

Section 7:

Resources



Resources Revised 04/09

List of Resources

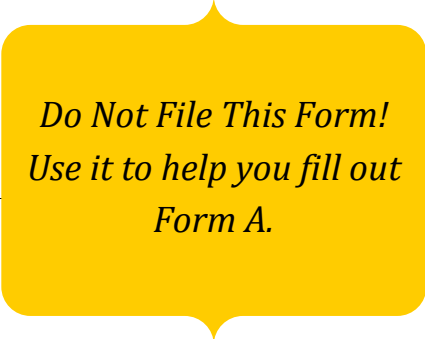
“**Resources**” are documents that provide information, instructions, or samples that will help you complete the process outlined in this guide

- **Resource A** gives you instructions for how to fill out **Form A, a petition and declaration on pleading paper** (which is also called a **Verified Petition and Declaration to Unseal Birth Records and Adoption Information**). All instructions are printed like this: **[INSTRUCTIONS]**.
- **Resource B** gives you instructions for how to fill out **Form B, an order to unseal birth records and adoption information to the Department of Social Services** (which is also called a **Department of Social Services Order to Unseal Birth Records and Adoption Information**). All instructions are printed like this: **[INSTRUCTIONS]**.
- **Resource C** gives you instructions for how to fill out **Form C, an order to unseal birth records and adoption information to the State Office of Vital Records** (which is also called a **State Office of Vital Records Order to Unseal Birth Records and Adoption Information**). All instructions are printed like this: **[INSTRUCTIONS]**.
- **Resource D** gives you instructions on how to fill out **Form D, a third party’s declaration on blank pleading paper**. All instructions are printed like this: **[INSTRUCTIONS]**.
- **Resource E** is a sample cover letter that you can use as a guide if you mail your petition to the court clerk. All instructions are printed like this: **[INSTRUCTIONS]**.
- **Resource F** is a list of counties in California. It includes the division the court clerk works in; a general phone number for the county courthouse, so you can call and get the court clerk’s name and phone number; and the address(es) of the courthouse, where you file your request. It may also include more specific information, like the name of the court clerk, and the courthouse hours, if that’s available.
- **Resource G** is a list of all the County Recorders’ Offices in California.

Resource A

Instructions for Verified Petition and Declaration to Unseal Birth Records and Adoption Information

1 [YOUR NAME]
2 [YOUR ADDRESS]
3 [PHONE NUMBER]



6 In Propria Persona

8 **Resource A**
9 IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA
10 IN AND FOR THE COUNTY OF [COUNTY WHERE YOU ARE FILING]

11 In the Matter of) Case No. [ASSIGNED BY THE COURT]
12)
13 [YOUR NAME]) **VERIFIED PETITION**
14) **AND DECLARATION TO**
15) **UNSEAL BIRTH RECORDS**
16) **AND ADOPTION INFORMATION**

16 TO THIS HONORABLE COURT:

17 Petitioner, [NAME], seeks an order from this Court granting petitioner's access to
18 petitioner's birth records and adoption information for the purpose of determining in which
19 Indian tribe petitioner's birth parent claimed membership. Upon such determination, petitioner
20 will pursue enrollment in that tribe as well as all rights flowing from that relationship.

22 I, [NAME], declare as follows:

23 1. On information and belief, I was born on [DATE] at [HOSPITAL] in [CITY,
24 STATE, COUNTY]. My original birth name is [ORIGINAL BIRTH NAME]. [IF YOU DO
25 NOT KNOW ANY OF THESE ITEMS OF INFORMATION - LEAVE THEM OUT]

27 2. On [DATE OF ADOPTION], this Court ordered my adoption to [NAMES OF
28

1 **ADOPTIVE PARENTS]** under the name **[ADOPTIVE NAME]**. My Case File Number is
2 **[NUMBER – IF YOU HAVE IT]**.

3 3. Attached hereto as Exhibit A is a true and correct copy of my Adoptive Birth
4 Certificate.

5 **[THIS PARAGRAPH SHOULD ONLY BE INCLUDED IF YOU ARE A**
6 **MARRIED WOMAN, AND YOU ARE USING YOUR HUSBAND’S LAST NAME]**

7 4. On **[DATE]**, I married **[HUSBAND’S NAME]**. My legal name is now **[PRESENT**
8 **LEGAL NAME]**. Attached hereto as Exhibit B is a true and correct copy of the Marriage
9 Certificate of **[NAMES OF YOURSELF AND YOUR HUSBAND]**.

10 5. On information and belief, my birth **[MOTHER AND/OR FATHER WAS/WERE]**
11 born in **[LOCATION]** and **[WAS/WERE]** American Indian. I do not know my birth parents’
12 names, dates of birth or in which tribe **[SHE/HE/THEY]** held membership **[IF YOU DO**
13 **KNOW THIS INFORMATION FOR ONE OR BOTH PARENTS - STATE IT]**.

14 6. On information and belief, my birth **[FATHER/MOTHER]** was born in
15 **[LOCATION]** **[USE THIS PARAGRAPH IF ONE PARENT IS NOT AMERICAN**
16 **INDIAN, TO IDENTIFY WHERE THAT PARENT WAS BORN]**.

17 7. On information and belief, **[OTHER INFORMATION ABOUT YOUR BIRTH**
18 **PARENTS IF YOU KNOW IT, ESPECIALLY ANY INFORMATION ABOUT THEIR**
19 **AMERICAN INDIAN HERITAGE. USE AN EXTRA PIECE OF PLEADING PAPER IF**
20 **YOU RUN OUT OF ROOM]**. Also see **[IF THERE IS ONE]**, Attachment/Declaration of
21 **[THIRD PARTY’S NAME]**, for additional detail.

22 8. I **[NAME]** petition as follows

23 9. On information and belief, I believe I am American Indian but I currently have little or
24
25
26
27
28

1 no legal proof of my Indian ancestry. Without legal proof, I am unable to enroll with a tribe or
2 establish my status as an Indian person. As a result I am not able to access programs and funding
3 available to Indian people.

4
5 10. California Family Code §9200 recognizes that the judge of the superior court may
6 authorize inspection of documents filed in adoption proceedings in exceptional circumstances
7 and for good cause approaching the necessitous. The documents which may be disclosed
8 according to the discretion of the superior court are specified in §9200:

9
10 The petition, relinquishment or consent, agreement, order, report to the
11 court from any investigating agency, and any power of attorney and
12 deposition filed in the office of the county clerk pursuant to this part is
13 not open to the inspection by any person other than the parties to the
14 proceeding and their attorneys and the department, except upon the
15 written authority of the judge of the superior court. A judge of the
16 superior court may not authorize anyone to inspect the petition,
17 relinquishment or consent, agreement, order . . . except in exceptional
18 circumstances and for good cause approaching the necessitous.

19
20 11. The Indian Child Welfare Act (“ICWA”), 25 U.S.C. § 1901 et. seq., California
21 Family Code § 9209(a) and the California Health and Safety Code § 102705, provide the basis
22 for this petition.

23
24 12. ICWA section 25. U.S.C. § 1917 specifically provides as follows:

25
26 Upon application by an Indian individual who has reached the age of
27 eighteen and who was the subject of an adoptive placement, the court
28 which entered the final decree shall inform such individual of the tribal
affiliation, if any, of this individual’s biological parents and provide
such other information as may be necessary to protect any rights flowing
from the individual’s tribal relationship. 25 U.S.C. § 1917.

13. California Family Code § 9209(a) mirrors a similar language as follows:

Upon application by an Indian individual who has reached the age of 18 years
and who was the subject of an adoptive placement, the court which entered the
final decree of adoption shall inform that individual of the tribal affiliation, if
any, of the individual's biological parents and provide any other information

1 as may be necessary to protect any rights flowing from the individual's tribal
2 relationship, including, but not limited to, tribal membership rights or
3 eligibility for federal or tribal programs or services available to Indians.
4

5 14. In order for a tribe to enroll a person who is eligible for enrollment but
6 has been adopted, the adoptee must furnish the tribe with proof, among other things,
7 that he/she is a descendant of a member of the tribe. Most tribes require a certified
8 copy of an original birth certificate.
9

10 15. On information and belief, the applicable state law allows access to birth
11 records when a petitioner files "a verified petition setting forth facts showing the
12 necessity of such an order" granting access. Cal. Health and Safety Code § 102705
13 (formerly § 10439). On information and belief, a petitioner may determine the names
14 and addresses of the birth parents if they "are necessary to assist . . . in establishing a
15 legal right." Cal. Health and Safety Code § 102705.
16

17 16. California Health and Safety Code § 102705 states as follows:
18

19 All records and information specified in this article, other than the newly
20 issued birth certificate, shall be available only upon the order of the
21 superior court of the county of residence of the adopted child or the
22 superior court of the county granting the order of adoption No such
23 order shall be granted by the superior court unless a verified petition
24 setting forth facts showing the necessity of the order has been presented
25 to the court and good and compelling cause is shown for the granting of
26 the order. The clerk of the superior court shall send a copy of the
27 petition to the State department of Social Services and the department
28 shall send a copy of all records and information it has concerning the
adopted person with the name and address of the natural parents
removed to the court. The court must review these records before
making an order and the order should so state. If the petition is by or on
behalf of an adopted child who has attained majority, these facts shall be
given great weight, but the granting of any petition is solely within the
sound discretion of the court. The name and address of the natural
parents shall be given to the petitioner only if he or she can demonstrate

1 that the name and address, or either of them, are necessary to assist him
2 or her in establishing a legal right.

3 17. I am currently seeking the identity of my birth **[OTHER/FATHER/PARENTS]** and
4 my birth **[MOTHER'S/FATHER'S/PARENTS']** tribe so that I can pursue enrollment as a
5 member of that tribe. My claim to such membership is based upon my belief that my birth
6 **[MOTHER/FATHER/PARENTS WAS/WERE]** an American Indian, and my relatives would
7 presumably be registered members of that tribe. In order for a tribe to enroll me as a tribal
8 member, I must furnish it with proof, among other things, that I am a descendant of a member of
9 the tribe. On information and belief, I can satisfy a tribe's enrollment requirements by providing
10 a certified copy of my original birth certificate.
11

12 18. On information and belief, I state that the California Department of Social Services
13 maintains files regarding my adoption.
14

15 19. On information and belief, I state that the California **[OR OTHER STATE IF YOU**
16 **WERE BORN IN ANOTHER STATE]** Office of Vital Records keeps my original birth
17 certificate under seal, and this seal can be broken only upon order of the court.
18

19 **WHEREFORE, petitioner prays that the Court:**

20 1. Order the California State Department of Social Services and/or any other state or
21 local agency having custody of subject records, no later than two (2) months from the
22 date of the order, to provide the Court with all records and information concerning
23 petitioner pursuant to California Health and Safety Code § 102705 and California Family
24 Code § 9209(a).
25

26 2. Order the **[STATE WHERE YOU WERE BORN]** State Office of Vital Records
27 and/or any other state or local official having custody of subject records, no later than two
28 (2) months from the date of the order, to permit petitioner to obtain and inspect said

1 records, including but not limited to a certified copy of petitioner's original birth
2 certificate.

3 3. Grant such other and further relief as the Court may deem just and proper.
4

5
6 DATED: _____ **[DATE]** _____ **[SIGN YOUR NAME HERE]**
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

VERIFICATION

I declare under penalty of perjury that I have personal knowledge of the foregoing allegations and that they are true and correct except where stated on information and belief, and as to those matters I believe them to be true.

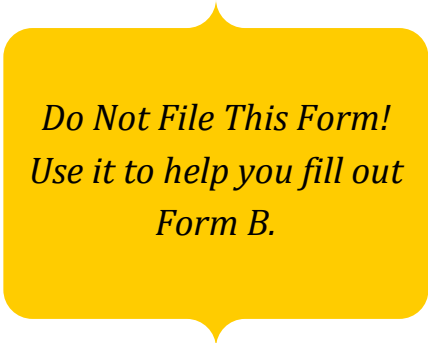
Executed at [COUNTY AND STATE], on [DATE],
20[XX].

[SIGN YOUR NAME HERE]



Resource B

Instructions for Order to Unseal Birth Records and Adoption Information to the Department of Social Services (DSS Order)



1 [YOUR NAME]
2 [ADDRESS]
3 [CITY, STATE ZIP]
4 [PHONE]

5 In Propria Persona

6 **Resource B**

7 IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA

8 IN AND FOR THE COUNTY OF [COUNTY WHERE FILING]

10 In the Matter of)	Case No.
)	
11 [YOUR NAME])	DEPARTMENT OF SOCIALS
)	SERVICE ORDER TO UNSEAL BIRTH
)	RECORDS AND ADOPTION
)	INFORMATION
14 _____)	

15
16 The Court, having received the petition of [YOUR NAME] requesting access to
17 [PETITIONER’S] birth records and adoption information, including but not limited to the
18 original birth certificate, and good cause having been found therefore, hereby

19 ORDERS the CALIFORNIA STATE DEPARTMENT OF SOCIAL SERVICES and/or
20 any other state or local official having custody of subject records, no later than two (2) months
21 from the date of this order, to provide this Court with all records and information concerning
22 petitioner pursuant to California Health and Safety Code § 102705, California Family Code
23 §9209(a) and the Indian Child Welfare Act.
24

25
26
27 Dated: _____

28 Superior Court Judge



Resource C

Instructions for Order to Unseal Birth Records and Adoption Information to the State Office of Vital Records (Vital Records Order)

1 **[YOUR NAME]**
2 **[ADDRESS]**
3 **[CITY, STATE ZIP]**
4 **[PHONE NUMBER]**

*Do Not File This Form!
Use it to help you fill out
Form C.*

5 In Propria Persona

6 **Resource C**

7 **IN THE SUPERIOR COURT OF THE STATE OF (CALIFORNIA)**

8 **IN AND FOR THE COUNTY OF (COUNTY WHERE FILING)**

9
10 In the matter of:

11 **[YOUR NAME]**

) Case No.: **[CASE NUMBER]**

) STATE OFFICE OF VITAL RECORDS
) ORDER TO UNSEAL BIRTH RECORDS
) AND ADOPTION INFORMATION

12
13
14
15
16 The Court, having received the petition of **[YOUR NAME]** requesting access to
17 **[PETITIONER'S]** birth records and adoption information, including but not limited to the
18 original birth certificate, having reviewed the records of petitioner provided by the California
19 State Department of Social Services, and good cause having been found therefore, hereby

20 **ORDERS** the **[STATE WHERE BORN]** STATE OFFICE OF VITAL RECORDS
21 and/or any other state or local official having custody of subject records, no later than two (2)
22 months from the date of this order, to provide this Court with such records and to permit
23 petitioner to obtain and inspect said records, including but not limited to the UNREDACTED
24 original birth certificate, and further

25 **ORDERS** that petitioner be allowed to obtain certified copies of said records as needed
26 by petitioner.

27 Dated: _____

28 Superior Court Judge



Resource D

Instructions for Third Party's Declaration on Pleading Paper

1 [YOUR NAME]
2 [ADDRESS]
3 [CITY, STATE ZIP]
4 [PHONE NUMBER]

*Do Not File This
Form! Use it to help
you fill out Form D.*

5 In Propria Persona

6 **Resource D**

7 IN THE SUPERIOR COURT OF THE STATE OF (CALIFORNIA)

8 IN AND FOR THE COUNTY OF (COUNTY WHERE FILING)

9
10 In the matter of:) Case No.: [CASE NUMBER]
11 [YOUR NAME])
12) DECLARATION OF [3RD PARTY NAME]
13) IN SUPPORT OF PETITION TO UNSEAL
14) BIRTH RECORDS AND ADOPTION
15) INFORMATION

16 **I, [YOUR NAME], declare, under penalty of perjury, as follows:**

- 17
- 18 **1. I am a resident of [COUNTY] County, California.**
 - 19 **2. I have known the Petitioner for [NUMBER OF] years.**
 - 20 **3. Petitioner is my [STATE RELATIONSHIP].**
 - 21 **4. On information and belief, I believe that the Petitioner has American Indian**
22 **Ancestry because: [STATE REASONS FOR YOUR BELIEF].**
 - 23 **5. I can be contacted to provide testimony, if needed.**

24 ///

25 ///

26 ///

VERIFICATION

I declare under penalty of perjury that I have personal knowledge of the foregoing allegations and that they are true and correct except where stated on information and belief, and as to those matters I believe them to be true.

Executed at [COUNTY AND STATE] , on [DATE] ,
20[XX].

Signed: [SIGN YOUR NAME]

Declarant: [TYPE YOUR NAME]



Resource E

Sample Cover Letter (when submitting forms by mail)

[YOUR NAME]
[YOUR MAILING ADDRESS]
[CITY, STATE, ZIP]
[YOUR PHONE #]

[DATE]

Resource E

**Do not file this letter!
Use it as a model to help
you write your own letter.**

[COURT NAME]
CLERK OF THE COURT
[ADDRESS]
[CITY, CA ZIP]

Re: Petition and Declaration to Unseal Birth and Adoption Records

Dear Clerk of the Court:

Enclosed please find the following:

- an original and [NUMBER OF COPIES] copies of the verified Petition to Unseal Birth Records; and Adoption Information;
- proposed Department of Social Services Order;
- proposed State Office of Vital Records Order;
- [NUMBER OF ENVELOPES] self-addressed, stamped envelopes.

Please file these materials upon receipt, and return conformed copies of the petition to me in the enclosed self-addressed, stamped envelope. Based on the statute, Cal. Health & Safety Code § 102705, it is my understanding that there is a two-step process. First, based on good cause provided by the information in the petition, the judge will order the Department of Social Services (DSS) to send its files to the court for review. Under this statute, the court, not the petitioner, must mail the certified order to DSS at the following address:

Department of Social Services
Adoptions
744 P Street, MS 19-67
Sacramento, CA 95814

DSS will return the order unprocessed if it is sent by the petitioner. DSS does not have the petitioner's original birth certificate; it only has information relating to the adoption. Once the judge signs this order, please return a copy to me in the enclosed self-addressed, stamped envelope for my records.

Second, after the court receives the DSS information, it will inform the petitioner that he/she is allowed to inspect and make copies of the file. The judge will also review the DSS information, and again, based on good cause, order the Office of Vital Records (OVR), which does have the original birth certificate, to send a certified copy of that document to the court or directly to the petitioner. Some courts send the certified copy directly to the OVR and others send it back to the petitioner. If you wish to mail the certified order directly to the OVR, below is the mailing address:

Department of Health Services
Office of Vital Records
304 S Street
P.O. Box 730241
Sacramento, CA 94244-0241

However, if you mail the certified order to me, I can then file it with the OVR along with any filing fees. In any event, please return a copy of the order to me in the enclosed self-addressed, stamped envelope.

[IF YOU DID NOT ASK FOR A FEE WAIVER, YOU SHOULD INCLUDE THE FOLLOWING SENTENCE]: Enclosed is a check/money order for \$ [AMOUNT OF THE FILING FEE].

[IF YOU FILLED OUT AN APPLICATION FOR A FEE WAIVER, YOU SHOULD INCLUDE THE FOLLOWING SENTENCE]: Enclosed is my fee waiver petition.

[IF YOU WERE TOLD THERE WAS NO FEE FOR FILING THIS PETITION, YOU SHOULD INCLUDE THE FOLLOWING SENTENCE]: I have not enclosed any payment as I am informed that there is no filing fee for this petition.

If there are any problems with this petition, please contact me at the above address or phone number. Thank you.

Sincerely,

[YOUR NAME]

Enclosures



Resource F

Contact Information, California County Courts

**Resource F:
Contact Information, California County
Courts**

County: Alameda
Division: Civil
Address: Attention: "Civil Filings"
1225 Fallen Street, Rm. 109
Oakland, CA 94612
Phone: (510) 272-6002
Hours: 8:30 a.m.-4:30 p.m.

County: Alpine
Division: Superior Court
Address: PO Box 518
Courthouse
14777 State Route 89
Markleeville, CA 96120
Phone: (530) 694-2113
Fax: (530) 694-2119

County: Amador
Division: Superior Court
Address: Courthouse
500 Argonaut Lane
Jackson, CA 95642
Phone: (209) 257-2600

County: Butte
Division: Superior
Address: Butte County Courthouse
#1 Court St.
Oroville, CA 95965-3303
Phone: (530) 532-7010

County: Calaveras
Division: Family
Address: Superior Court
891 Mountain Ranch Road, Dept. 1
San Andreas, CA 95249-9709
Phone: (209) 754-9800

County: Colusa
Division: Superior Court
Address: Dept. 1
532 Oak Street
Colusa, CA 95932
Phone: (530) 458-5149

County: Contra Costa
Division: Family Law
Address: Family Law Court
751 Pine St.
Martinez, CA 94553
Phone: (925) 957-7950 (family law and adoption)
Hours: 8:00 a.m.-4:00 p.m.

County: Del Norte
Division: Superior Court
Address: 450 "H" Street, Rm. 209
Crescent City, CA 95531
Phone: (707) 464-8115

County: El Dorado
Division: Family Law
Address: 495 Main Street
Placerville, CA 95667
Phone: (530) 621-6426

County: Fresno
Division: Family Law
Address: Dept. 23
1100 Van Ness
Fresno, CA 93724-0002
Phone: (559) 488-3057
Fax: (559) 488-1976 (fax filing)
Hours: 8:00 a.m.-5:00 p.m.

County: Glenn
Division: Civil
Address: 526 W. Sycamore St.
Willows, CA 95988
Phone: (530) 934-6446 x 7004
FAX: (530) 934-6449

County: Humboldt
Division: Court Operations, Civil
Address: 825 Fifth Street
Eureka, CA 95501
Phone: (707) 445-7256
Hours: 8:30 a.m. – 3:00 p.m.

County: Imperial
Division: Civil
Address: 939 West Main Street
El Centro, CA 92243
Phone: (760) 482-4217

County: Inyo
Division: Family Law
Address: 168 N. Edwards St.
P.O. Box U
Independence, CA 93526
Phone: (760) 878-0219

County: Kern
Division: Family Law Court Services
Address: 1215 Truxtun Ave., Third Floor
Bakersfield, CA 93301
Phone: (661) 868-4530
Fax: (800) 322-4945 (fax filing)

County: Kings
Division: Hanford Courthouse
Address: Attn: Family Law Division
1426 South Drive
Hanford, CA 93230
Phone: (559) 582-1010
Hours: 8:00 a.m.-5:00 p.m.

County: Lake
Division: Lakeport Division Civil and Family
Law
Address: 255 No. Forbes St.
Lakeport, CA 95453
Phone: (707) 263-2374

County: Lassen
Division: Superior Court
Address: 220 S. Lassen St., Suite #2
Susanville, CA 96130
Phone: (530) 251-8205

County: Los Angeles
Division: Children's Court, Adoptions Unit
(contains all adoption records for Los Angeles
County)
Address: Edmund D. Edelman Children's
Court, Adoption Section
201 Centre Plaza Drive, Dept. 413
Monterey Park, CA 91754-2158
Phone: (323) 526-6343

County: Madera
Division: Family Law Center
Address: 117 S. Lake Street
Madera, CA 93638
Phone: (559) 674-5671
Fax: (550) 674-5674
Hours: Monday – Friday 9:00 am – 4:00 pm

County: Marin
Division: Superior Court
Address: PO Box 4988
3501 Civic Center Dr., Rm. 113
San Rafael, CA 94903
Phone: (415) 473-6407

County: Mariposa
Division: Superior Court/Family Law
Address: 5088 Bullion St.
PO Box 28
Mariposa, CA 95338
Phone: (209) 966-2005

County: Mendocino
Division: Civil
Address: Ukiah Branch
PO Box 996, 100 N. State Street, Room 107
Ukiah, Ca 95482-4116
Phone: (707) 468-2001
Fax: (707) 463-6850
Hours: 8:00 a.m.-4:00 p.m.

County: Merced
Division: Superior Court/Family Law
Address: 627 W. 21st St.
Merced, CA 95340
Phone: (209) 725-4117
Fax: (209) 725-4118
Hours: 8:00 a.m.-4:00 p.m.

County: Modoc
Division: Superior Court
Address: 205 South East St.
Alturas, CA 96101
Phone: (530) 233-6516;
Fax: (530) 233-6500 (fax filing)

County: Mono
Division: Superior Court
Address: North County Branch
PO Box 537
Courthouse State Hwy 323
North Bridgeport, CA 93517

Or

South County Branch
PO Box 1037
452 Old Mammoth Rd., 3rd Fl
Mammoth Lakes, CA 93546
Phone: (760) 932-5239 (North County);
(760) 924-5444 (South County)

You can file at either courthouse.

County: Monterey
Division: Civil and Family Law
Address: 1200 Aguajito Rd.
PO Box 751
Monterey, CA 93940
Phone: (831) 647-5800

County: Napa
Division: Civil
Address: Historic Courthouse
825 Brown St., 1st Street
Napa, CA 94559
Phone: (707) 299-1130

County: Nevada
Division: Superior Court
Address: 201 Church St., Suite 5
Nevada City, CA 95959
Phone: (530) 265-1293

County: Orange
Division: Probate/ Lamoreaux Justice Center
Address: 341 City Drive
PO Box 14171
Orange, CA 92863-1571
Phone: (714) 935-6061

County: Placer
Division: Civil
Address: Historic Courthouse
101 Maple Street
Auburn, CA 95603
Phone: (530) 889-6550

County: Plumas
Division: Civil
Address: Superior Court
520 Main Street, Rm. 104
Quincy, CA 95971
Phone: (530) 283-6232

County: Riverside
Division: Probate
Address: 4050 Main St.
Riverside, CA 92501
Phone: (909) 955-1970

County: Sacramento
Division: Family Law
Address: Family Relations Courthouse
Attention: Family Law Correspondence
3441 Power Inn Road
Sacramento, CA 95826
Phone: (916) 875-3456

County: San Benito
Division: Superior
Address: 440 Fifth St.
Hollister, CA 95023-3833
Phone: (831) 636-4057

County: San Bernardino
Division: Probate
Address: Central District Court/ Probate
Section
351 N. Arrowhead Ave.
San Bernardino, CA 92415-0240
Phone: (909) 387-3952

San Bernardino is divided into 5 districts, each with their own probate court. It may be easiest find out in what district the adoption took place, and then file in that district court.

County: San Diego
Division: Juvenile Court
Address: Attn: Adoptions
2851 Meadow Lark Dr., 2nd Floor
San Diego, CA 92123
Phone: (858) 634-1671
Hours: 8:30 a.m.-3:30 p.m.

County: San Francisco
Division: Family Law
Address: 400 McAllister St., Dept. 405
San Francisco, CA 94102
Phone: (415) 551-3900

County: San Joaquin
Division: Probate
Address: Attn: Sherry
222 E. Weber, Rm. 303
Stockton, CA 95202-2709
Phone: (209) 468-2843

County: San Luis Obispo
Division: Family Law & Probate
Address: County Government Center
1035 Palm Street, Rm. 385
San Luis Obispo, CA 93408-2500
Phone: (805) 781-5706

County: San Mateo
Division: Juvenile Court
Address: 202 Paul Scannell Dr.
San Mateo, CA 94402
Phone: (650) 312-5395
Fax: (650) 312-8881

County: Santa Barbara
Division: Superior Court, Anacapa Division
Address: 1100 E. Anacapa St., 2nd Floor
Santa Barbara, CA 93101
Phone: (805) 882-4520
Fax: (805) 882-4519

County: Santa Clara
Division: Probate//Downtown Superior Court
Address: 191 N. First St.
San Jose, CA 95113
Phone: (408) 882-2100, ext. 2654

County: Santa Cruz
Division: Civil
Address: 701 Ocean St., Rm. 110
Santa Cruz, CA 95060
Phone: (831) 420-2200

County: Shasta
Division: Juvenile
Address: 1500 Court St., Rm. 205
Redding, CA 96001
Phone: (530) 245-6761

County: Sierra
Division: Superior Court
Address: PO Box 476
Courthouse Square
Downieville, CA 95936
Phone: (530) 289-3698

County: Siskiyou
Division: Civil
Address: 311 4th St., Rm. 5
PO Box 1026
Yreka, CA 96097
Phone: (530) 842-0164

County: Solano
Division: Family & Probate
Address: 600 Union Ave.
Fairfield, CA 94533
Phone: (707) 207-7341
Hours: 8:00 a.m.-12:00 p.m., and 1:00 p.m.-
4:00 p.m.

County: Sonoma
Division: Family Law
Address: 600 Administration Drive,
Rm. 108-J
Santa Rosa, CA 95403
Phone: (707) 521-6500

County: Stanislaus
Division: Probate
Address: 1100 "T" St
PO Box 1098
Modesto, CA
Phone: (209) 558-6000

County: Sutter
Division: Superior Court
Address: Superior Court
463 2nd Street, Rm. 211
Yuba City, CA 95991
Phone: (530) 822-3304

County: Tehama
Division: Civil
Address: 633 Washington St., Rm. 17
PO Box 310
Red Bluff, CA 96080
Phone: (530) 527-6441

County: Yuba
Division: Civil
Address: 215 Fifth Street, Suite 200
Marysville, CA 95901
Phone: (530) 749-7600
Fax: (530) 749-7351

County: Trinity
Division: Civil
Address: 11 Court Street
PO Box 1258
Weaverville, CA 96093
Phone: (530) 623-1208
Hours: 8:00 a.m.-5:00 p.m.

County: Tulare
Division: Civil
Address: Attn: Legal Filing, Rm. 201
Civil Division
County Civic Center 221 S. Mooney Blvd.
Visalia, CA 93291
Phone: (559) 730-5000
If you send your petition by mail, be sure to
include the original, a copy, and a self-
addressed, stamped envelope.

County: Tuolumne
Division: Family Law
Address: 41 W. Yaney Ave.
Sonora, CA 95370
Phone: (209) 533-5555

County: Ventura
Division: Family Law & Probate
Address: Attention: Adoptions
800 So. Victoria Ave
Ventura, CA 93009
Phone: (805) 654-2261
Hours: 8:00 a.m.-5:00 p.m.

County: Yolo
Division: Civil, Family & Probate
Address: 725 Court St., Rm. 103
Woodland, CA 95695
Phone: (530) 666-8171
Fax: 800-322-4946 (fax filing)



Resource G

Contact Information, California County Recorder's Offices

**Resource G: California County
Recorder's Offices**

Alameda County

Phone: (510) 272-6362

Website: www.acgov.org

Alpine County

Phone: (530) 694-2286

Website: www.co.alpine.ca.us

Amador County

Phone: (209) 223-6468

Website: www.co.amador.ca.us

Butte County

Phone: (530) 538-7691

Website: [http://clerk-
recorder.buttecounty.net](http://clerk-recorder.buttecounty.net)

Calaveras County

Phone: (209) 754-6372

Website: www.co.calaveras.ca.us

Colusa County

Phone: (530) 485-0500

Website: www.colusacountyclerk.com

Contra Costa County

Phone: (925) 335-7910

Website: www.co.contra-costa.ca.us

Del Norte County

Phone: (707) 465-0383 or 464-7216

Website: <http://www.co.del-norte.ca.us>

El Dorado County

Phone: (530) 621-5490

Website: www.co.el-dorado.ca.us

Fresno County

Phone: (559) 488-3476

Website: www.co.fresno.ca.us

Glenn County

Phone: (530) 934-6412

Website: www.countyofglenn.net

Humboldt County

Phone: (707) 445-7382

Website: www.co.humboldt.ca.us

Imperial County

Phone: (760) 482-4272

Website: www.co.imperial.ca.us

Inyo County

Phone: (760) 878-0222

Website: [http://www.countyofinyo.org/Recorder/Recorder
ElectionsWebsite.htm](http://www.countyofinyo.org/Recorder/RecorderElectionsWebsite.htm)

Kern County

Phone: (661) 868-6400

Website: www.recorder.co.kern.ca.us

Kings County

Phone: (559) 582-3211x 2470

Website: www.countyofkings.com

Lake County

Phone: (707) 263-2293

Website: www.co.lake.ca.us

Lassen County

Phone: (530) 251-8234

Website: clerk.lassencounty.org

Los Angeles County

Phone: (562) 462-2137

Website: www.lacounty.info

Madera County

Phone: (559) 675-7724

Website: [www.madera-
county.com/countyclerk/index.html](http://www.madera-county.com/countyclerk/index.html)

Marin County

Phone: (415) 499-6094

Website:

www.co.marin.ca.us/depts/AR/main/index.cfm**Mariposa County**

Phone: (209) 966-2332

Website: www.mariposacounty.org**Mendocino County**

Phone: (707) 463-4376

Website: www.co.mendocino.ca.us**Merced County**

Phone: (209) 385-7627

Website: www.co.merced.ca.us**Modoc County**

Phone: (530) 233-6205

Website: www.modocounty.us**Mono County**

Phone: (760) 932-5530

Website: www.monocounty.ca.gov**Monterey County**

Phone: (831) 755-5041

Website: www.co.monterey.ca.us**Napa County**

Phone: (707) 253-4246

Website: www.co.napa.ca.us**Nevada County**

Phone: (530) 265- 1221

Website: <http://recorder.co.nevada.ca.us>**Orange County**

Phone: (714) 834-2500

Website: www.ocrecorder.com**Placer County**

Phone: (530) 886-5600

Website: www.placer.ca.gov**Plumas County**

Phone: (530) 283-6218

Website: www.countyofplumas.com**Riverside County**

Phone: (951) 486-7000

Website: www.countyofriverside.us**Sacramento County**

Phone: (916) 874-6334

Website: www.CCR.Saccounty.net**San Benito County**

Phone: (831) 636-3786

Website: www.san-benito.ca.us**San Bernardino County**

Phone: (909) 387-8314

Website: www.co.san-bernardino.ca.us**San Diego County**

Phone: (619) 237-0502

Website: www.co.san-diego.ca.us**San Francisco County**

Phone: (415) 554-4176

Website: www.ci.sf.ca.us**San Joaquin County**

Phone: (209) 468-3939

Website: www.co.san-joaquin.ca.us**San Luis Obispo County**

Phone: (805) 781-5080

Website: www.slocounty.ca.gov/clerk**San Mateo County**

Phone: (650) 363-4500

Website: www.co.sanmateo.ca.us**Santa Barbara County**

Phone: (805) 568-2250

Website: www.co.santa-barbara.ca.us

Santa Clara County

Phone: (408) 299-2481

Website: www.santaclaracounty.org**Santa Cruz County**

Phone: (831) 454-2800

Website: www.co.santa-cruz.ca.us**Shasta County**

Phone: (530) 225-5671

Website: www.co.shasta.ca.us**Sierra County**

Phone: (530) 289-3295

Website: www.sierracounty.ws**Siskiyou County**

Phone: (530) 842-8065 or (530)842-8066

Website: www.co.siskiyou.ca.us**Solano County**

Phone: (707) 784-6290

Website: www.co.solano.ca.us**Sonoma County**

Phone: (707) 565-2645

Website: www.sonoma-county.org/clerk**Stanislaus County**

Phone: (209) 525-5251

Website: www.co.stanislaus.ca.us**Sutter County**

Phone: (530) 822-7134

Website: www.co.sutter.ca.us**Tehama County**

Phone: (530) 527-3350

Website: <http://co.tehama.ca.us>**Trinity County**

Phone: (530) 623-1215

Website: www.trinitycounty.org**Tulare County**

Phone: (559) 636-5050

Website: www.co.tulare.ca.us**Tuolumne County**

Phone: (209) 533-5531

Website: www.tuolumnecounty.ca.gov**Ventura County**

Phone: (805) 654-2295

Website: <http://recorder.countyofventura.org>**Yolo County**

Phone: (530) 666-8130

Website: www.yolocounty.org**Yuba County**

Phone: (530) 749-7850

Website: www.yuba.org

