

NM-2 NAME CHANGE MINOR (ONE PARENT)

Purpose of this packet:

You are the parent of a minor child and wish to legally change the child's name. 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).
- ☐ You do not know the location or identity of the other parent entitled to notice (see packet NM-4).

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.

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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
- Notice of Minor Name Change

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.

On the Notice of Minor Name Change, complete the entire form except the two lines that a Deputy Clerk will date and sign. Court staff will complete the Notice with a signature, date, and seal, once it has been uploaded into eFlex.

Note: In the "To:" section of the Notice, print the name of the other parent.

☐ Step 3: File your forms

Electronically file the Petition and the Notice 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-6 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 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 - 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 your eFlex account: <https://wceflex.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. Enter your information as Party Type "Petitioner." Add the other parent's name by clicking "Add Other Parties (Defendants)" and add them as Party Type "Respondent."
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)
 - Notice of Minor Name Change
(Document Type: **Document Issued by the Court)
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 4: Service**

The other parent must be **personally served** with a file-stamped copy of the Petition and the Notice.

You have 120 days after your petition is filed to serve the other parent, or your case may be dismissed. The court **WILL NOT AND CANNOT** serve the documents for you.

You can print file-stamped copies of the Petition and the Notice from your eFlex account or visit the Resource Center to obtain copies for a fee.

Personal service cannot be completed by you.

Service of the documents may be completed by:

- A person over the age of 18 years who is not party to the case; or
- The civil division of the sheriff's office in the county where the other parent resides or works (there may be a fee); or
- A private process service (there may be a fee).

Personal service is completed by a person over the age of 18, the sheriff's office, or a private process server by:

- Handing a copy 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).

Have the parent served with the following documents:

- Petition for Minor Name Change
- Notice of Minor Name Change
- Minor's Consent to Name Change (if applicable)

If you do not know the location or identity of the parent entitled to notice:

You must make a serious attempt to locate the other parent. If the other parent cannot be personally served after due diligence, you may request the court's permission to provide notice via publication. You must list all your attempts to find the parent in your request. Just by saying you do not know where the person is and have not heard from them is not enough for the court to allow you to publish notice in the newspaper.

The NM-4 Ex Parte Motion for Publication of Notice of Minor Name Change is available online at <https://www.washoecourts.com/> or at the Resource Center or the Law Library.

□ Step 5: Fill out and file the Declaration of Personal Service (if applicable)

Note: If you requested permission to serve by publication and it was granted, discard the Declaration of Personal Service form, skip Step 5, and continue to Step 6.

After the parent has been personally served, fill out the top portion of the Declaration of Personal Service with your contact information, the minor's current legal name, case number and department. The rest of the declaration form must be completed by the person who served the documents (not you).

Electronically file the Declaration of Personal Service yourself or bring it to the Resource Center to get help filing it.

🖱️ How to file your document using eFlex:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click "Home;" 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 the 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 document below:

Note: Leave the eFlex Document Category field blank.

- Declaration of Personal Service
(Document Type: Affidavit/Declaration of Service)

5. Review the document by clicking on the hyperlinked file name in the “View Document” column. When you are ready to submit your document to the court, click “Next” and then “Submit the Filing.”

☐ **Step 6: Answering a Petition for Minor Name Change**

The other parent has 10 days starting the day after service to file a response to your petition. If the parent files an objection to the name change, you may reply.

If the other parent does not file a response in the 10 days, file the proposed Order Changing Name and submit it to the court using the Request for Submission form (see next step).

☐ **Step 7: File the Request for Submission and Order Changing Name**

Fill out the following forms:

- Request for Submission
- Index of Exhibits and Exhibit Cover Page
- Order Changing Name

On the Order Changing Name, complete the entire form except for the two lines that the judge will date and sign.

Electronically file your Request for Submission and Order Changing Name yourself or bring your completed documents to the Resource Center to get help filing them.

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click “Home;” click “Existing Cases.”
3. Locate the 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.

- Request for Submission and Index of Exhibits as a 2-page 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 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 8: Wait**

Once all the steps are completed, the judge will have approximately 60 days to review your documents and issue an order.

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., 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>