Adult Name Change Checklist

Required Forms

- Petition for Name Change, Adult (DC 6:9.1) – Step 2
- Confidential Party Information-Adult Name Change (DC 6:9.4) – Step 2
- Legal Notice for Publication (DC 6:9.2) – Step 4
- Affidavit of Mailing Published Notice (DC 6:6.8) – Step 4
- Instructions for Your Name Change Hearing (DC 6:9a) – Steps 5 and 6
- Decree of Name Change (DC 6:9.3) – Steps 5 and 6

All forms in this list can be found HERE : nejudicial.com/adult-name-change or through this QR Code

Nebraska Filing Fees and Court Costs

Expected Costs for an Adult Name Change in Douglas County:

- You are expected to pay Nebraska Filing Fees and Court Costs, the cost to have the legal notice published, and any postage.
  - Currently around $180; costs may change.
- Postage for mailing (Step 4)
- Costs may change

Use the QR code or this link: **nejudicial.com/filing-fee-dc-civil** and Contact The Daily Record by calling 402-345-1303.

Step 1 – Can you Change Your Name?

- ☐ Have you lived in Douglas County, NE for at least one year? _____ Yes _____ No
- ☐ Are you 19 years or older, emancipated, or married? _____ Yes _____ No

If you answered "No" to one or both questions, you cannot proceed

Step 2 – Your Petition (Request)

- ☐ Complete Petition for Name Change, Adult form. Use the Instructions.
- ☐ Complete the Confidential Information Form (this information will not be part of the Public Record). Use the Instructions.
- ☐ Turn in Completed Petition and Confidential Information forms to Douglas County District Court.
- ☐ If you are filing by mail, do not send cash, use a check or money order.
- ☐ If you cannot pay the filing fee, ask for forms and information about "Proceeding In Forma Pauperis," which is a way to move forward without paying fees to the court. The forms are found at this link: nejudicial.com/payment waiver. **See Appendix B**

Your name will not be changed if you stop here. You need to schedule your hearing, put your notice in the newspaper, and have a hearing. Keep Going!

Step 3 – Scheduling Your Hearing, Douglas County

- ☐ You will receive the name of the judge for your case by email
- ☐ Contact the trial court staff of the judge assigned to the name change case to schedule your hearing. Phone numbers for trial court staff can be found at this link bit.ly/douglascountycourtcontacts or through the QR Code to the right
- ☐ Make sure your hearing is at least 6 weeks from the day you contact the trial court staff

Step 4 – Publication – Putting Notice in a Newspaper, Douglas County

- ☐ Complete the Legal Notice for Publication form. Use the instructions.
- ☐ Contact The Daily Record
  Call: 402-345-1303 or Email: legals@omahadailyrecord.com
- ☐ Your Notice **must** be in the paper 1 time per week for 2 weeks in a row.
  Week 1 _____ Week 2 _____
- ☐ Mail a copy of the Legal Notice to any *interested party* (within 5 days of first time in paper). You can find a digital copy of your Legal Notice at nepublicnotices.com.
  It is possible there is no "interested party" in your case.
  For more information go to the Publication section of this packet.
- ☐ Turn in the Affidavit of Mailing to the district court clerk (within 10 days of mailing). Use the instructions.
- ☐ Check with clerk of the trial court that the Daily Record filed an Affidavit of Publication after the 2nd week.

Special Situations*: If you believe you would be in danger by putting the notice in the paper, request information and forms for a Publication Waiver (getting permission to not "publish"). Forms required to receive permission to skip the Publication step are the "Request for Waiver of Publication" form and the "Order for Waiver of Publication" form. Evidence must be provided with the forms.* ***See Appendix A***

Step 5 – Get Ready for Your Hearing – at least 2 days before hearing

- ☐ Complete the Instructions for your Name Change Hearing form (your script for the hearing.)
  - Practice reading from the Hearing Instructions form.
- ☐ Complete the Decree of Name Change form. Use the instructions.
- ☐ Plan your Transportation and Parking to the courthouse
- ☐ Make sure you know the courtroom # for your hearing

Step 6 – Your Name Change Hearing

- ☐ Bring **2 completed copies** of the Decree of Name Change form.
- ☐ Bring your **completed copy** of the Hearing Instructions form.
- ☐ Know your courtroom #.
- ☐ Arrive at the courthouse 30 minutes before your hearing.
- ☐ Be at the assigned courtroom at least 15 minutes before your hearing.
- ☐ Be prepared to explain the reason you want to change your name.

Step 7 – After Your Hearing – Certified Copy of Decree of Name Change

- ☐ You need a certified copy of the Decree of Name Change to update your State ID and to update your name with the Social Security Administration.
- ☐ Request a certified copy of your signed Decree of Name Change
  - COST: $3.50 for pages 1-5 and $0.25 for each additional page (Cost may change)
  - Free certified copies: call 402-444-7619 or Email requests to cdcfile@douglascounty-ne.gov

Step 8 – Update Your Records

- Social Security Administration: ssa.gov/personal-record/change-name
- Driver's License (or State ID): Must be updated within 60 days of name change dmv.nebraska.gov/dl/name-change
- Bank Accounts
- Creditors (anyone you owe money to)
- Employer and Benefits
- Utilities and Other Accounts