

Change a Child's Name – Mendocino County

These instructions are to get a court order for a name change for a child (under 18). To figure out exactly what the right steps are for your situation, including gender recognition cases, [answer a few questions online](#).

Fill out the forms online!

Use a computer program to help you with all the forms.

<https://lawhelpinteractive.org/Interview/GenerateInterview/5559/engine>

FILL OUT COURT FORMS and CHOOSE A NEWSPAPER

- [MNC-110-local](#): Declaration re: Change of Name
- [NC-100](#): Petition for Change of Name
- [NC-110](#): Attachment to Petition for Change of Name
- [NC-120](#): Order to Show Cause for Change of Name. Write down the newspaper where you will publish. You can't switch newspapers later. A list of court-approved newspapers is on the back.
- [NC-121](#): Proof of Service of Order to Show Cause (for now, just fill out the top boxes)
- [NC-130](#): Decree Changing Name (just fill out the top boxes and #3)
- If low income, ask the court to waive the court fee: [FW-001](#) and [FW-003](#)

START YOUR CASE WITH THE COURT

Make Copies: One copy of NC-100 & NC-110 and 2 copies of NC-120.

- If the other parent did not sign the petition with you, an extra copy of NC-100, NC-110 & NC-120.

File papers: Turn in originals and copies of the documents at the clerk's office. The clerk will stamp and return copies to you, and write your court date on NC-120.

1 copy of the NC-120 is for you. One is for the newspaper.

If the other parent did not sign the petition too, they get a copy of NC100, NC110, and NC120.



IF YOU ARE THE ONLY PARENT ASKING FOR THE NAME CHANGE, YOU MUST TELL THE OTHER PARENT, LEGALLY, AT LEAST 30 DAYS BEFORE THE HEARING.

This is called *SERVICE* and you can't do it yourself.

Have someone 18 or older, not you, give the other parent, in person, a copy of the stamped **NC-100, NC-110 and NC-120**. Ask that person (your *server*) to fill out [NC-121: Proof of Service of Order to Show Cause \(Change of Name\)](#) and give it to you.

If the other parent lives outside California, service can be by **certified mail, return receipt requested**. But someone over 18—NOT you—must mail the papers for you AND the other parent must be the one to sign for the mail.

IN ALL CASES, PUBLISH THE NC-120 IN THE NEWSPAPER,

Once a week for 4 weeks in a row, before your court date.

Take your stamped NC-120 to the newspaper. The court cannot waive the newspaper's fee.

TELL THE COURT THE NC-120 WAS PUBLISHED.

Get proof of publication from the newspaper. Turn it in before your court date.

TELL THE COURT THE OTHER PARENT WAS NOTIFIED

Turn in the **NC-121: Proof of Service** that your server filled out.

GO TO YOUR COURT HEARING

If the judge agrees to the change, the judge will sign the [NC-130: Decree Changing Name](#).

THE CLERK WILL GIVE YOU A CERTIFIED COPY OF THE DECREE CHANGING NAME

Use it to change legal documents, like the birth certificate.

Mendocino County newspapers approved by the court

Contact the paper for exact cost and for publication deadlines.

Anderson Valley Advertiser

P.O. Box 459
Boonville, CA 95415
1411 Hwy 128, #B
(707) 895-3016
Fax: (707) 895-3355
Email: editor@theava.com
Estimated cost: \$60

Mendocino Beacon

690 S. Main Street
Fort Bragg, CA 95437
(707) 964-5642
Fax: (707) 964-0424
Email:
classads@advocate-news.com
Estimated cost: \$185.31

Ukiah Daily Journal

617 S. State Street
Ukiah, CA 95482
(707) 468-3500
Fax: (707) 468-5780
Estimated cost: \$185.31

Fort Bragg Advocate-News

690 S. Main Street
Fort Bragg, CA 95437
(707) 964-5642
Fax: (707) 964-0424
Email:
classads@advocate-news.com
Estimated cost: \$185.31

Willits News

617 S. State Street
Ukiah, CA 95482
(707) 468-3500
Fax (707)-459-1664
Email: legals@willitsnews.com
Estimated cost: \$185.31

For more information, visit our webpage on [name changes](#).

Gender recognition as part of or separate from a name change request

If you're changing your child's name to match their gender identity, you do not have to publish their name change request in the newspaper, so you can skip that step on page 1.

To make sure you're following the right instructions, choose below what best fits your situation. If both parents are making the request together:

- [We want to change our child's name to match their gender identity](#)
- [We want to change our child's name AND get an order recognizing their gender identity](#)
- [We need an order recognizing our child's gender identity but do not need to change their name](#)

If only one parent is making the request:

- [I want to change my child's name to match their gender identity](#)
- [I want to change my child's name AND get an order recognizing their gender identity](#)
- [I need an order recognizing my child's gender identity but do not need to change their name](#)