

NAME CHANGE MINOR

(One parent)

NM-2

Resource Center
1 South Sierra St., Third Floor
Reno, NV 89501
775-325-6731

www.washoecourts.com

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NAME CHANGE MINOR (One parent) PACKET NM-2

Use this packet only if the following statements are true:

- You are the parent of the minor child.
- You wish to legally change the minor child's name.
- The minor child is a resident of Washoe County.

INSTRUCTIONS FOR COMPLETING FORMS

Carefully read all instructions before starting to fill out any of the forms.
Use **black or blue ink only**. Neatly print or type the information requested.
Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. EFile User Agreement (Standard)
2. Petition for Minor Name Change
3. Notice of Minor Name Change
4. Declaration of Personal Service
5. Request for Submission
6. Order Changing Name

If the child is 14 years old or older, the minor will need to fill out a **NM-3 Minor's Consent to Name Change**.

ATTENTION:

If you have a divorce, legal separation, domestic partnership dissolution, custody & visitation, termination of parental rights, or an emancipation case you may file this petition in that case.

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00.
N.R.S. §199.145.

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INSTRUCTIONS: STEP 1

If you already have an eFlex account for a different case, you do not need to create another account and can skip this step.

eFlex Account and eFile User Agreement:

To file your documents, you will need to sign up for an eFlex account and have a valid email address. There is no fee to sign up for a standard eFlex account.

To sign up you will need to:

- 1) Carefully read and complete the eFile User Agreement (Standard) by filling in as much information as possible, signing, and dating page two;
- 2) Return the eFile User Agreement (Standard) to the Second Judicial District Court, or email it to eflexsupport@washoecourts.us; and
- 3) Request an account at <https://wcefex.washoecourts.com/>.

<p>SECOND JUDICIAL DISTRICT COURT</p>  <p>WASHOE COUNTY STATE OF NEVADA</p> <p>EFILE USER AGREEMENT (Standard)</p> <p>This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit eFiling of court case documents using the eFlex Electronic Filing System (eFlex). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of one year unless the account is renewed. Accounts may be renewed online at www.washoecourts.com.</p> <p>By registering for an eFlex account I agree and consent to the following:</p> <ul style="list-style-type: none">I will submit court filings electronically through eFlex on court cases for which I am an active party or of record, or an officer of the Court filing documents in my official capacity.As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Notice of Intent to change my email address with the District Court. The Written Notice of Intent must include my bar number and a list of all pending court matters. Also included must be an acknowledgment that all attorneys of record on those pending matters have been notified of my new email address. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.I understand that once my eFlex account is deactivated, I will no longer be able to electronically eFile any documents using my account nor will I receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the eFlex account. (See Nevada Electronic Filing and Conversion Rules, Rule 11).I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service of filed documents replacing the need for paper service. Electronic service of documents is limited to documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmit complaint, petition or other document that must be served with a summons, and summons or a subpoena cannot be served electronically.I agree to the terms of the license agreement as stated by Tjbera on the court's eFlex website under "Terms of Use" and "Privacy Policy" when registering for an eFlex account and pressing the submit button.I understand that email addresses supplied by the registered user via the username/password are used for the eFlex Account supersedes the court's case management system for the purpose of date valid and effective service of eFiled documents. I understand that it is my responsibility to keep my address updated on my eFlex account profile.I agree to file the proper motion to withdrawal/notice of change/substitution of counsel/notice of termination (whatever applies) into each of my cases whenever I depart from an agency, office, or I cease to represent a party in any case, or cease to be an eFlex user within 10 days of any such change. If known, I will designate the new attorney and/or e-File contact on each case. Further, I will separate the Clerk of Court of any employment change which will globally affect all or a majority of my cases. <p>Revised September 26, 2018</p>	<ul style="list-style-type: none">I acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (EFCR).I understand if a party submits a proposed Order and the Order is eFiled by the Court, ONLY eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court, the presiding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.I understand any violation of the terms of this agreement may result in sanctions imposed by the Court. <p>Attorney or Person Name: _____ If an attorney, Bar ID: _____ Law Firm: _____ If not an attorney, DOB: _____ Interpreter needed: <input type="checkbox"/> Yes or <input type="checkbox"/> No Language: _____ If not an attorney, Case number(s): _____ eFlex Email Address: _____ 1st Alternate eFlex Email Address: _____ 2nd Alternate eFlex Email Address: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____ Designated eFlex contact person: _____</p> <p>I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.</p> <p>Date: _____ Signature of Attorney/Person Agency Signatory: _____</p> <p>Check one: <input type="checkbox"/> Renewal of Standard Account: follow online instructions at http://www.washoecourts.com/index.cfm?page=eflex <input type="checkbox"/> New Standard Account</p> <p><small>To become a registered eFlex account holder, you must request an account online at https://wcefex.washoecourts.com and click on the "Request an Account" button. Next, print out this form, complete and sign it and deliver the ink-signed copy to the Second Judicial District Court Filing Office, 75 Court Street, Reno, NV 89501. Upon completion of your account request AND receipt of the signed eFile User Agreement, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.</small></p> <p>Translated/Interpreted by (if applicable): _____ Print Name _____ Signature _____</p> <p>Revised September 26, 2018</p>
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If you need further assistance signing up for an account, please call the Resource Center at 775-325-6731.

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INSTRUCTIONS: STEP 2

Complete the Petition for Minor Name Change as Shown:

If the child is 14 years old or older, the minor will need to fill out a **Consent to Name Change**.

1) Print your name, address, telephone number, and email address.

1 Code: 3490
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant

If you don't already have a Case No. you will be assigned a Case No. and Department No. when you file the petition with the court.

2) Print the child's current legal name you wish to change.

7 IN THE FAMILY DIVISION
8 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9 IN AND FOR THE COUNTY OF WASHOE
10 In the Matter of the Change of Name of:
11 _____
12 (Minor's current legal name you wish to change) Case No. _____
13 _____ Dept. No. _____
14 A Minor. /

3) Complete all of the pages, following the instructions on each page.

PETITION FOR MINOR NAME CHANGE

I petition this Court as follows:

1. I am the parent of the above-named minor child.
2. I consent to the child's name change.
3. I am not seeking a name change for any illegal or fraudulent purpose.
4. The child is resident of Washoe County.
The child has been a resident since _____
(When the minor moved to Washoe County)

5. The child was born on ____ / ____ / ____ in _____, _____ (state)

Sign and date the last page.

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INSTRUCTIONS: STEP 3

Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wceflex.washoecourts.com/>, in the Law Library and the Resource Center.

If you have not done so, you will need to sign up for an eFlex account and turn in the EFile User Agreement (*see INSTRUCTIONS: STEP 1*), to the Second Judicial District Court or email to eflexsupport@washoecourts.us.

Sign into your eFlex account using the username and password you created and electronically upload each of the following documents separately:

- Petition for Minor Name Change.

Make sure to keep the original documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available at the Law Library and the Resource Center.

There may be a filing fee charged when documents are filed. Fee information is available at the Resource Center and online at: www.washoecourts.com.

FILING FEE WAIVERS

If you cannot afford the fee, you may apply to have it waived. To apply, you must fill out and file the **F-6 Application to Waive Fees and Costs**, which you can get at:

- Resource Center, 1 South Sierra Street, Reno, NV, Third Floor
- Law Library, 75 Court Street, Reno, NV, First Floor
- Online at: www.washoecourts.com (select the “Forms and Packets” tab on the right-hand side of the home screen)

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INSTRUCTIONS: STEP 4

Complete the Notice as Shown:

1) Print your name, address, telephone number, and email address.

2) Print the child's current legal name you wish to change.

3) Print the Other Parent's name.

4) Clearly print the child's current name and the child's future name.

STOP HERE.
The Deputy Clerk will fill in the date and sign the Notice.

1	Code: 2610	
2	Name: _____	
3	Address: _____	
4	Telephone: _____	
5	Email: _____	
6	Self-Represented Litigant	
7	IN THE FAMILY DIVISION	
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEW MEXICO	
9	IN AND FOR THE COUNTY OF WASHOE	
10	In the Matter of the Change of Name of:	
11	_____	Case No. _____
12	(Minor's current legal name you wish to change)	Dept. No. _____
13	A Minor.	
14	<u>NOTICE OF PETITION FOR MINOR NAME CHANGE</u>	
15	TO: _____	
16	A Petition has been filed in the above-entitled Court asking for an order changing	
17	_____ 's name	
18	(first) _____ (middle) _____ (last)	
19	to: _____	
20	(first) _____ (middle) _____ (last)	
21	Any objection to this Petition shall be filed in writing with the above-entitled Court within 10	
22	days of personal service or within 10 days of the final publication of this Notice.	
23		
24		
25		
26	Date: _____	JACQUELINE BRYANT CLERK OF THE COURT
27		
28		By: _____ Deputy Clerk
	REV 4/1/19 JCB	1 NM-2 NOTICE

If you don't already have a Case No. you will be assigned a Case No. and Department No. when you file the petition with the court.

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INSTRUCTIONS: STEP 5

Getting the Notice Issued

You will need to bring the Notice to the Resource Center or mail a copy of the Notice to the Filing Office using the following address:

75 Court Street
Reno, Nevada 89501
Attention Mail Desk

Once received, a filing clerk will issue the Notice by dating and signing the Notice and placing an embossed seal. If you bring in the Notice in person, the Notice will be immediately returned to you. If you mail in the Notice, you will receive the issued Notice back in the mail.

You will need to make a copy of the Notice to send to the other parent.

Copy machines are available at the Law Library located on the first floor of the courthouse at 75 Court Street, Reno, NV. There is a per page charge to use the copy machine. Cash only.

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INSTRUCTIONS: STEP 6

Serving the Documents

The other parent **must be personally served** with a copy of the Notice, Petition for Minor Name Change, and if the minor is 14 years or older, the minor's consent.

Personal service is completed by a person other than yourself by:

- handing a copy of the Notice and Petition along with all other documents you have filed with the court to the other parent; or
- leaving a copy at the other parent's home with a person of suitable age and discretion who lives there; or
- delivering a copy to an agent authorized to receive service (such as an attorney).

You cannot complete personal service. Service may be completed by:

- the Civil Division of the Sheriff's Office in the county in which the other parent resides or works; or
- a responsible adult over the age of 18 years (such as a friend or relative); or
- a private process service.

Service by Publication

If you cannot personally serve the other parent, you may file an **Ex Parte Motion for Publication** to serve the other parent by publishing the Notice in the newspaper and by certified mailing. Contact the Resource Center or the Law Library for further information.

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INSTRUCTIONS: STEP 7

Complete the Declaration of Personal Service as Shown:

The person who serves the other parent must complete this declaration (*see INSTRUCTIONS: STEP 6*). **You cannot serve the other parent.**

The person who completes service must fill out the declaration and sign it. It is your responsibility to file the declaration of service with the court after service is completed.

1) Print your name, address, telephone number, and email address.

2) Print the child's current legal name you wish to change, the Case No., and Department No. just as they appear on all other documents in this case.

3) The person who served the documents must complete the declaration from this point forward.

4) The person who served the documents must sign and date the declaration on page two.

1	Code: 3490
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	In the Matter of the Change of Name of:
11	_____ Case No. _____
12	(Minor's current legal name you wish to change) Dept. No. _____
13	A Minor.
14	<u>DECLARATION OF PERSONAL SERVICE</u>
15	(To be filled out and signed by the person who served the Defendant or Respondent.)
16	I, _____, declare:
17	(Name of person who completed service)
18	1. I am not a party to this action and am over 18 years of age.
19	2. I am not a licensed process server. I am a natural person serving legal process without
20	compensation, not more than three times per year, on behalf of a litigant who is a natural
21	person, and therefore I am not required to be licensed pursuant to NRS 648.063(2).
22	3. I was able to complete service.
23	4. I personally delivered and left the document(s) with:
24	<input type="checkbox"/> The person to the case (Defendant / Respondent). I served the document(s) on the
25	party at the location below.
26	_____
27	(Name of person served)
28	_____
	(Street Address, City, State, and Zip Code of where served)
	REV 3/22/19 JCB 1 DECLARATION OF PERSONAL SERVICE

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INSTRUCTIONS: STEP 8

Filing the Declaration of Personal Service

After service is complete, you must file the declaration of service with the court. Without proof of service on the other parent, the court cannot grant the minor name change. (*see INSTRUCTIONS: STEP 3*).

If you do not know where the other parent is, you may file an **Ex Parte Motion for Publication** to serve the other parent by publishing the Notice in the newspaper. Contact the Resource Center or the Law Library for further information.

INSTRUCTIONS: STEP 9

Wait

You must wait 10 days starting the day after personal service to allow the other parent a chance to contest the Petition.

If the other parent files with the court an objection to the Petition, you can file a reply to their objection. Contact the Resource Center or the Law Library for further information.

If the other parent does not file an objection and you have waited the 10 days, continue to the next step and file the Request for Submission and submit the Proposed Order Changing Name.

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INSTRUCTIONS: STEP 10

Complete the Request for Submission as Shown:

You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Request for Submission and the Index of Exhibits as one PDF.

1) Print your name, address, telephone number, and email address.

2) Print the child's current legal name you wish to change, the Case No., and Department No. just as they appear on all other documents in this case.

3) Print date you filed the Petition.

4) Date, sign, and print your name.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	
12	In the Matter of the Change of Name of:
13	
14	(Minor's current legal name you wish to change) Case No. _____
15	Dept. No. _____
16	A Minor. _____
17	
18	
19	<u>REQUEST FOR SUBMISSION</u>
20	
21	I request the Petition for Minor Name Change filed on _____
22	be submitted to the Court for decision. (Date petition was filed)
23	This document does not contain the personal information of any person as defined by NRS
24	603A.040.
25	
26	Date: _____ Signature: _____
27	
28	Print Your Name: _____
	REV 3/22/19 JCB 1 NM-2 REQ. FOR SUB.

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INSTRUCTIONS: STEP 11

Prepare the Order Changing Name as Shown:

You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Exhibit Cover Page and Order Changing Name as one PDF.

1) Print the child's current legal name you wish to change, the Case No., and Department No. just as they appear on all other documents in this case.

2) Clearly print the child's current name and the child's future name.

STOP HERE

The Judge will fill in the date and sign the Order if it is granted.

1	Code: 2792
2	
3	
4	IN THE FAMILY DIVISION
5	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
6	IN AND FOR THE COUNTY OF WASHOE
7	In the Matter of the Change of Name of:
8	
9	_____ Case No. _____ (Minor's current legal name you wish to change) Dept. No. _____
10	
11	A Minor. _____
12	
13	<u>ORDER CHANGING NAME</u>
14	
15	This Court having received the Petition for Minor Name Change finds as follows:
16	Based on the Petition and, if applicable, the consent filed in this case, the Court finds the
17	requested name change is in the best interests of the minor child and/or there is clear and
18	compelling evidence that the substantial welfare of the child necessitates a name change.
19	IT IS HEREBY ORDERED that the name of the minor child be legally changed from
20	_____
21	to _____ (current first) _____ (current middle) _____ (current last)
22	_____
23	_____ (desired first) _____ (desired middle) _____ (desired last)
24	
25	
26	Date: _____
27	_____ DISTRICT JUDGE
28	
	REV 4/1/19 JCB 1 NM-2 ORDER

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INSTRUCTIONS: STEP 12

Filing the Request for Submission and the Proposed Order

After you have waited the 10 days and if the other parent has not filed an opposition, you must file the Request for Submission and submit the Proposed Order Changing Name (*see INSTRUCTIONS: STEP 3*).

Sign into your eFlex account using the username and password you created and electronically upload each of the following documents separately:

- Request for Submission and Exhibit Index Page; and
- Exhibit Cover Page and Order Changing Name
(as an exhibit ** continuation to the Request for Submission).

What Happens Now?

After you have completed all the forms and submitted them to the Court, you must wait for the Judge to make a decision. This could take up to 60 days.

If the Judge denies the name change, you will receive an order indicating such.

All orders can be reviewed and printed from your eFlex account. Certified copies are available at the Resource Center.

Common Misconceptions About A Name Change

Even with the Order, the Bureau of Vital Statistics will not automatically issue a new birth certificate. It is up to you to find out what the Bureau of Vital Statistics in the State in which the child's certificate was issued needs in order to reissue a certificate. Usually, they will require a certified copy of the Order Changing Name.

It is possible that the child's original name will not be removed from their birth certificate. The certificate may still show their original name with "formally known as" written on the certificate with the new name typed above the old name.

Legal Assistance Information

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or contact the Resource Center or the Law Library. **The Resource Center and the Law Library staff cannot give legal advice** but can give information regarding court procedures.

You may wish to speak with a lawyer at no cost through the Law Library's Lawyer in the Library program. The Lawyer in the Library program is held via Zoom; you must register ahead of time to participate. No walk-ins accepted as space is limited.

LAWYER IN THE LIBRARY

Sign up on our website:

<https://www.washoecourts.com/LawLibrary/LawyerInLibrary>

For questions, contact the Law Library at 775-328-3250

To seek assistance from other free or reduced-cost legal resources in the area, please contact:

NEVADA LEGAL SERVICES

449 S. Virginia St.
Reno, NV 89501

775-284-3491 – leave a message, if
necessary

<https://nevadalegalservices.org>

NORTHERN NEVADA LEGAL AID

1 S. Sierra St., 1st Floor
Reno, NV 89501

775-321-2062 – leave a message, if
necessary

<https://nnlegalaid.org>