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**EX PARTE MOTION FOR  
PUBLICATION OF NOTICE  
OF MINOR NAME  
CHANGE**

**NM-4**

Self Help Center  
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[www.washoecourts.com](http://www.washoecourts.com)

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**EX PARTE MOTION FOR  
PUBLICATION OF NOTICE OF  
MINOR NAME CHANGE**

**PACKET NM-4**

**Use this packet only if the following statements are true:**

- You are the parent of the minor child.
- You have filed a Petition for Minor Name Change.
- You have been unable to serve the other parent or the identity of the other parent is truly unknown.

**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. Ex Parte Motion for Publication of Notice and Declaration of Due Diligence in Support of Publication
2. Request for Submission
3. Order for Publication
4. Proof of Publication of Notice for Minor Name Change
5. Proof of Mailing

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

### Complete the Ex Parte Motion as Shown:

If you have documents that support your ex parte motion, attach copies of the documents as exhibits. Contact the Self Help Center or Law Library for further information on how to do so.

1) Print your name, address, telephone number, and email.

2) Print the child's current legal name you wish to change, the Case No., and Department No. just as they appear in all other documents in this case.

3) Complete all of the pages, following the instructions on each page.

Sign and date the last page.

1	Code: 1670
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	
12	In the Matter of the Change of Name of:
13	_____
14	(Minor's current legal name you wish to change)
15	Case No. _____
16	Dept. No. _____
17	A Minor.
18	
19	<u>EX PARTE MOTION FOR PUBLICATION OF NOTICE AND</u>
20	<u>DECLARATION OF DUE DILIGENCE IN SUPPORT OF PUBLICATION</u>
21	
22	1. I am the Petitioner in this case and I filed a verified Petition for Minor Name Change. The other
23	parent is a necessary and proper party to this action.
24	
25	2. The last-known address that I know for the other parent is:
26	_____
27	The other parent <input type="checkbox"/> DOES -OR- <input type="checkbox"/> DOES NOT live there. To my knowledge, the last time
28	the other parent lived there was: _____
	REV 3/22/19 JCB 1 NM-4 PUBLICATION

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## INSTRUCTIONS: STEP 2

### Complete the Request for Submission as Shown:

You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Request for Submission and the Index of Exhibits as one PDF.

1) Print your name, address, telephone number, and email

2) Print the child's current legal name you wish to change, the Case No., and Department No. just as they appear in all other documents in this case.

3) Print date you filed the motion.

4) Date, sign, and print your name.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	In the Matter of the Change of Name of:
12	(Minor's current legal name you wish to change) _____
13	Case No. _____
14	Dept. No. _____
15	A Minor
16	<u>REQUEST FOR SUBMISSION</u>
17	I request the Ex Parte Motion for Publication of Notice and Declaration of Due Diligence in
18	Support of Publication filed on _____ be submitted to the Court for decision.
19	(Date petition was filed)
20	This document does not contain the personal information of any person as defined by NRS
21	603A.040.
22	
23	Date: _____ Signature: _____
24	
25	Print Your Name: _____
26	
27	
28	
	REV 3/22/19 JCB 1 NM-4 REQ. FOR SUB

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## INSTRUCTIONS: STEP 3

### Prepare the Order for Publication as Shown:

You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Exhibit Cover Page and Order for Publication as one PDF.

1) Print the child's current legal name you wish to change, the Case No., and Department No. just as they appear in all other documents in this case.

2) Print the other parent's name.

1 Code: 1675  
2  
3  
4 IN THE FAMILY DIVISION  
5 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
6 IN AND FOR THE COUNTY OF WASHOE  
7  
8 In the Matter of the Change of Name of:  
9  
10 \_\_\_\_\_ Case No. \_\_\_\_\_  
11 (Minor's current legal name you wish to change) Dept. No. \_\_\_\_\_  
12 A Minor  
13  
14 ORDER FOR PUBLICATION  
15 Upon reading the Ex Parte Motion for Publication of Notice and Declaration of Due Diligence  
16 in Support of Publication, it appears to the satisfaction of the Court, and the Court finds that good  
17 cause exists for granting the Ex Parte Motion, notice cannot be made by personal service, and the  
18 other parent, \_\_\_\_\_ is a necessary party.  
19 (The other parent's name)  
20 THEREFORE, IT IS HEREBY ORDERED that the Notice in this action be served by  
21 publication at least once a week for a period of three consecutive weeks in the following newspaper  
22 of general circulation and in Washoe County: \_\_\_\_\_  
23  
24 IT IS FURTHER ORDERED that a copy of the Notice and Petition be mailed by registered or  
25 certified mail to the last-known address of the other parent.  
26 Date: \_\_\_\_\_  
27 \_\_\_\_\_  
28 DISTRICT JUDGE  
  
REV 4/1/19 JCB 1 NM-4 ORDER

**STOP HERE**  
**Do not fill out the information about where to publish, sign, or date here.**

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

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## INSTRUCTIONS: STEP 4

### **Electronically Filing the Documents**

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, and at the Second Judicial District Court. Scanners are available at the Second Judicial District Court.

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

- Ex Parte Motion for Publication of Notice and Declaration of Due Diligence in Support of Publication;
- Request for Submission and Index of Exhibits; and
- Exhibit Cover Page and Order for Publication (as an exhibit \*\*continuation 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 will not be a filing fee charged when documents are filed. Fee information is available at the Filing Office and online at: [www.washoecourts.com](http://www.washoecourts.com).

## INSTRUCTIONS: STEP 5

### **Wait**

You must wait for the Judge to make a decision on your motion. Usually ex parte motion are heard within 72 hours. You will be notified by order if your motion is granted or denied.

**Do not publish your notice until you have heard back from the Judge.**

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## INSTRUCTIONS: STEP 6

### **Publishing the Notice**

Once the Judge has signed the Order for Publication, take one copy of the file-stamped Notice to the newspaper named in the Order for Publication.

You must publish the Notice once a week for three successive weeks, at the end of that time, the newspaper will send you a copy of the Notice as it appeared in the newspaper and an Affidavit of Publication. When you receive the documents, the Proof of Publication form should be filled out and the documents from the newspaper attached as an exhibit and then filed.

### **The Affidavit of Publication**

The newspaper will send you a document that you will file with the court to prove that you completed the publication. This document is the Affidavit of Publication; it should also include an image of the newspaper clipping. Contact the newspaper if it does not.

## **STOP**

**Do not continue with the rest of the packet until you have received the Affidavit of Publication from the newspaper.**

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## INSTRUCTIONS: STEP 7

Use this form after you receive the documents from the newspaper.

### Complete the Proof of Publication as Shown:

You will attach the documents from the newspaper using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Proof of Publication and Index of Exhibits as one PDF.

1) Print your name, address, telephone number, and email

2) Print the child's current legal name you wish to change, the Case No., and Department No. just as they appear in all other documents in this case.

3) Date, sign, and print your name.

4) On the Index of Exhibits, print how many pages the document is.

1	Code: 3715
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	
12	In the Matter of the Change of Name of:
13	_____
14	(Minor's current legal name you wish to change) Case No. _____
15	_____ Dept. No. _____
16	A Minor.
17	
18	<u>PROOF OF PUBLICATION</u>
19	
20	Attached as Exhibit 1 is proof of publication of the Notice.
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 3/22/19 JCB 1 NM-4 PROOF OF PUB



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## INSTRUCTIONS: STEP 8

You will use this form after you send a copy of the Notice and Petition, by registered or certified mail, to the last-known address of the other parent.

### Complete the Proof of Mailing as Shown:

You will attach the return receipt or other proof of mailing from the postal service using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Proof of Mailing and Index of Exhibits as one PDF.

1) Print your name, address, telephone number, and email.

2) Print the child's current legal name you wish to change, the Case No., and Department No. just as they appear in all other documents in this case.

3) Date, sign, and print your name.

4) On the Index of Exhibits, print how many pages the proof is.

1	Code: 3725
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	
12	In the Matter of the Change of Name of:
13	
14	(Minor's current legal name you wish to change) Case No. _____
15	Dept. No. _____
16	A Minor.
17	
18	<u>PROOF OF MAILING</u>
19	
20	Attached as Exhibit 1 is proof that I mailed a copy of the Notice and Petition for Minor Name
21	Change by registered or certified mail to the last-known address of the other parent.
22	
23	This document does not contain the personal information of any person as defined by NRS
24	603A.040.
25	
26	Date: _____ Signature: _____
27	
28	Print Your Name: _____
	REV 3/22/19 JCB 1 NM-4 PROOF OF MAIL.

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## INSTRUCTIONS: STEP 9

### **Filing the Proof of Publication and Proof of Mailing**

After publication and mailing is complete, you must file the Proof of Publication and Proof of Mailing with the court. Without these, the court cannot grant the minor name change.

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 matching Index of Exhibits;
- Exhibit Cover Page and documents from the newspaper (as an exhibit \*\*continuation to the Proof of Publication);
- Proof of Mailing and matching Index of Exhibits;
- Exhibit Cover page and the proof (as an exhibit \*\*continuation to the Proof of Mailing).

## INSTRUCTIONS: STEP 10

### **Wait**

You must wait 10 days starting the day after the last publication to allow the other parent a chance to contest the Petition.

If the other parent files with the court an opposition to the Petition, you can file a reply to their opposition. Contact the Self Help Center or Law Library for further information.

If the other parent does not file an opposition and you have waited the 10 days, file the Request for Submission and submit the Proposed Order Changing Name. Instructions and forms are located in the **NM-2 Name Change Minor (One Parent) packet INSTRUCTIONS: STEPS 10, 11, 12.**