

# **NM-1**

## **NAME CHANGE MINOR**

### **(BOTH PARENTS AGREE)**

#### **Purpose of this packet:**

You are the parents of a minor child and wish to legally change your child's name. You both agree to the child's name change and are willing to sign the documents together. The minor child is a resident of Washoe County.

#### **You may need additional packets to complete your petition if:**

- ☐ The child is 14 years or older (see packet NM-3).

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

#### **Contents:**

1. Instructions
2. Legal Assistance Information
3. EFile User Agreement x2 – a copy for each parent
4. Petition for Minor Name Change
5. Request for Submission
6. Index of Exhibits and the Exhibit Cover Page
7. Order Changing Name

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 the following forms:

- Petition for Minor Name Change
- Request for Submission
- Index of Exhibits & Exhibit Cover Page
- Order Changing Name

If you are starting a new case, you will be given a case number and department when your documents are filed with the court.

If you are filing the petition into a previous family case (such as divorce, legal separation, domestic partnership dissolution, custody & visitation, termination of parental rights, or an emancipation case), include the case number and department number of the case you are filing into.

The Request for Submission form is used to inform the court of your name change petition. You will be attaching the Order Changing Name that you wish the judge to sign as an exhibit to your Request for Submission.

On the Order Changing Name, fill out the top section of the form and the current and desired name. Leave the date and judge's signature line blank. The judge will sign and date the Order Changing Name if your request is approved.

### ☐ Step 3: File your forms

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

If you are filing the petition into a previous family case, there is no filing fee.

If you are starting a new case, 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-6JP Joint Application and Declaration to Waive Fees and Costs that can be used to ask for the filing fee to be waived.

 How to add a credit card to your eFlex account:

1. Sign in to either party's 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 - Family 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 either party’s eFlex account: <https://wcefex.washoecourts.com/>.
2. If you are starting a new case: click “Home,” then click “New Case.” Select “Family-Related: Other” and “Other Domestic Relation Case Filings: Name Change – Minor – NM.”  
(If you are filing into an existing family case: Click “Home,” then “Existing Cases.” Locate the case you are filing into, click on the blue “eFile” link next to the case number).
3. Click “Add My Parties (Plaintiffs)” and enter your information as Party Type “Joint Petitioner.” Click “Add My Parties (Plaintiffs)” again and add the other parent’s name as Party Type “Joint Petitioner.”
4. Click “Add My Parties (Plaintiffs)” again and enter the minor’s name as Party Type “Minor.”
5. After all parties have been added, click “Next.”
6. 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 Minor Name Change  
(Document Type: Pet for Change of Name)
  - Request for Submission and Index of Exhibits all together as one PDF.  
(Document Type: Request for Submission)
  - Exhibit Cover Page and Order Changing Name all together as one PDF.  
(Document Type: \*\*Continuation)
- When prompted to select which document you are attaching the Exhibit Cover Page and Order Changing Name to, confirm that “Request for Submission” is selected, click “Next.”

A helpful video for attaching exhibits can be found here:

<https://www.youtube.com/watch?v=6JRMIXxa8Pg>

7. 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."
8. 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." If you are filing into a previous family case, select "No fee required."
9. When you are ready to submit your documents to the court, click "Submit the Filing."

☐ **Step 8: Wait.**

Once all the steps are completed, 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 request.

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 Changing Name, 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 birth certificate was issued needs 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.

**Note:** Certified copies of your court documents can be purchased online or by visiting the Resource Center. More information about purchasing copies can be found at:

<https://www.washoecourts.com>

**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>