

NM-4

EX PARTE MOTION FOR PUBLICATION OF NOTICE OF MINOR NAME CHANGE

Purpose of this packet:

You are the parent of the minor child and have filed a Petition for Minor Name Change but have been unable to serve the other parent, or the identity of the other parent is truly unknown. You would like to request the court's permission to serve documents on the other party by publishing notice of the name change in the newspaper.

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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:

- Ex Parte Motion for Publication of Notice and Declaration of Due Diligence in Support of Publication
- Request for Submission
- Index of Exhibits and Exhibit Cover Page
- Order for Publication for Notice of Minor Name Change

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 Ex Parte Motion filing. You will be attaching the Order for Publication that you wish the judge to sign as an exhibit to your Request for Submission

On the Order for Publication, only complete the top portion of the form (the minor's current legal name, case number and department) and in the first paragraph, print the other parent's name. **Do not fill out the information about where to publish.** If your Ex Parte Motion is granted, the judge will complete the rest of the Order for Publication with the name of the newspaper where you need to publish.

❑ Step 3: File your forms

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 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.

- Ex Parte Motion for Publication of Summons and Declaration of Due Diligence in Support of Publication
(Document Type: Ex Parte Mtn)

- Request for Submission and Index of Exhibits as a 2-page PDF.
(Document Type: Request for Submission)
- Exhibit Cover Page and Order for Publication all together as one PDF.
(Document Type: **Continuation)
- When prompted to select which document you are attaching your Exhibit Cover Page and Order for Publication to, confirm “Request for Submission” is selected and click “Next.”

A helpful video for attaching exhibits can be found here:

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

5. 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.”
6. Estimated Fees: there is no filing fee required for this Ex Parte Motion; select “No Fee Required.”
7. When you are ready to submit your documents to the court, click “Submit the Filing.”

☐ **Step 4: Wait**

If your Ex Parte Motion is granted, the judge will issue an Order for Publication with details of where you need to publish.

If your Ex Parte Motion is denied, the judge will provide details of why it was denied.

☐ **Step 5: Service**

If your Ex Parte Motion is granted, you must publish the Notice of Minor Name Change and mail a copy of the Petition and Notice to the other parent’s last known address.

a. Publishing the Notice

A copy of the Notice of Minor Name Change will need to be provided to a newspaper specified in the order. Most newspapers now do this process via email or their website, not in person.

Download a copy of the issued Notice from your eFlex account to send to the newspaper.

The Notice must be published once a week for a period of three weeks.

If you were ordered to publish in the Reno Gazette Journal or the Sparks Tribune, the contact information is below:

Reno Gazette Journal
Must be submitted through
their website.
<https://www.rgj.com/public-notices>

Sparks Tribune
Contact (775) 236-2088
Or email:
sparkstribunelegals@gmail.com

****If your order specifies another newspaper (than those listed above), contact the newspaper for their preferred method for submitting legal notices****

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 must be attached to the Proof of Publication form.

b. Mailing

You must serve the other parent at their last-known address by registered or certified mail. Mail a copy of the following documents:

- Notice of Minor Name Change
- Petition for Minor Name Change

You can print copies from your eFlex account or visit the Resource Center to obtain copies for a fee. Keep any receipt given to you by the post office to attach to the Proof of Mailing form.

☐ **Step 6: File proof of service**

Fill out and file the following forms:

- Proof of Publication of Notice of Minor Name Change
- Proof of Mailing

Include a copy of the Affidavit of Publication you received from the newspaper to go with the Proof of Publication form.

Include your mailing receipt to go with the Proof of Mailing form.

Electronically file your Proof of Publication and Proof of Mailing yourself or bring your completed documents to the Resource Center to get help filing them.

👉 How to file your documents using eFlex:

Note: Do not file your receipts separately. You must have two PDFs total (see below).

1. Sign in to your eFlex account: <https://wceflex.washoecourts.com/> and upload the following documents into your existing case:

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Proof of Publication and Affidavit of Publication all together as one PDF document.
(Document Type: Proof of Publication)
- Proof of Mailing and your mailing receipt all together as one PDF document.
(Document Type: Proof)

2. 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**

Starting the day after the last date of publication, the other parent has 10 days to file a response with the court.

If the other parent files an objection to the Petition for Minor Name Change, you can file a response.

After you have waited the 10 days, file the proposed Order Changing Name and submit it to the court using the Request for Submission form (see Step 7 of NM-2 Name Change Minor (one parent) packet for further instructions and the two forms).

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>