

ADULT NAME CHANGE

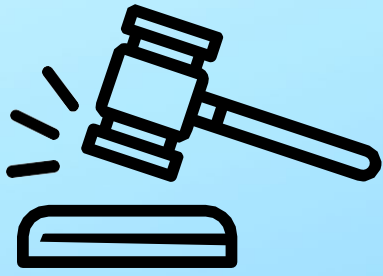


STATE OF
NEBRASKA
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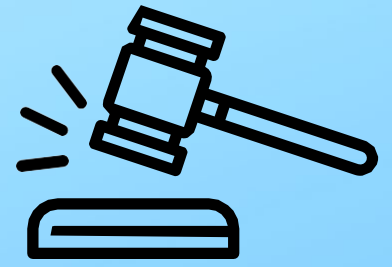
*A GUIDE TO FILING
FOR AN ADULT
NAME CHANGE*

Updated: 03/2025

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FIRST THINGS FIRST



Do you need an Interpreter?

Contact court staff to set up an interpreter for you



Need ADA Accommodations?

Contact: Amy Prenda - ADA Coordinator
admin.adacoordinator@nejudicial.gov

Legal Resources and Info

Not sure how to begin? Log on here for resources and information that can help
nejudicial.com/legal-resources



For a complete glossary of legal terms log on to
nejudicial.com/glossary
or scan the QR Code with your phone.



Adult Name Change Packet

What's Inside	Page Number
• Adult Name Change Checklist _____	1
• Can you Change Your Name Flowchart _____	4
• Petition Guide: Filling out and Turning in Your Petition _____	5
• Publication Guide: Putting the Legal Notice for Publication in the Newspaper ____	7
• Hearing Guide: Before, During, and after Your Name Change Hearing _____	9
• Appendix A: Request for Publication Waiver Guide _____	11
• Appendix B: In Forma Pauperis Guide. Request to Not Pay Court Fees _____	12

*****If you want to change your name to avoid a debt or debts,
your name change will not be approved*****



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 



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 4 weeks in a row.
Week 1 _____ Week 2 _____ Week 3 _____ Week 4 _____
- 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 nerepublicnotices.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 4th 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

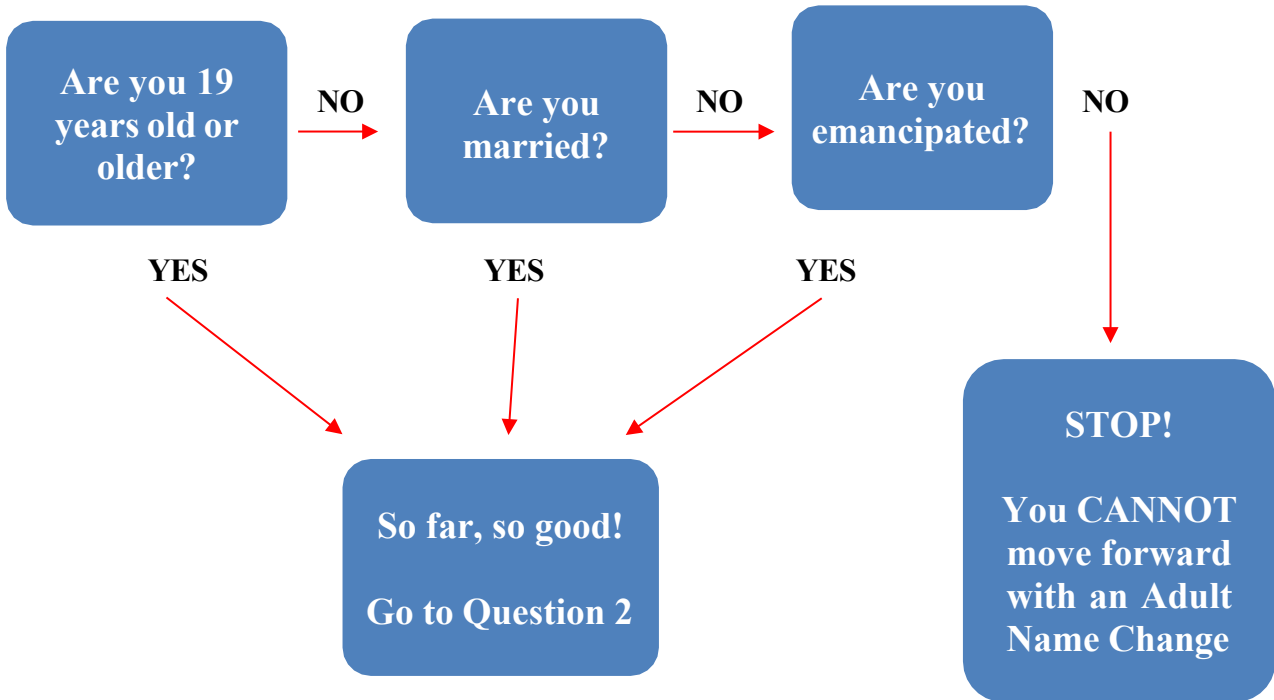
- You need a certified copy of the Decree of Name Change to update your State ID and to update your name with the Social Security Administration.
- Request a certified copy of your signed Decree of Name Change
 - COST: \$3.50 for pages 1-5 and \$0.25 for each additional page (Cost may change)
 - Free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

Step 8 – Update Your Records

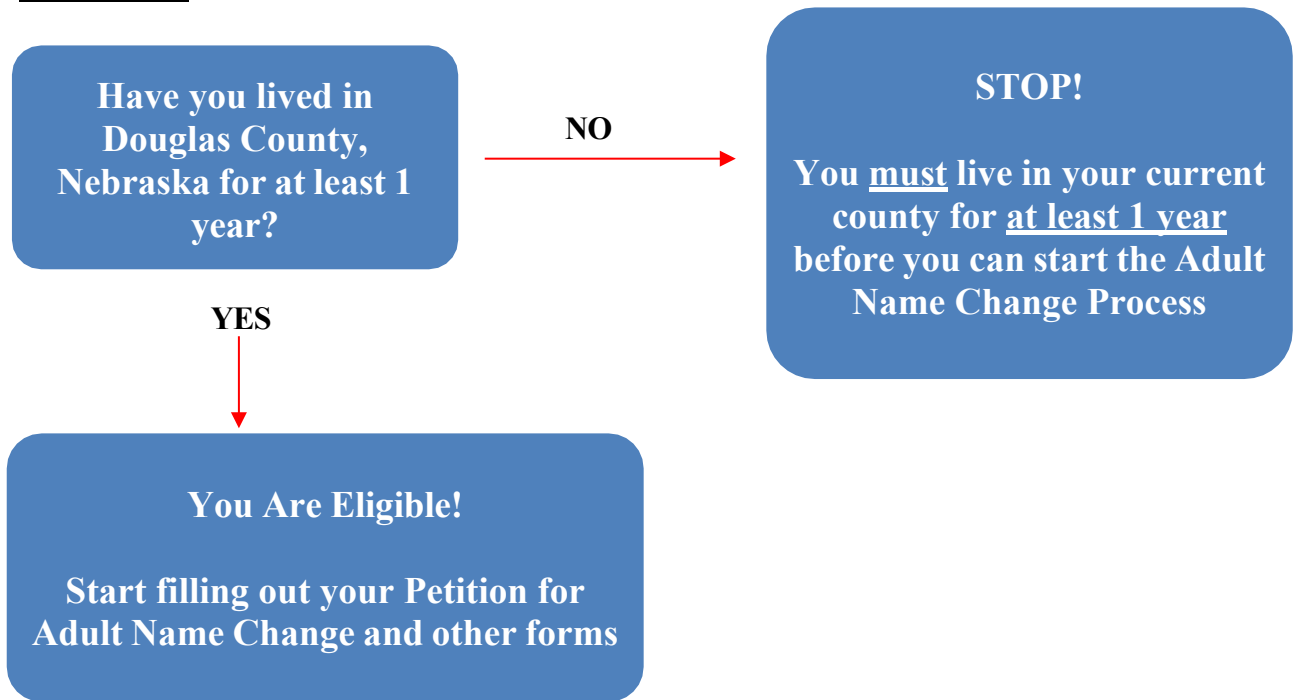
- Social Security Administration: ssa.gov/personal-record/change-name
- Driver's License (or State ID): Must be updated within 60 days of name change dmv.nebraska.gov/dl/name-change
- Bank Accounts
- Creditors (anyone you owe money to)
- Employer and Benefits
- Utilities and Other Accounts

Can You Change Your Name? Step 1

Question 1:



Question 2:



Petition Guide: Completing and Turning in Your Name Change Petition, Step 2

NOTE: Anywhere on the forms where you are asked for your “legal” name,
write your **current** name.

Things to Know:

- All Name Change court cases are heard in district court
- You **must** have a hearing with a district court judge to change your name
- If you cannot afford the court fees, you may ask permission from the court to not pay
 - This is called in forma pauperis or a fee waiver request. See **Appendix B**
- You **must** turn in the Confidential Information form with your Name Change Petition
- **Turning in/filing/submitting forms:** (Douglas County Only)
Whenever you are instructed to turn in, file, or submit forms to the clerk of the district court, you can do this either in person or by mail.
Never send cash in the mail.

300 Hall of Justice
1701 Farnam St.
3rd Floor
Omaha, NE 68183



Nebraska Filing Fees
and Court Costs

Office Hours: 8:00 am to 4:30 pm, Monday through Friday **Phone:** 402-444-7018
Make checks payable to “Clerk of the District Court”

- Contact information and addresses for the district court in other counties can be found at this link: nejudicial.com/dc-clerk-contact, or through the QR Code to the right.



The Petition

- Complete the Petition for Name Change form. Use the instructions.
- To complete the form, you must know:
 - Your current full name,
 - The new name you want to use,
 - Your complete address,
 - Your phone number, and
 - Your email address.
- Do not overthink the reason you want to change your name.
 - It can be as simple as you feel the new name matches your identity.
 - Whatever your reason, **tell the truth**
- Your signature and printed name should be the same as your ID
 - Whatever your reason, **tell the truth**
- Your signature and printed name should be the same as your ID

Confidential Information

- A completed Confidential Information form must be turned in with your Name Change Petition. Use the instructions.
- To complete the form, you must know:
 - Your Social Security Number
 - Your birthday
- **The information on this form is not made part of the public record.**

Publication Guide: Putting the Legal Notice for Publication in the Newspaper, Step 4

Things to Know:

- The official newspaper for Legal Notices for Douglas County is The Daily Record
 - 402-345-1303
 - legals@omahadailyrecord.com
- For all other counties, You can find a list of newspapers by visiting the Nebraska Press Association's website, www.nebpress.com, or contact at (402) 476-2851, or by email at admin@nebpress.com .

Legal Notice - REQUIRED

- Complete the Legal Notice for Publication (Legal Notice) form, DC 6:9.2
- (Douglas County) arrange for your Legal Notice to be put into the Daily Record
- The Legal Notice must be published, put in the newspaper:
 - Once per week,
 - For 4 weeks in a row

Mailing your Legal Notice to an Interested Party

- It is possible there is no interested party for your name change case.
- An interested party may include anyone you owe money to (a creditor), the parent(s) of your children under the age of 19, or any other person who could have a legal reason they should know about your name change.
- ***If*** there is an interested party, you must:
 - Mail a copy of your first published Legal Notice to the interested party **within 5 days** of the first time it is in the newspaper.
 - You can get a copy of your legal notice at nepublicnotices.com if you do not receive it another way
 - Complete and turn in the Affidavit of Mailing Published Notice form, DC 6:6.8, **within 10 days** of when you mailed the legal notice to the “interested” party or parties.
 - Follow the instructions.
 - You **must** sign the affidavit in front of the notary public.

- **Turning in/filing/submitting forms:** (Douglas County Only) Whenever you are instructed to turn in, file, or submit forms to the clerk of the district court, you can do this either in person or by mail.

300 Hall of Justice
1701 Farnam St.
3rd Floor
Omaha, NE 68183

Office Hours: 8:00 am to 4:30 pm, Monday through Friday

Phone: 402-444-7018

- For all other counties, Contact information can be found at this link nejudicial.com/dc-clerk-contact, or through the QR Code to the right.



Affidavit from Publisher/Newspaper – Completed by the Newspaper

- The Affidavit of Publication will be completed by the newspaper used to publish your legal notice.
- The newspaper will send the Affidavit to the court.
- The affidavit can only be sent to the court after the 4th week your Legal Notice was put into the newspaper.

Special Situations: If you believe you would be in danger by putting your Legal Notice in the newspaper, request information and forms for a Publication Waiver, which gives permission to not put a Legal Notice of Name Change in the newspaper. If you believe this applies to you, see **Appendix A.**

Hearing Guide:
Before, During, and After Your Name Change Hearing, Steps 5, 6, and 7
No Hearing = No Name Change

1 Week Before Your Hearing:

- Check that the Publisher’s Affidavit has been sent to the trial court,
- Complete the “Decree of Name Change” form, and
- Complete the “Instructions for Name Change Hearing” form.

The Day Before Your Hearing:

- Make sure you have 2 completed copies of your “Decree of Name Change” form.
- Make sure your Hearing Instructions, your script, is ready. Your script **must** include:
 - Your current name,
 - That you have lived in the county where you filed for your name change for at least 1 year,
 - That you want to change your name from your current name to your new name, and
 - The reason you want to change your name. (Don’t overthink, but be honest)
 - Practice reading your script
 - Prepare for being asked why you are changing your name
- If you are driving to your hearing, plan where you will park
 - Off street parking is available around the Douglas County Courthouse for \$1/hour
 - A parking garage is available for public use to the west of the courthouse
 - Entrance is on Harney St.
 - Cost:
 - \$1.50 for the first hour
 - \$1 for each additional hour
 - For other parking options. Check the ParkOmaha website, parkomaha.com/map/
- If someone is driving you to your hearing, double check your plan
- If you use public transportation, double check the routes you will be using
- Create a back-up plan to make sure you will be at the courthouse 30 minutes before your hearing and outside of the courtroom at least 15 minutes before your hearing.

The Day of Your Hearing

- Before leaving home, make sure you have:
 - 2 copies of the “Decree of Name Change” form
 - Your hearing script, the “Instructions for Name Change Hearing” form
- Be at courthouse at least 30 minutes before your hearing
- Keep your phone or any other devices in your car, if possible

- If you cannot, keep your phone or any other device PUT AWAY, either in a bag or in your pocket.
- If you require your phone or other electronic device due to a disability, contact the staff for your judge to let them know.
- You will be asked by the judge if you are changing your name to avoid creditors. Tell the truth.

After Your Hearing

- Get a certified copy of your Name Change Decree
 - A certified copy of your Decree of Name Change is needed to update your name on your Driver's License, or other State ID, and to change your name with the Social Security Administration
 - Certified copies cost \$3.50 for the first 5 pages and \$0.25 for each additional page
 - You may qualify for a free certified copy
 - For questions, call 402-444-7619
 - Email request to cdcfile@douglascounty-ne.gov
- Keep your certified copy of Your Name Change Decree in a safe place.
- Your certified Name Change Decree is needed to change your name through:
 - The DMV, dmv.nebraska.gov/dl/name-change
 - The Social Security Administration, ssa.gov/personal-record/change-name
 - Banks
 - Credit Cards
- Most other companies, like MUD and OPPD, do not require a certified copy. Contact any company or utility to find out what they need to change the name on your account.

Appendix A

Guide: Request for Publication Waiver

Things to Know

- A waiver is permission to NOT do something that is normally required.
- Permission to not put the Legal Notice in the newspaper (publish) will only be granted with **documented proof** that you may be in danger if the Legal Notice is put into the newspaper.
 - Just saying you would be in danger is not enough
- Waivers of Publication are rare

Required Forms

- Request for Waiver of Publication form, Use the instructions.
- Order for Waiver of Publication form, Use the instructions.

When you turn in your completed Request and Order for Waiver of Publication, include documentation. This could include:

- Police Reports
- Protection Orders, or
- Any other paperwork, documents, or evidence that shows why your life would be in danger.

Appendix B

In Forma Pauperis Guide: Request to Not Pay Court Fees

Things to Know:

- The legal term for not paying court fees is “in forma pauperis,” meaning you do not have enough money to pay for court fees.
- You may hear this called “IFP” or “fee waiver.”
- Other costs may be covered by the county if the court grants your fee waiver request, including:
 - Service fees,
 - Witness fees, and
 - Fees associated in cases of appealing a judgment (a final order of the court)
- Your request will **not** be granted if:
 - You have enough money to pay the costs and fees for your case, or
 - Your legal claim is “frivolous or malicious.”
 - If your request is denied because it is “frivolous or malicious,” the court will tell you why.
- If you win and are granted a money judgment in your case, such as in a lawsuit or small claims, any costs that the county paid will be taken from the judgment.

Required Forms for Civil Cases, Appeals, and Emancipation

- Affidavit and Application to Proceed without Payment of Fees (In Forma Pauperis); DC 6:7.1. Use the instructions.
 - Include all information asked for in the Affidavit and Application form
 - Be honest when completing the Affidavit and Application
- Order to Proceed In Forma Pauperis; DC 6:7.2. Use the instructions.

Turning in Your Request

- If you are turning in the Affidavit and Application and the Order at the same time you turn in the forms for your case, your case will not be “filed,”
 - Unless you pay the filing fees,
 - Until after the court grants your request, or
 - Until you pay the fees after the court rejects your request.
- If your request is rejected, you will be notified by the court, and you pay the filing fees. Only after you pay will your forms be considered “filed.”
- If your request is granted, the clerk of the trial court, either county or district, will include the order with your other forms and “file” your case.
- You will not get a case number (sometimes called a Case ID) until your case is “filed.”

