

STATE OF NEVADA

NAME CHANGE

FAMILY PACKET

Control Number - NV-NAME-3

This packet contains the following:

1. Instructions;
2. Forms List; and
3. Access to Nevada Law Summary.

I. WHO CAN USE THESE FORMS

You can use this Petition for Change of Name if:

- You have lived in your County in Nevada for at least 6 weeks year before you file the Petition, and you plan to live in the same County in Nevada for the foreseeable future after the Petition is filed.
- You have not been convicted of a felony.
- You are not changing your name to avoid creditors or to defraud someone.

II. WHAT FORMS ARE INCLUDED

- A. Petition for Change of Name - (NV-NC-200) This document states the reasons and other required details for your name change.
- B. Applications for Appointment as Guardian-14 years or older - (NV-NC-303)
- C. Applications for Appointment as Guardian-under 14 years old -(NV-NC-306)
- D. Order Appointing Guardian Ad Litem - (NV-NC-307) This document appoints a particular individual as the guardian for the minor.
- E. Affidavit of Petitioner - (NV-NC-302) This document provides additional details regarding your request for name change.
- F. Affidavit of Co-Petitioner - (NV-NC-301) This document provides additional details regarding your request for name change.
- G. Consent for Change of Name - (NV-NC-304) This document provides the written consent of any necessary individuals who are not party to the action.
- H. Notice of Petition for Change of Name - (NV-NC-305) Notice that you intend to seek a name change for publication purposes.
- I. Order for Change of Name - (NV-NC-308) To place child's new name as an "a.k.a." on birth certificate
- J. Order for Change of Name - (NV-NC-309) To replace child's old name with new name on birth certificate
- K. Request for Summary Disposition - (NV-NC-310) This form requests that they consider your matter as a matter for summary disposition instead of hearing.

- L. Civil Cover Sheet - (NV-NC-106) This document provides the Court with certain required information.

If you did not order a completion package and need access to the download page again for any of the above forms, please check your email for a link to that will redisplay the page for you.

III. PROCEDURE FOR CHANGE OF NAME (FAMILY) FOR THE STATE OF NEVADA

A. Preliminary Note:

1. Print three (3) complete sets of forms.
2. The "Action/Cause No." will be assigned by the court clerk at the time of filing.
3. Forms that require your signature and include a notary block **MUST** be signed in the presence of the notary or court clerk who will complete the acknowledgement. Use your complete name - first name, middle name, last name.
4. When a form is filed with the court, request the clerk "file-stamp" one copy of the form for your file.
5. A Law Summary is available and can be printed for your State. To do so, locate the site at the end of this package and select the Law Summary link. Review the Law Summary before beginning the process of completing the forms.

B. Procedure

Step 1: To begin the process you will need to file the Petition and Notice of Petition with the Court Clerk. Be sure to sign the Petition in front of a Notary Public or Court Clerk and make three copies of all documents before you file the Petition and Notice. At the time you file the Petition you will also pay the filing fee. You may desire to call the Clerk to obtain the amount of the fee and the accepted form of payment. The Clerk will provide you with the stamped filed copy and assign your case a case number. The Judge may require an appointment of a guardian ad litem or a consent from the non-petitioning parent. If the appointment of a guardian ad litem is required, be sure to sign the Application for Appointment as Guardian Ad Litem and make three copies of it along with the Order Appointing Guardian Ad Litem and file with the Court Clerk. If a consent is required, be sure that the Consent is signed and make three copies before filing with the Court

Clerk. The Clerk will file the original and return the file-stamped copies to you.

Step 2: You must publish the Notice of Petition in a newspaper of general circulation in your County one time per week for 3 weeks in a row. The paper must be a paper of general circulation in the County. A fee is charged by the paper for the publication. After you have the notice published you will need to make sure that a proof of publication is filed with the Court.

Step 3: No hearing may be held until at least 11 days after the last day your Notice was published by the paper. Appear as directed by the Clerk and present the Order to Change Name to the Court. At the hearing date set by the Court you will need to arrive early and present your Petition to the Court for hearing. Bring extra copies of the papers. Answer all questions from the Court and then present the Order to the Court for signature if the Petition is approved. Then obtain a certified copy of the Order from the Clerk as proof of the name change.

Step 4: If you were born in Nevada, mail a certified copy of the Order, a personal check or money and a cover letter to:

Department of Vital Statistics
505 E. King St., Room 102
Carson City, NV 89701-4749

The letter needs to have your name, mailing address, and the city where you were born. The department will send you one certified copy of your new birth certificate.

Notify other persons of the name change by letter or other form and provide a certified copy of the order, if needed.

IV. SUMMARY DISPOSITIONS

Some counties will also complete a Summary Disposition of the Petition without a hearing while others will not. If a Summary Disposition is allowed you will need to complete two additional forms. (1) Request for Summary Disposition and (2) Affidavit for Summary Disposition.

In Counties that allow a Summary Disposition, ask the Clerk about the procedures. Generally, you will need to file the Request and Affidavit and also present for the Court a copy of the Petition and other documents including the Proof of Publication. If accepted, the Court will sign the order without requiring a hearing.

V. NOTES ON COMPLETING THE FORMS

Most of the blanks in the forms are self-explanatory and you can easily determine what to type in the spaces provided. CODE _____, Case No. _____ and Dept No. _____ on all papers will be provided by the Clerk. If you have any problems or questions, you should consult your Court Clerk. Although they do not provide advice, most are very helpful about Court procedures.

The forms in this packet contain "form fields" created using Microsoft Word. "Form fields" facilitate completion of the forms using your computer. They do not limit your ability to print the form "in blank" and complete with a typewriter or by hand.

If you do not see the gray shaded form fields, go to the View menu, click on Toolbars, and then select Forms. This will open the forms toolbar. Look for the button on the forms toolbar that resembles a shaded letter "a". Click in this button and the form fields will be visible.

The forms are locked which means that the content of the forms cannot be changed. You can only fill in the information in the fields.

If you need to make any changes in the body of the form, it is necessary for you "unlock" or "unprotect" the form. **IF YOU INTEND TO MAKE CHANGES TO THE CONTENT, DO SO BEFORE YOU BEGIN TO FILL IN THE FIELDS. IF YOU UNLOCK THE DOCUMENT AFTER YOU HAVE BEGUN TO COMPLETE THE FIELDS, WHEN YOU RELOCK, ALL INFORMATION YOU ENTERED WILL BE LOST.** To unlock, click on "Tools" in the Menu bar and then selecting "unprotect document". You may then be prompted to enter a password. If so, the password is "uslf". That is uslf **in lower case letters without the quotation marks**. After you make the changes relock the document before you begin to complete the fields.

After any required changes and re-protecting the document, click on the first form field and enter the required information. You will be able to navigate through the document from form field to form field using your tab key. Tab to a form field and insert your data. If problems, please let us know.

LAW SUMMARY

The law summary for this package may be located and printed from the following address:

<http://www.uslegalforms.com/nv/NV-NAME-3.htm>

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