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PETITION FOR ADULT NAME CHANGE

Purpose of this packet:

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

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ATTENTION:

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

Note: 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: Sign up for an electronic filing account

The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. Sign up for a free eFlex account in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

❑ Step 2: Fill out the following forms:

- Petition for Adult Name Change
- Notice of Petition for Adult Name Change (if no publication exception exists)

If you have a criminal record, you will need to obtain a complete set of fingerprints taken in the manner prescribed by the Director of the [Department of Public Safety](#). The fingerprints must be lodged with the court upon filing the Petition for Adult Name Change.

You will be given a case number and department number when your petition is filed with the court.

Unless you qualify for a publication exception (explained below), complete the entire Notice of Petition for Adult Name Change, except for the bottom portion where it asks for the date and a Deputy Clerk's signature. Court staff will "issue" the Notice by adding a clerk's signature, date, and court seal once it has been uploaded into eFlex.

The Notice of Petition for Adult Name Change must be published in a newspaper of general circulation in Washoe County at least one time (see Step 4 for additional information).

There are some exceptions to publication.

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

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

AND/OR

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

If neither of the above apply, you must publish the Notice in the newspaper.

Gender Identity:

If you selected in your petition that you are changing your name to conform to your gender identity, you are exempt from the requirements of publication.

Skip the steps listed for Notice and Proof of Publication.

File the Petition for Name Change (Step 3). Wait 10 days. Then, fill out the Request for Submission, Index of Exhibits and Exhibit Cover Page, and Order Changing Name (see Step 5).

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

Personal Safety:

If publication of your name change would put your personal safety at risk, file the Petition for Adult Name Change (explained in Step 3) and also file an NA-2 Ex Parte Motion to Waive Publication of Name Change and Seal File Due to Risk of Personal Safety to request the court waive publication and seal the file. Include any proof you have that publication would put your safety at risk.

(The NA-2 Ex Parte Motion cannot be used to start a name change case. The Petition for Adult Name Change must be filed prior to filing the Ex Parte Motion)

The court will issue an order granting or denying your ex parte motion.

If your request is granted, skip the steps listed for Notice and Proof of Publication. Wait 10 days after you filed the Petition, then fill out the Request for Submission, Index of Exhibits and Exhibit Cover Page, and Order Changing Name (see Step 5).

If denied, return to Step 2 to fill out the Notice of Petition for Adult Name Change.

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

□ Step 3: File your forms

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them.

File the following documents:

- Petition for Adult Name Change
- Notice of Petition for Name Change (if no publication exception exists)
- If your petition requires an original set of your fingerprints (if you have a criminal record), bring your fingerprints to the Resource Center to be lodged with the court. If you file your petition electronically at home, bring your fingerprints to the Resource Center before completing Step 5.

There is a filing fee. If you are paying the filing fee with a credit card, the credit card must be added into eFlex before you electronically file your documents. Cash payments will need to be brought to the Resource Center. If you cannot afford the filing fee, there is an F-6 Application and Declaration to Waive Fees and Costs that can be used to ask for the filing fees to be waived.

🔗 How to add a credit card to your eFlex account:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>
2. To pay the filing fee, you must add a credit card to your eFlex account.
3. Click on "My Profile."
4. Under the "Wallets" section, go to "SECOND JUDICIAL DISTRICT COURT - STATE OF NEVADA - District Court Fee Payments" and click the "Add" button.
5. Enter a description for the credit card you will be using.

6. Click "Create Credit Card Token." Enter your credit card information and follow the prompts to save it to your account.

👉 How to file your documents using eFlex:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>
2. To start the adult name change case, click "Home," then click "New Case."
3. Select "Civil: Other" and "Other Civil Filing: Other Civil Matters – GC."
4. Under Participant Name, click on your name, then change Party Type to "Petitioner." Then click "Next."
5. To file each document, you will select the applicable Document Type, click "Choose File or "Browse," then locate your document file on your computer, and click "Add."

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Petition for Adult Name Change
(Document Type: Pet for Change of Name)
 - Notice of Petition for Adult Name Change (if applicable)
(Document Type: **Document Issued by the Court)
6. When all documents have been uploaded, review each one by clicking on the hyperlinked file name in the "View Document" column. When you have confirmed everything is correct, click "Next."
 7. Estimated Fees: a filing fee will be displayed. Select how you will satisfy the payment. If you have a credit card on file, select "Wallet Item." If you have an approved fee waiver on file, select "Order Granting Fee Waiver Approved."
 8. When you are ready to submit your documents to the court, click "Submit the Filing."

❑ Step 4: Publishing the Notice of Petition for Adult Name Change

Once the Notice has been issued by the court (it will have a stamped court seal, date, and a clerk's signature), you will receive an eFlex notification by email that the Notice is available. Download a copy of the issued Notice from your eFlex account.

You will need to provide the downloaded Notice to a newspaper of general circulation in Washoe County. The Notice must be published in the newspaper at least **one time**. Most newspapers now do this process via email or their website, not in person.

Two commonly used options in Washoe County are:

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| • Reno Gazette Journal | • Sparks Tribune |
| Must be submitted through their website. | Contact (775) 236-2088 |
| https://www.rgj.com/public-notices | or email sparkstribunelegals@gmail.com |

(Note: This may not be a fully inclusive list of newspapers where legal notices can be published.)

After publication, the newspaper will email you a receipt and a copy of the Notice as it appeared in the newspaper. This is known as an Affidavit of Publication and will need to be attached to the Proof of Publication form.

Wait 10 days from the final date of publication in the newspaper before continuing.

□ **Step 5: Fill out the following forms:**

- Proof of Publication (if no publication exception exists)
- Request for Submission
- Index of Exhibits and Exhibit Cover Page
- Order Changing Name

If you were required to publish, include a copy of the Affidavit of Publication you received from the newspaper to go with the Proof of Publication form.

On the Order Changing Name, leave the space where the judge signs and dates it blank, but complete the rest of the form.

□ **Step 6: File your forms**

Electronically file the Proof of Publication (if applicable), Request for Submission, and Order Changing Name yourself or bring your completed documents to the Resource Center to get help filing them.

📁 How to file your documents using eFlex:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click "Existing Cases."
3. Locate the case you are filing into, click on the blue "eFile" link next to the case number.
4. To file each document, you will select the applicable Document Type, click "Choose File" or "Browse," then locate your document file on your computer, and click "Add."

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Proof of Publication and Affidavit of Publication from the newspaper all together as one PDF.
(Document Type: Proof of Publication)
- Request for Submission and Index of Exhibits all together as one PDF document.
(Document Type: Request for Submission)

- Exhibit Cover Page and Order Changing Name all together as one PDF document.
(Document Type: **Continuation)
 - When prompted to select which document you are attaching your Exhibit Cover Page and Order Changing Name to, confirm “Request for Submission” is selected and click “Next.”
5. Review the documents by clicking on the hyperlinked file name in the “View Document” column. When you are ready to submit your documents to the court, click “Next” and then “Submit the Filing.”

□ Step 7: Wait

The judge will have approximately 60 days to make a decision. You will receive an order when the judge grants or denies your name change.

All orders can be reviewed and printed from your eFlex account. Certified copies of orders can be purchased online on the court’s website or in person 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 your birth certificate was issued needs to reissue a birth 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 “formerly known as” written on the certificate with your new name typed above the old name.

For procedural questions, or help with electronically filing your documents, visit or contact:

**Resource Center
1 South Sierra St., 3rd Floor
Reno, NV 89501
775-325-6731**

**Law Library
75 Court St., Room 101
Reno, NV 89501
775-328-3250**

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>