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 AND GENDER

FILING FEE $355.00

No Refund of Fees

1) Prepare an original and two copies of the following documents:

   a. *Petition for Change of Name and Gender* (form NC-200)
   b. *Name and Information About the Person Whose Name is to be Changed* (form NC-110)
   c. *Declaration of Physician Documenting Change of Gender* (form NC-210)
   d. *Order to Show Cause* (form NC-220)
   e. *Decree Changing Name and Gender* (form NC-230)
   f. *Civil Case Cover Sheet* (form CM-010)

2) File the original *Petition* and *Civil Case Cover Sheet* with the Clerk of the Court at the Superior Court **in the county where you live** and obtain two file-endorsed copies of the *Petition*. A filing fee will be charged unless you qualify for a fee waiver. To apply for a fee waiver, see *Application for Waiver of Court Fees and Costs* (form FW-001); *Information Sheet on Waiver of Court Fees and Costs* (form FW-001-INFO); and *Order on Application for Waiver of Court Fees and Costs* (form FW-003).

3) You should request a date for the hearing on the *Order to Show Cause* at least six weeks in the future.

4) After the hearing date is included, and you have the judge's signature on the *Order to Show Cause*, file the original in the Clerk's office and obtain file-endorsed copies.

5) 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 on the *Petition*. The Petitioner selects the newspaper from among those legally qualified and 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.

6) In cases where the Petitioner is a participant the the Domestic Violence Confidentiality Program, the *Petition*, the *Order to Show Cause* published in the newspaper, and the *Decree* should, instead of giving the proposed name, indicate that the name is confidential and on file with the Secretary of State.

7) Bring copies of all documents to the hearing. If the *Petition* is granted, the judge will sign the original *Decree*.

8) If you want to amend a birth certificate, please contact: *Department of Health Services*
   Office of Vital Records
   304 "S" Street
   Sacramento, CA 95814