded       demanded is         exceeds \$35,000       \$35,000 or less)         Items 1-6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:         Auto Tort       Contract         Provisionally Complex Civil Litigation         (All 0 (22)       Breach of contract/warranty (06)         Uhinsured motorist (46)       Rule 3.740 collections (09)         Other PI/PD/WD (Personal Injury/Property       Other collections (09)         Damage/Wrongful Death) Tort       Insurance coverage (18)         Product liability (24)       Real Property         Medical malpractice (45)       Eminent domain/Inverse condemnation (14)         Wrongful Pot/WD (Other) Tort       Wrongful eviction (33)
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demanded exceeds \$35,000)       demanded is \$35,000 or less)       Filed with first appearance by defendant (Cal. Rules of Court, rule 3.402)       JUDGE: DEPT::         Items 1–6 below must be completed (see instructions on page 2).       Items 1–6 below must be completed (see instructions on page 2).         1. Check one box below for the case type that best describes this case:       Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400–3.403)         Auto Tort       Contract       Provisionally Complex Civil Litigation (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       Nusurance coverage (18)       Mass tort (40)         Asbestos (04)       Other contract (37)       Securities litigation (28)         Product liability (24)       Real Property       Environmental/Toxic tort (30)         Medical malpractice (45)       Eminent domain/Inverse condemnation (14)       Insurance coverage claims arising from the above listed provisionally complex case types (41)         Non-PI/PD/WD (Other) Tort       Wrongful eviction (33)       Enforcement of Judgment
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Medical malpractice (45)       Eminent domain/Inverse       Insurance coverage claims arising from the above listed provisionally complex case         Other PI/PD/WD (23)       condemnation (14)       types (41)         Non-PI/PD/WD (Other) Tort       Wrongful eviction (33)       Enforcement of Judgment
Non-PI/PD/WD (Other) Tort     Condemnation (14)     types (41)       Wrongful eviction (33)     Enforcement of Judgment
Non-PI/PD/WD (Other) Tort Wrongful eviction (33) Enforcement of Judgment
Business tort/unfair business practice (07) Other real property (26) Enforcement of judgment (20)
Civil rights (08) Unlawful Detainer Miscellaneous Civil Complaint
Defamation (13)
Fraud (16) Residential (32) Other complaint (not specified above) (42)
Intellectual property (19)     Drugs (38)       Professional pegligence (25)     Judicial Review
Partnership and corporate governance (21)
Citier Holl+1/PD/WD tolt (55)
2. This case is is complex under rule 3.400 of the California Rules of Court. If the case is complex, mark the
factors requiring exceptional judicial management:
a Large number of separately represented parties Coordination with related actions handing in one of more
b. Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve courts in other counties, states, or countries, or in a federal
c. Substantial amount of documentary evidence f. Substantial postjudgment judicial supervision
<ol> <li>Remedies sought (check all that apply): a. monetary b. nonmonetary; declaratory or injunctive relief c. punitive</li> </ol>
<ol> <li>Number of causes of action (specify):</li> </ol>
5. This case is is is to a class action suit.
<ol> <li>If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.)</li> </ol>
Date:
(TYPE OR PRINT NAME) (SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)
NOTICE Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases filed 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.
<ul> <li>File this cover sheet in addition to any cover sheet required by local court rule.</li> <li>If this case is complex under rule 3.400 et seq. of the California Rules of Court, you must serve a copy of this cover sheet on all other parties to</li> </ul>
<ul> <li>the action or proceeding.</li> <li>Unless this is a collections case under rule 3.740 or a complex case, this cover sheet will be used for statistical purposes only.</li> </ul>

CIVIL CASE COVER SHEET Cal. Rules of Court, rules 2.30, 3.220, 3.400–3.403, 3.740: Cal. Standards of Judicial Administration, std. 3.10

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

**CM-010** 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 Appeals

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 (nonharassment) 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