SUPERIOR COURT OF CALIFORNIA
County of Marin
3501 Civic Center Drive
P.O. Box 4988
San Rafael, CA 94913-4988
(415) 444-7040

THE ATTACHED PACKET CONTAINS ALL REQUIRED FORMS FOR PROCEEDINGS IN CHANGE OF NAME

FILING FEE $355.00

No Refund of Fees

INSTRUCTIONS FOR PETITIONER:

1) Complete all blank spaces in black ink on the *Petition* and sign the form.

2) Fill in the name, address and phone number of Petitioner in the upper left hand corner of each form: *Petition*, *Order to Show Cause* and *Decree*. Complete all blank spaces on all forms with the exception of the hearing date and Judge's signature on the *Order to Show Cause* and *Decree*.

3) Submit an original and 2 copies of the *Petition*, *Order to Show Cause* and *Decree* to the Marin County Superior Court, Clerk's Office, Room 113, with the required filing fee (in person or by mail).

   The Clerk will set a date 6 weeks hence for a hearing on the *Petition* and issue a certified copy of the *Order to Show Cause* after the Judge signs the *Order*. Hearings are set on the Uncontested Calendar at 9:00 a.m.

4) The Sheriff's Department shall determine whether or not an applicant for name change is under the jurisdiction of the Department of Corrections or is required to register as a sex offender pursuant to Section 290 of the California Penal Code.

5) The Petitioner is to publish the certified copy of the *Order to Show Cause* in an adjudicated newspaper of general circulation in Marin County once a week for 4 weeks. The newspaper will bill you for publication costs. *(Please Note: The newspaper will not publish until payment is made.)*

6) File an *Affidavit of Publication* (provided by the newspaper) with the Clerk of the Superior Court at least 3 days PRIOR to the hearing date.

7) Attend the scheduled court hearing, at which time the Court will act upon the *Petition* and, if granted, sign the *Decree*.

8) File the *Decree* with the Clerk of the Superior Court.