

PUBLICATION - MINOR CHILD'S NAME CHANGE

Purpose: Both parents are usually required to consent to a child's name change. If a parent will not consent, the parent must be personally served with a copy of the petition for name change and notice of name change. If you can't find the parent, a search must be done to try and locate him/her.

Your goal is to find the parent and have him/her served! However, if the person still cannot be found after the search, you can ask the judge for permission to serve the parent by: 1) mailing a copy of the summons and complaint to their last known address, and 2) publishing the notice in a newspaper for 3 weeks.

What Do I Have to Show to Get a Request for Publication Approved? There is no guaranteed way to get the Court to allow you to publish. Each case is different - the judge will look the overall efforts that have been made to find the parent to decide if enough has been done. **You have to show that you have done everything possible to find the parent without any luck.**

1. Mail a Copy of the Petition for Name Change and the Notice of Petition to the Parent's Last Known Address:

Mail a copy of the petition for name change AND the notice of petition for name change to the parent's last known address. This must be sent by certified or registered mail.

2. Fill out the Paperwork:

All Self Help forms are in a checkbox/fill in the blank format. Use black ink and write clearly. Fill out:

Certificate of Mailing

This form tells the judge when and where you mailed a copy of the documents to the parent.

Affidavit for Service by Publication

This form tells the judge the last address for the parent, the date the parent last lived there, and the date you mailed a copy of the documents to that address. It is also your statement under penalty of perjury that you do not know where to find the parent.

Affidavit of Due Diligence

This form tells the judge everything that has been done to try to find the parent. The form includes many suggested search methods that may help you find the person. It is best to have someone else search for the parent and then fill out this form as a record of where they searched. If you find a possible address for the parent during the search, try to have him/her personally served.

Order for Service by Publication

The judge will sign this form if your request to serve the parent by publication is approved.



3. File Your Paperwork:

In person: Bring the documents listed above to the Family Courthouse. File them with the Clerk of Court. All documents are electronically filed and will be emailed to you after processing. You must provide a valid email address when filing.

Online: You can upload your documents at <https://nevada.tylerhost.net/OfsWeb/>. You must register for an account, provide an email address, and you must be able to scan and upload your documents. There is a \$3.50 fee to e-file your documents. The Order for Service by Publication cannot be filed online - it must be mailed or brought to the courthouse.

4. Submit Your Documents to the Judge:

Mail or Drop Off Your Paperwork:

- Bring the Order for Service by Publication and all of the paperwork you filed to the Family Courthouse (or mail it to 601 North Pecos, Las Vegas, NV 89101).
- Take all of the paperwork to the 3rd floor.
- Drop all of the paperwork in the box for your judge.

5. Wait for the Judge to Review Your Request:

The judge will review your papers, and if the judge believes that the parent truly cannot be found, the judge will sign your Order for Service by Publication. This can take 1-2 weeks. The judge's staff will contact you after it is signed, or will send it to you in the mail.

If there is a problem with your paperwork, you will receive a memo from the judge's staff letting you know what needs to be fixed. You will have to fix the problem and resubmit the Order.

6. Publish the Notice of Petition to Change Minor's Name:

Contact a Newspaper to Publish the Notice:

- You must arrange to have the Notice published for 3 consecutive weeks. Find out the publication cost directly from the newspaper. Newspapers commonly used are:
 - o *Nevada Legal News*, (702) 382-2747
 - o *Review-Journal and Sun*, (702) 383-0383
- Give the newspaper a copy of your Order to Serve by Publication and a copy of the Notice of Petition to Change Minor's Name.
- The newspaper will usually file an Affidavit of Publication once complete. If they do not, be sure to bring the affidavit to the courthouse for filing.
- You must wait until 20 days after the last date the notice was published to do anything else. This is the period of time the other parent has to file an objection if they want to oppose the name change. If the parent does not file anything in that time, you can take the final steps to finish the case. Refer to your original instructions for what to do next.

CERT

Your Name: _____

Address: _____

Telephone: _____

Email Address: _____

Self-Represented

**DISTRICT COURT
CLARK COUNTY, NEVADA**

In the Matter of the Application of:

(Parent's name(s))

For Change of Name of the Minor Children:

(First child's name)

and (Second child's name or "N/A")

CASE NO.: _____

DEPT: _____

CERTIFICATE OF MAILING (PUBLICATION)

I, (name of person who mailed the document) _____,
declare under penalty of perjury under the law of the State of Nevada that the following is true
and correct. That on (month) _____ (day) _____, 20____, I served the:

check all that apply)

Petition to Change Minor Child(ren)'s Name

Notice of Petition to Change Minor Child(ren)'s Name

pursuant to 2017 Nevada Laws Ch. 161 (A.B. 232), by depositing a copy of same in the U.S. Mail
by **check one**) certified mail registered mail, addressed as follows:

(Print the name and address of the person you mailed the documents to)

Name: _____

Address: _____

City/State/Zip: _____

DATED (month) _____ (day) _____, 20____.

(signature) ▶ _____

AFFT

Your Name: _____

Address: _____

Telephone: _____

Email Address: _____

Self-Represented

**DISTRICT COURT
CLARK COUNTY, NEVADA**

In the Matter of the Application of:

(Parent's name(s))

For Change of Name of the Minor Children:

(First child's name)

and *(Second child's name or "N/A")*

CASE NO.: _____

DEPT: _____

AFFIDAVIT FOR SERVICE BY PUBLICATION

I, *(your name)* _____, respectfully state that I am the Petitioner in this case. A verified Petition to Change Minor Child(ren)'s Name was filed and a Notice of Petition to Change Minor Child(ren)'s Name directed to *(name of parent you cannot locate)* _____ was regularly issued.

To the best of my knowledge, the parent named above was last known to reside at the following location:

Parent's Last Known Street Address

City, State, Zip Code

The parent no longer resides at that address. The last date I am aware that the parent resided at that address was on *(date the parent last lived there)* _____.

I mailed a copy of the Petition to Change Minor Child(ren)'s Name and the Notice of Petition to Change Minor Child(ren)'s Name to the parent at the address above on *(date you mailed the documents to the parent's last address)* _____.

I do not know the present address of the parent, where the parent resides, or where the parent may be found. After due diligence, the parent cannot be found within the State of Nevada or if the parent was last known to reside outside of the State of Nevada, I do not now know where the parent resides, where the parent may be found, and that I have no knowledge, have never been informed, and have no reason to believe that the parent currently resides in the State of Nevada.

I therefore request the Court to sign an Order directing that the parent be served by publication.

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

DATED *(month)* _____ *(day)* _____, 20____.

Submitted By: *(your signature)* _____
(print your name) _____

AFDD

Your Name: _____

Address: _____

Telephone: _____

Email Address: _____

Self-Represented

**DISTRICT COURT
CLARK COUNTY, NEVADA**

In the Matter of the Application of:

(*Parent's name(s)*)

For Change of Name of the Minor Children:

(*First child's name*)

and (*Second child's name or "N/A"*)

CASE NO.: _____

DEPT: _____

AFFIDAVIT OF DUE DILIGENCE

I, (*your name*) _____, respectfully state:

1. A verified Petition to Change Minor Child(ren)'s Name was filed and a Notice of Petition to Change Minor Child(ren)'s Name directed to (*name of parent you cannot locate*) _____ was regularly issued. The parent needs to be served with the Notice of Petition to Change Minor Child(ren)'s Name, but the parent's location is unknown.

2. **Last Address.** To the best of my knowledge, the parent's last known address is:

Last Known Street Address

City, State, Zip Code

The parent last lived at that address on (*date*) _____. I do not know of any other address for the parent.

3. **Attempts to Serve.** (*check one*)

- No one tried to serve the last known address because: *(explain why no one tried to serve the parent at the last known address)*

- Someone tried to serve the parent in person at the address above, but the parent does not live there anymore. *(file an affidavit of attempted service as proof)*
- The parent is avoiding being served. The following attempts to serve the parent failed: *(explain when and how service was attempted, and the parent's response)*

4. **Attempts to Locate.** I have done the following to try to find the parent:

Email. (*check one*)

- I do not have an email address for the parent.
- All of the parent's known email addresses are *(list all known email addresses)* _____ . I emailed these addresses to ask for the parent's current address on *(date you emailed)* _____. I got the following response back *(explain what, if any, response you got from the parent through email)*

Phone / Text. (*check one*)

- I do not have a phone number for the parent.
- The parent's last known phone number is *(phone number)* _____. I called and/or texted the phone number to ask for the parent's current address on *(date you called/texted)* _____. I got the following response back *(explain what, if any, response you got)*

Mail. (*check one*)

- I do not have a last known street address for the parent.
- I mailed an envelope to the parent's last known street address through the U.S. Postal office and wrote the words "ADDRESS CORRECTION REQUESTED / DO NOT FORWARD" on the front. The envelope was returned to me on *(date you received the letter back)* _____ with the following information:

Social Media. I looked for the parent on these social media sites:

	Describe What You Found	Date
<input type="checkbox"/> Facebook: www.facebook.com		
<input type="checkbox"/> Twitter: www.twitter.com/		
<input type="checkbox"/> Google + https://plus.google.com/		
<input type="checkbox"/> LinkedIn www.linkedin.com/		
<input type="checkbox"/> Other: _____		

Friends/Family. (check one)

- I do not know any of the parent’s friends or family.
- I contacted the parent’s friends and family who told me:

Name of Person You Contacted	Relationship to the Parent	What They Told You	Date

Employer. (check one)

- I do not know any of the parent’s employers.
- I contacted the parent’s current/former employers who told me:

	Name of Employer	What They Told You	Date
Current Employer			
Past Employer			

Neighbors. (check one)

- I did not contact any of the parent’s former neighbors.
- I contacted the neighbors around the parent’s last known address who told me:

Name of Neighbor	What They Told You	Date

Online People Searches. I searched the following online databases for the parent:

	Describe What You Found	Date
<input type="checkbox"/> www.familytreenow.com/		
<input type="checkbox"/> www.intelius.com/		
<input type="checkbox"/> www.spokeo.com/		
<input type="checkbox"/> www.peoplefinders.com/		
Other: _____		

Public Records. I searched the following public records databases:

	Describe What You Found	Date
<input type="checkbox"/> Clark County Assessor http://www.clarkcountynv.gov/assessor/Pages/RecordSearch.aspx		
<input type="checkbox"/> Clark County Recorder https://recorder.co.clark.nv.us/RecorderEcommerce/		
<input type="checkbox"/> District Court Records https://www.clarkcountycourts.us/Anonymous/default.aspx		
<input type="checkbox"/> Las Vegas Justice Court Records https://lvjcpa.clarkcountynv.gov/Anonymous/default.aspx		
Other: _____		

Jail / Prison. (check one)

- The parent does not have a criminal history to my knowledge.
- The parent is, was, or may be in jail or prison. I searched these inmate records:

	What Did You Find	Date
<input type="checkbox"/> Clark County Detention Center http://www.clarkcountynv.gov/ccdc/Pages/InmateSearch.aspx		
<input type="checkbox"/> Las Vegas City Jail http://www5.lasvegasnevada.gov/InmateSearch/		
<input type="checkbox"/> Henderson City Jail http://inmateinfo.cityofhenderson.com/inmatesearch/		
<input type="checkbox"/> NV Department of Corrections http://167.154.2.76/inmatesearch/form.php		
<input type="checkbox"/> Nationwide Inmate Locator http://inmatesplus.com/		
<input type="checkbox"/> Federal Inmate Locator https://www.bop.gov/inmateloc/		
Other: _____		

Child Support. (*check one*)

- There is no child support case against the parent.
- There is a child support case against the parent with the local child support agency, and the child support office has not been able to locate the parent or will not release the parent's information to me.

Military. (*check one*)

- The parent has never been in the military to my knowledge.
- The parent is/was in the military. I contacted the following military locator services:
 - o Air Force: (210) 565-2660
 - o Army: emailed usarmy.knox.hrc.mbx.foia@mail.mil
 - o Navy (855) NAVY-311 (855-628-9311)
 - o Marines (703) 784-3942
 - o Coast Guard: <http://www.uscg.mil/locator/>

The locator service told me: _____

Death Index. (*check one*)

- I did not check the Social Security death index.
- I did check the Social Security Death Index at <https://familysearch.org/search> and did not find the parent's name.

Other. Other efforts I made to locate the parent are: (*describe anything else you did to try and find the parent*):

5. I was not able to locate the parent after conducting the above search. I believe that the parent cannot be found at this time.

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

DATED _____, 20____.

Submitted By: (*your signature*) _____

(*print your name*) _____

OSBP

Your Name: _____

Address: _____

Telephone: _____

Email Address: _____

Self-Represented

**DISTRICT COURT
CLARK COUNTY, NEVADA**

In the Matter of the Application of:

(Parent's name(s))

For Change of Name of the Minor Children:

(First child's name)

and *(Second child's name or "N/A")*

CASE NO.: _____

DEPT: _____

ORDER FOR SERVICE BY PUBLICATION

Upon reading the Affidavit of the Petitioner on file herein, it appearing that a Petition to Change Minor Child(ren)'s Name was filed and a Notice of Petition to Change Minor Child(ren)'s Name directed to *(name of parent you cannot locate)* _____ was issued; that the above-named parent is a necessary party; that the parent is not a resident of the State of Nevada or has departed from the state, or cannot, after due diligence, be found, or by concealment seeks to avoid the service, and that the parent cannot be personally served in the State of Nevada, and good cause appearing therefore:

///

///

///

IT IS HEREBY ORDERED that if the above-named parent cannot now be found so as to be personally served, he may be served by publication of the Notice of Petition to Change Minor Child(ren)'s Name at least once a week for a period of 3 consecutive weeks in a newspaper of general circulation published in Clark County, Nevada.

DATED this _____ day of _____, 20____.

DISTRICT COURT JUDGE

Submitted By: (*your signature*) _____

(*print your name*) _____