

# INSTRUCTIONS FOR APPLICATION FOR CHANGE OF NAME

## Complete ALL the attached forms and copies:

- Petition for Change of Name
- Attachment to Petition for Change of Name
- Supplemental Attachment to Petition for Change of Name (By Guardian)
- Order to Show Cause for Change of Name
- Proof of Service of Order to Show Cause
- Decree Changing Name
- Decree Changing Name (By Guardian)
- Civil Case Cover Sheet Addendum
- Criminal History Assessment form (age 11 and over)

TYPE OR PRINT - BLACK INK ONLY

## If you are filing in downtown Los Angeles Superior Court, 111 No. Hill Street, and when the forms are completed\*, go to:

- a. **Room 542** to have the order signed.
- b. **Room 102** to file. You will need cash or a check payable to the Los Angeles Superior Court for \$320.00.
- c. **Room 218** to publish. You will need cash or a check payable to the Metropolitan News Company for \$95.00. PUBLICATION IS REQUIRED BY THE LAW.

\* Provide one (1) original and two (2) copies of Petition and Order to Show Cause to the court for review

## If you are filing in a branch Superior Courthouse and when the forms are completed go to:

- a. **Civil Filing Window** in the Clerk's Office for specific instructions on having the order signed and filing the petition in that branch courthouse. You will need cash or a check payable to the Superior Court for \$320.00.
- b. **Mail or deliver promptly** a copy of the Order to Show Cause along with a check or money order payable to the Metropolitan News Company for \$95.00. PUBLICATION IS REQUIRED BY THE LAW.

## In preparing the petition, order and decree, please consider these notes:

The Petitioner must be a resident of the county of Los Angeles and a specific street address must be given.

The full names of each of the petitioners, if there is more than one, must be set out in the captions and body of all documents. Initials are not permitted unless it is stated that such initials do not represent a name. One petition, order and decree may be used for multiple name changes for immediate family members (i.e. parents and children). Parents must sign for and on behalf of all minors.

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