

NAME CHANGE ADULT

NA

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

www.washoecourts.com

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**NAME CHANGE
ADULT**

PACKET NA

Use this packet only if the following statements are true:

- You are a resident of Washoe County.
- You are over the age of 18 or an emancipated minor.
- You wish to legally change your name.

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 Adult Name Change
3. Notice
4. Proof of Publication
5. Request for Submission
6. Order Changing Name

ATTENTION:

If you have a criminal record, you must provide an original set of fingerprints to the Resource Center when you file the Petition.

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:

- 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@washocourts.us; and
- 3) Request an account at <https://wceflex.washocourts.com/>.

SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY
STATE OF NEVADA

**EFILE USER AGREEMENT
(Standard)**

This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering for 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 the year unless the account is renewed. Accounts may be renewed online at www.washocourts.com.

By registering for an eFlex account I agree and consent to the following:

- I will submit court filings electronically through eFlex in 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. This 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 and will 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 eFile electronic notices sent to my email on file with eFlex as valid and effective service of eFiled 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 transmission. 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 Tybera 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 and through "eFlex Account" supersede the court's case management system for the purpose of delivering 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 withdraw/notice of change/substitution of counsel/notice of termination (whichever applies) into each of my cases whenever I depart from an agency, office, or I or 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.

Revised September 26, 2018

- 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.

Attorney or Person Name: _____
If an attorney, Bar ID: _____ Law Firm: _____
If not an attorney, DOB: _____ Interpreter needed: Yes or 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: _____

I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.

Date: _____ Signature of Attorney/Person Agency Signatory: _____

Check one:
 Renewal of Standard Account: follow online instructions at <http://www.washocourts.com/index.cfm?page=eflex>
 New Standard Account

To become a registered eFlex account holder, you must request an account online at <https://wceflex.washocourts.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.

Translated/Interpreted by (if applicable): _____ Print Name _____ Signature _____

Revised September 26, 2018

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 Adult Name Change as Shown:

1) Print your current legal name you wish to change, address, telephone, and email address.

2) Print your current legal name you wish to change.

3) Complete pages 1-3, following the instructions on each page.

1	Code: 3490
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	In the Matter of the Petition of:
11	_____
12	(Print your current legal name you wish to change)
13	For a Change of Name.
14	_____
15	<u>PETITION FOR ADULT NAME CHANGE</u>
16	I petition this Court as follows:
17	1. I was born on _____ in _____, _____
18	2. I am a resident of Washoe County, Nevada. _____ (city) _____ (state)
19	I have been a resident since _____ (When you moved to Washoe County)
20	3. I wish to change my name from:
21	_____ (first) _____ (middle) _____ (last)
22	to: _____ (first) _____ (middle) _____ (last)
23	_____ (first) _____ (middle) _____ (last)
24	4. I wish to change my name because (<input checked="" type="checkbox"/> Check all that apply):
25	<input type="checkbox"/> I want to change my name to conform to my gender identity and am exempt from the
26	publication requirement.
27	<input type="checkbox"/> Other: _____
28	_____
	REV 4/2/19 JCB 1 NA PETITION

You will be given Case No. and Department No. when you file the petition with the court.

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INSTRUCTIONS: STEP 3

Publication Exceptions

You do not need to publish your name change in a newspaper if:

- 1) You are requesting a name change to conform to your gender identity.
NRS 41.280(3).

–AND/OR–

- 2) Publication for your name change would put your personal safety at risk.
NRS 41.280(2).

If none of the above apply, please continue to the next page.

Gender Identity:

- 1) Select in your Petition that you are changing your name to conform to your gender identity and are therefore exempt from the requirement of publication.
- 2) Explain in your Petition any other reasons you are requesting a name change.
- 3) Skip the steps listed for Notice and Proof of Publication.
- 4) After filing your Petition, wait 10 days and then file the Request for Submission.

(If at any time an objection to your Petition is filed, you may file a response.)

Personal Safety:

- 1) File an **Ex Parte Motion Non-Emergency** to request the Court waive the publication and to seal file. You must include any proof you have that publication will put your safety at risk.
- 2) The Court will issue an order granting or denying your Ex Parte Motion.
- 3) If granted, skip the steps listed for Notice and Proof of Publication. Wait at least 10 days after the Petition was filed to file the Request for Submission.

If denied, proceed with the steps listed for Notice and Proof of Publication.

(If at any time an objection to your Petition is filed, you may file a response.)

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INSTRUCTIONS: STEP 4

Electronically Filing the Petition

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.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 create a new case selecting “Civil: Other” and “Other Civil Filing: Other Civil Matters – GC” follow the prompts to electronically file the:

- Petition for Adult 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. Fee waivers are available 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 5

Lodging Your Fingerprints

If you have a criminal record you **must** bring an original set of your fingerprints to the Resource Center to be lodged. If this does not apply to you, skip this step.

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INSTRUCTIONS: STEP 6

Complete the Notice as Shown:

1) Print your current legal name you wish to change, address, telephone, and email address.

2) Print your current legal name you wish to change.

3) Carefully fill in the rest of the information requested.

STOP HERE.
The Filing Clerk will fill in the date and sign the Notice when you file the documents.

1	Code: 2610	
2	Name: _____	
3	Address: _____	
4	Telephone: _____	
5	Email: _____	
6	Self-Represented Litigant	
7	IN THE SECOND JUDICIAL DISTRICT	
8	IN AND FOR THE COUNTY OF WASHOE	
9	In the Matter of the Petition of:	
10	_____	Case No. _____
11	(Print your current legal name you wish to change)	Dept. No. _____
12	For a Change of Name.	
13	<u>NOTICE OF PETITION FOR ADULT NAME CHANGE</u>	
14	Notice:	
15	A Petition was filed in the above-entitled Court on _____	(Date petition was filed)
16	requesting that the Court legally change Petitioner from their present name of:	
17		
18	to: (current first) (current middle) (current last)	
19		
20	(desired first) (desired middle) (desired last)	
21	The Petitioner submitted a statement signed under penalty of perjury that the Petitioner is not changing his or her name for a fraudulent purpose.	
22	Any person objecting to this Petition shall file a written objection with the above-entitled Court within ten (10) days of the final publication of this Notice.	
23	Date: _____	JACQUELINE BRYANT CLERK OF THE COURT
24		By: _____ Deputy Clerk
25		
26		
27		
28		
	REV 4/2/19 JCB	1 NA NOTICE

You will be given a Case No. and Department No. when you file the petition with the court.

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INSTRUCTIONS: STEP 7

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 bring to the newspaper for publication.

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 8

Publishing the Notice

Once the Notice has been issued, take one copy of the file-stamped Notice to a newspaper of general circulation for publication.

The Notice must be published at least one time. The newspaper will send you an Affidavit of Publication and a copy of the Notice as it appeared in the newspaper. When you receive the documents, the Proof of Publication form should be filled out and the documents from the newspaper attached as an exhibit then filed.

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INSTRUCTIONS: STEP 9

You will use this form after you receive an Affidavit from the newspaper.

Complete the Proof of Publication as Shown:

You will attach the documents from the newspaper to the Proof of Publication as an exhibit after the Exhibit Cover Page.

1) Print your current legal name you wish to change, address, telephone, and email address.

2) Print your current legal name you wish to change. You will also print the Case No. and Department No. that were assigned by the Resource Center.

3) Date, sign, and print your name.

4) Print how many pages the Affidavit is on the Index of Exhibits

5) Put the Affidavit from the newspaper behind the last page, the Exhibit Cover Page.

1	Code: 3715
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	
11	In the Matter of the Petition of:
12	Case No. _____
13	(Print your current legal name you wish to change)
14	Dept. No. _____
15	For a Change of Name.
16	
17	<u>PROOF OF PUBLICATION</u>
18	
19	Attached as Exhibit 1 is proof of publication of the Notice.
20	
21	This document does not contain the personal information of any person as defined by NRS
22	603A.040.
23	
24	
25	Date: _____ Signature: _____
26	
27	Print Your Name: _____
28	
	REV 12/2018 JCB 1 NA PROOF OF PUB.

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INSTRUCTIONS: STEP 10

Wait

You must wait 10 days from the final date of publication to file the Request for Submission and proposed Order Changing Name. You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page.

INSTRUCTIONS: STEP 11

Complete the Request for Submission as Shown:

1) Print your current legal name you wish to change, address, telephone, and email address.

2) Print your current legal name you wish to change. You will also print the Case No. and Department No. that were assigned by the Resource Center.

3) Print the 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	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	
11	In the Matter of the Petition of:
12	Case No. _____
13	(Print your current legal name you wish to change)
14	Dept. No. _____
15	For a Change of Name.
16	
17	<u>REQUEST FOR SUBMISSION</u>
18	
19	I request that the Petition for Adult Name Change that was filed on _____
20	and all other documents filed herein be submitted to the Court for decision. (Date the petition was filed)
21	
22	This document does not contain the personal information of any person as defined by NRS
23	603A.040.
24	
25	
26	Date: _____ Signature: _____
27	
28	Print Your Name: _____
	REV 12/2018 JCB 1 NA REQ FOR SUB.

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INSTRUCTIONS: STEP 12

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.

1) Print your current legal name you wish to change. You will also print the Case No. and Department No. that were assigned by the Resource Center.

2) Clearly print your current name.

3) Clearly print your desired name.

1	Code: 2792
2	
3	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
4	IN AND FOR THE COUNTY OF WASHOE
5	
6	In the Matter of the Petition of:
7	_____ Case No. _____
8	(Print your current legal name you wish to change)
9	For a Change of Name. _____ Dept. No. _____
10	
11	<u>ORDER CHANGING NAME</u>
12	
13	This Court, having reviewed the Petition for Adult Name Change and all other papers and
14	pleadings on file and good cause appearing and finding that the statutory time to oppose has run
15	with no opposition filed,
16	IT IS HEREBY ORDERED that the Petitioner's name be and hereby is, legally changed from
17	_____
18	to (current first) (current middle) (current last)
19	_____
20	(desired first) (desired middle) (desired last)
21	IT IS FURTHER ORDERED that the Clerk transmit a certified copy of this order to the State
22	Registrar of Vital Statistics. And if applicable the Clerk shall transmit a certified copy of this order
23	to the Central Repository for Nevada Records of Criminal History for the inclusion in the
24	Petitioner's record of criminal history.
25	
26	Date: _____
27	
28	_____ DISTRICT JUDGE
	REV 12/2018 JCB 1 NA ORDER

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

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INSTRUCTIONS: STEP 13

Electronically Filing the Documents

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

- Proof of Publication and First Exhibit Index;
- Affidavit from newspaper with Exhibit Cover Page in front (as an exhibit to the Proof of Publication);
- Request for Submission and Second Exhibit Index; and
- Order Changing Name with Exhibit Cover Page in front (as an exhibit to the Request for Submission).

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.

There is no filing fee charged when documents are filed. Fee information is available at the Resource Center and online at: www.washoecourts.com.

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.

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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 your 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 your original name will not be removed from your birth certificate. The certificate may still show your original name with “formally known as” written on the certificate with your new name typed above your old name.

Legal Assistance

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. **The Resource Center cannot give legal advice** but can give information regarding court procedures.

You may also wish to speak with a family law lawyer at no cost through the Law Library’s “Lawyer in the Library” program, or to seek assistance from other free or reduced-cost legal resources in the area, to include:

LAWYER IN THE LIBRARY

For information contact the Law Library at 775-328-3250.

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

NEVADA LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509

(775) 284-3491 – leave a message if

necessary

<https://nlslaw.net>

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727 – leave a message if

necessary

www.washolegalservices.org