

Guide to Legally Changing Your Name & Gender While Incarcerated



In 2017, the Name and Dignity Act (SB 310) was signed into law! This policy was made possible because of work by transgender people inside of prisons and jails. You told your stories, wrote testimony, and gave feedback on the bill language. It used to be very difficult to legally change your name and/or gender while incarcerated in California. The new law, which went into effect September 1, 2018, removes barriers to obtaining a legal name and gender marker change while incarcerated by allowing individuals to directly petition the courts for a name and/or gender change. This means you do not need to ask permission of the warden at a prison, or the sheriff's department at a jail, before filing paperwork with the courts. It also requires the California Department of Corrections and Rehabilitation (CDCR) and county jails to use your new legal name and to refer to your prior name as an alias.

This law honors the dignity and well-being of transgender people currently inside California prisons and jails, who are subject to daily violence and unsafe conditions, by blocking staff's ability to misgender and misname them. It will also help with the re-entry process, since trans people will now have an opportunity to change their name and gender BEFORE leaving prison, resulting in one less obstacle to accessing housing, employment, healthcare, and benefits upon release.

The information in this document is meant to provide guidance only. It should not be considered legal advice. This document only provides information on the name and gender marker change process for people 18 years of age and older. Please also note that the court process for changing one's name and gender typically takes at least two months. If you have reason to believe you will not be staying at the same facility for at least the next two months, you may want to wait to file your court paperwork. Moving facilities may delay the process of having your paperwork approved or stop it altogether.

Please note that legally changing your name and gender is not going to affect your housing classification within a prison or jail system.

How It Works

If you are in prison or sentenced to county jail, you have the right to petition the court to obtain a name and/or gender change, which can be an important step to updating identity documents. Effective September 1, 2018, an incarcerated transgender person seeking a name and/or gender change court order no longer needs approval from the warden of their facility, Regional Administrator, or Corrections Case Manager before filing a petition with the court. An incarcerated individual can directly file a petition with the court through the same process used by a person who is not incarcerated.

In short, the process involves filling out and submitting the correct court documents (with filing fee or waiver) to the Superior Court in the county where you are incarcerated, notifying your respective department (CDCR or the sheriff's department) that you are filing with the court, and receiving a court order for your name and/or gender change. Below is a very brief overview of the process.

To file a petition you must:

1) Access & fill out the court documents

Forms: You will need to decide which set of forms you need, depending on whether you want to change only your name, only your gender marker, or your name and gender marker.

- Change of name only (NC-100 series): this includes forms NC-100, NC-110, NC-125, NC-130, and CM-010;
- Change of name and gender (NC-200 series): this includes forms NC-200, NC-110, NC-125, NC-230, and CM-010;
- Change of gender only (NC-300 series): this includes forms NC-300, NC-330, and CM-010. (Note that if you are only changing your gender, you are NOT required to notify your facility as described elsewhere in this guide.)
- Fee waivers (FW-001 and FW-003 and your trust account balance).

Cost: As of 2018, the fee for filing a petition in most counties is \$435. (Exceptions include San Francisco and Riverside counties, where the fee is \$450.) **The court does offer a fee waiver, which means you do not have to pay any of the fees.** To obtain this waiver, you must fill out forms FW-001 and FW-003, which should be available at the library at your prison or jail, and file them with the rest of your petition. If you are in CDCR, you will also need to attach a certified copy of your trust account balance with the fee waiver forms. Be sure to include your

Inmate Identification Number with the trust account balance. File a form 22 to Inmate Trust to request a copy of your trust account.

Instead of a fee waiver, you can also pay a partial filing fee of 20 percent of either the average monthly deposits to your trust account OR the average monthly balance in your account, for the six-month period preceding the application. After you have made this partial payment, you must then make monthly payments of 20% of the preceding month's income credited to your account, until you have paid the full amount of the court filing fee.

The fees collected by the court cannot exceed the amount of the fees that would be charged to a person who is not incarcerated.

Additional Notes: Because of SB 179, another new law passed in 2017, you no longer need to provide a physician's affidavit (a verified statement from a doctor) to obtain a legal gender change. Instead, you must simply sign a personal declaration on form NC-200 or NC-300 stating that your request is to "conform your legal gender to your gender identity." As of September 1, 2018, you are able to request a legal change of gender to "male," "female," or "nonbinary."

Transgender Law Center has assembled step-by-step instructions for filling out name and/or gender change court forms, as well as sample filled-out forms. We are happy to mail them to anyone; please write to TLC at the address below.

Give Notice: When you file your petition for a name change or a name and gender change with the Court, you must also notify the prison or jail, as explained below.

2) Submit the petition

Submit the petition for a name change (with all related paperwork) to the Superior Court in the county where you reside (meaning the county where you are currently incarcerated). This means you must file your paperwork in the county where you are incarcerated, typically by mailing it to that court's clerk's office. If there is more than one Superior Court courthouse in your county, name change petitions are typically filed at the location that handles "unlimited civil" petitions. You can find a partial list of addresses of clerk's offices in the **List of Courts and Addresses** section at the end of this resource. You can also find court address information in your facility's law library or in the Transgender Law Center's "ID Please" resource (you are welcome to write to TLC to request a copy).



3) Provide a copy

At the time you submit your petition to the court, you must also provide a copy of the petition for a name change to the appropriate department. This will differ depending on if you are in jail or prison.

Jail: For those in the custody of a county jail, you must provide jail officials a copy of the papers you file with the court at the same time you file them. To find out what your Sheriff's Department's notification process is, you can start by asking custody staff or a counselor within your facility. If you are unable to get information on the process from a staff person, you can contact the ACLU for help.

Prison: For those in the custody of, or on parole within, *the Department of Corrections and Rehabilitation (CDCR)* the process of notification is as follows:

- You must fill out and submit a CDCR Form 2010 (06/18), Notice of Legal Name Change Petition, with a copy of all documents submitted to the court, to the Warden or Regional Parole Administrator (RPA) at the time the petition is submitted to the court. CDCR Form 2010 (06/18), Notice of Legal Name Change Petition, can be found in the law library.
- After you have submitted your petition for a name change to the court, the court will mail you a receipt and an Order to Show Cause. You must provide a copy of the Order to Show Cause (OSC) to the Warden or RPA within 3 calendar days of receipt.
- We recommend that you make a copy of your petition and CDCR Form 2010 before sending it to the court and mark the date when you sent it to the Warden or RPA. This will reduce likelihood of the agency claiming to have not received the notice.
- CDCR staff will then review the forms within 10 business days and send their review and recommendation to the Warden or RPA. The RPA will review the staff recommendation within 3 business days. If CDCR has an objection to the name change that is based on security risks, its lawyers can make those objections to the court.

4) Attend a hearing

The Court will schedule a hearing on your petition if someone files an objection to it. If you receive notice of a hearing date and time from the Court, you should immediately notify staff at your facility to ensure that you are able to participate in the hearing, either in person or telephonically. At the hearing, you should be prepared to briefly explain why you are seeking to change your name, and to address whatever objections have been raised.

5) Receive your court order

If the Court grants your petition, you will receive a court order granting your name change. It is a good idea to request at least one extra certified copy of your court order for your records; these normally cost about \$25, but should be free if you have received a fee waiver.

If you are under the custody of CDCR, you should give a copy of the court order to the Correction Case Manager (CRM) at your facility. The CRM must update your ID in your C-file within 5 business days of receiving the court order. Once your new name is changed within the facility's database an updated identification card reflecting your new name should also be provided to you. You will be charged for the cost of a replacement ID card unless CDCR considers you "indigent."

Similarly, if you are in a county jail, you should give a copy of the court order granting your name change to staff there. Typically you should submit the order in the same way you submitted a copy of your petition earlier in this process. After the jail has received your court order, you should receive an updated identification card or wristband.

If your new name is not updated in the facility's records, or you are not issued a new identification card reflecting your new name, please contact TGI Justice Project. All your documentation with the prison or jail must be updated to reflect your new name, and prior names should **only** be listed as an alias.

Note also that in preparation to be released, you will also need to provide copies of your court order to other institutions like the DMV, Social Security, or your bank, to get them to change your name in their records. More information about updating California and federal documents to reflect your new legal name and/or gender is available in Transgender Law Center's guide "ID Please"; write to TLC to request a copy.

Will my petition be granted?

Although people in California generally have the right to legally change their names, courts sometimes deny a petition if someone else objects. This can happen for non-incarcerated as well as for incarcerated people, but for people in CDCR custody, there is a more formalized structure that wardens and RPAs can use to request that an objection is filed with the Court.

The process for a Warden or RPA to object to a petition includes forwarding the CDCR Form 2010, memorandum, petition, OSC, and any supporting documents to the Office of Legal Affairs (OLA) for review.

The OLA reviews the recommendation within 5 business days to determine if an objection is warranted. If the OLA determines the objection is warranted, OLA will file a formal objection with the Court.

A petition may also be denied at the discretion of the judge. Some examples where we have heard of this happening are if the name you are seeking to change to is deemed inappropriate such as a swear word, a sacrilegious word, a word that is seen as obscene, a name the judge thinks you are adopting in order to commit fraud, etc.

Unfortunately, if you are required to register under Penal Code Section 290, it is very likely your petition will be denied. If your petition is approved, please look into notification requirements or contact the TGI Justice Project for support.

What happens if my petition is **denied** by the court?

If your petition for a name/gender change is denied by the court, you will get notification from the court and a copy of the denial court order will be included in your prison or jail file.

If you are denied, you may re-petition the court again at a later date.

Questions or requests for **assistance**:

If you have questions, please contact:

Transgender, Gender Variant, and Intersex (TGI) Justice Project

370 Turk St #370

San Francisco, CA 94102

American Civil Liberties Union (ACLU) of California

Attention: LGBTQ Team

1313 West 8th Street #200

Los Angeles, CA 90017

Transgender Law Center

PO Box 70976

Oakland, CA 94612

Phone: 510-380-8229

List of courts and addresses:

Generally speaking, it should be possible to file your petition for a name and/or gender change with the court by mail. Below is a list of some of the CDCR facilities we regularly hear from, followed by the county that facility is located in and the phone number and address of the court where your petition may be sent.

Some counties require extra forms; for the counties that do, we have tried to list those below. If you are in another county, need a copy of one of the forms listed below, or run into problems filing by mail, please contact Transgender Law Center, TGI Justice, or the ACLU.

Atascadero State Hospital

San Luis Obispo County
Civil & Family Law Branch
1035 Palm Street, Room 385, San Luis
Obispo, CA, 93408
805-781-5677

California Health Care Facility

San Joaquin County
Superior Court of California – San Joaquin
Civil Division
180 E Weber Ave, Ste 200, Stockton, CA
95202
209-992-5693

California Institute for Men

San Bernardino County
San Bernardino District – Civil Division
247 W 3rd St, San Bernardino, CA 92415-
0210
909-708-8678

California Institute for Women

Riverside County
Riverside Historic Courthouse
4050 Main Street, Riverside, CA 92501
(requires an extra form: "Certificate of
Counsel (Local Form RI-C1032)"
(there are several locations that handle name
change petitions in this county; this is the one
for CIW)
951-777-3147

California Medical Facility

Solano County
Old Solano Courthouse, Civil Clerk's Office
580 Texas Street, Fairfield, CA 94533
707-207-7330

California State Prison – Los Angeles County

Los Angeles County
Michael Antonovich Antelope Valley
Courthouse
42011 4th Street West
Lancaster, CA 93534
(requires two extra forms: "Civil Case Cover
Sheet Addendum and Statement of Location
(LACIV-109)" and "Name Change Criminal
History Assessment (LACIV 226)"
(there are several locations that handle name
change petitions in this county; this is the one
for CSPLAC)
661-483-5797

California State Prison – Solano

Solano County
Old Solano Courthouse, Civil Clerk's Office
580 Texas Street, Fairfield, CA 94533
707-207-7330

Central California Women's Facility

Madera County
Main Courthouse
200 South "G" Street, Madera, CA 93637
559-416-5525

High Desert State Prison

Lassen County
Hall of Justice
2610 Riverside Drive, Susanville, CA 96130
(requires an extra form: "Name Change
Criminal History Assessment"
530-251-8205, ex 152

Kern Valley State Prison

Kern County
Metropolitan Division – Bakersfield
1415 Truxtun Ave, Bakersfield, CA 93301
661-868-7205

Mule Creek State Prison

Amador County
Amador County Superior Courthouse
500 Argonaut Lane, Jackson, CA 95642
209-257-2603

Pleasant Valley State Prison

Fresno County
BF Sisk Courthouse
1130 O Street, Fresno, CA 93721-2220
559-457-1900

Richard J. Donovan Correctional Facility

San Diego County
Hall of Justice
330 W Broadway, Room 225, San Diego, CA
92101
(there are several locations that handle name
change petitions in this county; this is the one
for RJDCF)
619-450-7275

Salinas Valley State Prison

Monterey County
Monterey Courthouse
1200 Aguajito Road, Monterey, CA 93940
(requires an extra form: "CLETS Name
Change Info - CI-140"
831-647-5800

San Quentin State Prison

Marin County
Hall of Justice
P.O. Box 4988, San Rafael, California 94913
415-444-7040

Substance Abuse Treatment Facility

Kings County
1640 Kings County Drive
Hanford, CA 93230
559-582-1010

Wasco State Prison

Kern County
Metropolitan Division – Bakersfield
1415 Truxtun Ave, Bakersfield, CA 93301
661-868-7205

COURT-ORDERED NAME CHANGE (ADULT)

Here are directions to fill out court forms to petition for a legal name change court order in California:

- CM 010 Civil Case Cover Sheet
 - Write your current legal name in the petitioner's box at the top of the page, as well as your address and phone number
 - You cannot list a PO box as your address
 - Write information for the courthouse where you will file documents
 - Check "ID Please" at <https://transgenderlawcenter.org/resources/id/id-please> for a list of courthouse addresses, or find the courthouse in your county here: <http://www.courts.ca.gov/find-my-court.htm> (note that name change petitions are generally handled by the courthouse that processes "unlimited civil" cases)
 - In the "Case Name" box: Write "Petition for change of name of" followed by your current legal name
 - Check these boxes and write in these answers:
 - "Unlimited" in the box on the top left
 - Question #1: "Other petition" (it's the last option in the bottom right corner)
 - Question #2: "is not"
 - Question #3: "b. Nonmonetary"
 - Question #4: "1" cause of action
 - Question #5: "is not" a class action suit
 - At the bottom of the page: Write the date – Print your current legal name – Add your signature
- NC 100 Petition for Change of Name
 - At the top of the page:
 - Write your current legal name in the petitioner's box
 - You cannot list a PO box as your address
 - Write information for the courthouse where you will file documents
 - After "Petition of": Write your current legal name
 - In 1., after "(present name)": Write your current legal name
 - In 2., under "Present Name": Write your current legal name
 - And under "Proposed Name": Write your new name
 - In 4.: Write "0"
 - In 6.: Check the first box and also check the box to the left of "petitioner"
 - In 7.a.: Write "1"
- NC 110 Petitioner's Information
 - At the top of the page: Write your current legal name
 - The top right side should read: "Attachment 1 of 1"
 - 7. b. : Check "Self"
 - 7. b. (1): Write your current legal name

- 7. b. (2): Write your full new name
 - 7. b. (3): Write your month/day/year of birth and check "Over 18 years of age"
 - 7. b. (4): Write your city and state/country of birth
 - 7. b. (5): Mark information as stated on original birth certificate
 - 7. b. (6): Write your current address of residence
 - 7. c.: You can put any reason; one example is "Better match for my identity"
 - 7. d.: Check "Self"
 - Within the Declaration box:
 - Check "I am" if you are under the jurisdiction of the Department of Corrections and/or required to register as a sex offender, and "I am not" if not
 - Write the date – Print your current legal name – Add your signature
 - At the bottom of the page: Write the date – Print your current legal name – Add your signature
-
- NC 125/ NC 225 Order to Show Cause for Change of Name to Conform to Gender Identity
 - In the top box:
 - Write your full current legal name, address, and telephone number
 - You cannot list a PO box as your address
 - In the second box:
 - Write information for the courthouse where you will file documents
 - In the third box:
 - After "Petition of": Write your current legal name
 - In the "To All Interested Persons" section:
 - "1. Petitioner": Write your current legal name
 - "1. a. present name": Write your current legal name
 - After "proposed name": Write your new name
-
- NC 130 Decree Changing Name
 - At the top of the page:
 - Write your full current legal name, address, and telephone number
 - You cannot list a PO box as your address
 - Write information for the courthouse where you will file documents
 - After "Petition of": Write your current legal name
 - In 3., under "Present Name": Write your full current legal name
And under "Proposed Name": Write your full new name
 - In 4., after "(new name)": Write your full new name

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (name of each petitioner):	
PETITION FOR CHANGE OF NAME	
CASE NUMBER:	

Before you complete this petition, you should read the *Instructions for Filing a Petition for Change of Name* (form NC-100-INFO). You must answer all questions and check all boxes that apply to you on this petition. You must file this petition in the superior court of the county where the person whose name is to be changed resides.

1. Petitioner (present name): _____ resides in this county.
2. Petitioner requests that the court decree the following name changes (list every name that you are seeking to change):

<u>Present name</u>	<u>Proposed name</u>
a. _____	changed to _____
b. _____	changed to _____
c. _____	changed to _____
d. _____	changed to _____

☐ Continued (if you are seeking to change additional names, you must prepare a list and attach it to this petition as Attachment 2.)

3. Petitioner requests that the court issue an order directing all interested persons to appear or file objections to show cause why this petition for change of name of the persons identified in item 2 should not be granted.
4. The number of persons under 18 years of age whose names are to be changed is (specify): _____
5. If this petition requests the change of name of any person or persons under 18 years, this request is being made by
- ☐ two parents.
 - ☐ one parent.
 - ☐ near relative (name and relationship): _____
 - ☐ guardian (name): _____
 - ☐ other (specify): _____
6. ☐ This petition seeks to change name of (check one) ☐ petitioner ☐ (name): _____ to conform to that person's gender identity.
7. For each person whose name is to be changed, petitioner provides the following information (you must attach a completed copy of the attachment Name and Information About the Person Whose Name Is to Be Changed (form NC-110) for each person identified in item 2):
- The number of attachments included in this petition is (specify number): _____
 - f. (These are the items 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 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)

(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):

(2) Proposed name (specify):

(3) Born on (date of birth):

and presently ☐ under 18 years of age ☐ over 18 years of age

(4) Born at (place of birth):

(5) Sex (as stated on original birth certificate): ☐ Male ☐ Female

(6) Current residence address (street, city, county, and zip code):

c. Reason for name change (explain):

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

(1) ☐ self

(4) ☐ near relative (indicate relationship):

(2) ☐ parent

(5) ☐ Other (specify):

(3) ☐ guardian

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:

DECLARATION

I declare under penalty of perjury under the laws of the State of California that (check one) ☐ I am not ☐ 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) ☐ I am not ☐ I am required 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)

(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:

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

☐ ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS

☐ SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT

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ATTORNEY OR PARTY WITHOUT ATTORNEY		STATE BAR NUMBER:	
NAME:			
FIRM NAME:			
STREET ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NO.:		FAX NO.:	
E-MAIL ADDRESS:			
ATTORNEY FOR (name):			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF			
STREET ADDRESS:			
MAILING ADDRESS:			
CITY AND ZIP CODE:			
BRANCH NAME:			
PETITION OF (Name of each petitioner):			
FOR CHANGE OF NAME			
ORDER TO SHOW CAUSE FOR CHANGE OF NAME TO CONFORM TO GENDER IDENTITY			CASE NUMBER:

TO ALL INTERESTED PERSONS:

- Petitioner (name): _____ filed a petition with this court
for a decree changing name as follows:

	<u>Present name</u>		<u>Proposed name</u>
a.		to	
b.		to	
c.		to	
d.		to	
- THE COURT ORDERS that any person objecting to the name changes described above must file a written objection that includes the reasons for the objection within six weeks of the date this order is issued. If no written objection is timely filed, the court will grant the petition without a hearing.
- A hearing date may be set only if an objection is timely filed and shows good cause for opposing the name change. Objections based solely on concerns over the petitioner's actual gender identity shall not constitute good cause. (See Code Civ. Proc., § 1277.5(b).)

Date: _____

JUDGE OF THE SUPERIOR COURT

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	STATE BAR NUMBER: STATE: ZIP CODE: FAX NO.:	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PETITION OF (name of each petitioner): <div style="text-align: right;">FOR CHANGE OF NAME</div>		
DECREE CHANGING NAME		CASE NUMBER:

1. The petition was duly considered:
- a. ☐ at the hearing on (date): _____ in Courtroom: _____ of the above-entitled court.
- b. ☐ without hearing.

THE COURT FINDS

2. a. All notices required by law have been given.
- b. Each person whose name is to be changed identified in item 3 below
☐ is not ☐ is required to register as a sex offender under section 290 of the Penal Code.
 This determination was made (check one): ☐ by using CLETS/CJIS ☐ based on information provided to the clerk of the court by a local law enforcement agency.
- c. ☐ No objections to the proposed change of name were made.
- d. ☐ Objections to the proposed change of name were made by (name): _____
- e. It appears to the satisfaction of the court that all the allegations in the petition are true and sufficient and that the petition should be granted.
- f. ☐ Other findings (if any): _____

THE COURT ORDERS

3. The name of
- | <u>Present name</u> | <u>New name</u> |
|---------------------|---------------------|
| a. _____ | is changed to _____ |
| b. _____ | is changed to _____ |
| c. _____ | 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

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ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		FOR COURT USE ONLY
TELEPHONE NO.: _____ FAX NO.: _____		
ATTORNEY FOR (Name): _____		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____		
CASE NAME: _____		CASE NUMBER: _____
CIVIL CASE COVER SHEET <input type="checkbox"/> Unlimited (Amount demanded exceeds \$25,000) <input type="checkbox"/> Limited (Amount demanded is \$25,000 or less)		Complex Case Designation <input type="checkbox"/> Counter <input type="checkbox"/> Joinder 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).

1. Check one box below for the case type that best describes this case:

Auto Tort <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46) Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PI/PD/WD (23) Non-PI/PD/WD (Other) Tort <input type="checkbox"/> Business tort/unfair business practice (07) <input type="checkbox"/> Civil rights (08) <input type="checkbox"/> Defamation (13) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (19) <input type="checkbox"/> Professional negligence (25) <input type="checkbox"/> Other non-PI/PD/WD tort (35) Employment <input type="checkbox"/> Wrongful termination (36) <input type="checkbox"/> Other employment (15)	Contract <input type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Rule 3.740 collections (09) <input type="checkbox"/> Other collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37) Real Property <input type="checkbox"/> Eminent domain/Inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26) Unlawful Detainer <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38) Judicial Review <input type="checkbox"/> Asset forfeiture (05) <input type="checkbox"/> Petition re: arbitration award (11) <input type="checkbox"/> Writ of mandate (02) <input type="checkbox"/> Other judicial review (39)	Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400–3.403) <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental/Toxic tort (30) <input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41) Enforcement of Judgment <input type="checkbox"/> Enforcement of judgment (20) Miscellaneous Civil Complaint <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint (not specified above) (42) Miscellaneous Civil Petition <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition (not specified above) (43)
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2. This case ☐ is ☐ is not complex under rule 3.400 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:
- | | |
|--|--|
| a. <input type="checkbox"/> Large number of separately represented parties | d. <input type="checkbox"/> Large number of witnesses |
| b. <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | e. <input type="checkbox"/> Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court |
| c. <input type="checkbox"/> Substantial amount of documentary evidence | f. <input type="checkbox"/> Substantial postjudgment judicial supervision |
3. Remedies sought (check all that apply): a. ☐ monetary b. ☐ nonmonetary; declaratory or injunctive relief c. ☐ punitive
4. Number of causes of action (specify): _____
5. This case ☐ is ☐ is not a class action suit.
6. If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.)

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.
- File this cover sheet in addition to any cover sheet required by local court rule.
- 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 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

COURT-ORDERED GENDER CHANGE (ADULT)

Here are directions to fill out court forms to petition for a legal gender change court order in California:

- CM 010 Civil Case Cover Sheet
 - Write your current legal name in the petitioner's box at the top of the page, as well as your address and phone number
 - You cannot list a PO box as your address
 - Write information for the courthouse where you will file documents
 - Check "ID Please" at <https://transgenderlawcenter.org/resources/id/id-please> for a list of courthouse addresses, or find the courthouse in your county here: <http://www.courts.ca.gov/find-my-court.htm> (note that generally name/gender change petitions are handled by the courthouse that processes "unlimited civil" cases)
 - In the "Case Name" box: Write "Petition for change of gender of" followed by your current legal name
 - Check these boxes and write in these answers:
 - "Unlimited" in the box on the top left
 - Question #1: "Other petition" (it's the last option in the bottom right corner)
 - Question #2: "is not"
 - Question #3: "b. Nonmonetary"
 - Question #4: "1" cause of action
 - Question #5: "is not" a class action suit
 - At the bottom of the page: Write the date – Print your current legal name – Add your signature
- NC 300 Petition for Change of Gender
 - At the top of the page:
 - Write your current legal name in the petitioner's box
 - You cannot list a PO box as your address
 - Write information for the courthouse where you will file documents
 - After "Petition of": Write your current legal name
 - In 1., after "(present name)": Write your current legal name
 - And check the box that applies to you
 - In 2., Check the box if you would like to update your birth certificate
 - In 3.: Check the box "has" if you have already obtained a decree of change of name (if you have; you must attach a certified copy of the decree to this petition), or the box "has not" if you have not.
 - In 4.: Check the box that applies to you
 - Write the date – Print your current legal name – Add your signature
- NC 330 Order for Change of Gender
 - At the top of the page:
 - Write your full current legal name, address, and telephone number
 - You cannot list a PO box as your address
 - Write information for the courthouse where you will file documents
 - After "Petition of": Write your current legal name
 - In 3., Check the box that applies to you

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PETITION OF (name):		
PETITION FOR RECOGNITION OF CHANGE OF GENDER AND FOR ISSUANCE OF NEW BIRTH CERTIFICATE		CASE NUMBER:

Before you complete this petition, you should read the instructions on the next page. Note: if you were born in California, you do not need to file this petition or to obtain a court order in order for the State Registrar to issue a new birth certificate reflecting a change of gender. See Health and Safety Code section 103426.

- Petitioner (present name): _____ is 18 years old or older and requests an order recognizing the change of petitioner's gender to
 - ☐ female.
 - ☐ male.
 - ☐ nonbinary.
- ☐ Petitioner requests an order for the issuance of a new birth certificate reflecting the change of petitioner's gender.
- Petitioner ☐ has ☐ has not already obtained a decree of change of name. (If petitioner has obtained a decree of change of name, attach a certified copy of the decree to this petition.)
- I declare under penalty of perjury under the laws of the state of California that the request for a change in gender to (check one) ☐ female ☐ male ☐ nonbinary is to conform my legal gender to my gender identity and is not for any fraudulent purpose.

Date:

(TYPE OR PRINT NAME OF PETITIONER)

(SIGNATURE OF PETITIONER)

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITION OF (name):	
ORDER RECOGNIZING CHANGE OF GENDER AND FOR ISSUANCE OF NEW BIRTH CERTIFICATE	
CASE NUMBER:	

1. The petition was duly considered:
- a. ☐ at the hearing on (date): _____ in Courtroom: _____ of the above-entitled court.
- b. ☐ without hearing.

THE COURT FINDS

2. a. It appears to the satisfaction of the court that all the allegations in the petition are true and sufficient and that the petition should be granted.
- b. ☐ Other findings (if any): _____

THE COURT ORDERS

3. The gender of the petitioner has been changed to:
- a. ☐ female.
- b. ☐ male.
- c. ☐ nonbinary.

THE COURT FURTHER ORDERS

4. ☐ A new birth certificate reflecting the change of gender described in item 3 shall be issued.
5. If petitioner was born in California, a certified copy of this order shall be filed by the petitioner within 30 days with the State Registrar. When the State Registrar receives a certified copy of this order and payment of the applicable fees, the State Registrar shall establish for the petitioner a new birth certificate reflecting the gender of the petitioner as it has been altered.

Date: _____

JUDICIAL OFFICER

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		FOR COURT USE ONLY
TELEPHONE NO.: FAX NO.:		
ATTORNEY FOR (Name):		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
CASE NAME:		CASE NUMBER:
CIVIL CASE COVER SHEET <input type="checkbox"/> Unlimited (Amount demanded exceeds \$25,000)		<input type="checkbox"/> Limited (Amount demanded is \$25,000 or less)
Complex Case Designation <input type="checkbox"/> Counter <input type="checkbox"/> Joinder 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).

1. Check one box below for the case type that best describes this case:

Auto Tort <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46) Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PI/PD/WD (23) Non-PI/PD/WD (Other) Tort <input type="checkbox"/> Business tort/unfair business practice (07) <input type="checkbox"/> Civil rights (08) <input type="checkbox"/> Defamation (13) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (19) <input type="checkbox"/> Professional negligence (25) <input type="checkbox"/> Other non-PI/PD/WD tort (35) Employment <input type="checkbox"/> Wrongful termination (36) <input type="checkbox"/> Other employment (15)	Contract <input type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Rule 3.740 collections (09) <input type="checkbox"/> Other collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37) Real Property <input type="checkbox"/> Eminent domain/inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26) Unlawful Detainer <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38) Judicial Review <input type="checkbox"/> Asset forfeiture (05) <input type="checkbox"/> Petition re: arbitration award (11) <input type="checkbox"/> Writ of mandate (02) <input type="checkbox"/> Other judicial review (39)	Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400–3.403) <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental/Toxic tort (30) <input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41) Enforcement of Judgment <input type="checkbox"/> Enforcement of judgment (20) Miscellaneous Civil Complaint <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint (not specified above) (42) Miscellaneous Civil Petition <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition (not specified above) (43)
--	--	---

2. This case ☐ is ☐ is not complex under rule 3.400 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:
- | | |
|--|--|
| a. <input type="checkbox"/> Large number of separately represented parties | d. <input type="checkbox"/> Large number of witnesses |
| b. <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | e. <input type="checkbox"/> Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court |
| c. <input type="checkbox"/> Substantial amount of documentary evidence | f. <input type="checkbox"/> Substantial postjudgment judicial supervision |
3. Remedies sought (check all that apply): a. ☐ monetary b. ☐ nonmonetary; declaratory or injunctive relief c. ☐ punitive
4. Number of causes of action (specify):
5. This case ☐ is ☐ is not a class action suit.
6. If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.)

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.
- File this cover sheet in addition to any cover sheet required by local court rule.
- 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 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

COURT-ORDERED NAME and GENDER CHANGE (ADULT)

Here are directions to fill out court forms to petition for a legal name and gender change court order in California:

- CM 010 Civil Case Cover Sheet

- Write your current legal name in the petitioner's box at the top of the page, as well as your address and phone number
 - You cannot list a PO box as your address
- Write information for the courthouse where you will file documents
 - Check "ID Please" at <https://transgenderlawcenter.org/resources/id/id-please> for a list of courthouse addresses, or find the courthouse in your county here: <http://www.courts.ca.gov/find-my-court.htm> (note that generally name/gender change petitions are handled by the courthouse that processes "unlimited civil" cases)
- In the "Case Name" box: Write "Petition for change of name and gender of" followed by your current legal name
- Check these boxes and write in these answers:
 - "Unlimited" in the box on the top left
 - Question #1: "Other petition" (it's the last option in the bottom right corner)
 - Question #2: "is not"
 - Question #3: "b. Nonmonetary"
 - Question #4: "1" cause of action
 - Question #5: "is not" a class action suit
- At the bottom of the page: Write the date – Print your current legal name – Add your signature

- NC 110 Petitioner's Information

- At the top of the page: Write your current legal name
- The top right side should read: "Attachment 1 of 1"
- 7. b. : Check "Self"
 - 7. b. (1): Write your current legal name
 - 7. b. (2): Write your full new name
 - 7. b. (3): Write your month/day/year of birth and check "Over 18 years of age"
 - 7. b. (4): Write your city and state/country of birth
 - 7. b. (5): Mark information as stated on original birth certificate
 - 7. b. (6): Write your current address of residence
- 7. c.: You can put any reason; one example is "Better match for my identity"
- 7. d.: Check "Self"
- Within the Declaration box:
 - Check "I am" if you are under the jurisdiction of the Department of Corrections and/or required to register as a sex offender, and "I am not" if not
 - Write the date – Print your current legal name – Add your signature
- At the bottom of the page: Write the date – Print your current legal name – Add your signature

- NC 125/ NC 225 Order to Show Cause for Change of Name to Conform to Gender Identity
 - In the top box:
 - Write your full current legal name, address, and telephone number
 - You cannot list a PO box as your address
 - In the second box:
 - Write information for the courthouse where you will file documents
 - In the third box:
 - After "Petition of": Write your current legal name
 - In the "To All Interested Persons" section:
 - "1. Petitioner": Write your current legal name
 - "1. a. present name": Write your current legal name
 - After "proposed name": Write your new name

- NC 200 Petition for Change of Name, Recognition of Change of Gender, and Issuance of New Birth Certificate
 - At the top of the page:
 - Write your current legal name in the petitioner's box
 - You cannot list a PO box as your address
 - Write information for the courthouse where you will file documents
 - After "Petition of": Write your current legal name
 - In 1., after "(present name)": Write your current legal name
 - In 2., after "(proposed name)": Write your new name
 - In 3.: Check the box that corresponds to you
 - At the bottom of the page, within the Declaration box:
 - Write your current legal name
 - Check the box that corresponds to you
 - Write the date – Print your current legal name – Add your signature

- NC 230 Decree Changing Name and Gender
 - At the top of the page:
 - Write your full current legal name, address, and telephone number
 - You cannot list a PO box as your address
 - Write information for the courthouse where you will file documents
 - After "Petition of": Write your current legal name
 - In 3., after "(present name)": Write your full current legal name
 - After "(new name)": Write your full new name
 - In 4., after "(new name)": Write your full new name
 - And check the box that corresponds to you

ATTORNEY OR PARTY WITHOUT ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	STATE BAR NUMBER: STATE: ZIP CODE: FAX NO.:	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
PETITION OF (name):		
PETITION FOR CHANGE OF NAME, RECOGNITION OF CHANGE OF GENDER, AND ISSUANCE OF NEW BIRTH CERTIFICATE		CASE NUMBER:

Before you complete this petition, you should read the *Instructions for Filing* on the next page. You must answer all questions and check all boxes that apply to you on this petition. You must file this petition in the superior court of the county where the person whose name is to be changed resides.

- Petitioner (present name): _____ is 18 years old or older and a resident of this county.
- Petitioner requests that the court decree that petitioner's name is changed, in order to conform to petitioner's gender identity, to (proposed name): _____
- Petitioner requests a decree recognizing that the petitioner's gender is changed to:
 - ☐ female.
 - ☐ male.
 - ☐ nonbinary.
- Petitioner requests that the court order that a new birth certificate be issued reflecting the gender and name changes sought by this petition.
- Petitioner requests that the court issue an order directing any interested persons to file written objections to show cause why the petition for change of name should not be granted.
- Petitioner provides the following information in support of this petition:
 - The declaration below.
 - f. The information contained in the attachment (*attach a completed copy of the attachment Name and Information About the Person Whose Name Is to Be Changed (form NC-110)*).

DECLARATION	
I (present name): _____ declare under penalty of perjury under the laws of the state of California that the request for a change in gender to (check one) <input type="checkbox"/> female <input type="checkbox"/> male <input type="checkbox"/> nonbinary is to conform my legal gender to my gender identity and is not for any fraudulent purpose.	
Date: _____	
(TYPE OR PRINT NAME OF PETITIONER)	(SIGNATURE OF PETITIONER)

(Instructions on next page)

Page 1 of 2

PETITION OF (Name of petitioner or petitioners):

CASE NUMBER:

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)

(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):

(2) Proposed name (specify):

(3) Born on (date of birth):

and presently ☐ under 18 years of age ☐ over 18 years of age

(4) Born at (place of birth):

(5) Sex (as stated on original birth certificate): ☐ Male ☐ Female

(6) Current residence address (street, city, county, and zip code):

c. Reason for name change (explain):

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

(1) ☐ self

(4) ☐ near relative (indicate relationship):

(2) ☐ parent

(5) ☐ Other (specify):

(3) ☐ guardian

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:

DECLARATION

I declare under penalty of perjury under the laws of the State of California that (check one) ☐ I am not ☐ 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) ☐ I am not ☐ I am required 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)

(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:

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF PETITIONER)

☐ ADD ADDITIONAL SIGNATURE LINES FOR ADDITIONAL PETITIONERS

☐ SIGNATURE OF PETITIONERS FOLLOWS LAST ATTACHMENT

Page 1 of 1

ATTORNEY OR PARTY WITHOUT ATTORNEY		STATE BAR NUMBER:	
NAME:			
FIRM NAME:			
STREET ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NO.:	FAX NO.:		
E-MAIL ADDRESS:			
ATTORNEY FOR (name):			
SUPERIOR COURT OF CALIFORNIA, COUNTY OF			
STREET ADDRESS:			
MAILING ADDRESS:			
CITY AND ZIP CODE:			
BRANCH NAME:			
PETITION OF (Name of each petitioner):			
FOR CHANGE OF NAME			
ORDER TO SHOW CAUSE FOR CHANGE OF NAME TO CONFORM TO GENDER IDENTITY			CASE NUMBER:

TO ALL INTERESTED PERSONS:

- Petitioner (name): _____ filed a petition with this court
for a decree changing name as follows:

	<u>Present name</u>		<u>Proposed name</u>
a.		to	
b.		to	
c.		to	
d.		to	
- THE COURT ORDERS that any person objecting to the name changes described above must file a written objection that includes the reasons for the objection within six weeks of the date this order is issued. If no written objection is timely filed, the court will grant the petition without a hearing.
- A hearing date may be set only if an objection is timely filed and shows good cause for opposing the name change. Objections based solely on concerns over the petitioner's actual gender identity shall not constitute good cause. (See Code Civ. Proc., § 1277.5(b).)

Date: _____

JUDGE OF THE SUPERIOR COURT

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		FOR COURT USE ONLY
TELEPHONE NO.: _____ FAX NO.: _____		
ATTORNEY FOR (Name): _____		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF		
STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		
CASE NAME:		CASE NUMBER:
CIVIL CASE COVER SHEET <input type="checkbox"/> Unlimited (Amount demanded exceeds \$25,000) <input type="checkbox"/> Limited (Amount demanded is \$25,000 or less)		Complex Case Designation <input type="checkbox"/> Counter <input type="checkbox"/> Joinder 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).

1. Check one box below for the case type that best describes this case:

Auto Tort <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46) Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (45) <input type="checkbox"/> Other PI/PD/WD (23) Non-PI/PD/WD (Other) Tort <input type="checkbox"/> Business tort/unfair business practice (07) <input type="checkbox"/> Civil rights (08) <input type="checkbox"/> Defamation (13) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (19) <input type="checkbox"/> Professional negligence (25) <input type="checkbox"/> Other non-PI/PD/WD tort (35) Employment <input type="checkbox"/> Wrongful termination (36) <input type="checkbox"/> Other employment (15)	Contract <input type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Rule 3.740 collections (09) <input type="checkbox"/> Other collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37) Real Property <input type="checkbox"/> Eminent domain/Inverse condemnation (14) <input type="checkbox"/> Wrongful eviction (33) <input type="checkbox"/> Other real property (26) Unlawful Detainer <input type="checkbox"/> Commercial (31) <input type="checkbox"/> Residential (32) <input type="checkbox"/> Drugs (38) Judicial Review <input type="checkbox"/> Asset forfeiture (05) <input type="checkbox"/> Petition re: arbitration award (11) <input type="checkbox"/> Writ of mandate (02) <input type="checkbox"/> Other judicial review (39)	Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 3.400–3.403) <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental/Toxic tort (30) <input type="checkbox"/> Insurance coverage claims arising from the above listed provisionally complex case types (41) Enforcement of Judgment <input type="checkbox"/> Enforcement of judgment (20) Miscellaneous Civil Complaint <input type="checkbox"/> RICO (27) <input type="checkbox"/> Other complaint (not specified above) (42) Miscellaneous Civil Petition <input type="checkbox"/> Partnership and corporate governance (21) <input type="checkbox"/> Other petition (not specified above) (43)
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2. This case ☐ is ☐ is not complex under rule 3.400 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:
- | | |
|--|--|
| a. <input type="checkbox"/> Large number of separately represented parties | d. <input type="checkbox"/> Large number of witnesses |
| b. <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | e. <input type="checkbox"/> Coordination with related actions pending in one or more courts in other counties, states, or countries, or in a federal court |
| c. <input type="checkbox"/> Substantial amount of documentary evidence | f. <input type="checkbox"/> Substantial postjudgment judicial supervision |
3. Remedies sought (check all that apply): a. ☐ monetary b. ☐ nonmonetary; declaratory or injunctive relief c. ☐ punitive
4. Number of causes of action (specify): _____
5. This case ☐ is ☐ is not a class action suit.
6. If there are any known related cases, file and serve a notice of related case. (You may use form CM-015.)

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.
- File this cover sheet in addition to any cover sheet required by local court rule.
- 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 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

FEE WAIVER FORMS (ADULT)

Here are directions to fill out the court forms to petition to have the filing fees waived (for someone seeking a name and/or gender change court order in California):

[FW 001 - Application for Waiver of Court Fees and Costs](#)

Boxes on the right:

- In the box that says "Superior Court of California, County of": write the county you live in, the branch name of the court, and its address, including the city, state, and ZIP
- In the box that says "Case Name": write "In re:" and then your full current legal name
- Leave the other boxes on the right blank

Section 1:

- Write your full current legal name, your address, including the city, state, and ZIP (you cannot use a PO box for the address), and phone number

Section 2:

- If you have a job, write your job title, the name of your employer, and your employer's address

Section 3:

- Leave this blank unless a lawyer is representing you for your name/gender change

Section 4:

- Check "Superior Court"

Section 5:

- Check **5a** if you currently receive any of the public benefits listed

If you check 5a, *DO NOT* check 5b or 5c or complete the 2nd page of FW-001.

- Check **5b** if your monthly household income (including yourself, your legal partner, and any children/dependents), before any taxes or deductions, is less than the amount listed in the box.

If you check 5b, *DO NOT* check 5c. You *MUST* also complete questions 7, 8, & 9 on the 2nd page.

- Check **5c** if your monthly household income is above the amount listed above, but you cannot afford your household's basic needs AND the court fees.

- If you check 5c, check whether you are requesting the court to:
 - Waive ALL of the court fees
 - Waive SOME of the court fees
 - Allow you to make payments to the court OVER TIME. If you check this, provide a brief explanation of when you would pay the court fees

If you check 5c, you *MUST* also complete ALL of the questions on the 2nd page of FW-001.

Section 6

- Check the box if you have applied for a fee waiver in the last 6 months
 - If “yes” AND you still have a copy of your previous fee waiver application, attach a copy to the application
- At the bottom of the page: write your current legal name and the current date and sign your name
- On the back side of FW-001: write your current legal name on the top line
- If you checked box 5b or 5c, fill out the appropriate sections on the back side of FW-001

[FW 003 - Order On Application for Waiver of Court Fees and Costs](#)

Boxes on the right:

- In the box that says “Superior Court of California, County of”: write the county you live in, the branch name of the court, and its address, including the city, state, and ZIP
- In the box that says “Case Name”: write “In re:” and then your full current legal name
- Leave the other boxes on the right blank

Section 1:

- Write your full current legal name, your address, including the city, state, and ZIP (you cannot use a PO box for the address), and phone number

Section 2:

- Leave this blank unless a lawyer is representing you for your name/gender change

Leave Sections 3 and 4 blank.

On the back side of FW-003: write your current legal name on the top line

Leave the rest of the back side of FW-003 blank.

Clerk stamps date here when form is filed.

If you are getting public benefits, are a low-income person, or do not have enough income to pay for your household's basic needs and your court fees, you may use this form to ask the court to waive your court fees. The court may order you to answer questions about your finances. If the court waives the fees, you may still have to pay later if:

- You cannot give the court proof of your eligibility,
- Your financial situation improves during this case, or
- You settle your civil case for **\$10,000** or more. The trial court that waives your fees will have a lien on any such settlement in the amount of the waived fees and costs. The court may also charge you any collection costs.

1 Your Information (person asking the court to waive the fees):

Name: _____

Street or mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____

2 Your Job, if you have one (job title): _____

Name of employer: _____

Employer's address: _____

3 Your Lawyer, if you have one (name, firm or affiliation, address, phone number, and State Bar number): _____

a. The lawyer has agreed to advance all or a portion of your fees or costs (check one): Yes ☐ No ☐

b. (If yes, your lawyer must sign here) Lawyer's signature: _____

If your lawyer is not providing legal-aid type services based on your low income, you may have to go to a hearing to explain why you are asking the court to waive the fees.

4 What court's fees or costs are you asking to be waived?

- ☐ Superior Court (See *Information Sheet on Waiver of Superior Court Fees and Costs* (form FW-001-INFO).)
- ☐ Supreme Court, Court of Appeal, or Appellate Division of Superior Court (See *Information Sheet on Waiver of Appellate Court Fees* (form APP-015/FW-015-INFO).)

5 Why are you asking the court to waive your court fees?

- a. ☐ I receive (check all that apply; see form FW-001-INFO for definitions): ☐ Food Stamps ☐ Supp. Sec. Inc. ☐ SSP ☐ Medi-Cal ☐ County Relief/Gen. Assist. ☐ IHSS ☐ CalWORKS or Tribal TANF ☐ CAPI
- b. ☐ My gross monthly household income (before deductions for taxes) is less than the amount listed below. (If you check 5b, you must fill out 7, 8, and 9 on page 2 of this form.)

Family Size	Family Income	Family Size	Family Income	Family Size	Family Income	If more than 6 people at home, add \$450.00 for each extra person.
1	\$1,264.59	3	\$2,164.59	5	\$3,064.59	
2	\$1,714.59	4	\$2,614.59	6	\$3,514.59	

c. ☐ I do not have enough income to pay for my household's basic needs and the court fees. I ask the court to: (check one and you **must** fill out page 2):

- ☐ waive all court fees and costs ☐ waive some of the court fees
- ☐ let me make payments over time

6 ☐ Check here if you asked the court to waive your court fees for this case in the last six months.

(If your previous request is reasonably available, please attach it to this form and check here:) ☐

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this form and all attachments is true and correct.

Date: _____

Print your name here

Sign here



Your name: _____

If you checked 5a on page 1, do not fill out below. If you checked 5b, fill out questions 7, 8, and 9 only.
If you checked 5c, you **must** fill out this entire page. If you need more space, attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.

- 7 ☐ Check here if your income changes a lot from month to month. If it does, complete the form based on your average income for the past 12 months.

8 Your Gross Monthly Income

- a. List the source and amount of **any** income you get each month, including: wages or other income from work before deductions, spousal/child support, retirement, social security, disability, unemployment, military basic allowance for quarters (BAQ), veterans payments, dividends, interest, trust income, annuities, net business or rental income, reimbursement for job-related expenses, gambling or lottery winnings, etc.

(1)	_____	\$ _____
(2)	_____	\$ _____
(3)	_____	\$ _____
(4)	_____	\$ _____

b. Your total monthly income: \$ _____

9 Household Income

- a. List the income of all other persons living in your home who depend in whole or in part on you for support, or on whom you depend in whole or in part for support.

	Name	Age	Relationship	Gross Monthly Income
(1)	_____	_____	_____	\$ _____
(2)	_____	_____	_____	\$ _____
(3)	_____	_____	_____	\$ _____
(4)	_____	_____	_____	\$ _____

b. Total monthly income of persons above: \$ _____

Total monthly income and household income (8b plus 9b): \$ _____

To list any other facts you want the court to know, such as unusual medical expenses, etc., attach form MC-025 or attach a sheet of paper and write Financial Information and your name and case number at the top.

Check here if you attach another page. ☐

Important! If your financial situation or ability to pay court fees improves, you must notify the court within five days on form FW-010.

10 Your Money and Property

- a. Cash \$ _____
- b. All financial accounts (List bank name and amount):
- | | | |
|-----|-------|----------|
| (1) | _____ | \$ _____ |
| (2) | _____ | \$ _____ |
| (3) | _____ | \$ _____ |
- c. Cars, boats, and other vehicles
- | Make / Year | Fair Market Value | How Much You Still Owe |
|-------------|-------------------|------------------------|
| (1) | \$ _____ | \$ _____ |
| (2) | \$ _____ | \$ _____ |
| (3) | \$ _____ | \$ _____ |
- d. Real estate
- | Address | Fair Market Value | How Much You Still Owe |
|---------|-------------------|------------------------|
| (1) | \$ _____ | \$ _____ |
| (2) | \$ _____ | \$ _____ |
- e. Other personal property (jewelry, furniture, furs, stocks, bonds, etc.):
- | Describe | Fair Market Value | How Much You Still Owe |
|----------|-------------------|------------------------|
| (1) | \$ _____ | \$ _____ |
| (2) | \$ _____ | \$ _____ |

11 Your Monthly Deductions and Expenses

- a. List any payroll deductions and the monthly amount below:
- | | | |
|-----|-------|----------|
| (1) | _____ | \$ _____ |
| (2) | _____ | \$ _____ |
| (3) | _____ | \$ _____ |
| (4) | _____ | \$ _____ |
- b. Rent or house payment & maintenance \$ _____
- c. Food and household supplies \$ _____
- d. Utilities and telephone \$ _____
- e. Clothing \$ _____
- f. Laundry and cleaning \$ _____
- g. Medical and dental expenses \$ _____
- h. Insurance (life, health, accident, etc.) \$ _____
- i. School, child care \$ _____
- j. Child, spousal support (another marriage) \$ _____
- k. Transportation, gas, auto repair and insurance \$ _____
- l. Installment payments (list each below):
- Paid to:
- | | | |
|-----|-------|----------|
| (1) | _____ | \$ _____ |
| (2) | _____ | \$ _____ |
| (3) | _____ | \$ _____ |
- m. Wages/earnings withheld by court order \$ _____
- n. Any other monthly expenses (list each below).
- | Paid to: | How Much? |
|----------|-----------|
| (1) | \$ _____ |
| (2) | \$ _____ |
| (3) | \$ _____ |

Total monthly expenses (add 11a – 11n above): \$ _____

Order on Court Fee Waiver (Superior Court)

Clerk stamps date here when form is filed.

1 Person who asked the court to waive court fees:

Name: _____

Street or mailing address: _____

City: _____ State: _____ Zip: _____

2 Lawyer, if person in 1 has one (name, address, phone number, e-mail, and State Bar number): _____

3 A request to waive court fees was filed on (date): _____

☐ The court made a previous fee waiver order in this case on (date): _____

Fill in court name and street address:

Superior Court of California, County of

Fill in case number and name:

Case Number:

Case Name:

Read this form carefully. All checked boxes ⇒ are court orders.

Notice: The court may order you to answer questions about your finances and later order you to pay back the waived fees. If this happens and you do not pay, the court can make you pay the fees and also charge you collection fees. If there is a change in your financial circumstances during this case that increases your ability to pay fees and costs, you must notify the trial court within five days. (Use form FW-010.) If you win your case, the trial court may order the other side to pay the fees. If you settle your civil case for \$10,000 or more, the trial court will have a lien on the settlement in the amount of the waived fees. The trial court may not dismiss the case until the lien is paid.

4 After reviewing your: ☐ **Request to Waive Court Fees** ☐ **Request to Waive Additional Court Fees**
the court makes the following orders:

a. ☐ The court grants your request, as follows:

(1) ☐ **Fee Waiver.** The court grants your request and waives your court fees and costs listed below. (*Cal. Rules of Court, rules 3.55 and 8.818.*) You do not have to pay the court fees for the following:

- Filing papers in Superior Court
- Making copies and certifying copies
- Sheriff's fee to give notice
- Court fee for phone hearing
- Reporter's fee for attendance at hearing or trial, if reporter provided by the court
- Assessment for court investigations under Probate Code section 1513, 1826, or 1851
- Preparing, certifying, copying, and sending the clerk's transcript on appeal
- Holding in trust the deposit for a reporter's transcript on appeal under rule 8.130 or 8.834
- Making a transcript or copy of an official electronic recording under rule 8.835
- Giving notice and certificates
- Sending papers to another court department
- Court-appointed interpreter in small claims court

(2) ☐ **Additional Fee Waiver.** The court grants your request and waives your additional superior court fees and costs that are checked below. (*Cal. Rules of Court, rule 3.56.*) You do not have to pay for the checked items.

- ☐ Jury fees and expenses
- ☐ Fees for court-appointed experts
- ☐ Other (specify): _____
- ☐ Fees for a peace officer to testify in court
- ☐ Court-appointed interpreter fees for a witness

Your name: _____

Case Number: _____

- b. ☐ The court **denies** your fee waiver request, as follows:

Warning! If you miss the deadline below, the court cannot process your request for hearing or the court papers you filed with your original request. If the papers were a notice of appeal, the appeal may be dismissed.

- (1) ☐ The court **denies** your request because it is incomplete. You have **10 days** after the clerk gives notice of this order (see date of service on next page) to:
- Pay your fees and costs, or
 - File a new revised request that includes the items listed below (*specify incomplete items*): _____
- (2) ☐ The court **denies** your request because the information you provided on the request shows that you are not eligible for the fee waiver you requested (*specify reasons*): _____

The court has enclosed a blank *Request for Hearing About Court Fee Waiver Order (Superior Court)*, form FW-006. You have **10 days** after the clerk gives notice of this order (see date of service below) to:

- Pay your fees and costs in full or the amount listed in c. below, or
- Ask for a hearing in order to show the court more information. (*Use form FW-006 to request hearing.*)

- c. ☐ The court needs more information to decide whether to grant your request. You must go to court on the date below. The hearing will be about (*specify questions regarding eligibility*): _____

- ☐ Bring the following proof to support your request if reasonably available: _____

Name and address of court if different from above:

Hearing
Date

g Date: _____ Time: _____
Dept.: _____ Room: _____

Warning! If item c is checked, and you do not go to court on your hearing date, the judge will deny your request to waive court fees, and you will have 10 days to pay your fees. If you miss that deadline, the court cannot process the court papers you filed with your request. If the papers were a notice of appeal, the appeal may be dismissed.

Date: _____

Signature of (check one):

☐

Judicial Officer

☐

Clerk, Deputy



Request for Accommodations. Assistive listening systems, computer-assisted real-time captioning, or sign language interpreter services are available if you ask at least 5 days before your hearing. Contact the clerk's office for *Request for Accommodation*, Form MC-410. (Civil Code, § 54.8.)

Clerk's Certificate of Service

I certify that I am not involved in this case and (*check one*): ☐ A certificate of mailing is attached.

☐ I handed a copy of this order to the party and attorney, if any, listed in ① and ②, at the court, on the date below.

☐ This order was mailed first class, postage paid, to the party and attorney, if any, at the addresses listed in ① and ②, from (city): _____, California on the date below.

Date: _____

Clerk, by _____, Deputy

This is a Court Order.

STATE OF CALIFORNIA
NOTICE OF LEGAL NAME CHANGE PETITION
CDCR 2010 (06/18)

DEPARTMENT OF CORRECTIONS AND REHABILITATION

INMATE/PAROLEE INFORMATION

Inmate/Parolee Name: _____ CDCR #: _____ Housing/Parole Unit: _____

Proposed Name on Petition: _____

Date Petition Submitted to Court: _____

Requested Court Hearing Date (If Applicable): _____

Documents Included with Notice: _____

Date Petition submitted to Warden/Regional Parole Administrator (RPA): _____

Inmate/Parolee Signature: _____ Date Signed: _____

WARDEN/REGIONAL PAROLE ADMINISTRATOR REVIEW:

Date Petition Received: _____

Assigned Reviewer: _____

Date Due: _____

Reviewers Recommendation:

Concur with Name Change Petition: ☐

Object to Petition: ☐

Reviewer: _____ Title: _____ Signature: _____ Date Completed: _____
(Print Name)

Warden/Regional Parole Administrator Decision:

Concur with Name Change Petition: ☐

Object to Petition: ☐

Warden/RPA: _____ Signature: _____ Date Completed: _____
(Print Name)

DISTRIBUTION Original: Inmate/Parolee's File Copies: Inmate/Parolee

