

F-6

APPLICATION AND DECLARATION TO WAIVE FEES AND COSTS

Purpose of this packet:

You want to start a case or file in an existing case, but you cannot afford court filing fees and costs.

Under certain circumstances, the law allows the court to waive the court filing fees, including peremptory challenge of a judge, and costs for a Nevada sheriff's office to serve your documents in Nevada.

This waiver **does not** apply to the following court fees and costs: jury fees, copies of court records, service by publication, or use of court copiers or printers.

Contents:

1. Instructions
2. Legal Assistance Information
3. Application and Declaration to Waive Fees and Costs
4. Request for Submission
5. Index of Exhibits and the Exhibit Cover Page
6. Order Regarding Waiver of Fees and Costs

Note: 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: Sign up for an electronic filing account (if you don't already have one)

The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. Sign up for a free eFlex account in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

☐ Step 2: Fill out the following forms:

- Application and Declaration to Waive Fees and Costs
- Request for Submission
- Index of Exhibits and Exhibit Cover Page
- Order Regarding Waiver of Fees and Costs

If you are starting a new case, leave the "Case No." and "Dept No." blank. You will be assigned a case number and department number when you file your Application with the court.

Fill out the Request for Submission form. The Request for Submission is used to inform the court that your documents are ready for review.

Fill out the Order Regarding Waiver of Fees and Costs, except for the bottom half which begins with, "IT IS HEREBY ORDERED." Leave the rest of the Order blank for the judge to complete.

☐ Step 3: File your forms

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them.

↳ How to file your documents using eFlex:

Note: Do not file all your papers together as one PDF document. You must have **three** separate PDFs.

a. If you are starting a new case:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click "Home;" click "New Case." Select the Case Category and Case Type that is most applicable to the case you are starting.
3. Click "Add My Parties" and enter each party's information.
4. To file each document, you will select the applicable Document Type, click "Choose File" or "Browse," then locate your document file on your computer, and click "Add."

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Application and Declaration to Waive Fees and Costs
(Document Type: Request/Waive Fees/Costs)

- Request for Submission with the Index of Exhibits as the last page, all together as one PDF document.
(Document Type: Request for Submission)
- Exhibit Cover Page and Order Regarding Waiver of Fees and Costs, all together as one PDF document.
(Document Type: **Continuation)
 - When prompted to select which document you are attaching the Exhibit Cover Page and Order Regarding Waiver of Fees and Costs to, confirm that “Request for Submission” is selected, click “Next.”

A helpful video for attaching exhibits can be found here:

<https://www.youtube.com/watch?v=6JRMIXxa8Pg>

5. When all documents have been uploaded, review each one by clicking on the hyperlinked file name in the “View Document” column. When you have confirmed everything is correct, click “Next.”
6. When you are ready to submit your documents to the court, click “Submit the Filing.”

b. If you are filing your F-6 forms in an existing case:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click “Home;” click “Existing Cases.”
3. Locate the case you are filing into, and click on the blue “eFile” link next to the case number.
4. To file each document, you will select the applicable Document Type, click “Choose File” or “Browse,” then locate your document file on your computer, and click “Add.”

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Application and Declaration to Waive Fees and Costs
(Document Type: Request/Waive Fees/Costs)
- Request for Submission with the Index of Exhibits as the last page, all together as one PDF document.
(Document Type: Request for Submission)
- Exhibit Cover Page and Order Regarding Waiver of Fees and Costs, all together as one PDF document.
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□ Step 4: Wait

You will be notified by email by the eFlex system when the judge completes the Order and signs it. Sign in to your eFlex account to read the judge’s order either granting or denying your request to waive the filing fees. (If you do not hear back within a week with a response to your fee waiver application, contact the Law Library or the Resource Center.)

If your fee waiver is granted: Your filing fees are waived until a final order is filed in your case. The costs for a Nevada sheriff’s office to serve your documents in Nevada are also waived.

If your fee waiver is denied: You will have to pay the filing fee to file your documents.

For procedural questions, or help with electronically filing your documents, visit or contact:

**Resource Center
1 South Sierra St., 3rd Floor
Reno, NV 89501
775-325-6731**

**Law Library
75 Court St., Room 101
Reno, NV 89501
775-328-3250**

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., 1st Floor
Reno, NV 89501

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

<https://nnlegalaid.org>