NAME CHANGE MINOR

(One parent)

NM-2

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

www.washoecourts.com

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.

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://wceflex.washoecourts.com/.

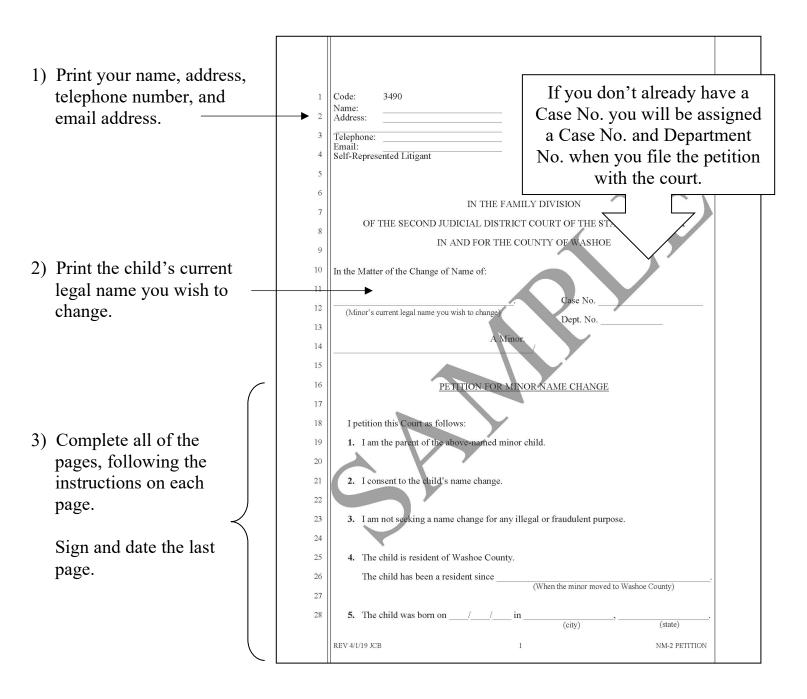


If you need further assistance signing up for an account, please call the Resource Center at 775-325-6731.

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.



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.

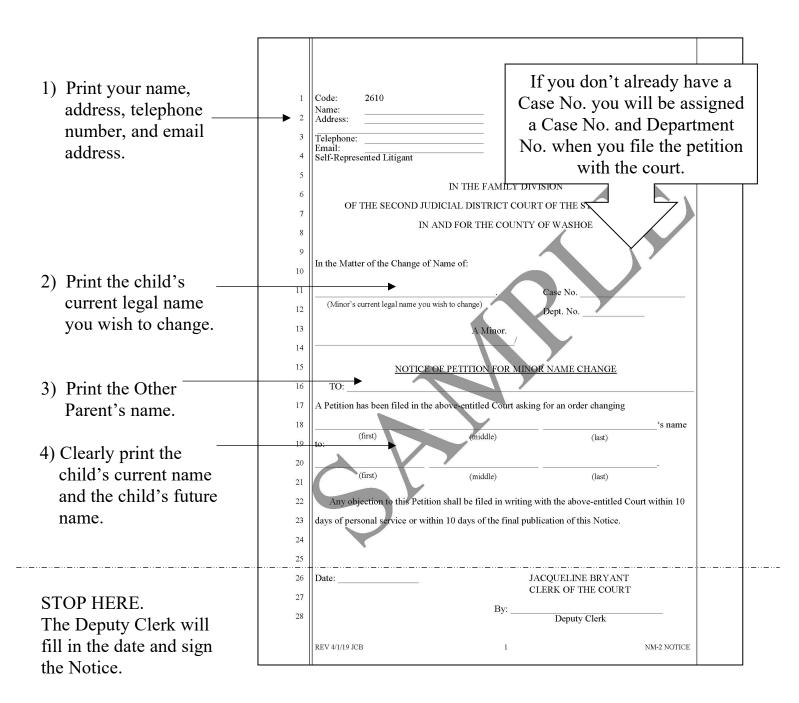
FILING FEE WAIVERS

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)

INSTRUCTIONS: STEP 4

Complete the Notice as Shown:



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.

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

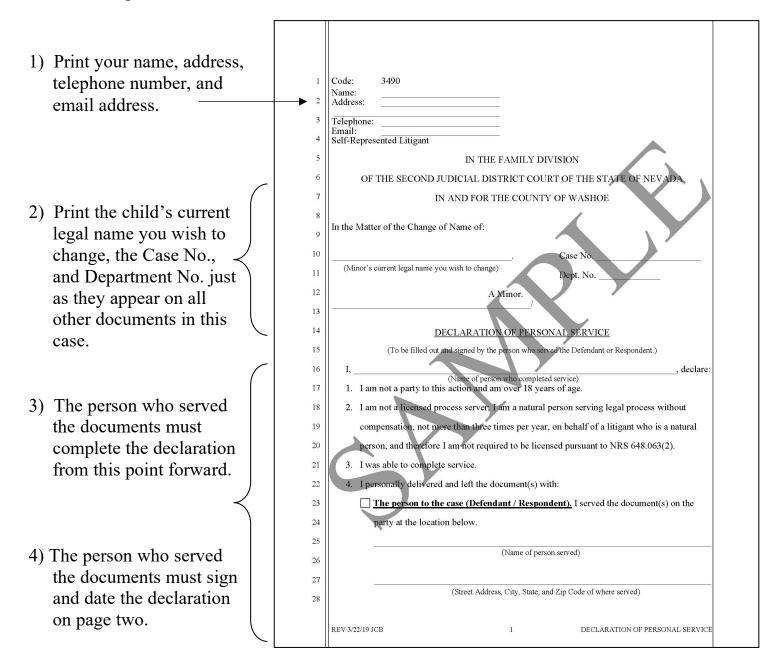
If you cannot personally serve the other parent, you may file an **Ex Parte Motion** for **Publication** to serve the other parent by publishing the Notice in the newspaper and by certified mailing. Contact the Resource Center or the Law Library for further information.

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.



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.

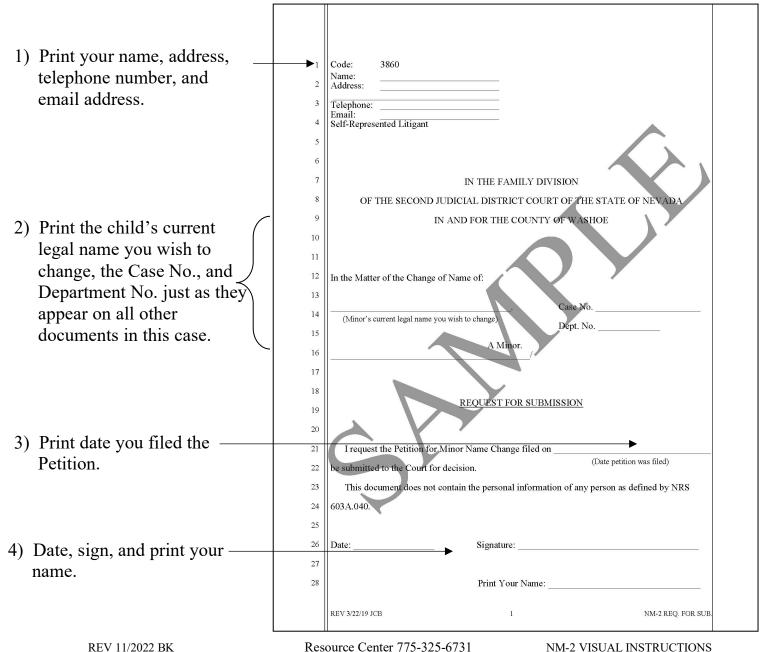
If the other parent files with the court an objection to the Petition, you can file a reply to their objection. Contact the Resource Center or the Law Library for further information.

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.

INSTRUCTIONS: STEP 10

Complete the Request for Submission as Shown:

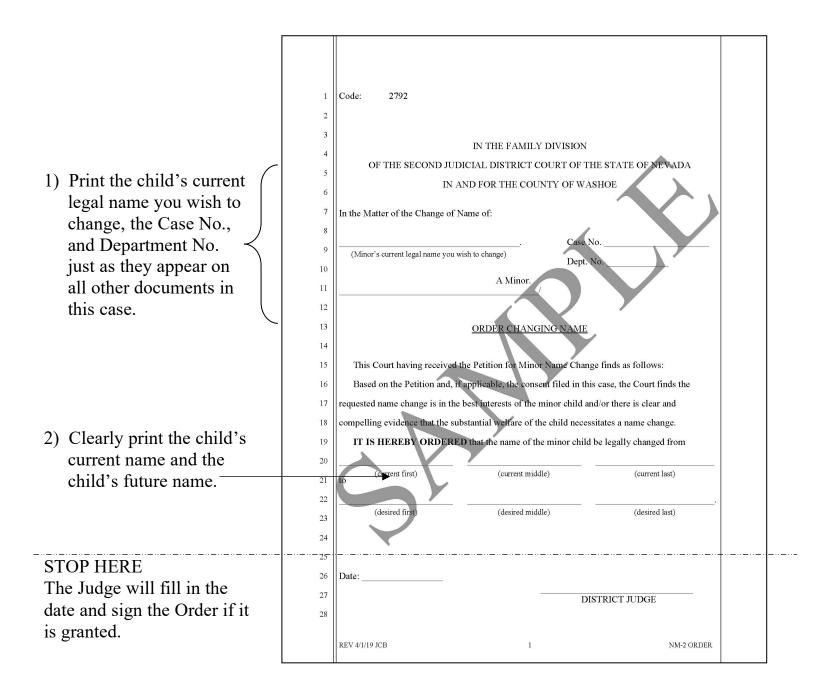
You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Request for Submission and the Index of Exhibits as one PDF.



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.



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