PETITION FOR CHANGE OF NAME

(FOR AN ADULT)

EXPLANATION OF PETITION FOR CHANGE OF NAME

A case for a change of name is started by filing a Petition with the Court. Certain information must be contained in the Petition. The forms that have been provided in this package include the necessary information.

YOU CAN USE THIS PETITION FOR CHANGE OF NAME IF:

- You have lived in Clark County, Nevada for at least 6 weeks before you file the Petition and you plan to live in Clark County, Nevada after the Petition is filed.

- You are at least 18 years old. Do not use this form if you want to change your child's name.

- You have not been convicted of a felony. Do not use this form if you have been convicted of a felony. If you have been convicted of a felony, you should consult an attorney to see what steps should be taken to ask the Court to change your name.

- You are not changing your name to avoid creditors or to defraud someone.

Note: If you are correcting a first or middle name (only) and you were born in Nevada, you may not need to go through the court process. Please ask a Self-Help Center staff member for assistance.

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INSTRUCTIONS FOR PETITION FOR CHANGE OF NAME (FOR AN ADULT)

* * * IMPORTANT DISCLOSURE * * *

THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. THE SELF-HELP CENTER SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.

MANY FAMILY LAW MATTERS INVOLVE COMPLEX AND VALUABLE LEGAL RIGHTS. THESE FORMS AND INSTRUCTIONS ARE BASIC, GENERAL FORMS, AND MAY NOT FIT ALL SITUATIONS. SOME RIGHTS CANNOT BE ADEQUATELY PROTECTED WITHOUT THE ASSISTANCE OF AN ATTORNEY. YOU SHOULD CONSULT WITH AN ATTORNEY BEFORE YOU ATTEMPT TO USE SELF-HELP.

* * * * *

I. EXPLANATION OF PETITION FOR CHANGE OF NAME

A. A case for a change of name is started by filing a Petition with the Court. Certain information must be contained in the Petition. The forms that have been provided in this package include the necessary information.

B. You can use this Petition for Change of Name if:

- You have lived in Clark County, Nevada, for at least six weeks before you file the Petition, and you plan to live in Clark County, Nevada, for the foreseeable future after the Petition is filed.
- You are over 18 years old. Do not use this form if you want to change your child's name.
- You have not been convicted of a felony. Do not use this form if you have been convicted

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of a felony. If you have been convicted of a felony, you should speak with an attorney to see what steps should be taken to ask the Court to change your name.

- You are not changing your name to avoid creditors or to defraud someone.

Note: If you are correcting a first or a middle name (only) and you were born in Nevada, you may not need to go through the court process. Please ask a Self-Help Center staff member for assistance.

C. This package should contain the following documents:

- Family Court Cover Sheet
- Instructions for Petition for Change of Name
- Petition for Change of Name
- Notice of Petition for Change of Name
- Two Orders for Change of Name - you must choose which Order you want to use

  --One Order will not "erase" your old name from the birth certificate at the Department of Vital Statistics. The Department of Vital Statistics will put your new name on the birth certificate as an "a.k.a."

  --The other Order will tell the Department of Vital Statistics to issue a completely new birth certificate that does not have your old name on it.
- Request for Summary Disposition
- Affidavit of Petitioner
- List of filing fees from the Clerk's Office
- List of telephone numbers for the judges' staffs and the Court Clerks

II. STEP 1: PREPARE YOUR PAPERWORK

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NOTE: WHEN FILLING OUT ANY FORM, YOU MUST USE BLACK INK. PRINT CLEARLY. THE CLERKS OFFICE WILL NOT FILE YOUR DOCUMENT IF THE HANDWRITING IS HARD TO READ.

A. THE FAMILY COURT COVER SHEET:

1. The Family Court Cover Sheet is a document used by the Clerks Office to create a file for your case.

2. Complete the front side of the sheet.

   a. Leave the "Case No." blank. The Clerks Office will give you a case number and department number when you file the petition.

   b. Insert the requested information into the grids. If something does not apply, write "N/A."

      i. The last grid pertains to children that you and the Defendant have together. **Do not include step children in this grid.** If you and Defendant have more than four children together, please go to the back page and complete the bottom grid.

   c. Check the box next to the type of case you will be filing.

   d. Print and sign your name.

   e. Check either the "Yes" or "No" box on the bottom of the page. If you check "Yes," please complete the back side of the form. If you checked "No" and have less than four children together, stop.

3. Complete the back side of the Family Court Cover Sheet (if necessary).

   a. Check all boxes that apply and insert the requested information. If something does not apply, write "N/A." Case numbers for previous cases can be found on the Clerks Office's Web site: http://www.co.clark.nv.us/clerk/clerkhome.htm.

      i. For the middle grid, list children that

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are either yours or the Defendant's, but not children that you had together. Insert the child's relationship to the biological parent (i.e.), "defendant's son").

ii. Use the bottom grid only if you and Defendant have more than four children together. This grid is a continuation of the bottom grid on the first page.

B. THE CAPTION:

1. The "caption" is the portion of your document which assists the Court in identifying your particular case. It is the part of the page that says "In the Matter of the Application of ____." Generally, this caption will remain the same throughout the entire case and will be on every document filed in this action. In this package, the caption is on the: (a) Petition, (b) Notice of Petition for Change of Name, (c) Request for Summary Disposition, (d) Affidavit of Petitioner, and (e) Order Changing Name.

C. THE PETITION:

1. Insert your name, address, and phone number on the first page, upper left-hand corner. Insert your current name on the blank line in the caption.

2. Leave the lines to the right of the caption blank. The Clerks Office will give you a case number and department number when you file the Petition. Once you get the case number from the Clerk, you will need to put it on any documents that you give to the Court (i.e., the Order that the judge will sign, etc.).

3. The Petition uses a fill-in-the-blank format so that you can tell the Court why you want your name changed. The Petition will tell you what information you need to put into the blank (i.e., your current name, the name you want, etc.). If the Petition tells you to circle an item, circle the item that applies (i.e., circle either "him" or "her" if the Petition has "him/her").

4. The Petition must be "verified." In other words, you will need to sign the Petition in front of a

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Notary Public. The Self-Help Center has a Notary available. The Petition will also have to be "acknowledged" by the Notary. The Notary will know what to do. **Do not make any copies until the document is notarized.**

D. THE NOTICE:

1. Insert your current name, address, and phone number on the first page, upper left-hand corner. Insert your current name on the blank line in the caption.

2. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and department number when you file the Petition.

3. The Notice also uses a fill-in-the-blank format. The Notice will tell you what information you need to put into the blank.

E. THE ORDER:

1. Insert your current name, address, and phone number on the first page, upper left-hand corner. Insert your current name on the blank line in the caption.

2. The Order also uses a fill-in-the-blank format. The Order will tell you what information you need to put into the blank.

3. After you have filed the Petition, fill in the case number on the line after "CASE NO." and the department letter on the line after "DEPT. NO."

F. THE REQUEST FOR SUMMARY DISPOSITION:

NOTE: ONLY COMPLETE THIS FORM IF YOU ARE GOING TO USE THIS METHOD TO ASK THE COURT TO REVIEW YOUR ORDER BY SUMMARY DISPOSITION. YOU SHOULD COMPLETE THIS FORM AFTER YOU HAVE FILED THE PETITION. (PLEASE SEE V., BELOW.)

NOTE: SOME DEPARTMENTS DO NOT USE THE SUMMARY DISPOSITION METHOD FOR NAME CHANGES. YOU CAN CALL EITHER THE SELF-HELP CENTER OR THE LAW CLERK FOR THE DEPARTMENT THAT YOUR CASE IS ASSIGNED TO AND ASK FOR THAT DEPARTMENT'S POLICY.

1. Insert your current name, address, and phone number

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on the first page, upper left-hand corner. Insert your current name on the blank line in the caption.

2. Insert the case number on the line after "CASE NO." and the department letter on the line after "DEPT. NO."

3. The Request for Summary Disposition uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank.

G. THE AFFIDAVIT OF PETITIONER:

NOTE: ONLY COMPLETE THIS FORM IF YOU ARE GOING TO ASK THE COURT TO REVIEW YOUR ORDER BY SUMMARY DISPOSITION.

1. Insert your current name, address, and phone number on the first page, upper left-hand corner. Insert your current name on the blank line in the caption.

2. Insert the case number on the line after "CASE NO." and the department letter on the line after "DEPT. NO."

3. The Affidavit of Petitioner uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank. **Do not make any copies until the document is notarized.**

III. STEP 2: FILE THE PETITION FOR CHANGE OF NAME AND THE NOTICE OF PETITION FOR CHANGE OF NAME

A. Make three copies of the Petition and Notice of Petition.

B. You need to use a two-hole punch on the top of each original document and also stamp or write "original" on each original document in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.

C. Take the completed Petition, the Notice of Petition, and money to pay the filing fee with you to the Clerks Office (located on the first floor of the courthouse). The list of filing fees for the Clerk's Office is included in the Petition to Change Name package or you can call the Clerk's Office at 455-2590. The Clerks Office will take cash, money orders, cashier's checks, and personal checks if you have a valid Nevada Driver's License.

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D. Go to the filing counter at the Clerks Office. The Clerk will file the original Petition and the original Notice of Petition. He/she will stamp your copies and give them back to you. These are called "file-stamped" copies. The Clerk will also assign your case to a judge (also known as a "department") and give your case a "case number."

IV. STEP 3: PUBLISH THE NOTICE OF PETITION

A. You must publish the Notice of Petition in a newspaper of general circulation in Clark County one time per week for three weeks in a row. You may use any newspaper of general circulation, but most people use *Nevada Legal News,* the *Review-Journal*, or the *Sun*. You will need to call the papers to ask about their procedures and the cost. The telephone number for *Nevada Legal News* is 382-2747 and the telephone number for both the *Review-Journal* and the *Sun* is 383-0383

V. STEP 4: THE COURT'S REVIEW OF THE PETITION

A. There are two ways to ask the judge to review your Petition:

- Request for Summary Disposition
- "Prove-Up" hearing

For either way, you must wait at least 11 days after the last day your Notice was published before you can ask the judge to review your Petition.

B. REQUEST FOR SUMMARY DISPOSITION:

NOTE: SOME DEPARTMENTS DO NOT ALLOW A PETITION FOR CHANGE OF NAME TO BE REVIEWED BY THE SUMMARY DISPOSITION PROCESS. YOU SHOULD CALL EITHER THE SELF-HELP CENTER OR THE LAW CLERK OF THE DEPARTMENT YOUR CASE IS ASSIGNED TO AND ASK WHETHER THAT DEPARTMENT ALLOWS SUMMARY DISPOSITIONS FOR NAME CHANGES.

1. You will need to complete the following documents and make at least two copies of each document:

- Request for Summary Disposition

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- Affidavit of Petitioner

2. You need to use a two-hole punch on the top of each original document and also stamp or write "original" on each original document in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.

3. Take the completed Request for Summary Disposition and Affidavit of Petitioner to the Clerks Office. You should also bring copies of your other documents with you because you will make a package for the judge's staff to review while you are at the courthouse (see No. 5 below).

4. Go to the filing counter at the Clerks Office. The Clerk will file the original Request for Summary Disposition and the original Affidavit of Petitioner. He/she will give the file-stamped copies back to you.

5. Go somewhere where you can put your documents together. You will need to make a package for the judge's office to review. That package needs to have the following documents:

   - <u>One</u> file-stamped copy of the Petition for Change of Name
   - <u>One</u> file-stamped copy of the Notice of Petition for Change of Name
   - <u>One</u> file-stamped copy of the Affidavit of Publication
   - <u>One</u> file-stamped copy of the Affidavit of Petitioner
   - The original Order Changing Name and at least <u>three</u> copies of the Order

6. Next, take the elevator to the third floor of the courthouse. Go to the reception area by "chambers." You will see brown boxes against the wall. Each box is marked with a department letter. Put the judge's package into the box belonging to that department.

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7. The judge's staff will review your paperwork. If it is approved, the judge will sign the Order. If you need to make some corrections, the staff will put a note on your papers to tell you how to correct your papers. It usually takes between one-to-two weeks from the time that you give your papers to the department until the staff has reviewed them.

8. The Court does not mail paperwork back to you. After one week, you can call the Clerks Office at 455-2590 or go to the Clerks Office filing counter to see if your paperwork is ready to be picked up. Tell the Clerk that you are in "Proper Person" so he/she knows where to look for your paperwork. If the paperwork is not in the Clerk's Office after two weeks, you may call the judge's office to make sure that they have your paperwork.

9. If the judge signed your Order, the Clerks Office will automatically file the Order for you. If your paperwork needs correction, you will need to follow the instructions from the judge's office and go through steps 5 through 8 again after you have completed and filed the corrected document.

10. When you receive your Order from the Clerks Office, you should ask the Clerk to make at least one certified copy of the Order. It is faster and cheaper to get certified copies at the time that you pick up your Order than if you have to order them later. There is a $3.00 fee per certified copy if you have copies of the Order with you. If the Clerk's Office makes the copies, there is an additional charge of $1.00 per page.

11. If you were born in Nevada, mail a certified copy of the Order along with a cover letter and a personal check or money order for $20.00 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 mail one certified copy of your new

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birth certificate to you at the address you put in your cover letter.

--Note: If you were not born in Nevada, you should call the Department of Vital Statistics in the state you were born to ask what needs to be done to change your birth certificate.

C. THE PROVE-UP HEARING:

1. A "Prove-Up" hearing is a short hearing before the judge when a case is ready for the judge to sign your Order.

The advantages to a “Prove-Up” are:

- You do not have to do any extra paperwork (a Request for Summary Disposition, an Affidavit of Petitioner, etc.);
- The judge will sign your Order while you wait;
- If you have your hearing between 8:00 a.m. and 5:00 p.m., you can take your Order to the Clerk's Office after the hearing. The Clerk will file it and make certified copies for you while you wait.

The disadvantages to a “Prove-Up” are:

- You have to come to Court for a hearing;
- If your hearing is after 5:00 p.m., either you or friend will need to bring your Order to the Clerk's Office during business hours so that it can be filed and you can receive certified copies of the Order.

2. If you decide to do a “Prove-Up” hearing, you will need to do the following before the hearing:

- Make sure the Affidavit of Publication has been filed (either by *Nevada Legal News* or by you if you have published the Notice of Petition in another newspaper).

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- Schedule the hearing. Go to the Clerk's Office, located on the first floor of the Courthouse. Go to the "Master Calendar" window. Ask the Clerk for a "Setting Slip." The days that are available for the hearing depend on which judge your case has been assigned to. Please see the last two pages of these instructions for the days and times the judges hold their "Prove-Up" hearings.

3. On the day of the hearing, you will need to:

- Be on time. "Prove-Up" hearings go very fast. If you are late, you may miss your hearing.

- Dress as if you are going on a job interview.

- Bring the following to the hearing:

  - Your Order for Change of Name

  - You

  - Extra copies of your documents (in case there is not enough time for the original documents to be placed into the Court's file by the Clerk's Office).

  - Extra money for certified copies of your Order, if you want certified copies. It is faster and cheaper to get certified copies at the time that you file the Order than if you have to order them later. There is a $3.00 fee per certified copy if you have copies of the Order with you. If the Clerk's Office makes the copies, there is an additional charge of $1.00 per page.

4. After your hearing, you will need to:

- Take your original Order and the copies of the

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Order to the filing counter at the Clerk's Office and file your Order.

- If you were born in Nevada, mail a certified copy of the Order, a personal check or money order for $20.00, 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.

  --Note: If you were not born in Nevada, you should call the Department of Vital Statistics in the state you were born to ask what needs to be done to change your birth certificate.

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These forms can be filled out online.
To begin, left click on the first line.
In order to move to the next line hit the "tab" key.

CLARK COUNTY FAMILY LAW SELF-HELP CENTER SURVEY

8/1/05

Please help us help you. If you complete this brief survey, we will be able to better determine your needs and how to serve you better.

Date _____ **Zip Code** _____

How many times have you visited the Center? .... ❑ First visit ❑ 2 ❑ 3 ❑ 4 ❑ 5 or more

What is the general description of your legal actions: (Check all that apply)

- ❑ Adoption
- ❑ Annulment
- ❑ Child support
- ❑ Custody
- ❑ Divorce with children
- ❑ Divorce without children
- ❑ Guardianship of a child
- ❑ Guardianship of an adult
- ❑ Modification of child support
- ❑ Name change
- ❑ Order for protection against domestic violence
- ❑ Paternity
- ❑ Visitation
- ❑ Other: _____

Are you starting or responding to a legal action?

- ❑ Starting
- ❑ Responding
- ❑ Other: _____

What services are you seeking from the Self-Help Center? (Check all that apply)

- ❑ Information about forms/procedures
- ❑ Assistance with completion of forms
- ❑ Information about other legal and community resources
- ❑ Listing of attorneys willing to accept family law cases
- ❑ Classes or clinics about family court procedures
- ❑ Notary services
- ❑ Other: _____

How did you hear about the Self-Help Center? (Check all that apply)

- ❑ Judge, court employee, or court program
- ❑ Legal services provider
- ❑ Social services provider
- ❑ Law Library
- ❑ Attorney
- ❑ District Attorney's Office
- ❑ Bar Association
- ❑ Lawyer referral service
- ❑ Walk-in
- ❑ Family member or friend
- ❑ Website
- ❑ Other: _____

Are you aware that our forms are available on the internet? ..... ❑ Yes ❑ No

Do you already have your documents? ..... ❑ Yes ❑ No

If yes, where did you get your documents?

- ❑ Self-Help Center Office
- ❑ Self-Help Center Website
- ❑ Other website
- ❑ Attorney
- ❑ Law Library
- ❑ Paralegal
- ❑ Office supply store
- ❑ Other: _____

Have you consulted an attorney regarding your case? ..... ❑ Yes ❑ No

If no, why did you not hire an attorney? (Check all that apply)

- ❑ Cost
- ❑ Prefer to self-represent
- ❑ Case refused by an attorney
- ❑ Could not find an attorney who spoke my language
- ❑ I do not know any attorneys
- ❑ Other: _____

Have you consulted a paralegal regarding your case? ..... ❑ Yes ❑ No

If no, why did you not hire a paralegal? (Check all that apply)

- ❑ Cost
- ❑ Case refused by a paralegal
- ❑ Could not find a paralegal who spoke my language
- ❑ I do not know any paralegals
- ❑ Other: _____

Please complete other side...

Please tell us a little about yourself...

Age . . . . ❑ Under 18 ❑ 18 - 30 ❑ 31 - 40 ❑ 41 - 50 ❑ 51 - 59 ❑ 60 or older

Sex . . . . ❑ Male ❑ Female

Race: (Check the one that primarily applies)

❑ White ❑ American-Indian ❑ Asian
❑ African-American ❑ Hispanic
❑ Other: _____

What language is spoken in your home?

❑ English ❑ Spanish
❑ Other: _____

How many children under the age of 18 live in your home? ❑ 0 ❑ 1 - 2 ❑ 3 - 4 ❑ 5 or more

Your gross monthly income is:

❑ Below $500 ❑ $1000 - $1,999 ❑ $3,000 - $3,999 ❑ $5,000 or more
❑ $500 - $999 ❑ $2,000 - $2,999 ❑ $4,000 - $4,999

Are you currently receiving public assistance? . . . . . ❑ Yes ❑ No

If yes, what type of assistance are you receiving?

❑ SSI ❑ TANF ❑ Medicare ❑ Medicaid ❑ Food stamps
❑ Other: _____

What is your highest level of education?

❑ No high school ❑ High school graduate ❑ Post graduate work
❑ Some high school ❑ Some college
❑ GED certificate ❑ College graduate

Do you feel more able to represent yourself than before you visited the Self-Help Center? . . . . . ❑ Yes ❑ No

Were you treated courteously at the Self-Help Center? . . . . . ❑ Yes ❑ No

How would you evaluate the services offered by the Center?

	very helpful	Somewhat helpful	Not helpful	Did not use
Customer Assistance:	❑	❑	❑	❑
References:	❑	❑	❑	❑
Forms Packets / Instructions:	❑	❑	❑	❑
Notarizations / Typewriters:	❑	❑	❑	❑
Children's Area:	❑	❑	❑	❑

Please tell us how we can improve our services or any other comments. _____

_____

_____

_____

Thank You for Your Feedback!

These forms can be completed online.
To begin, left click on the first line.
In order to move to the next line, hit the "Tab" key.

PCON

(Your name) _____

(Address) _____

_____

(Telephone) _____
In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of:	)	CASE NO: _____
_____	)	DEPT. NO. _____
for Change of Name	)	
_____	)	

PETITION FOR CHANGE OF NAME

COMES NOW, Petitioner, (your name) _____ and respectfully shows:

1. That Petitioner (your name) _____ has resided in Clark County since (date) _____ and intends to make Clark County (check one) ☐ his/ ☐ her home for at least an indefinite period of time.

2. That Petitioner's current name is _____. Petitioner desires to take another name than which (check one) ☐ he/ ☐ she has now. The new name that Petitioner wishes to assume is _____.

3. Petitioner wants to change (check one) ☐ his/ ☐ her name because

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_____

4. That Petitioner has never been convicted of a felony.

5. That Petitioner is not changing (check one) ☐ his/ ☐ her name in order to defraud creditors or for some other fraudulent reason.

6. That Petitioner was born on (date) _____ in (city and state) _____.

WHEREFORE, Petitioner prays that the above-entitled Court enter its Order changing (check one) ☐ his/ ☐ her legal name to (your new name) _____ and for such other and further relief as the Court shall deem just and proper.

Respectfully submitted:
(Your signature) _____

(Your name) _____

(Address) _____

_____

(Telephone) _____
In Proper Person

VERIFICATION

STATE OF NEVADA)
) ss:
COUNTY OF Clark County)

(Your name) _____, under penalties of perjury, being first duly sworn, deposes and says:

That I am the Petitioner in the above-entitled action; that I have read the foregoing Petition for Change of Name and know the contents thereof; that the same is true of my own

///

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knowledge, except for those matters therein contained stated upon information and believe, and as to those matters I believe them to be true.

DATED this _____ day of (month) _____, (year) _____.

By:

(Your signature) _____

(Your name) _____

SUBSCRIBED and SWORN to before
me this _____ day of
(month) _____, (year) _____.

_____
NOTARY PUBLIC

ACKNOWLEDGMENT

STATE OF NEVADA)
) ss:
COUNTY OF CLARK)

On this _____ day of (month) _____, _____, before me, the undersigned Notary Public in and for the said County and State, personally appeared (your name) _____, known to me to be the person described in and who executed the foregoing Petition for Change of Name, and who acknowledged to me that (check one) he/ she did so freely and voluntarily and for the uses and purposes therein mentioned.

WITNESS my hand and official seal.

_____
NOTARY PUBLIC

///

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NOTC

(Your name) _____

(Address) _____

_____

(Telephone) _____

In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of:	)	CASE NO: _____
_____	)	DEPT. NO. _____
for Change of Name	)	
_____	)	

NOTICE OF PETITION FOR CHANGE OF NAME

NOTICE IS HEREBY GIVEN that the undersigned has filed a Petition, addressed to the above-entitled Court, praying that said Court enter its Order to change the present legal name of Petitioner (your name) _____ to the name of (your new name) _____, which is the name Petitioner desires to have in the future.

NOTICE IS HEREBY GIVEN that any person having objection to the changing of Petitioner's name as aforesaid shall file written objection with the above-entitled Court within ten (10) days after the date of last publication of this Notice.

By:

(Your signature) _____

(Your name) _____

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ORDER
(Your name) _____
(Address) _____
_____
(Telephone) _____
In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of:	)	CASE NO: _____
_____	)	DEPT. NO. _____
for Change of Name _____	)	

ORDER FOR CHANGE OF NAME

This matter having come on for (check one) ☐ hearing/ ☐ summary disposition in the Family Division of the Eighth Judicial District Court, County of Clark; and the Court being fully advised in the premises, both as to subject matter as well as the party thereto, and that jurisdiction is proper in Nevada, and good cause appearing therefore;

IT IS HEREBY ORDERED that Petitioner (your current name) _____ _____, born on (date) _____, in (city and state) _____, name be changed from _____ _____ to _____.

DATED this _____ day of _____, _____.

_____
DISTRICT COURT JUDGE

Respectfully submitted:
(Your signature) _____
(Your name) _____
(Address) _____
_____
(Telephone) _____
In Proper Person

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December 10, 2003
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RSDN

(Your name) _____

(Address) _____

_____

(Telephone) _____

In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of:	)	CASE NO: _____
_____	)	DEPT. NO. _____
for Change of Name	)	
_____	)	

REQUEST FOR SUMMARY DISPOSITION OF PETITION FOR CHANGE OF NAME

STATE OF NEVADA)
) ss:
COUNTY OF Clark County)

COMES NOW, Petitioner, (your name) _____ and requests this Court for a summary disposition for a change of name without a hearing.

Respectfully submitted,

(Your signature) _____
(Your name) _____
(Your address) _____
_____
(Telephone) _____

In Proper Person

ALL RIGHTS RESERVED

AFPT

(Your name) _____

(Address) _____

_____

(Telephone) _____

In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of:	)	CASE NO: _____
_____	)	DEPT. NO. _____
for Change of Name	)	
_____	)	

AFFIDAVIT OF PETITIONER

STATE OF NEVADA)
) ss:
COUNTY OF Clark County)

1. I, (your name) _____, Petitioner, do solemnly swear to testify herein to the truth, the whole truth and nothing but the truth.

2. That I am the Petitioner in the above-entitled case.

3. That I live at _____ (city) _____ Nevada, (zip code) _____.

4. That I first moved to Clark County, Nevada on (date) _____. It is my intention to live in Clark County for the foreseeable future.

5. That I have read the Petition for Change of Name in this case and can testify that

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the allegations in the Petition are true and correct to the best of my knowledge.

6. That I request that the Court change my name from _____ _____ to _____.

7. That I have not been convicted of a felony.

8. That I am not changing my name to avoid creditors or to commit a fraud.

Dated this (day) _____ day of (month) _____, (year) _____.

(Your signature) _____

(Your name) _____

SUBSCRIBED and SWORN to before me this _____ day of (month) _____, (year) _____.

_____
NOTARY PUBLIC

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December 10, 2003
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EIGHTH JUDICIAL DISTRICT COURT
CLARK COUNTY, NEVADA
FAMILY COURT COVER SHEET

CASE NO. _____ (To be assigned by the Clerk's Office)

Do you or any other party in this case (including any minor child) have any other current case(s) or past case(s) in the Family Court or Juvenile Court in Clark County?

☐ YES ☐ NO

If yes, complete the other side of this form

PARTY INFORMATION (Please Print)

Plaintiff/Petitioner		**Defendant/Respondent/Co-Petitioner**	
Last Name:		Last Name:	
First Name:	Middle Name:	First Name:	Middle Name:
Home Address:		Home Address:	
City, State, Zip:		City, State, Zip:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Phone #:	Date of Birth:	Phone #:	Date of Birth:
Attorney Information		**Attorney Information**	
Name:	Bar No.	Name:	Bar No:
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone #:		Phone #:	

(Check one box only for the type of case being filed with this cover sheet)

DOMESTIC	**MISC. DOMESTIC RELATIONS PETITIONS**	**GUARDIANSHIP**
Marriage Dissolution ☐ Annulment ☐ Divorce –No minor child(ren) ☐ Divorce –With minor child(ren) ☐ Foreign Decree ☐ Joint Petition –No minor child(ren) ☐ Joint Petition – With minor child(ren) ☐ Separate Maintenance	☐ Adoption –Minor ☐ Adoption –Adult ☐ Mental Health ☐ Name Change ☐ Paternity ☐ Permission to Marry ☐ Temporary Protective Order (TPO) ☐ Termination of Parental Rights ☐ Child Support/Custody ☐ Other (identify) _____	**Guardianship of an Adult** ☐ Person ☐ Estate ☐ Person and Estate **Guardianship of a Minor** ☐ Person ☐ Estate ☐ Person and Estate ☐ Guardianship Trust
MISC. JUVENILE PETITIONS	**DA CHILD SUPPORT PETITIONS**	
☐ Emancipation	☐ DA – UIFSA ☐ DA - Child Support In State	

List children involved in this case (If more than 3 children, please enter the information on the reverse side)

Last Name	**First Name**	**Middle Name**	**Date of Birth**	**Relationship**
1.				
2.				
3.				

_____ _____ _____

Printed Name of Preparer **Signature of Preparer** **Date**

Supply the following information about any other proceeding (check all that apply):

☐ Divorce ☐ Temporary Protective Orders (TPO) ☐ Custody/Child Support

☐ UIFSA/URESA ☐ Paternity ☐ Juvenile Court ☐ Other

Please Print

List full name of all adult parties involved			Case number of other proceeding(s)	Approximate date of last order in other proceeding(s)
Last Name	**First Name**	**Middle Name**		
1.				
2.				
3.				
4.				

If children were involved (other than those listed on front page), please provide:

Last Name	First Name	Middle Name	Date of Birth	Relationship
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Children involved in this case (continuation from front page)

Last Name	First Name	Middle Name	Date of Birth	Relationship
4.				
5.				
6.				
7.				
8.				

THIS INFORMATION IS REQUIRED BY
NRS 3.025, NRS 3.223, NRS 3.227, NRS 3.275,
NRS 125.130, NRS 125.230,
And will be kept in a confidential manner by the Clerk's Office.

New Policy at the Clerk's Office

Please....

bring a blank 10X13 envelope when you file your documents. The clerk will mail your documents to you after they are reviewed by the judge. The clerk's office will pay the postage.