

## **ATTENTION**

**THIS PACKET IS NOT A SUBSTITUTE FOR THE ADVICE OF  
AN ATTORNEY**

### **IMPORTANT**

If either party is in the military, special rules may apply and it is recommended you seek the advice of an attorney.

### *Counsel is Always Recommended for Legal Matters*

The law allows any person to represent himself/herself in a legal action. However, filing papers with the court and representing yourself in the courtroom can involve complicated legal issues. This packet does not address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, The Rule of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

Before filling in any portion of the following documents, read all the materials included in this packet!

**THIS INFORMATION IS PROVIDED AS A COURTESY ONLY! THE COURT, SELF-HELP CENTER, NON-PROFIT ORGANIZATION, OR LAW LIBRARY THAT MAY PROVIDE THIS INFORMATION SHALL NOT BE LIABLE FOR ERRORS CONTAINED HERIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.**

## **FILLING OUT THE DOCUMENTS**

### **Petition for Change of Name**

In the heading portion of the Petition, print your present name. Leave the Case No. and Dept. No. blank. When you file the documents with the Filing Clerk's, a case number and a department number will assigned.

Complete the form, carefully following the instructions listed on the form itself.

### **Notice**

In the heading print your present name. Leave the Case No. and Dept. No. blank. The Filing Clerk's Office will fill in that information when you file the documents.

Carefully fill in the rest of the information as it is requested in the document.

DO NOT fill in the date. The Filing Clerk will fill in the date and sign the Notice when you file the documents.

***DO NOT fill in the rest of the forms at this point. The Proof of Publication, Request For Submission and Order Changing Name can be filled out once the publication of the Notice is completed.***

### **Copying and Filing the Documents**

Make one (1) copy of the Civil Cover Sheet, and the Petition for Change of Name. Make two (2) copies of the Notice.

Take the original and the copies to the filing clerk's office, which is located on the first floor of the courthouse located at 801 Clark Street, Ely, NV. There will be a filing fee payable when you file the documents. To confirm the amount of the filing fee, you may call the filing clerk's office at (775) 289-2341.

The Filing Clerk will:

1. Assign you case a case number and a department number and fill in the information on your documents
2. Sign the Notice form
3. Stamp the documents as "Filed"
4. Keep the original documents
5. Return the "File Stamped" copies to you

### **Publishing the Notice**

Take one copy of the file stamped Notice form to The Ely Times. The Notice must be published once a week for three consecutive weeks in the newspaper.

At the end of the three week publication period, you will need to obtain an Affidavit and a copy of the published Notice from the newspaper.

When you receive the Affidavit from the newspaper, the Proof of Publication form should be fill out and filed with the Filing Clerk's Office.

### **Proof of Publication Form**

Fill in the heading as it appears on your other documents.  
Date and sign the document.

On the Index of Exhibits, write "1" (the number one) next to the Exhibit Number.

Fill in the number of pages of your "Proof of Publication."

Write "Proof of Publication" next to the Exhibit Description.

\*If you have more than one "Proof of Publication," follow the instructions above making sure to list all your exhibits in numerical order (1...2...3...etc.)\*

On the second page, also called the exhibit cover page, write "1" (the number one) as the Exhibit Number.

Attach your "Proof of Publication" from the newspaper behind this exhibit cover page.

\*If you have more than one "Proof of Publication" make copies of this cover page and follow the instructions above, making sure to number your Exhibits in numerical order (1...2...3...etc.)

Make one (1) copy of your completed Proof of Publication form (including the exhibit cover page(s) and the attached "Proof of Publication" from the newspaper.)

Take the original and the copy to the Filing Clerk's Office to file. The filing clerk will keep the original, and return the "file stamped" copy to you.

### **The Request For Submission and Order**

**TEN DAYS** following the last date of the publication of the notice in the newspaper fill out the Request for Submission and the Order form.

Request for Submission: fill in the heading on the document just as it appears on your other documents. Date, sign, and print your name.

Order Changing Name: fill in the heading on the document just as it appears on your other documents. Fill in the information as required. DO NOT date the end of the Order. The judge will fill in the date when he/she signs the Order.

### **Copying and Filing the Documents**

Make one (1) copy of the Request for Submission. Take the originals and the copies to the filing clerk's office, which is located on the first floor of the courthouse located at 801 Clark Street, Ely, NV.

Since copies of the Order are usually needed for making any changes on legal documents such as your Social Security Card, your Driver's License, etc., it is suggested that you get at least three (3) certified copies of the Order from the Filing Clerk's Office. \*After Judge has Signed Order\*

You may follow up with the Court regarding the progress of your case by calling the County Clerk's Office at (775) 293-2341.

### **Common Misconceptions About A Name Change**

When an order is issued changing a name, it does not automatically change your name on your Birth Certificate. You must contact the Bureau of Vital Statistics in the State in which your Birth Certificate was issued to find out what they need to modify your 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 you original name with "formally known as" written on the certificate with your new name typed above your old name.

**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 certificate was issued needs in order to re-issue a Birth Certificate.

**IMPORTANT**  
**BEFORE**  
**YOU START**

READ **ALL** INSTRUCTIONS  
CAREFULLY

DO NOT use Wite-Out®

or other correction fluid/tape on the documents.  
The Filing Office will not accept documents with  
Wite-Out® or other correction fluid/tape on them.

USE Black Ink

**PRINT** all information neatly

1 Case No \_\_\_\_\_  
2 Dept. No \_\_\_\_\_

3  
4 **IN THE SEVENTH JUDICIAL DISTRICT COURT OF THE STATE**  
5 **OF NEVADA IN AND FOR THE**  
6 **COUNTY OF WHITE PINE**

7 \* \* \* \* \*

8 In the Matter of the Petition Of:

9 \_\_\_\_\_,

10 Change of name.

**PETITION FOR CHANGE OF NAME**

11 \_\_\_\_\_, acting in proper person, petitions this Court as follows:

12  
13 I.  
14 Petitioner \_\_\_\_\_, was born in \_\_\_\_\_,  
15 (your present name) (town/city where you were born)  
16 \_\_\_\_\_, on \_\_\_\_\_ to  
17 (state in which you were born) (date of birth)  
18 \_\_\_\_\_ and \_\_\_\_\_,  
19 (Father's name) (Mother's name)  
20 who \_\_\_\_\_ husband and wife.  
21 (Were or were not)

22 II.  
23 I wish to change my name from \_\_\_\_\_,  
24 to \_\_\_\_\_,  
25 because: \_\_\_\_\_  
26 \_\_\_\_\_

27 III.  
28 I have \_\_\_\_\_ been convicted of a felony. If I have been convicted of a  
29 (Have or have not)  
30 felony, each offense, the date of conviction, the County and State of conviction, and the  
31 final result are as follows: \_\_\_\_\_  
32 \_\_\_\_\_  
33 \_\_\_\_\_

34 I am not seeking a name change for any illegal purpose.

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*State reason for wanting name change*

\_\_\_\_\_  
\_\_\_\_\_

IV.  
I currently reside at:

\_\_\_\_\_  
\_\_\_\_\_

(Address)

(Telephone number)

and I have lived there since \_\_\_\_\_ and have been a resident of  
(When you moved to present address)  
Nevada for \_\_\_\_\_. My previous address was:  
(Length of time you have lived in Nevada)

(Your previous address)

and I resided there for \_\_\_\_\_.  
(How long you lived there)

V.  
I am requesting that my name be legally changed to:

(Clearly print your full new name as it will appear on all your legal documents)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Your signature)

**AFFIRMATION**  
Pursuant to NRS 239B.030

This document does not contain the Social Security number of any person.  
I declare, under penalty of perjury under the law of the State of Nevada, that the  
foregoing is true and correct.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Signature)

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Case No \_\_\_\_\_  
Dept. No \_\_\_\_\_

**IN THE SEVENTH JUDICIAL DISTRICT COURT OF THE STATE  
OF NEVADA IN AND FOR THE  
COUNTY OF WHITE PINE  
\*\*\*\*\***

In the Matter of the Petition Of:  
\_\_\_\_\_  
For a change of name.  
\_\_\_\_\_

**NOTICE**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a Petition was filed in the  
above-entitled Court by \_\_\_\_\_,  
(Print your current name here)  
legally change her/his present name of \_\_\_\_\_ to  
(Print your current name here)  
\_\_\_\_\_  
(Print your new name here)

Any opposition to this Petition should be filed with the above-entitled Court within ten  
(10) days of the final publication of this Notice.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk of the Court  
\_\_\_\_\_  
Deputy Clerk



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Case No \_\_\_\_\_  
Dept. No \_\_\_\_\_

**IN THE SEVENTH JUDICIAL DISTRICT COURT OF THE STATE  
OF NEVADA IN AND FOR THE  
COUNTY OF WHITE PINE**

\* \* \* \* \*

In the Matter of the Petition Of:

\_\_\_\_\_

Change of name.

**PROOF OF PUBLICATION**

Attached is the proof of publication of the Notice. I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is true and correct.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

(Signature)

**INDEX OF EXHIBITS**

**Exhibit Number \_\_\_\_\_, Number of Pages \_\_\_\_\_  
Exhibit Description**

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**Exhibit Number \_\_\_\_\_, Number of Pages \_\_\_\_\_  
Exhibit Description**

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**Exhibit Number \_\_\_\_\_, Number of Pages \_\_\_\_\_  
Exhibit Description**

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**Exhibit** \_\_\_\_\_

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Case No. \_\_\_\_\_  
Dept. No. \_\_\_\_\_

**IN THE SEVENTH JUDICIAL DISTRICT COURT OF THE STATE  
OF NEVADA IN AND FOR THE  
COUNTY OF WHITE PINE**  
\* \* \* \* \*

In the Matter of the Petition Of:  
\_\_\_\_\_  
Change of name.

**REQUEST FOR SUBMISSION**

It is hereby requested that the Petition for Name Change and all other documents filed herein be submitted to the Court for decision.  
This document does not contain the Social Security number of any person.  
I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print name)

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Case No. \_\_\_\_\_

Dept. No. \_\_\_\_\_

**IN THE SEVENTH JUDICIAL DISTRICT COURT OF THE STATE  
OF NEVADA IN AND FOR THE  
COUNTY OF WHITE PINE**

\*\*\*\*\*

In the Matter of the Petition Of:

\_\_\_\_\_

Change of name.

**ORDER CHANGING NAME**

This Court, having reviewed the Petition of \_\_\_\_\_  
(Your present name)

to change his or her name, proof of Publication having been filed and the statutory time  
to oppose having run and no opposition having been filed to the Petition,

**IT IS HEREBY ORDERED** that the name of \_\_\_\_\_  
be and hereby is, legally change from \_\_\_\_\_  
to \_\_\_\_\_.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
DISTRICT JUDGE