



Check the packet. Keep the case moving.

Practical review steps and a clear way to request a correction.

Identify the version before changing it. A draft, signed paper, filed document and official order can require different correction steps.

1 Locate the issue

Write the document name, page and item number. Identify whether it is unsigned, signed, filed, served or an official order.

2 Confirm the right fact

Compare names, dates and relationships with the supporting record. Describe the exact change; do not fill unknown facts by guessing.

3 Get the correct procedure

Contact your preparer for draft corrections. For signed, filed or official documents, confirm signing, filing, notice or issuing-office requirements.

4 Recheck every copy

Review the replacement and related documents. Keep dated versions, required signatures and the court's confirmation together.

Match the next step to the case stage

Stage	What to confirm
Unsigned draft	Exact correction and replacement before signing.
Signed / notarized	Whether fresh signatures, witnesses or notarization are needed.
Filed / served	Required correction or amendment, any permission or further notice, and deadlines.
Judgment / birth record	The issuing court or records office's correction procedure.

Our document-acceptance guarantee

The published terms require accurate information and immediate contact for updating instructions. They provide an opportunity to revise; continued nonacceptance requires written court verification for the refund process. The guarantee lasts one year from purchase. [Read the full terms.](#)

[Read the complete correction guide](#)

[Local court example: Sonoma filing instructions](#)



YOUR PRIVATE PACKET REVIEW WORKSHEET

Review. Correct. Confirm.

Print for your own use. Track exact changes and the instructions that apply to your case.

DATE REVIEWED / VERSION

ACCOUNT OR CASE REFERENCE

Stage: ☐ Draft ☐ Signed ☐ Filed / served ☐ Order / record

Review the applicable items

- | | |
|--|--|
| ☐ Names and requested name change | ☐ Birth and marriage dates |
| ☐ Court and assigned case number | ☐ Adult or minor adoption type |
| ☐ Correct petitioner and family roles | ☐ Required consent / notice steps |
| ☐ Signing and witness instructions | ☐ Attachments and matching copies |

Record the specific correction

Document / page / item

Present wording → exact correction / supporting record

COURT / PREPARER INSTRUCTIONS AND ANY DEADLINE

REPLACEMENT RECEIVED / REVIEWED

REQUIRED FILING / NOTICE CONFIRMED

Keep the court's written reason or order with this worksheet. Confirm actual filing status and deadlines. This planner does not authorize an amendment or replace required signatures, service or a court form.