

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.