

# **NA-2 EX PARTE MOTION TO WAIVE PUBLICATION OF NAME CHANGE AND SEAL FILE DUE TO RISK OF PERSONAL SAFETY**

## **Purpose of this packet:**

Publication of your name change would put your personal safety at risk, and you want court proceedings concerning your name change to be sealed. You want to ask the court to waive your publication requirement and seal your name change case.

Note: This packet cannot be used to start a name change case. The Petition for Adult Name Change must be filed prior to this Ex Parte Motion.

## **Contents:**

1. Instructions
2. Legal Assistance Information
3. Ex Parte Motion to Waive Publication of Name Change and Seal File Due to Risk of Personal Safety
4. Request for Submission

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 (if you don't already have one)

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 and file the following forms:

- Ex Parte Motion to Waive Publication of Name Change and Seal File Due to Risk of Personal Safety
- Request for Submission

Include your case number from your name change case on your Ex Parte Motion form and Request for Submission form.

Electronically file the documents 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 "Home;" click "Existing Cases."
3. Locate the name change case you are filing into and 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.

- Ex Parte Motion to Waive Publication of Name Change and Seal File Due to Risk of Personal Safety  
(Document Type: Ex-Parte Mtn)
  - Request for Submission  
(Document Type: Request for Submission)
5. When the 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."
  6. Estimated Fees: There is no filing fee required for this motion; select "No Fee Required."
  7. When you are ready to submit your documents to the court, click "Submit the Filing."

☐ **Step 3: Wait**

The judge will have approximately 60 days to decide on your Ex Parte Motion. You will receive an eFlex notification when the judge grants or denies your Ex Parte Motion.

**If your Ex Parte Motion is granted:** return to the Personal Safety section of the NA Petition for Adult Name Change Instructions to read about your next steps.

**If your Ex Parte Motion is denied:** return to Step 2 of the NA Petition for Adult Name Change Instructions to fill out the Notice of Petition for Adult Name Change and complete the remaining steps of the process.

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

**Resource Center  
1 South Sierra St., 3<sup>rd</sup> 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., 1<sup>st</sup> Floor  
Reno, NV 89501

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

<https://nnlegalaid.org>