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 _____ County:

- You are expected to pay Nebraska Filing Fees and Court Costs, the cost to have the legal notice published, and any postage.
    - The total cost is currently around _____. This can change, so it is best to double check.
        - Nebraska Filing Fees and Court Costs can be found here: nejudicial.com/filing-fees-dc-civil (scroll down to CIVIL.) or through the QR code to the left.
        - Contact your local newspaper, or a newspaper distributed in your county for the costs to publish the legal notice. (Step 4)
        - Postage for mailing copies of the published legal notice to interested parties. (Step 4)

Step 1 – Can you Change Your Name?

☐ Have you lived in _____ 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 the 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 the completed Petition and Confidential Information forms to _____ 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, _____ County

- ☐ Court staff will let you know the name of the judge who has been assigned to your case.
- ☐ Contact the trial court staff to schedule your hearing. Contact information can be found at this link nejudicial.com/dc-clerk-contact , or through the QR Code to the right.
- ☐ Make sure your hearing is at least 6 weeks from the day you contact the court staff

Step 4 – Publication – Putting Notice in a Newspaper

- ☐ Complete the Legal Notice for Publication form. Use the Instructions.
- ☐ Contact your local newspaper or a newspaper regularly distributed in your county.

_____

- ☐ 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). The newspaper may give you copies of the legal notice that was published or you may be able to 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 see the Publication Guide.
- ☐ Turn in the Affidavit of Mailing Published Notice to the district court clerk (within 10 days of mailing). Use the instructions.
  - This form must be notarized.
- ☐ Check with clerk of the trial court that the newspaper that published the notice 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 for more information)* **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 to the courthouse and parking if needed.
- ☐ Make sure you know the courtroom #, if there is one, 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 #, if there is one.
- ☐ 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.
    - Ask the clerk of the trial court what the cost will be for a certified copy.

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