

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

NM-4

Resource Center
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Reno, NV 89501
775-325-6731

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 Resource Center or the Law Library for further information on how to do so.

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

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"/> <u>DOES</u> -OR- <input type="checkbox"/> <u>DOES NOT</u> 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 address.

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	_____ Case No. _____
13	(Minor's current legal name you wish to change) Dept. No. _____
14	A Minor
15	
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.

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.

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	(Minor's current legal name you wish to change)
11	Case No. _____
12	Dept. No. _____
13	A Minor, _____
14	<u>ORDER FOR PUBLICATION</u>
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	DISTRICT JUDGE
28	
	REV 4/1/19 JCB 1 NM-4 ORDER

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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/>, in the Law Library and the Resource Center.

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.

Scanners are available at the Law Library and the Resource Center.

There will not be a filing fee charged when documents are filed. Fee information is available at the Resource Center and online at: www.washoecourts.com.

INSTRUCTIONS: STEP 5

Wait

You must wait for the Judge to make a decision on your motion. Usually, ex parte motions 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 address.

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)
15	Case No. _____
16	Dept. No. _____
17	A Minor.
18	
19	<u>PROOF OF PUBLICATION</u>
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 address.

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 Resource Center or the 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.**

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>