

## 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.  
3<sup>rd</sup> 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](http://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
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## 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.**

