

CA1 Petition Filing Guidelines

Please refer to the following chart on how to populate party information based on filing type:

FILING TYPE	PLAINTIFF ROLE	DEFENDANT ROLE (Populate Organization Name Field Only)
Petition to Amend Birth Certificate	Your Name	Birth Certificate Amendment
Petition to Amend Death Certificate	Your Name	Death Certificate Amendment
Petition for Change of Name	Your Name	Name Change
Application for Declaratory Judgment Reflecting a Gender Marker Change	Your Name	Gender Marker Change

Note - You must always populate the defendant role name using the organization field to correspond to the filing type.

Role1	Plaintiff
Last Name1	Plaintiff Last Name (CURRENT LAST NAME)
First Name1	Plaintiff First Name (CURRENT FIRST NAME)
DateofBirth1	Date of Birth (THIS FIELD MUST REMAIN BLANK)
Organization1	Name of Plaintiff Organization (SKIP IF PLAINTIFF IS AN INDIVIDUAL)
Address1	Plaintiff Address
City1	Plaintiff City
Country1	United States
State1	Please use 2 letter State designations
Zip1	Plaintiff Zip Code (5-Digit Zip Code for U.S.)
Role2	Defendant
Last Name2	Defendant Last Name (THIS FIELD MUST REMAIN BLANK)
First Name2	Defendant First Name (THIS FIELD MUST REMAIN BLANK)
DateofBirth2	Date of Birth (THIS FIELD MUST REMAIN BLANK)
Organization2	Name of Defendant Organization (THIS FIELD MUST REPRESENT THE FILING TYPE)
Address2	Defendant Address (THIS FIELD MUST READ UNKNOWN)
City2	Defendant City (THIS FIELD MUST READ UNKNOWN)
Country2	United States
State2	Please use 2 letter State designations (THIS FIELD MUST READ NA)
Zip2	Defendant Zip Code (5-Digit Zip Code for U.S.) (THIS FIELD MUST READ 00000)