

**PETITION FOR CHANGE OF SURNAMES OF
PETITIONER(S) AND MINOR CHILD (REN)**

**EXPLANATION OF PETITION FOR CHANGE OF SURNAMES OF
PETITIONER(S) AND MINOR CHILD(REN)**

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 SURNAMES OF
PETITIONER(S) AND MINOR CHILDREN IF:**

- You want to change the last names (only) for several family members of your family.

- The family members who want their last names changed have lived in Clark County, Nevada for at least six weeks before you file the Petition and you and your spouse (if your spouse is also a Petitioner) plan to live in Clark County, Nevada for the foreseeable future after the Petition is filed.

- None of the family members who want their names changed have been convicted of a felony. If one of the family members that want his/her name changed has been convicted of a felony, you will need to speak with an attorney to see what steps should be taken to ask the Court to change that person's name.

- None of the family members who want their names changed are changing their name to avoid creditors or to defraud someone.

Note: If someone in your family wants to change a first name or a middle name as well as a last name, that person will need to file a separate Petition (and pay separate filing fees). The Self-Help Center has other Petitions available.

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.

PETITION FOR CHANGE OF SURNAMES OF
PETITIONER(S) AND MINOR CHILD(REN)

* * * 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.

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I. EXPLANATION OF PETITION FOR CHANGE OF SURNAMES OF
PETITIONER(S) AND MINOR CHILD(REN)

- 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 Surnames of Petitioner(s) and Minor Child(ren) if:
- # You want to change the last names (only) for several members of your family.
 - # The family members who want their last names changed have lived in Clark County, Nevada for at least six weeks before you file the Petition and you and your spouse (if your spouse is also a Petitioner) plan to live in Clark County, Nevada for the foreseeable future after the Petition is filed.

- # None of the family members who want their names changed have been convicted of a felony. If one of the family members that want his/her name changed has been convicted of a felony, you will need to speak with an attorney to see what steps should be taken to ask the Court to change that person's name.
- # None of the family members who want their names changed are changing their name to avoid creditors or to defraud someone.

Note: If someone in your family wants to change a first name or a middle name as well as a last name, that person will need to file a separate Petition (and pay separate filing fee). The Self-Help Center has other Petitions available.

Note: If you are correcting a first or middle name (only) and the person whose birth certificate you are correcting was 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 Surnames of Petitioner(s) and Minor Child(ren)
- # Petition for Change of Surnames of Petitioner(s) and Minor Child(ren)
- # Two Applications for Appointment as Guardian Ad Litem (You must decide which Application you want to use.)
- One Application should be used when the child is at least 14 years old.
- The other Application should be used when the child is younger than 14 years old.
- # Order Appointing Guardian Ad Litem
- # Consent 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" the old name from the birth certificate at the Department of Vital Statistics. The Department of Vital Statistics will put the 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 the petitioner 's old name on it.
- # Request for Summary Disposition
- # Affidavit of Petitioner
- # Affidavit of Co-Petitioner
- # Court class information flyer
- # List of filing fees from the Clerk's Office
- # List of telephone numbers for the judges' staffs and the Court Clerks

Note: This package is designed to change up to two adults and two children's names. If you do not want to change four names, write "N/A" on the blanks that pertain to the second child and/or the spouse.

II. STEP 1: PREPARE YOUR PAPERWORK

NOTE: WHEN FILLING OUT ANY FORM, YOU MUST USE BLACK INK. PRINT CLEARLY. THE CLERK'S 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.

- Leave the "Case No." blank. The Clerks Office will give you a case number and department number when you file the petition.
 - 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 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) Application for Appointment as Guardian Ad Litem, (c) Order Appointing Guardian Ad Litem, (d) Consent for Change of Name, (e) Notice of Petition for Change of Name, (f) Request for Summary Disposition, (g) Affidavit of Petitioner, (h) Affidavit of Co-petitioner, and (i) Order Changing Name.

C. THE PETITION:

1. Insert your name, address, and phone number on the first page, upper left-hand corner. Insert your name on the blank line over the words "Your name" in the caption. Insert your spouse's name on the blank line over the words "Your spouse's name" or write "N/A" if this does not apply to your case. Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on the blank above the words "Second child's name." If you are not changing a second child's name, write "N/A" on the blank.
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. 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. The Petition will tell you what information you need to put into the blank (i.e., your child's current name, the name you want the child to have, 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 (and your spouse, if your spouse is changing his/her name) will need to sign the Petition in front of a 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 name, address, and phone number on the first page, upper left-hand corner. Insert your name on the blank line in the caption over the words "Your name." Insert your spouse's name on the blank line over the words "Your spouse's name" or write "N/A" if this does not apply to your case. Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on the blank above the words "Second child's name." If you are not changing a second child's name, write "N/A" on the blank.
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 name, address, and phone number on the first page, upper left-hand corner. Insert your spouse's name on the blank line over the words "Your spouse's name" or write "N/A" if this does not apply to your case. Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on

the blank above the words "Second child's name." If you are not changing a second child's name, write "N/A" on the blank.

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 APPLICATION FOR APPOINTMENT AS GUARDIAN AD LITEM:

Note: Some departments require that a guardian ad litem be appointed to represent a child when that child's name is going to be changed. After you have filed your Petition (see Section III, below), you should either call the Self-Help Center (455-1500) or call the law clerk for the department that your case is assigned to and ask whether or not that department requires this procedure. There are two forms for the Application for Appointment as Guardian Ad Litem in this package. Only complete the form(s) that apply to your situation. **ONLY COMPLETE THESE FORMS IF THE DEPARTMENT THAT YOUR CASE IS ASSIGNED TO REQUIRES THE APPOINTMENT OF A GUARDIAN AD LITEM. (PLEASE SEE SECTION IV, BELOW FOR MORE INFORMATION.)**

1. Insert your name, address, and phone number on the first page, upper left-hand corner. Insert your name on the blank line in the caption over the words "Your name." Insert your spouse's name on the blank line over the words "Your spouse's name" or write "N/A" if this does not apply to your case. Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on the blank above the words "Second child's name." If you are not changing a second child's name, write "N/A" on the blank line.
2. Insert the case number on the line after "CASE NO." and the department letter on the line after "DEPT. NO."

3. The Application for Appointment as Guardian Ad Litem uses a fill-in-the-blank format. The Application will tell you what information you need to put into the blank. **THE APPLICATION MUST BE SIGNED BY ALL PARTIES (INCLUDING CHILDREN AT LEAST 14 YEARS OLD) IN FRONT OF A NOTARY PUBLIC. THE NOTARY WILL REQUIRE IDENTIFICATION THAT CONTAINS BOTH A PICTURE AND THAT PERSON'S SIGNATURE. FOR A CHILD, SCHOOL IDENTIFICATION CARDS ARE ACCEPTABLE IF THE CHILD'S SIGNATURE IS ON THAT CARD.**

G. THE ORDER APPOINTING GUARDIAN AD LITEM:

ONLY COMPLETE THIS FORM IF THE DEPARTMENT THAT YOUR CASE IS ASSIGNED TO REQUIRES THE APPOINTMENT OF A GUARDIAN AD LITEM. (PLEASE SEE "F," ABOVE.)

1. Insert your name, address, and phone number on the first page, upper left-hand corner. Insert your name on the blank line in the caption over the words "Your name". Insert your spouse's name on the blank line over the words "Your spouse's name" or write "N/A" if this does not apply to your case. Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on the blank above the words "Second child's name." If you are not changing a second child's name, write "N/A" on the blank.
2. Insert the case number on the line after "CASE NO." and the department letter on the line after "DEPT. NO."
3. The Order Appointing Guardian Ad Litem uses a fill-in-the-blank format. The Order will tell you what information you need to put into the blank.

H. THE CONSENT TO NAME CHANGE:

Note: Some departments require that a parent who is not also a petitioner sign a consent form. If this is your situation, you should either call the Self-Help Center (455-1500) or call the Law Clerk for the department that your case is assigned to and ask whether or not that department requires a consent. (You will get your case

assignment when you file the Petition.) If the department requires consent and you cannot obtain that consent, you will need to ask the judge's Law Clerk what steps you need to take. A list of the telephone numbers for the judges' staffs is included in this package. **ONLY COMPLETE THIS FORM IF: (1) THE OTHER PARENT IS NOT REQUESTING THAT HIS/HER NAME BE CHANGED, (2) THE DEPARTMENT THAT YOUR CASE IS ASSIGNED TO REQUIRES THE OTHER PARENT TO GIVE CONSENT TO THE CHILD(REN)'S NAME CHANGE, AND (3) THAT PARENT IS WILLING TO SIGN THE CONSENT FORM. THAT PARENT WILL NEED TO SIGN THE FORM IN FRONT OF A NOTARY AND IN FRONT OF TWO WITNESSES.**

1. Insert your name, address, and phone number on the first page, upper left-hand corner. Insert your name on the blank line over the words "Your name." Write "N/A" on the line over the words "Your spouse's name." Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on the blank above the words "Second child's name." If you are not changing a second child's name, write "N/A" on the blank.
2. Insert the case number on the line after "CASE NO." and the department letter on the line after "DEPT. NO."
3. The Consent uses a fill-in-the-blank format. The Consent will tell you what information goes into the blank.
4. The parent who is not the Petitioner will fill in the blanks under the title "Consent to Name Change" through the signature line on page 2. **The parent signing the consent form must sign it before a Notary and before two witnesses.**
5. The witnesses will sign their names under the word "attest" on the second page. They will also print the information requested in the paragraphs under the words "State of Nevada/County of Clark." The witnesses will sign their names and print their

names underneath the signatures. **The witnesses must sign the consent form before a Notary and before the parent who signed the consent form. Do not make any copies until the document is notarized.**

I. 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. YOU SHOULD COMPLETE THIS FORM AFTER YOU HAVE FILED THE PETITION.

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 name, address, and phone number on the first page, upper left-hand corner. Insert your name on the blank line in the caption over the words "Your name." Insert your spouse's name on the blank line over the words "Your spouse's name" or write "N/A" if this does not apply to your case. Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on the blank above the words "Second child's name."
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.

J. 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 name, address, and phone number on the

first page, upper left-hand corner. Insert your name on the blank line in the caption over the words "Your name." Insert your spouse's name on the blank line over the words "Your spouse's name" or write "N/A" if this does not apply to your case. Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on the blank above the words "Second child's name."

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.**

K. THE AFFIDAVIT OF CO-PETITIONER:

NOTE: ONLY COMPLETE THIS FORM IF YOU ARE GOING TO ASK THE COURT TO REVIEW YOUR ORDER BY SUMMARY DISPOSITION AND THE OTHER PARENT IS ALSO ASKING TO CHANGE HIS/HER NAME IN THIS PETITION.

1. Insert your name, address, and phone number on the first page, upper left-hand corner. Insert your name on the blank line in the caption over the words "Your name." Insert your spouse's name on the blank line over the words "Your spouse's name" Insert your child's current name on the blank line over the words "First child's name." If you are changing a second child's name, insert that child's current name on the blank above the words "Second child's name."
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 Co-petitioner uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank.

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 the 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 Clerk's 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 Clerk's Office will take cash, money orders, cashier's checks, and personal checks if you have a valid Nevada Driver's License.
- D. Go to the filing counter at the Clerk's 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: ASK THE COURT TO APPOINT YOU AS YOUR CHILD(REN)'S GUARDIAN AD LITEM (IF NECESSARY) AND FILE THE CONSENT (IF NECESSARY)

NOTE: NOT ALL DEPARTMENTS REQUIRE AN APPOINTMENT OF A GUARDIAN AD LITEM OR A CONSENT FROM THE NON-PETITIONING PARENT. YOU SHOULD CALL EITHER THE SELF-HELP CENTER OR THE LAW CLERK FOR THE DEPARTMENT YOUR CASE HAS BEEN ASSIGNED TO AND ASK IF A GUARDIAN AD LITEM AND/OR A CONSENT IS NEEDED. IF NEITHER FORM IS NEEDED, GO TO SECTION V, BELOW.

- A. For an Application for Appointment of Guardian Ad Litem, you will need to do the following:

1. Complete the paperwork. (Please see Section II, F, above.)
2. Make three copies of the Application for Appointment as Guardian Ad Litem and three copies of the Order Appointing Guardian Ad Litem.
3. 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.
4. Take the completed Application for Appointment as Guardian Ad Litem to the filing counter at the Clerk's Office. The Clerk will file the original Application and will give your 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:
 - # One file-stamped copy of the Petition for Change of Name
 - # One file-stamped copy of the Notice of Petition for Change of Name
 - # One file-stamped copy of the Application for Appointment as Guardian Ad Litem
 - # The original Order Appointing Guardian Ad Litem and at least three 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.
7. The judge's staff will review your paperwork. If it

is approved, the judge will sign the Order appointing you as the Guardian Ad Litem. 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 Clerk's Office at 455-2590 or go to the Clerk's 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. A listing of telephone numbers for the judge's staffs is included with this package.
 9. If the judge signed your Order, the Clerk's 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 5-8 again after you have made the correction.
- B. If you need the other parent to sign a Consent, you will need to do the following:
1. Complete the paperwork. (Please see Section II, H, above.)
 2. Make three copies of the Consent.
 3. Take the original Consent and the copies to the filing counter at the Clerk's Office. The Clerk will file the original Consent and return the file-stamped copies to you.

V. STEP 4: 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 both the *Review-Journal* and the *Sun* is 383-0383.

VI. STEP 5: 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. THE 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 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 three copies of each document:
 - # Request for Summary Disposition
 - # Affidavit of Petitioner
 - # Affidavit of Co-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 Clerk's 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). Also, if you want certified copies of the Order, you should bring extra copies of the Order to the Clerk's office and money to pay for the certified copies. The cost is \$3.00 per certified copy if you have extra copies with you. If the Clerk's Office makes the copies, there will be an additional charge of \$1.00 per page.

4. Go to the filing counter at the Clerk's 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:
 - # One file-stamped copy of the Petition for Change of Name
 - # One file-stamped copy of the Notice of Petition for Change of Name
 - # One file-stamped copy of the Affidavit of Publication
 - # One file-stamped copy of the Affidavit of Petitioner
 - # One file-stamped copy of the Affidavit of Co-Petitioner (if necessary)
 - # The original Order Changing Name and at least three copies of the Order (not including copies to be certified)
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.

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 Clerk's Office at 455-2590 or go to the Clerk's 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 Clerk's 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 5-8 again after you have completed and filed the corrected document.
10. When you receive your Order from the Clerk's 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 any of the people in the Petition 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 per person to:

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

The letter needs to have each person's name, mailing address, and the city where he/she was born. The department will mail one certified copy of each new birth certificate to you at the address you put in your cover letter.

--Note: If someone who had their name changed through this Petition was not born in Nevada, you should call the Department of Vital Statistics in the state he/she was born to ask what needs to be done change that person's birth certificate. The Self-Help Center has a list of telephone numbers for these departments.

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 you can obtain certified copies.

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).

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 page of these instructions for the days and times the judges hold their "Prove-Up" hearings.

Call the law clerk for the department your case has been assigned to and ask whether or not your child(ren) need to be at the hearing.

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

Be on time. "Prove-Up" hearings go very quickly. 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 Surnames of Petitioner(s) and Minor Child(ren)

- # You, your spouse (if applicable) and your child(ren) (if required by the judge)
- # 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 Order to the filing counter at the Clerk's Office to file your Order and to obtain certified copies.
- # If any of the people who changed their names were born in Nevada, mail a certified copy of the Order, a personal check or money order for \$20.00 per person, 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 each person was born. The department will

send one certified copy of each new birth certificate.

--Note: If any person in the Petition was not born in Nevada, you should call the Department of Vital Statistics in the state he/she was born to ask what needs to be done to change that person's birth certificate. The Self-Help Center has a list of telephone numbers for these departments.

**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)

- | | | |
|--|--|---|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Divorce without children | <input type="checkbox"/> Order for protection against domestic violence |
| <input type="checkbox"/> Annulment | <input type="checkbox"/> Guardianship of a child | <input type="checkbox"/> Paternity |
| <input type="checkbox"/> Child support | <input type="checkbox"/> Guardianship of an adult | <input type="checkbox"/> Visitation |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Modification of child support | |
| <input type="checkbox"/> Divorce with children | <input type="checkbox"/> Name change | |
| <input type="checkbox"/> 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)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Information about forms/procedures | <input type="checkbox"/> Information about other legal and community resources | <input type="checkbox"/> Listing of attorneys willing to accept family law cases | <input type="checkbox"/> Classes or clinics about family court procedures |
| <input type="checkbox"/> Assistance with completion of forms | | | <input type="checkbox"/> Notary services |
| <input type="checkbox"/> Other: _____ | | | |

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Judge, court employee, or court program | <input type="checkbox"/> Law Library | <input type="checkbox"/> Lawyer referral service |
| <input type="checkbox"/> Legal services provider | <input type="checkbox"/> Attorney | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Social services provider | <input type="checkbox"/> District Attorney's Office | <input type="checkbox"/> Family member or friend |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Bar Association | <input type="checkbox"/> Website |

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?

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Self-Help Center Office | <input type="checkbox"/> Attorney | <input type="checkbox"/> Office supply store |
| <input type="checkbox"/> Self-Help Center Website | <input type="checkbox"/> Law Library | |
| <input type="checkbox"/> Other website | <input type="checkbox"/> Paralegal | |
| <input type="checkbox"/> Other: _____ | | |

Have you consulted an attorney regarding your case? Yes No

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

- | | |
|--|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find an attorney who spoke my language |
| <input type="checkbox"/> Prefer to self-represent | <input type="checkbox"/> I do not know any attorneys |
| <input type="checkbox"/> Case refused by an attorney | |
| <input type="checkbox"/> Other: _____ | |

Have you consulted a paralegal regarding your case? Yes No

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find a paralegal who spoke my language | <input type="checkbox"/> I do not know any paralegals |
| <input type="checkbox"/> Case refused by a paralegal | | |
| <input type="checkbox"/> 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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms Packets / Instructions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notarizations / Typewriters:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Area:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Thank You for Your Feedback!

1 PCON
(Your name) _____
2
3 (Address) _____
4 _____
5 (Telephone) _____

In Proper Person

6 DISTRICT COURT
7
8 CLARK COUNTY, NEVADA

9 In the Matter of the)
Application of:)
10)
_____)
11 (Your name))
)
12 and)
)
13 _____)
14 (Your spouse's name))
)
15 for Change of Name for Themselves and)
for the Minor Children)
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_____)
17 (First child's name))
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18 and)
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19 _____)
(Second child's name))
)
20 _____)

CASE NO: _____
DEPT. NO. _____

21 **PETITION FOR CHANGE OF SURNAMES OF PETITIONER(S)**
22 **AND MINOR CHILDREN**

23 COMES NOW, Petitioner, (your name) _____, and
24 Co-Petitioner (spouse's name or "N/A") _____, for (check one)

1 his/ her/ their petition to change their surname(s) and the surname(s) of (check one)
2 his/ her/ their minor child(ren), respectfully show(s):

3 I.

4 CHANGE OF SURNAME OF PETITIONERS

5 1. That Petitioner, (your name) _____, has
6 resided in Clark County, Nevada since (date) _____ and Co-Petitioner (spouse's
7 name or "N/A") _____ has resided in Clark County,
8 Nevada since (date) _____. (Check all that apply) Petitioner/ Co-Petitioner
9 intend(s) to make Clark County his/her/their home for at least an indefinite period of time.

10 2. That Petitioner's present name is (your current name) _____
11 _____ . Petitioner was born on (date) _____
12 _____ in (city and state) _____. Petitioner desires to take
13 another name than which (check one) he/ she has now. The new name that Petitioner
14 wishes to assume is (your new name) _____. Petitioner
15 wishes to change (check one) his/ her name because _____
16 _____

17 3. That Co-Petitioner's present name is (spouse's current name or "N/A") _____
18 _____ . Co-Petitioner was born on (date) _____
19 _____ in (city and state) _____. Co-Petitioner desires to take
20 another name than which (check one) he/ she has now. The new name that Co-Petitioner
21 wishes to assume is (spouse's new name) _____.
22 Co-Petitioner wishes to change (check one) his/ her name because _____
23 _____

1 4. That Petitioner(s) has/have never been convicted of a felony.

2 5. That Petitioner(s) is/are not changing his/her/their name(s) in order to defraud
3 creditors or for some other fraudulent reason.

4 II.

5 CHANGE OF SURNAME OF MINOR CHILDREN

6 6. For the second cause of action, Petitioner(s) incorporate herein by reference each
7 and all of the allegations in paragraphs 1-6 above as though set forth in full.

8 7. That Petitioner, (your name) _____ and Co-
9 Petitioner (spouse's name or "N/A") _____ is/are the
10 parent(s) of (first child's current name) _____ and
11 (second child's current name or "N/A") _____.

12 8. That (first child's name) _____ has
13 resided in Clark County, Nevada since (date) _____. (Second child's name or
14 "N/A") _____ has resided in Clark County, Nevada since (date)
15 _____
16 _____.

17 9. That (first child's name) _____ was born
18 on (date) _____ in (city and state) _____
19 That (second child's name) _____ was in born on (date)
20 _____ in (city and state) _____
21 _____

22 10. That, if necessary, Petitioner (your name) _____
23 will submit paperwork to this Court requesting that (check one) he/ she be appointed
24 as the child(ren)'s Guardian Ad Litem.

25 11. That Petitioner(s) would like to change (first child's name) _____

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_____ name to _____.

12. That Petitioner(s) would like to change (second child's name or "N/A") _____

_____ name to _____.

13. That Petitioner(s) would like to change the child(ren)'s name(s) because _____

14. That the child(ren) have not been convicted of a felony.

15. That Petitioner(s) is/are not changing the child(ren)'s name(s) in order to defraud
creditors or for some other fraudulent reason.

WHEREFORE, Petitioner(s) pray(s) for the following:

1. That the Court enter its Order changing Petitioner's name from (your current
name) _____ to _____

2. That the Court enter its Order changing Co-Petitioner's name from (spouse's
current name or "N/A") _____ to _____
_____.

3. That the Court enter its Order changing (first child's current name) _____
_____ name to _____

4. That the Court enter its Order changing (second child's current name or "N/A")
_____ name to _____

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1 thereof; that the same is true of my own knowledge, except for those matters therein contained
2 stated upon information and belief, and as to those matters I believe them to be true.

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

4 By:
5 (Your signature) _____
6 (Your name) _____

7
8 SUBSCRIBED and SWORN to before
9 me this _____ day of
10 (month) _____, (year) _____.

11 _____
12 NOTARY PUBLIC

13 **ACKNOWLEDGMENT**

14 STATE OF NEVADA)
15) ss:
16 COUNTY OF CLARK)

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

22 WITNESS my hand and official seal.

23 _____
24 NOTARY PUBLIC

25 ///

///

VERIFICATON

STATE OF NEVADA)
) ss:
COUNTY OF CLARK)

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

That I am the Co-Petitioner in the above-entitled action; that I have read the foregoing
Petition for Change of Surname(s) and know the contents thereof; that the same is true of my
own knowledge, except for those matters therein contained stated upon information and belief,
and as to those matters I believe them to be true.

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

By:
(Spouse's signature) _____
(Spouse's 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 (spouse's
name) _____, known to me to be the person described in and who

1 executed the foregoing Petition for Change of Name, and who acknowledged to me that (check
2 one) he/ she did so freely and voluntarily and for the uses and purposes therein mentioned.

3 WITNESS my hand and official seal.

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5 _____
6 NOTARY PUBLIC

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1 NOTC
2 (Your name) _____
3 (Address) _____
4 (Telephone) _____
5 In Proper Person

6 DISTRICT COURT
7 CLARK COUNTY, NEVADA

8 In the Matter of the)
9 Application of:) CASE NO: _____
10))
11))
12 (Your name)))
13 and))
14))
15 (Your spouse's name)))
16 for Change of Name for Themselves and))
17 for the Minor Children))
18))
19 (First child's name)))
20 and))
21 (Second child's name)))
22))

23 **NOTICE OF PETITION FOR CHANGE OF NAME**

24 **NOTICE IS HEREBY GIVEN** that Petitioner(s), the (check one) mother/ father/
25 parents of (child(ren)'s name(s)) _____ and
_____ filed a petition on the _____ day of (month) _____
(year) _____ addressed to the above-entitled Court praying that said Court enter its
Order changing the child(ren)'s legal name(s) from (first child's name) _____
_____ to _____

1 and from (second child's name or "N/A") _____ to

2 _____ and an Order changing (check one)

3 his/ her/ their names from (your name) _____

4 to _____ and from (spouse's name or "N/A") _____

5 _____ to _____.

6 **NOTICE IS FURTHER GIVEN** that any person objecting to the changing of
7 Petitioners' or the minor child(ren)'s name(s) as noted above shall file written objection with the
8 above-entitled Court within ten (10) days after the date of the last publication of this Notice.
9

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

11
12 (Your signature) _____

13 (Your name) _____

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**USE THIS ORDER IF YOU WANT THE DEPARTMENT OF VITAL STATISTICS
TO ISSUE NEW BIRTH CERTIFICATES SHOWING
YOUR CHILD(REN)'S OLD AND NEW NAME(S)
(THE NEW NAME WILL BE AN "AKA")**

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ORDR

(Your name) _____

(Address) _____

(Telephone) _____

In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

In the Matter of the)
Application of:)

CASE NO: _____

_____)
(Your name))

DEPT. NO. _____

and)

_____)
(Your spouse's name))

for Change of Name for Themselves and)
for the Minor Children)

_____)
(First child's name))

and)

_____)
(Second child's name))

ORDER FOR CHANGE OF SURNAMES

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

1 advised in the premises, both as to subject matter as well as the party thereto, and that
2 jurisdiction is proper in Nevada and good cause appearing therefore;

3 **IT IS HEREBY ORDERED, ADJUDGED AND DECREED** that (your name)

4 _____, born on _____, in (city and state)

5 _____, name be changed to _____

6
7 **IT IS FURTHER ORDERED** that (spouse's name or "N/A") _____

8 _____, born on _____, in (city and state) _____

9 _____ name be changed to _____

10 **IT IS FURTHER ORDERED** that (first child's name) _____

11 _____, born on _____, in (city and state) _____

12 _____ name be changed to _____

13 _____
14 **IT IS FURTHER ORDERED** that (second child's name or "N/A") _____

15 _____, born on _____, in (city and state)

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1 _____, name be changed to _____

2 _____.

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

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6 _____
DISTRICT COURT JUDGE

7 Respectfully submitted:

8
9 (Your signature) _____

10 (Your name) _____

11 (Address) _____

12 _____

13 (Telephone) _____

Petitioner in Proper Person

14
15 (Spouse's signature) _____

16 (Spouse's name) _____

17 (Address) _____

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19 (Telephone) _____

Co-Petitioner in Proper Person

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**USE THIS ORDER IF YOU WANT THE DEPARTMENT OF VITAL STATISTICS
TO ISSUE NEW BIRTH CERTIFICATES CONTAINING ONLY
YOUR FAMILY'S NEW NAMES**

1 ORDR

2 (Your name) _____

3 (Address) _____

4 _____
5 (Telephone) _____

6 In Proper Person

7 DISTRICT COURT

8 CLARK COUNTY, NEVADA

9
10 In the Matter of the)
Application of:)

CASE NO: _____

11)
12 _____)
(Your name))

DEPT. NO. _____

13 and)

14 _____)
(Your spouse's name))

15)
16 for Change of Name for Themselves and)
for the Minor Children)

17)
18 _____)
(First child's name))

19 and)

20 _____)
(Second child's name))

21)
22 **ORDER FOR CHANGE OF SURNAMES**

23 This matter having come on for (check one) hearing/ summary disposition in the
24 Family Division of the Eighth Judicial District Court, County of Clark; and the Court being fully
25

1 advised in the premises, both as to subject matter as well as the party thereto, and that
2 jurisdiction is proper in Nevada and good cause appearing therefore;

3 **IT IS HEREBY ORDERED, ADJUDGED AND DECREED** that (your name)
4 _____, born on _____, in (city and
5 state) _____, name be changed to _____
6 _____.

7 **IT IS FURTHER ORDERED** that (spouse's name or "N/A") _____
8 _____, born on _____, in (city and state) _____
9 _____ name be changed to _____.

10 **IT IS FURTHER ORDERED** that (first child's name) _____
11 _____, born on _____, in (city and state) _____
12 _____ name be changed to _____
13 _____.

14 **IT IS FURTHER ORDERED** that (second child's name or "N/A") _____
15 _____, born on _____, in (city and state) _____
16 _____, name be changed to _____
17 _____.

18 **IT IS FURTHER ORDERED** that the Department of Vital Statistics shall issue a new
19 birth certificate for Petitioner (your name) _____ with
20 the name of (your new name) _____.

21 **IT IS FURTHER ORDERED** that the Department of Vital Statistics shall issue a new
22 birth certificate for Co-Petitioner (spouse's name or "N/A") _____
23 _____ with the name of (spouse's new name) _____
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_____.

IT IS FURTHER ORDERED that the Department of Vital Statistics shall issue a new birth certificate for (first child's name) _____ with the name of (child's new name) _____.

IT IS FURTHER ORDERED that the Department of Vital Statistics shall issue a new birth certificate for (second child's name or "N/A") _____ with the name of (child's new name) _____.

_____.

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

DISTRICT COURT JUDGE

Respectfully submitted:

(Your signature) _____

(Your name) _____

(Address) _____

(Telephone) _____

Petitioner in Proper Person

(Spouse's signature) _____

(Spouse's name) _____

(Address) _____

(Telephone) _____

Co-Petitioner in Proper Person

1 RSDN
 (Your name) _____
 2
 (Address) _____
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 (Telephone) _____
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 In Proper Person

7 DISTRICT COURT
 8 CLARK COUNTY, NEVADA

9 In the Matter of the)
 Application of:) CASE NO: _____
 10)
) DEPT. NO. _____
 11 _____)
 (Your name))
 12)
 and)
 13)
 _____)
 14 (Your spouse's name))
)
 15 for Change of Name for Themselves and)
 for the Minor Children)
 16)
 _____)
 17 (First child's name))
 18)
 and)
 19)
 _____)
 20 (Second child's name))
)

21
 22 **REQUEST FOR SUMMARY DISPOSITION OF**
PETITION FOR CHANGE OF NAME
 23

24 COMES NOW, Petitioner, (your name) _____ and
 25 (spouse's name or "N/A") _____ and request(s) this

1 Court for a summary disposition for a change of name(s) without a hearing.

2

3 Respectfully submitted,

3

4 (Your signature) _____

4

5 (Your name) _____

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6 (Your address) _____

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8 (Telephone) _____

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9 Petitioner in Proper Person

9

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13 (Spouse's signature) _____

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14 (Spouse's name) _____

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15 (Spouse's address) _____

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18 Co-Petitioner in Proper Person

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1 AFPT
(Your name) _____
2 (Address) _____
3 (Telephone) _____
4 In Proper Person

5 DISTRICT COURT
6 CLARK COUNTY, NEVADA

7 In the Matter of the)
Application of:) CASE NO: _____
8)
9) DEPT. NO. _____
(Your name))
10 and)
11)
(Your spouse's name))
12)
13 for Change of Name for Themselves and)
for the Minor Children)
14)
(First child's name))
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16 and)
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(Second child's name))
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19 **AFFIDAVIT OF PETITIONER**

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

- 22 1. I, (your name) _____, Petitioner, do solemnly
23 swear to testify herein to the truth, the whole truth and nothing but the truth.
24 2. That I am the Petitioner in the above-entitled case.
25 3. That I live at _____

1 (city) _____, Nevada, (zip code) _____.

2 4. That I first moved to Clark County, Nevada on (date) _____.

3 It is my intention to live in Clark County for the foreseeable future. The child(ren) in this case
4 is/are residents of Clark County, Nevada.

5 5. That I have read the Petition for Change of Surnames of Petitioners and Minor
6 Children in this case and can testify that the allegations in the Petition are true and correct to the
7 best of my knowledge.

8 6. That I request that this Court change my child's name from (first child's name)
9 _____ to _____
10 _____
11 _____.

12 7. That I request that this Court change my child's name from (second child's name
13 or "N/A") _____ to _____
14 _____.

15 8. That I request that the Court change my name from _____
16 _____ to _____.

17 9. That neither I nor the child(ren) have been convicted of a felony.

18 10. That I am not changing my name or my child(ren)'s name(s) to avoid creditors or
19 to commit a fraud.

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

21
22 (Your signature) _____
(Your name) _____

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

25 _____
NOTARY

1 AFPT
(Your name) _____
2 (Address) _____
3 (Telephone) _____
4 In Proper Person

5 DISTRICT COURT
6 CLARK COUNTY, NEVADA

7 In the Matter of the)
Application of:) CASE NO: _____
8)
9 _____) DEPT. NO. _____
(Your name))
10 and)
11 _____)
(Your spouse's name))
12)
13 for Change of Name for Themselves and)
for the Minor Children)
14)
15 _____)
(First child's name))
16 and)
17 _____)
(Second child's name))
18 _____)

19 **AFFIDAVIT OF CO-PETITIONER**

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

- 22 1. I, (your spouse's name) _____, Co-Petitioner,
23 do solemnly swear to testify herein to the truth, the whole truth and nothing but the truth.
24 2. That I am the Co-Petitioner in the above-entitled case.
25 3. That I live at _____

1 (city) _____ Nevada, (zip code) _____.

2 4. That I first moved to Clark County, Nevada on (date) _____.

3 It is my intention to live in Clark County for the foreseeable future. The child(ren) in this case
4 is/are residents of Clark County, Nevada.

5 5. That I have read the Petition for Change of Surnames of Petitioners and Minor
6 Children in this case and can testify that the allegations in the Petition are true and correct to the
7 best of my knowledge.

8 6. That I request that this Court change my child's name from (first child's name)
9 _____ to _____
10 _____.

11 7. That I request that this Court change my child's name from (second child's name
12 or "N/A") _____ to _____
13 _____.

14 8. That I request that the Court change my name from _____
15 _____ to _____.

16 9. That neither I nor the child(ren) have not been convicted of a felony.

17 10. That I am not changing my name or my child(ren)'s name(s) to avoid creditors or
18 to commit a fraud.
19

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

21
22 (Co-Petitioner's signature) _____
23 (Co-Petitioner's name) _____

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

NOTARY

**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
<p align="center">Marriage Dissolution</p> <input type="checkbox"/> Annulment <input type="checkbox"/> Divorce –No minor child(ren) <input type="checkbox"/> Divorce –With minor child(ren) <input type="checkbox"/> Foreign Decree <input type="checkbox"/> Joint Petition –No minor child(ren) <input type="checkbox"/> Joint Petition – With minor child(ren) <input type="checkbox"/> Separate Maintenance	<input type="checkbox"/> Adoption –Minor <input type="checkbox"/> Adoption –Adult <input type="checkbox"/> Mental Health <input type="checkbox"/> Name Change <input type="checkbox"/> Paternity <input type="checkbox"/> Permission to Marry <input type="checkbox"/> Temporary Protective Order (TPO) <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Child Support/Custody <input type="checkbox"/> Other (identify) _____	<p align="center">Guardianship of an Adult</p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate <p align="center">Guardianship of a Minor</p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate <input type="checkbox"/> Guardianship Trust
MISC. JUVENILE PETITIONS	DA CHILD SUPPORT PETITIONS	
<input type="checkbox"/> Emancipation	<input type="checkbox"/> DA – UIFSA <input type="checkbox"/> 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/URESAs
 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.

Attention

*If your case is assigned to Department E,
you must prepare and file an
“Affidavit of Petitioner”
whether or not you are going to have
a “prove-up” hearing.*

1 AFRM
 2 (Your name) _____
 3 (Address) _____
 4 (Telephone) _____
 5 In Proper Person

6 DISTRICT COURT
 7 CLARK COUNTY, NEVADA

8 In the Matter of the)
 9 Application of:) CASE NO.: _____
 10 _____)
 11 (Your name)) DEPT. NO.: _____
 12 and)
 13 _____)
 14 (Your spouse's name or N/A))
 15 for Change of Name for Themselves and/or)
 16 for the Minor Children)
 17 _____)
 18 (First child's name or N/A))
 19 and)
 20 _____)
 21 (Second child's name or N/A))
 22 _____)

23 **AFFIRMATION – NAME CHANGE**
 24 **Pursuant to NRS 239.030**

25 The undersigned does hereby affirm that the following documents do not contain the
 26 social security number of any person: **(check the documents being filed at this time)**

27 **For Petitions to Change Name**

- 28 Petition Consent for Change of Name
- 29 Notice of Petition Order for Change of Name
- 30 Request for Summary Disposition Affidavit of Petitioner
- 31 Order Appointing Guardian Ad Litem Affidavit of Co-Petitioner
- 32 Application for Appointment as Guardian Ad Litem
- 33 Other _____

34 **For Motion to Waive Publication and Seal File for Name Change**

- 35 Ex Parte Motion to Waive Publication Order Waiving Publication and Sealing File
- 36 Family Court Cover Sheet
- 37 Other _____

38 The undersigned does hereby affirm that the following documents contain the social
 39 security number of a person as required by state or federal law or for the administration of a
 40 public program or for an application for a federal or state grant: **(check the documents being
 41 filed at this time)**

- 42 Other (name of document) _____

43 (your signature) _____ (date) _____

1 GAL

2 (Your name) _____

3 (Address) _____

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5 (Telephone) _____

6 In Proper Person

7 DISTRICT COURT

8 CLARK COUNTY, NEVADA

9
10 In the Matter of the)
11 Application of:)

CASE NO: _____

12 _____)
13 (Your name))

DEPT. NO. _____

14 and)

15 _____)
16 (Your spouse's name))

17 for Change of Name for Themselves and)
18 for the Minor Children)

19 _____)
20 (First child's name))

21 and)

22 _____)
23 (Second child's name))

24 **APPLICATION FOR APPOINTMENT AS GUARDIAN AD LITEM**

25 COMES NOW, Applicants, (your name) _____, (first child's

name) _____ and (second child's name – if no second

child, write "N/A") _____, pursuant to NRS 12.050, for

1 their motion to have (your name) _____ be
2 appointed as Guardian Ad Litem, respectfully show:

3 1. That Applicant (first child's) _____
4 is _____ years old and was born on (date) _____.

5 2. That Applicant (second child's name or "N/A") _____
6 _____ is _____ years old and was born on (date) _____.

7 3. That (your name) _____ is the (check one)
8 father/ mother of the above-named minor child(ren), is a competent person, a resident of Clark
9 County, Nevada, at least 18 years old, and is willing to act as Guardian Ad Litem to appear and
10 prosecute said action for the name change on behalf of the minor applicants.
11

12 4. That no general guardian, conservator, or other fiduciary has ever been appointed
13 on behalf of the child(ren) and the child(ren) is/are not ward(s) of any court.

14 WHEREFORE, Applicants pray to have (your name) _____
15 be appointed as the Guardian Ad Litem for (first child's name) _____
16 _____ and (second child's name or "N/A") _____
17 _____ to appear and prosecute an action for a change of name on their
18 behalf and to act for them for the purpose of this action.
19

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

21 Respectfully submitted:

(Your signature) _____

(Your name) _____

(Address) _____

(Telephone) _____

In Proper Person

1 (First child's signature) _____
2 (First child's name) _____
3 (Address) _____
4 (Telephone) _____
5 In Proper Person

6 (Second child's signature) _____
7 (Second child's name) _____
8 (Address) _____
9 (Telephone) _____
10 In Proper Person

VERIFICATION

11 STATE OF NEVADA)
12) ss:
13 COUNTY OF Clark County)
14 (Your name) _____, under penalties of perjury, being
15 first duly sworn, deposes and says:

16 That I am the Petitioner in the above-entitled action; that I have read the foregoing
17 Application for Appointment as Guardian Ad Litem and know the contents thereof; that the same
18 is true of my own knowledge, except for those matters therein contained stated upon information
19 and belief, and as to those matters I believe them to be true.

20 DATED this _____ day of (month) _____, (year) _____.
21 By:
22 (Your signature) _____
23 (Your name) _____

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

NOTARY PUBLIC

1 **ACKNOWLEDGMENT**

2 STATE OF NEVADA)
3) ss:
4 COUNTY OF CLARK)

5 On this ____ day of (month) _____, (year) _____, before me, the
6 undersigned Notary Public in and for the said County and State, personally appeared (your
7 name) _____, known to me to be the person described in and who
8 executed the foregoing Application for Appointment as Guardian Ad Litem, and who
9 acknowledged to me that (check one) he/ she did so freely and voluntarily and for the uses
10 and purposes therein mentioned.

11 WITNESS my hand and official seal.

12 _____
13 NOTARY PUBLIC

14 **VERIFICATION**

15 STATE OF NEVADA)
16) ss:
17 COUNTY OF Clark County)

18 (First child's name) _____, under penalties of perjury,
19 being first duly sworn, deposes and says:

20 That I am the Applicant in the above-entitled action; that I have read the foregoing
21 Application for Appointment as Guardian Ad Litem and know the contents thereof; that the same
22 is true of my own knowledge, except for those matters therein contained stated upon information

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1 and belief, and as to those matters I believe them to be true.

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

3 By:

4 (First child's signature) _____

(First child's name) _____

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

8 _____
NOTARY PUBLIC

9
10 **ACKNOWLEDGMENT**

11 STATE OF NEVADA)
) ss:
12 COUNTY OF CLARK)

13 On this _____ day of (month) _____, (year) _____, before me, the
14 undersigned Notary Public in and for the said County and State, personally appeared (first
15 child's name) _____, known to me to be the person described in
16 and who executed the foregoing Application for Appointment as Guardian Ad Litem, and who
17 acknowledged to me that (check one) he/ she did so freely and voluntarily and for the uses
18 and purposes therein mentioned.
19

20 WITNESS my hand and official seal.

21 _____
22 NOTARY PUBLIC

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1 **VERIFICATION**

2 STATE OF NEVADA)
3) ss:
4 COUNTY OF Clark County)

5 (Second child's name) _____, under penalties of
6 perjury, being first duly sworn, deposes and says:

7 That I am the Applicant in the above-entitled action; that I have read the foregoing
8 Application for Appointment as Guardian Ad Litem and know the contents thereof; that the same
9 is true of my own knowledge, except for those matters therein contained stated upon information
10 and belief, and as to those matters I believe them to be true.

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

12 By:

13 (Second child's signature) _____
14 (Second child's name) _____

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

18 _____
19 NOTARY PUBLIC

20 **ACKNOWLEDGMENT**

21 STATE OF NEVADA)
22) ss:
23 COUNTY OF CLARK)

24 On this _____ day of (month) _____, (year) _____, before me, the
25 undersigned Notary Public in and for the said County and State, personally appeared (second
child's name) _____, known to me to be the person described in
and who executed the foregoing Application for Appointment as Guardian Ad Litem, and who

1 acknowledged to me that (check one) he/ she did so freely and voluntarily and for the uses
2 and purposes therein mentioned.

3 WITNESS my hand and official seal.

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6 NOTARY PUBLIC

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GAL

(Your name) _____

(Address) _____

(Telephone) _____

In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

In the Matter of the)
Application of:)

CASE NO: _____

_____)
(Your name))

DEPT. NO. _____

and)

_____)
(Your spouse's name))

for Change of Name for Themselves and)
for the Minor Children)

_____)
(First child's name))

and)

_____)
(Second child's name))

APPLICATION FOR APPOINTMENT AS GUARDIAN AD LITEM

COMES NOW, Petitioner, (your name) _____, (check
one) mother/ father of (child(ren)'s name(s)) _____

_____, pursuant to NRS 12.050, for (check one)

his/ her motion to be appointed as Guardian Ad Litem, respectfully shows:

1 CONS

2 (Your name) _____

3 (Address) _____

4 _____
5 (Telephone) _____

6 In Proper Person

7 DISTRICT COURT

8 CLARK COUNTY, NEVADA

9
10 In the Matter of the)
Application of:)

CASE NO: _____

11)
12 _____)
(Your name))

DEPT. NO. _____

13 and)

14 _____)
(Your spouse's name))

15)
16 for Change of Name for Themselves and)
for the Minor Children)

17)
18 _____)
(First child's name))

19 and)

20 _____)
(Second child's name))

21)
22 **CONSENT TO NAME CHANGE**

23 I, (consenting parent's name) _____, the (check one)

24 mother/ father of the above-referenced minor child(ren), do hereby give my full and free

25 consent to change (first child's name) _____'s name to

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_____ . I also give my full and free consent to
change (second child's name or "N/A") _____'s name
to _____. I request the relief requested in
the Petition for Change of Surnames on file be granted.

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

(Consenting parent's signature)

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

NOTARY PUBLIC

ATTEST:

(First witness' signature)

(Second witness' signature)

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

NOTARY PUBLIC

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1 STATE OF NEVADA)
2) ss:
3 COUNTY OF Clark County)

4 The undersigned (first witness' name) _____ and
5 (second witness' name) _____, being duly sworn, under oath,
6 depose and say that:

7 We saw (name of consenting parent) _____ sign the
8 attached Consent to Name Change; at the time the Consent to Name Change was signed by
9 (check one) him/ her, it contained the proposed new name(s) for the minor child(ren); we
10 thereafter subscribed the same as witnesses in the presence of (consenting parent's name)
11 _____ and in the presence of each other; at the time that
12 (consenting parent's name) _____ signed the Consent to Name
13 Change (check one) he/ she acknowledged to us that (check one) he/ she was, and
14 appeared to us to be, in full possession of (check one) his/ her faculties and not under the
15 influence of any drug, or subject to any duress, fear, menace, compulsion or undue influence
16 whatsoever; and we make this affidavit at (check one) his/ her request.

18 (First witness' signature) _____
19 (First witness' name) _____

20 (Second witness' signature) _____
21 (Second witness' name) _____

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

25 _____
NOTARY PUBLIC