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**CONVERSION TO  
JOINT PETITION FOR  
DIVORCE  
WITH CHILDREN**

**C-2**

Resource Center  
1 South Sierra St., Third Floor  
Reno, NV 89501  
775-325-6731  
[www.washoecourts.com](http://www.washoecourts.com)

**\* Both petitioners must initial, otherwise the divorce will not be granted.**

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**CONVERSION TO JOINT PETITION  
FOR DIVORCE WITH CHILDREN**

**PACKET C-2**

**Use this packet only if the following statements are true:**

- A complaint for divorce with minor children has been filed in the Second Judicial District Court.
- You and your spouse agree now.

**INSTRUCTIONS FOR COMPLETING FORMS**

Carefully read all instructions before starting to fill out any of the forms.

Use **black or blue ink only**. Neatly print or type the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. EFile User Agreement (Standard)
2. Request to Convert Divorce Complaint to Joint Petition
3. Joint Petition for Summary Decree for Divorce With Child(ren)
  - a. Appendix A: Child Custody Schedule
  - b. Appendix B: Child Support Worksheets
4. Request for Submission
5. Decree of Divorce
6. Definitions of Terms Used in this Packet

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00. N.R.S. §199.145.

INSTRUCTIONS: STEP 1

If both parties already have eFlex accounts, skip this step and move on to INSTRUCTIONS: STEP 2.

**eFlex Account and EFile User Agreement:**

If the defendant has not already responded to the initial petition, they will need to sign up for an eFlex account. There is no fee to sign up for a standard eFlex account. If the defendant already has an eFlex account for a different case, they do not need to create another account and can skip this step.

To sign up:

- 1) Carefully read and complete the eFile User Agreement (Standard) by filling in as much information as possible, signing, and dating page two;
- 2) Return the eFile User Agreement (Standard) to the Second Judicial District Court, or email it to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us); and
- 3) Request an account at <https://wceflex.washoecourts.com/>.

SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY  
STATE OF NEVADA

**EFILE USER AGREEMENT  
(Standard)**

This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit filing of court case documents using the eFlex Electronic Filing System (eFlex eFS). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of the year unless the account is renewed. Accounts may be renewed online at [www.washoecourts.com](http://www.washoecourts.com).

By registering for an eFlex account I agree and consent to the following:

- I will submit court filings electronically through eFlex in court cases for which I am an active party or at record, or an officer of the Court filing documents in my official capacity.
- As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Notice of Intent to change my email address with the District Court. The Written Notice of Intent must include my bar number and a list of all pending court matters. Also included must be an acknowledgment that all active attorneys of record on those pending matters have been notified of my new email address. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I understand that once my eFlex account is deactivated, I will no longer be able to electronically eFile any documents using my account, nor will I receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.
- Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the eFlex account. (See Nevada Electronic Filing and Conversion Rules, Rule 11.)
- I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service of filed documents (supersedes the court's paper service). Electronic service of documents is limited to documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission. Complaint, petition or other document that must be served with a summons, and summons or a subpoena cannot be served electronically.
- I agree to the terms of the license agreement as stated by Tybers on the court's eFlex web site under "eFlex eFS" and "Privacy Policy" when registering for an eFlex account and pressing the submit button.
- I understand that email addresses supplied by the registered user via the username/password account on the eFlex account supersedes the court's case management system for the purpose of delivering valid and effective service of eFiled documents. I understand that it is my responsibility to keep my address updated on my eFlex account profile.
- I agree to file the proper motion to withdraw/notice of change/substitution of counsel/notice of terminating employment (whichever applies) into each of my cases whenever I depart from an agency, office, or law or cease to represent a party in any case, or cease to be an eFlex user within 10 days of any such change. If known, I will designate the new attorney and/or e-File contact on each case. Further, I will separately file the Clerk of Court of any employment change which will globally affect all or a majority of my cases.

Revised September 26, 2018

- I acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (EFCR).
- I understand if a party submits a proposed Order and the Order is eFiled by the Court, ONLY eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.
- I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court requesting judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.
- I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.

Attorney or Person Name: \_\_\_\_\_  
 If an attorney, Bar ID: \_\_\_\_\_ Law Firm: \_\_\_\_\_  
 If not an attorney, DOB: \_\_\_\_\_ Interpreter needed:  Yes or  No Language: \_\_\_\_\_  
 If not an attorney, Case number(s): \_\_\_\_\_  
 eFlex Email Address: \_\_\_\_\_  
 Alternate eFlex Email Address: \_\_\_\_\_  
 Alternate eFlex Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Designated eFlex contact person: \_\_\_\_\_

**I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.**

Date: \_\_\_\_\_ Signature of Attorney/Person Agency Signatory: \_\_\_\_\_

Clerk of Court: \_\_\_\_\_  
 Renewal of Standard Account and/or other instructions at <http://www.washoecourts.com/eflex/eFile>  
 New Standard Account

To become a registered eFlex account holder, you must request an account online at [www.washoecourts.com](http://www.washoecourts.com) and click on the "Request an Account" button. Then, print out this form, complete and sign it and deliver the pre-signed copy to the Second Judicial District Court Filings Office, 75 Court Street, Reno, NV 89501. Upon completion of your account request, AND receipt of the signed eFile User Agreement, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.

Translated/Interpreted by (if applicable): \_\_\_\_\_  
 Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Revised September 23, 2018

If you need further assistance signing up for an account, please call the Resource Center at 775-325-6731.

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## INSTRUCTIONS: STEP 2

### Complete the Request to Convert Complaint to Joint Petition as Shown:

*The spouse who filed the original complaint should be the one to file the conversion.*

1) Print your name, address, telephone number, and email.

2) Print your names, Case No., and Department No. from the original complaint.

3) Complete the request and explain to the court why you want to convert to a Joint Petition.

4) Date, sign, and print your name.

1	Code: 3870
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	_____, Case No. _____
11	and Dept. No. _____
12	_____,
13	Defendant/ Petitioner 2.
14	
15	<u>REQUEST TO CONVERT COMPLAINT TO JOINT PETITION</u>
16	I request that this Court convert the original Complaint in this matter to a Joint Petition based
17	upon the following:
18	_____
19	_____
20	_____
21	_____
22	This document does not contain the personal information of any person as defined by NRS
23	603A.040.
24	I declare under penalty of perjury under the law of the State of Nevada that the foregoing
25	is true and correct.
26	
27	Date: _____ Your Signature: _____
28	Print Your Name: _____
	REV 10/2017 CJ 1 C2 REQUEST TO CONVERT

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## INSTRUCTIONS: STEP 3

### Complete the Joint Petition for Divorce with Children as Shown:

You and your spouse will need to initial each section and sign this form.

1) Print your name, address, telephone number, and email.

2) Print your spouse's name, address, telephone number, and email.

3) Print your names, Case No., and Department No. from the original complaint.

4) Complete pages 1 - 17, following the instructions on each page.

For more information regarding custody schedules or child support calculations, see INSTRUCTIONS: STEP 3a & 3b.

1	Code: \$1840
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Name: _____
7	Address: _____
8	Telephone: _____
9	Email: _____
10	Self-Represented Litigants
11	IN THE FAMILY DIVISION
12	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
13	IN AND FOR THE COUNTY OF WASHOE
14	_____ Case No. _____
15	Plaintiff / Petitioner 1, Dept. No. _____
16	and
17	_____
18	Defendant / Petitioner 2,
19	_____
20	<u>JOINT PETITION FOR SUMMARY DECREE OF DIVORCE</u>
21	<u>WITH MINOR CHILD OR CHILDREN</u>
22	
23	Petitioners ask this Court to grant them a divorce.
24	1. <input type="checkbox"/> <u>PETITIONER 1</u> -AND/OR- <input type="checkbox"/> <u>PETITIONER 2</u> have/has resided in and been physically
25	present in the State of Nevada, for the last six weeks, and intend(s) to continue to make the State
26	of Nevada their home for an indefinite period of time. We were married on
27	_____, in _____, and ever since have
28	(Month, day, and year of marriage) (City and State in which married)
	been married. We are incompatible in marriage and no reconciliation is possible.
	REV 3/25/19 JCB 1 C2 JOINT PETITION W/CHILDREN

INSTRUCTIONS: STEP 3a

**Child Custody Schedules**

Please review Appendix A: Custody Schedules. These example schedules may be used to assist you in filling out the Petition. They do not need to be filed with the court. However, you may do so if you like.

**APPENDIX A: Custody Schedules**

These custody schedules are provided to you as examples. You may select a pre-set schedule as shown in Options 1 – 3, OR you may select to create your own visitation schedule in Option 4.

**Option 1: Week On / Week Off (Joint Physical Custody)**

You and the other parent will have equal time with the minor child(ren). The minor child(ren) will spend one week (seven days) with you and then the following week they will spend one week (seven days) with the other parent. This schedule will alternate weekly throughout the year.

Example provided below (with exchanges taking place on Friday afternoon):



Your custodial days / weeks with the minor child.



The other parent's custodial days / weeks with the minor child.

**Option 1: Week On / Week Off Custody Schedule**

					Friday	Saturday
					//	//
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
//	//	//	//	//	//	//
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
—	—	—	—	—	—	—
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
//	//	//	//	//	//	//
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
—	—	—	—	—	—	—



**Option B: Rotating 2/2/3 (Joint Physical Custody)**

The other parent and you will have equal time with the minor child(ren). On week one, the minor child(ren) will spend two days with you (Monday – Wednesday), followed by two days with the other parent (Wednesday – Friday), ending the week with three days with you (Friday – Monday). On week two, the minor child(ren) will spend two days with the other parent (Monday – Wednesday), followed by two days with you (Wednesday – Friday), ending the week with three days with the other parent (Friday – Monday). This schedule will alternate weekly throughout the year.

Example provided on the next page (exchanges taking place in the a.m. OR pm (see below), in some cases at school drop off, on exchange days).



Your custodial days with the minor child(ren).



The other parent's custodial days with the minor child(ren).

<b>Option B: Rotating 2/2/3 Custody Schedule (AM Drop Off)</b>						
					Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	[Hatched]		[Solid]		[Hatched]	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
[Hatched]	[Solid]		[Hatched]	[Hatched]	[Solid]	[Solid]
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
[Solid]	[Hatched]	[Hatched]		[Solid]	[Hatched]	[Hatched]
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
[Hatched]	[Solid]	[Solid]	[Hatched]	[Hatched]	[Solid]	[Solid]

<b>Option B: Rotating 2/2/3 Custody Schedule (PM Drop Off)</b>						
					Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		[Hatched]		[Solid]	[Solid]	[Hatched]
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		[Solid]	[Solid]	[Hatched]	[Hatched]	[Solid]
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
[Solid]	[Solid]	[Hatched]	[Hatched]	[Solid]	[Solid]	[Hatched]
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
[Hatched]	[Hatched]	[Solid]	[Solid]	[Hatched]	[Hatched]	[Solid]



**Option C: Every Other Weekend (Primary Physical Custody)**

The other parent OR you will have more custodial time with the minor child(ren). On week one, the parent with primary physical custody will have the entire week (seven (7) days), on week two, the parent with primary physical custody will have approximately four days, with the other parent having approximately three days of visitation with the minor child(ren). This schedule will alternate weekly throughout the year.

Example provided on the next page (exchanges taking place on Friday afternoon, in some cases at school drop off, on exchange days). You can schedule an off week visitation for the noncustodial parent.



Primary parent's custodial days with the minor child(ren).



Other parent's visitation days with the minor child(ren).

<b>Option C: Every Other Weekend</b>						
					Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	[Hatched pattern]					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	[Hatched pattern]					[Solid line]
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	[Hatched pattern]					[Solid line]
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	[Hatched pattern]					[Solid line]

**Option D: Create your own.**

<b>Option D: Create your own.</b>						
					Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

INSTRUCTIONS: STEP 3b

**Calculating Child Support**

Appendix B does not need to be filed with the Court.

- Use this work sheet to help you calculate the child support.

**APPENDIX B**

**Gross Monthly Income (GMI)**

The first step in determining child support is calculating your Gross Monthly Income, the amount of money you make each month *before taxes are deducted*.

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Gross Monthly Income includes money received from employment, social security, unemployment benefits, pension/retirement, interest/investments, etc. Gross Monthly Income DOES NOT include SSI, SNAP, TANF, cash benefits from the county, or child support received. For a full list of incomes included in Gross Monthly Income please see NAC 425.

To calculate your Gross Monthly Income from employment, use one of the tables below:

<u>Parent 1</u>		<u>Parent 2</u>	
Annual Income	\$	Annual Income	\$
÷ by 12 months =	\$	÷ by 12 months =	\$
<b>Employment GMI</b>		<b>Employment GMI</b>	
Biweekly Income	\$	Biweekly Income	\$
x26 weeks	\$	x26 weeks	\$
÷ by 12 months =	\$	÷ by 12 months =	\$
<b>Employment GMI</b>		<b>Employment GMI</b>	
Weekly Income	\$	Weekly Income	\$
x52 weeks	\$	x52 weeks	\$
÷ by 12 months =	\$	÷ by 12 months =	\$
<b>Employment GMI</b>		<b>Employment GMI</b>	
Hourly Wage	\$	Hourly Wage	\$
# of hours worked per week		# of hours worked per week	
hourly wage x hours worked per week	\$	hourly wage x hours worked per week	\$
x52 weeks	\$	x52 weeks	\$
÷ by 12 months =	\$	÷ by 12 months =	\$
<b>Employment GMI</b>		<b>Employment GMI</b>	

Copy the amount of GMI from Employment for each parent into the table on the following page.

REV 1/17/2020 JDB Child Support Worksheet

# APPENDIX B

## Gross Monthly Income (GMI)

**The first step in determining child support is calculating your Gross Monthly Income, the amount of money you make each month *before taxes are deducted*.**

Gross Monthly Income includes money received from employment, social security (*Not SSI*), unemployment benefits, pension/retirement, interest/investments, etc. Gross Monthly Income DOES NOT include SSI, SNAP, TANF, cash benefits from the county, or child support received. *For a full list of incomes included in Gross Monthly Income please see NAC 425.*

To calculate your Gross Monthly Income from employment, use one of the tables below:

### Parent 1

Annual Income	\$
÷ by 12 months = <b>Employment GMI</b>	\$

Biweekly Income	\$
x26 weeks	\$
÷ by 12 months = <b>Employment GMI</b>	\$

Weekly Income	\$
x52 weeks	\$
÷ by 12 months = <b>Employment GMI</b>	\$

Hourly Wage	\$
# of hours worked per week	
hourly wage x hours worked per week	\$
x52 weeks	\$
÷ by 12 months = <b>Employment GMI</b>	\$

### Parent 2

Annual Income	\$
÷ by 12 months = <b>Employment GMI</b>	\$

Biweekly Income	\$
x26 weeks	\$
÷ by 12 months = <b>Employment GMI</b>	\$

Weekly Income	\$
x52 weeks	\$
÷ by 12 months = <b>Employment GMI</b>	\$

Hourly Wage	\$
# of hours worked per week	
hourly wage x hours worked per week	\$
x52 weeks	\$
÷ by 12 months = <b>Employment GMI</b>	\$

**Copy the amount of GMI from Employment for each parent into the table on the following page.**

Now that you have determined the GMI from employment, add any money you receive each month from social security, unemployment benefits, pension/retirement, interest/investments, etc. Use the table below to find your Total Gross Monthly Income.

**Parent 1**

**Parent 2**

Employment GMI:	\$
Social Security:	\$
Unemployment:	\$
Pension/Retirement:	\$
Interest/Investments:	\$
Other:	\$
<b>TOTAL GMI:</b>	<b>\$</b>

Employment GMI:	\$
Social Security:	\$
Unemployment:	\$
Pension/Retirement:	\$
Interest/Investments:	\$
Other:	\$
<b>TOTAL GMI:</b>	<b>\$</b>

You should now have your Total Gross Monthly Income. If you or the other parent's Total Gross Monthly Income is less than \$1,883 a month, use the **Low-Income** Child Support Schedule below to complete the following pages. Please continue to the next page.

**Low-Income Child Support Schedule**  
**Child Support Obligation of Low-Income Payers**  
**at 75% to 150% of the 2024 Federal Poverty Guidelines**

Monthly Income Up To	One Child		Two Children		Three Children		Four Children		Five Children	
	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount
\$941	10.56%	\$99	14.52%	\$137	17.16%	\$162	18.48%	\$174	19.80%	\$186
\$975	10.75%	\$105	14.79%	\$144	17.48%	\$170	18.82%	\$183	20.16%	\$197
\$1,008	10.95%	\$110	15.05%	\$152	17.79%	\$179	19.16%	\$193	20.53%	\$207
\$1,042	11.14%	\$116	15.32%	\$160	18.11%	\$189	19.50%	\$203	20.89%	\$218
\$1,076	11.34%	\$122	15.59%	\$168	18.42%	\$198	19.84%	\$213	21.26%	\$229
\$1,109	11.53%	\$128	15.86%	\$176	18.74%	\$208	20.18%	\$224	21.62%	\$240
\$1,143	11.73%	\$134	16.12%	\$184	19.05%	\$218	20.52%	\$235	21.99%	\$251
\$1,177	11.92%	\$140	16.39%	\$193	19.37%	\$228	20.86%	\$245	22.35%	\$263
\$1,210	12.11%	\$147	16.66%	\$202	19.69%	\$238	21.20%	\$257	22.71%	\$275
\$1,244	12.31%	\$153	16.92%	\$211	20.00%	\$249	21.54%	\$268	23.08%	\$287
\$1,277	12.50%	\$160	17.19%	\$220	20.32%	\$260	21.88%	\$279	23.44%	\$299
\$1,311	12.70%	\$166	17.46%	\$229	20.63%	\$271	22.22%	\$291	23.81%	\$312
\$1,345	12.89%	\$173	17.73%	\$238	20.95%	\$282	22.56%	\$303	24.17%	\$325
\$1,378	13.09%	\$180	17.99%	\$248	21.26%	\$293	22.90%	\$316	24.54%	\$338
\$1,412	13.28%	\$187	18.26%	\$258	21.58%	\$305	23.24%	\$328	24.90%	\$352
\$1,445	13.47%	\$195	18.53%	\$268	21.90%	\$317	23.58%	\$341	25.26%	\$365
\$1,479	13.67%	\$202	18.79%	\$278	22.21%	\$329	23.92%	\$354	25.63%	\$379
\$1,513	13.86%	\$210	19.06%	\$288	22.53%	\$341	24.26%	\$367	25.99%	\$393
\$1,546	14.06%	\$217	19.33%	\$299	22.84%	\$353	24.60%	\$380	26.36%	\$408
\$1,580	14.25%	\$225	19.60%	\$310	23.16%	\$366	24.94%	\$394	26.72%	\$422
\$1,614	14.45%	\$233	19.86%	\$321	23.47%	\$379	25.28%	\$408	27.09%	\$437
\$1,647	14.64%	\$241	20.13%	\$332	23.79%	\$392	25.62%	\$422	27.45%	\$452
\$1,681	14.83%	\$249	20.40%	\$343	24.11%	\$405	25.96%	\$436	27.81%	\$468
\$1,714	15.03%	\$258	20.66%	\$354	24.42%	\$419	26.30%	\$451	28.18%	\$483
\$1,748	15.22%	\$266	20.93%	\$366	24.74%	\$432	26.64%	\$466	28.54%	\$499
\$1,782	15.42%	\$275	21.20%	\$378	25.05%	\$446	26.98%	\$481	28.91%	\$515
\$1,815	15.61%	\$283	21.47%	\$390	25.37%	\$461	27.32%	\$496	29.27%	\$531
\$1,849	15.81%	\$292	21.73%	\$402	25.68%	\$475	27.66%	\$511	29.64%	\$548
\$1,883	16.00%	\$301	22.00%	\$414	26.00%	\$489	28.00%	\$527	30.00%	\$565

# Child Support Worksheet

## ① Parent 1's Information

Gross monthly income (GMI) includes: employment income, including consistent overtime; interest and investment income; Social Security old-age insurance benefits and disability benefits (SSD), but not supplemental security income (SSI); alimony; military allowances; periodic payments from a pension or retirement plan; and unemployment benefits.

How much is Parent 1's gross monthly income? \$ \_\_\_\_\_

Ⓐ If Parent 1's gross monthly income is less than \$1,883, use the attached low-income child support schedule to identify Parent 1's child support obligation. \$ \_\_\_\_\_

If Parent 1's gross monthly income is less than \$1,883, stop here, and go to line ③.

Ⓑ Multiply the amount of Parent 1's gross monthly income which is more than \$1,883 but less than \$6,000 by

.16 (for 1 child)

.22 (for 2 children)

.26 (for 3 children)

.28 (for 4 children)

Add .02 for each additional child \$ \_\_\_\_\_

Ⓒ Multiply the amount of Parent 1's gross monthly income which is more than \$6,000 but less than \$10,000 by

.08 (for 1 child)

.11 (for 2 children)

.13 (for 3 children)

.14 (for 4 children)

Add .01 for each additional child \$ \_\_\_\_\_

Ⓓ Multiply the amount of Parent 1's gross monthly income which is more than \$10,000 by

.04 (for 1 child)

.06 (for 2 children)

.06 (for 3 children)

.07 (for 4 children)

Add .005 for each additional child \$ \_\_\_\_\_

Parent 1's child support obligation (Add lines B, C, and D) \$ \_\_\_\_\_

**② Parent 2's Information**

Gross monthly income (GMI) includes: employment income, including consistent overtime; interest and investment income; Social Security old-age insurance benefits and disability benefits (SSD), but not supplemental security income (SSI); alimony; military allowances; periodic payments from a pension or retirement plan; and unemployment benefits.

How much is Parent 2's gross monthly income? \$ \_\_\_\_\_

**Ⓐ** If Parent 2's gross monthly income is less than \$1,883, use the attached low-income child support schedule to identify Parent 2's child support obligation. \$ \_\_\_\_\_

If Parent 2's gross monthly income is less than \$1,883, stop here, and go to line ③.

**Ⓑ** Multiply the amount of Parent 2's gross monthly income which is more than \$1,883 but less than \$6,000 by

.16 (for 1 child)

.22 (for 2 children)

.26 (for 3 children)

.28 (for 4 children)

Add .02 for each additional child \$ \_\_\_\_\_

**Ⓒ** Multiply the amount of Parent 2's gross monthly income which is more than \$6,000 but less than \$10,000 by

.08 (for 1 child)

.11 (for 2 children)

.13 (for 3 children)

.14 (for 4 children)

Add .01 for each additional child \$ \_\_\_\_\_

**Ⓓ** Multiply the amount of Parent 2's gross monthly income which is more than \$10,000 by

.04 (for 1 child)

.06 (for 2 children)

.06 (for 3 children)

.07 (for 4 children)

Add .005 for each additional child \$ \_\_\_\_\_

**Parent 2's child support obligation (Add lines B, C, and D)** \$ \_\_\_\_\_

③ **Joint Physical Custody.** Only fill out this section if you are asking for joint physical custody. Skip to ④ if one parent is to be awarded primary physical custody.

**Subtract** the lower earning parent's child support obligation from the higher earning parent's child support obligation.

	Higher		
	\$ _____		
-	Lower		
	\$ _____		
	Child Support Obligation	paid by	Name of higher income parent:
	\$ _____		_____

④ **Adjustments.** (complete all that apply)

- If Parent 1 wants primary or sole physical custody, the court uses the number in ⑥ as the standard amount of child support Parent 2 would pay.
- If Parent 2 wants to have primary or sole physical custody, the court uses the number in ⑥ as the standard amount of child support Parent 1 would pay.
- If you want both parents to have joint physical custody, the court uses the number in ③ as the standard amount of child support.

Adjustment Factors	Amount -/+
Any special education needs of the child	\$
A parent's legal responsibility to support others	\$
Value of services contributed by either parent	\$
Any public assistance paid to support the child	\$
Cost of transportation of the child to and from visitation	\$
The relative income of both households.	\$
The obligor's ability to pay	\$
Any other necessary expenses for the benefit of the child(ren)	\$
Total Deviations	\$

⑤ **Final Child Support Amount Requested:**

\$ \_\_\_\_\_ paid by (*name*) \_\_\_\_\_

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## INSTRUCTIONS: STEP 4

### Complete the Request for Submission as Shown:

1) Print the name, address and telephone number of one spouse.

2) Print your names, Case No., and Department No. from the original complaint.

3) Print the date you filed the documents with the court.

4) The spouse whose name is at the top of the form must date and sign.

1	Code: 3860
2	Name: _____
	Address: _____
3	Telephone: _____
4	Email: _____
	Self Represented Litigant
5	
6	
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	
11	_____ Plaintiff/Petitioner 1, Case No. _____
12	and Dept. No. _____
13	
14	_____ Defendant/Petitioner 2.
15	
16	
17	<u>REQUEST FOR SUBMISSION</u>
18	I request that the Joint Petition for Divorce with Children that was filed on _____
19	_____ be submitted to the Court for decision.
20	(Date the document was filed)
21	This document does not contain the personal information of any person as defined by NRS
22	603A.040.
23	I declare under penalty of perjury under the law of the State of Nevada that the foregoing
24	is true and correct.
25	
26	Date: _____ Your Signature: _____
27	
28	Print Your Name: _____
	1
	REV 3/25/19 JCB
	C-2 REQUEST FOR SUBMISSION



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## INSTRUCTIONS: STEP 5

### Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

You will need to attach the Decree of Divorce as an exhibit to the Request for Submission in order to electronically file it.

**You do not need to write anything on these pages.**

1) The documents should be in the following order:

- Request for Submission
- the Index of Exhibits
- the Exhibit Cover Page
- the Decree of Divorce

INDEX OF EXHIBITS	
Exhibit Number <u>  1  </u>	Number of Pages <u>  2  </u>
Exhibit Description <u>  Proposed Decree of Divorce  </u>	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

Exhibit Cover Page
EXHIBIT NUMBER _____

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## INSTRUCTIONS: STEP 6

### Prepare the Decree of Divorce as Shown:

1) Print your names, Case No., and Department No. from the original complaint.

2) Complete pages 1-5, following the instructions on each page.

**Do not sign or date** where it says **District Judge**. Only sign and date the last page after respectfully submitted.

1	Code: 1540
2	
3	
4	
5	
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	In the Matter of the Marriage of:
11	
12	Petitioner 1, Case No. _____
13	and Dept. No. _____
14	
15	Petitioner 2,
16	Joint Petitioners.
17	
18	<u>DECREE OF DIVORCE</u>
19	(With Children)
20	This Court having considered the Joint Petition for Divorce and all of the papers and pleadings
21	on file, finds as follows:
22	1. That all of the allegations contained in the documents on file are true;
23	2. That all of the requirements of NRS 125.181 and NRS 125.182 have been met;
24	3. That this Court <input type="checkbox"/> <b>DOES –OR–</b> <input type="checkbox"/> <b>DOES NOT</b> have the necessary UCCJEA and PKPA
25	initial and continuing jurisdiction to enter orders regarding child custody and visitation on the
26	children of the union or adopted by the parties, and <input type="checkbox"/> hereby exercises said jurisdiction –OR–
27	<input type="checkbox"/> said issues must be decided in the child(ren)'s present home state; and
28	4. That this Court has complete jurisdiction to enter this Decree.
	1
	REV 1/31/20 JDB
	D4 DECREE OF DIVORCE

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## INSTRUCTIONS: STEP 7

### **Electronically Filing the Documents**

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, in the Law Library and Resource Center.

If either party has not done so, you will need to sign up for an eFlex account and turn in the EFile User Agreement, to the Filing Office located at 75 Court Street or email to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us).

Sign into your eFlex account using the username and password you created and electronically file the:

- Request to Convert Divorce Complaint to Joint Petition;
- Joint Petition for Divorce with Minor Children; and
- Request for Submission (The Decree of Divorce will be attached as an exhibit to this document).

Make sure to keep the original documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available in the Law Library and Resource Center.

There is no filing fee charged when documents are filed.

### **NOW WHAT HAPPENS?**

After you have completed all the forms and submitted them to the Court, you must wait for the Judge to make a decision. This could take up to 60 days.

If the Judge denies the divorce, you will receive an order indicating such.

All orders can be reviewed and printed from you eFlex account. Certified copies are available at the Resource Center.

## Legal Assistance Information

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or contact the Resource Center or the Law Library. **The Resource Center and the Law Library staff cannot give legal advice** but can give information regarding court procedures.

You may wish to speak with a lawyer at no cost through the Law Library's Lawyer in the Library program. The Lawyer in the Library program is held via Zoom; you must register ahead of time to participate. No walk-ins accepted as space is limited.

### LAWYER IN THE LIBRARY

Sign up on our website:

<https://www.washoecourts.com/LawLibrary/LawyerInLibrary>

For questions, contact the Law Library at 775-328-3250

To seek assistance from other free or reduced-cost legal resources in the area, please contact:

#### NEVADA LEGAL SERVICES

449 S. Virginia St.  
Reno, NV 89501

775-284-3491 – leave a message, if  
necessary

<https://nevadalegalservices.org>

#### NORTHERN NEVADA LEGAL AID

1 S. Sierra St., 1<sup>st</sup> Floor  
Reno, NV 89501

775-321-2062 – leave a message, if  
necessary

<https://nnlegalaid.org>

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## SOME DEFINITIONS OF TERMS USED IN FAMILY CASES

**The following definitions and explanations are only to be used as general guidance.**

The definitions provided do not explain the entire legal meaning or importance of the terms. A private attorney, licensed to practice in the State of Nevada, or a representative of one of the local legal resource agencies can provide you with a full explanation of the terms.

**Adjustment Factors:** The court may adjust the amount of Child Support based upon any of the following factors:

- (a) Any special educational needs of the child;
- (b) The legal responsibility of the parties for the support of others;
- (c) The value of services contributed by either party;
- (d) Any public assistance paid to support the child;
- (e) The cost of transportation of the child to and from visitation;
- (f) The relative income of both households, so long as the adjustment does not exceed the total obligation of the other party;
- (g) Any other necessary expenses for the benefit of the child; and
- (h) The obligor's ability to pay.

2. The court may include benefits received by a child pursuant to 42 U.S.C. § 402(d) based on a parent's entitlement to federal disability or old-age insurance benefits pursuant to 42 U.S.C. §§ 401 to 433, inclusive, in the parent's gross income and adjust an obligor's child support obligation by subtracting the amount of the child's benefit. In no case may this adjustment require an obligee to reimburse an obligor for any portion of the child's benefit. NAC 425.150.

**Answer:** A written pleading that admits or denies the allegations made in a complaint or petition. Failure to file can lead to a default.

**Arrearage:** Past due child support or alimony.

**Best Interest of a Child:** In determining the best interest of a child, the court will consider the following:

- (a) The wishes of a child of suitable age and capacity to form an intelligent preference;
- (b) Any nomination by a parent or guardian;
- (c) Which parent is more likely to allow the child to have frequent associations and a continuing relationship with the other parent;
- (d) The level of conflict between the parents;
- (e) The ability of the parents to cooperate to meet the needs of the child;
- (f) The mental and physical health of the parents;
- (g) The physical, developmental, and emotional needs of the child;
- (h) The relationship of the child with each parent;
- (i) The ability of the child to maintain a relationship with siblings;
- (j) Any history of parental abuse or neglect;
- (k) Any history of domestic violence; and
- (l) Any act of abduction. NRS 125C.0035(4).

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**Case Management Conference (CMC):** The first meeting between the parties and the court. About half of all divorce cases settle at the CMC. For those cases that don't settle, the court frequently enters temporary order regarding alimony, attorney fees, child custody, child support, possession of property, mediation, and any issue requiring attention.

**Child Custody:** See **Legal Custody** and **Physical Custody**.

**Child Support:** The amount of money paid monthly or weekly by a parent to the person who has physical custody of that parent's child(ren). Calculation of the amount of child support requires consideration of **Gross Monthly Income (g.m.i.)**, **Obligation of Support**, **Deviation Factors**, **Minimum Amount of Support**, and **Presumptive Maximum Amounts**.

**Counterclaim:** A claim, similar to the **Petition**, filed by a Defendant/ Respondent, usually with the **Answer**.

**Default:** A procedure by which the **Plaintiff/ Petitioner** is awarded whatever was requested in the **Petition** if the **Defendant/ Respondent** fails to file an **Answer** or otherwise appear in the lawsuit. Courts prefer to resolve cases on the merits and not by default.

**Defendant/ Respondent:** A person against whom a **Petition** is filed. See **Parties**.

**Domestic Violence:** Domestic violence occurs when a person commits one of the following acts upon the person's spouse or former spouse, anyone else related to that person by blood or marriage; anyone else with whom that person has or did have a dating relationship; anyone with whom that person has a child; the minor child of any of the people here described; and any custodian or legal guardian of that person's minor child:

- (a) Battery;
- (b) Assault;
- (c) Compelling a person by force or threat of force to perform an act from which the person has the right to refrain or to refrain from an act which the person has a right to perform;
- (d) Sexual assault;
- (e) A knowing, purposeful, or reckless course of conduct intended to harass which may include:
  - (1) Stalking;
  - (2) Arson;
  - (3) Trespassing;
  - (4) Larceny;
  - (5) Destruction of private property;
  - (6) Carrying a concealed weapon without a permit;
  - (7) Injuring or killing an animal;
  - (8) Burglary;
  - (9) An invasion of the home.
- (f) False imprisonment
- (g) Pandering. NRS 33.018(1)

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The provisions of this section do not apply to:

- (a) Siblings, except those siblings who are in a custodial or guardianship relationship with each other; or
- (b) Cousins, except those cousins who are in a custodial or guardianship relationship with each other. NRS 33.018(2)

**EPO:** Extended Protection Order against domestic violence. See **Domestic Violence**.

**Ex Parte Motion:** Motions granted without notice to the other party. Ex parte motions are for use only in emergency situations, usually when the health or safety of a child is in danger. Many people file ex parte motions hoping they will get faster action. In fact, **if there is no emergency the ex parte motion will be denied and there will be considerable delay**. If an ex parte motion is granted, the law requires that a hearing be held within ten days. If there is no emergency, a **notice motion** should be used.

**Financial Declaration:** A court approved form disclosing the assets and liabilities of parties. In divorce cases a **Financial Declaration** must be filed within 14 days after an **Answer** is filed and with any **Motion** asking for Child Support or Alimony. WDCR 40.

**Legal Custody:** Legal custody of a child is the right to make major decisions regarding the child, including health, education, and religion. **Sole legal custody** gives that right to one parent. **Joint legal custody** gives that right to both parents and requires them to cooperate, communicate, and compromise. If joint legal custodians cannot agree, the court will settle their disputes. *Rivero v. Rivero* 125 Nev. 410, 420-421 (2009).

**Mediation:** The court will sometimes order divorcing couples to attend half-day mediation with trained mediators in an attempt to allow parents to decide matters of child custody and visitation. There is a fee, based on income, for attending mediation.

**Motion:** You can't write a letter to the judge. Any request that you make for the court to do something for you, unless it is made orally at a hearing, must be in a writing called a motion.

**Motion for Order to Show Cause:** A type of **Motion** that asks the court to find that the other side has violated a court order.

**Notice Motion:** Most motions should be notice motions so that the court will have the opportunity to read the arguments of both sides before making a decision. Notice motions must be served on the other party. The other party has 14 days to file and opposition to the motion. Then the party filing the motion has seven days to file a reply to the opposition. Thereafter, either party **must** submit the motion to the court for decision.

**Parties:** The **Plaintiff/ Petitioner** and the **Defendant/ Respondent**.

**Physical Custody:** Physical custody involves the time a child resides with a parent and that parent provides supervision and makes the day-to-day decisions regarding the child. Parents can

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share **joint physical custody** or one parent may have **primary physical custody**. Nevada's law creates a preference in favor of **joint physical custody**.

**Plaintiff/ Petitioner:** A person who starts a legal action by filing a **Petition**. See **Parties**.

**Relocation:** Moving out of state with a child, or to a place within the state that is at such a distance that the move will substantially impair the ability of the other parent to maintain a meaningful relationship with the child. Relocation requires the prior written consent of the other parent or the court. Failure to obtain prior written consent may affect child custody and may be a crime. NRS 200.359.

**Settlement Conference:** Usually the second time the court meets with the **Parties**. Few family law cases go to trial. The court tries very hard to bring **Parties** to agreement, particularly when they are parents together.

**Submission:** Nothing filed with the court is sent to the judge for decision until it is submitted by filing a form entitled "Request for Submission."

**Summons:** A form, issued by the clerk of the court, to be served on the **Defendant/ Respondent** with the **Complaint**. The **Summons** informs the **Defendant/ Respondent** that he/she has been sued and tells him/her when to file the **Answer**.

**TPO:** Temporary Protection Order against domestic violence. See **Domestic Violence**.