

# NA PETITION FOR ADULT NAME CHANGE

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

- You are a resident of Washoe County.
- You are over the age of 18 or an emancipated minor.
- You wish to legally change your name.

**This packet contains the following:**

1. Instructions
2. Legal Assistance Information
3. EFile User Agreement
4. Petition for Adult Name Change
5. Notice of Petition for Adult Name Change
6. Proof of Publication
7. Index of Exhibits and the Exhibit Cover Page
8. Request for Submission
9. Index of Exhibits and the Exhibit Cover Page
10. Order Changing Name

**ATTENTION:**

If you have a criminal record, you must provide an original set of fingerprints to the Resource Center when you file the Petition.

**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:** The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. To file electronically, you must have an eFlex account which you can sign up for in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

- Step 2:** Fill out the **Petition for Adult Name Change**

Note: If you have a criminal record, you will need to obtain a complete set of fingerprints taken in the manner prescribed by the Director of the [Department of Public Safety](#). The fingerprints must be lodged with the Court upon filing the Petition for Adult Name Change.

- Step 3:** Fill out the **Notice of Petition for Adult Name Change**

Unless you qualify for a publication exception (explained below), complete the entire Notice of Petition for Adult Name Change, except for the bottom portion where it asks for the date and a Deputy Clerk's signature. Court staff will complete the Notice with a signature, date, and seal, after it has been uploaded into eFlex.

The Notice of Petition for Adult Name Change must be published in a newspaper of general circulation in Washoe County at least one time.

Note: There are some exceptions to publication.

You do not need to publish your name change in a newspaper if:

A) You are requesting a name change to conform to your gender identity per NRS 41.280(3).

-AND/OR-

B) Publication of your name change would put your personal safety at risk per NRS 41.280(2).

**If none of the above apply, you must publish the Notice.**

### Gender Identity:

If you selected in your Petition that you are changing your name to conform to your gender identity, you are exempt from the requirements of publication.

Skip the steps listed for Notice and Proof of Publication.

File the Petition for Name Change (Step 4). Wait 10 days. Then, fill out the Request for Submission and Order Changing Name, and continue to Step 7.

(If at any time an objection to your Petition is filed, you may file a response.)

### **Personal Safety:**

If publication of your name change would put your personal safety at risk, file an **Ex Parte Motion Non-Emergency** to request the Court waive the publication and to seal the file. You must include any proof you have that publication would put your safety at risk.

The Court will issue an Order granting or denying your Ex Parte Motion.

If granted, skip the steps listed for Notice and Proof of Publication. File the Petition for Name Change (Step 4). Wait 10 days. Then, fill out the Request for Submission and Order Changing Name, and continue to Step 7.

If denied, return to Step 3 to fill out the Notice of Petition for Adult Name Change.

(If at any time an objection to your Petition is filed, you may file a response.)

### Step 4: Filing your documents with the Court

If you would like help filing your documents, bring the following to the Resource Center:

- Petition for Adult Name Change
- Notice of Petition for Name Change (if no publication exception exists)
- Original set of your fingerprints (if you have a criminal record)

If you would like to file the documents yourself from home, follow Steps 4a & 4b below.

### Step 4a: Payment

There is a filing fee. Note: 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 fees to be waived.

- Log into your eFlex account: <https://wceflex.washoecourts.com/>.
- To pay the filing fee, you must add a credit card to your eFlex account.
- Click on “My Profile.”

- Under the “Wallets” section, go to “SECOND JUDICIAL DISTRICT COURT - STATE OF NEVADA - District Court Fee Payments” and click the “Add” button.
- Enter a description for the credit card you will be using.
- Click “Create Credit Card Token.” Enter your credit card information and follow the prompts to save it to your account.

□ Step 4b: Electronically file your documents

- Log into your eFlex account: <https://wceflex.washoecourts.com/>.
- To start the adult name change case, click “Home,” then click “New Case.”
- Select “Civil: Other” and “Other Civil Filing: Other Civil Matters – GC.”
- Under Participant Name, click on your name, then change Party Type to “Petitioner.” Then click “Next.”
- Click “Next” again to proceed with adding your documents.
- Select the applicable Document Type and click “Choose File.” Locate the document file on your computer, then click “Add.”

Note: The Document Category field can be left blank.

- **Petition for Adult Name Change**  
(Document Type: “Pet for Change of Name”)
- **Notice of Petition for Adult Name Change** (if applicable)  
(Document Type: “\*\*Document Issued by the Court”)

When all 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.”

Estimated Fees: the 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.”

When you are ready to submit your documents to the Court, click “Submit the Filing.”

□ **Step 5: Publishing the Notice of Petition for Adult Name Change**

Once the Notice has been issued by the Court (which means a Deputy Clerk has put the Court seal on it, signed and dated it), you will receive an eFlex notification by email that the Notice is available. Download or print out a copy of the issued Notice from your eFlex account or visit the Resource Center to obtain a copy for a fee.

You will need to provide a copy of the Notice to a newspaper of general circulation in Washoe County. Most newspapers now do this process via email.

The Notice must be published in the newspaper at least one time. The newspaper will send you an Affidavit of Publication and a copy of the Notice as it appeared in the newspaper.

\*Wait 10 days from the final date of publication in the newspaper before continuing.\*

□ **Step 6: Fill out the Proof of Publication, Index of Exhibits, Request for Submission, second Index of Exhibits, and Order Changing Name**

On the Order Changing Name, leave the space where the judge signs and dates it blank, but complete the rest of the form.

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

□ **Step 7: Filing your documents with the Court**

If you would like help filing your documents, bring the following to the Resource Center:

- Proof of Publication (if no publication exception exists)
- Index of Exhibits (if no publication exception exists)
- Exhibit Cover Page (if no publication exception exists)
- Affidavit of Publication (if no publication exception exists)
- Request for Submission
- Index of Exhibits

- Exhibit Cover Page
- Order Changing Name

If you would like to file the documents yourself from home, follow Step 7a below.

Step 7a: Electronically file your documents

Log into your [eFlex account](#) to electronically file your documents. Use the document types listed below.

Note: The Document Category field can be left blank.

- **Proof of Publication** and the **Index of Exhibits** as a 2-page PDF document  
(Document Type: “Proof of Publication”)
- **Exhibit Cover Page** and the **Affidavit of Publication** all together as one PDF  
(Document Type: “\*\*Continuation”)
  - Your Exhibit Cover Page and Affidavit of Publication get attached to the Proof of Publication by selecting Document Type: “\*\*Continuation.”
  - Upon attaching the Exhibit Cover Page and Affidavit of Publication, you will be prompted to select which document you are attaching it to; confirm that “Proof of Publication” is selected and click “Next.”

A helpful video can be found here:  
<https://www.youtube.com/watch?v=6JRMIXxa8Pg>
- **Request for Submission** and the second **Index of Exhibits** as a 2-page PDF document  
(Document Type: “Request for Submission”)
- **Exhibit Cover Page** and the **Order Changing Name** as a 2-page PDF document  
(Document Type: “\*\*Continuation”)
  - Your Exhibit Cover Page and Order Changing Name get attached to the Request for Submission by selecting Document Type: “\*\*Continuation.”

- Upon attaching your Exhibit Cover Page and Order Changing Name, you will be prompted to select which document you are attaching it to; confirm that “Request for Submission” is selected and click “Next.”

When all 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.”

When you are ready to submit your documents to the Court, click “Submit the Filing.”

Step 8: Wait

The judge will have approximately 60 days to make a decision. You will receive an Order when the judge grants or denies the name change.

All Orders can be reviewed and printed from your eFlex account. Certified copies of Orders can be purchased online or at the Resource Center.

**Common Misconceptions About a Name Change**

Even with the Order, 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 your birth certificate was issued needs to reissue a birth certificate. Usually, they will require a certified copy of the Order Changing Name.

It is possible that your original name will not be removed from your birth certificate. The certificate may still show your original name with “formerly known as” written on the certificate with your new name typed above the old.

**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>