REQUEST FOR MEDIATION

F-8

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

www.washoecourts.com

REQUEST FOR MEDIATION

PACKET F-8

USE THIS REQUEST PACKET ONLY IF <u>ALL</u> OF THE FOLLOWING REQUIREMENTS HAVE BEEN MET:

☐ You have a case in the Second Judicial District Fam	ily Division.
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☐ You are requesting an order for mediation from the court.

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 the information requested.

Do not use correction fluid/tape on the forms.

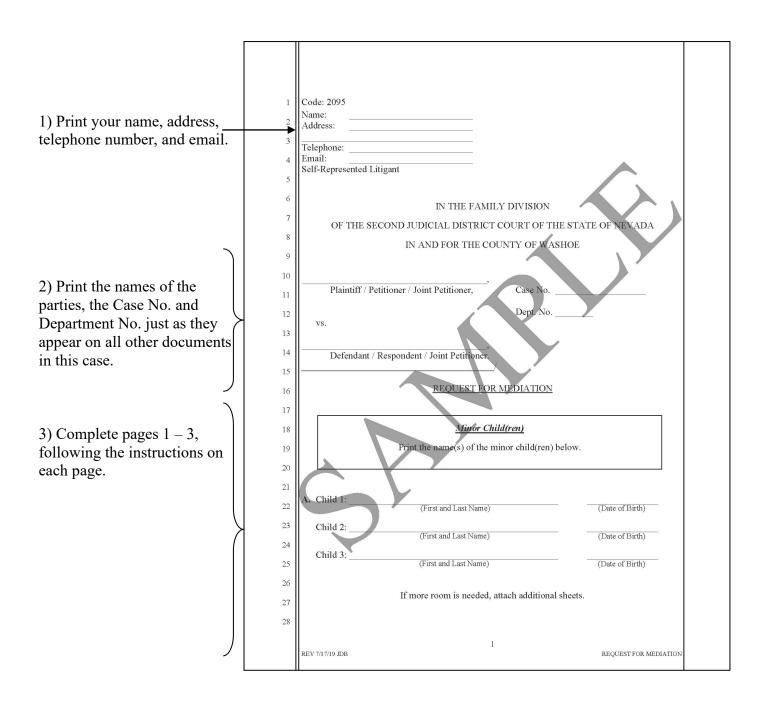
This packet contains the following forms:

- 1. Request for Mediation
- 2. General Financial Disclosure
- 3. Proof of Service
- 4. Reply to Opposition to Request for Mediation
- 5. Request for Submission
- 6. Proof of Service

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

Complete the Request for Mediation as Shown:



INSTRUCTIONS: STEP 2

Completing the General Financial Disclosure Form

	
1) Print your name, address, telephone number, and email.	MISC Name: Address: Phone: Email: Attorney for Nevada State Bar No
2) Print the names of the parties, the case number and department number just as they appear on all other documents in this case.	Second Judicial District Court Washoe County, Nevada Case No. Plaintiff / Petitioner, vs. Defendant / Respondent. GENERAL FINANCIAL DISCLOSURE FORM
3) Answer all of the questions on each page of the document. There is a total of seven pages that need to be completed.	A. Personal Information: 1. What is your full name? (first, middle, last) 2. How old are you? 3. What is your date of birth? 4. What is your highest level of education? B. Employment Information: 1. Are you currently employed/self-employed? (check one) No Yes If yes, complete the table below. Attached an additional page if needed. Date of Hire Employer Name Job Title Work Schedule (shift times) 2. Are you disabled? (check one) No Yes If yes, what is your level of disability? What agency certified you disabled? What is the nature of your disability? What is the nature of your disability? Vears, complete the following information. Prior Employer: Date of Hire: Date of Termination: Reason for Leaving: Page 1 of 7

INSTRUCTIONS: STEP 3

Electronically Filling the Documents

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

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

- Request for Mediation; and
- General Financial Disclosure.

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 at the Law Library and the Resource Center.

There may be a filing fee charged when documents are filed. Fee information is available at the Resource Center and online at: www.washoecourts.com.

FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the application found in the **Application for Waiver of Fees and Costs packet**, which may be obtained at the following locations:

- Resource Center, 1 South Sierra Street, Reno, NV, Third Floor
- Law Library, 75 Court Street, Reno, NV, First Floor
- Online at: www.washoecourts.com (select the "Forms and Packets" tab on the right-hand side of the home screen)

Once a document has been electronically filed, a Notice of Electronic Filing will be automatically generated and sent to any electronic filers in the case. All electronic filers have agreed to accept the notice as valid and effective service. This replaces the need for paper service.

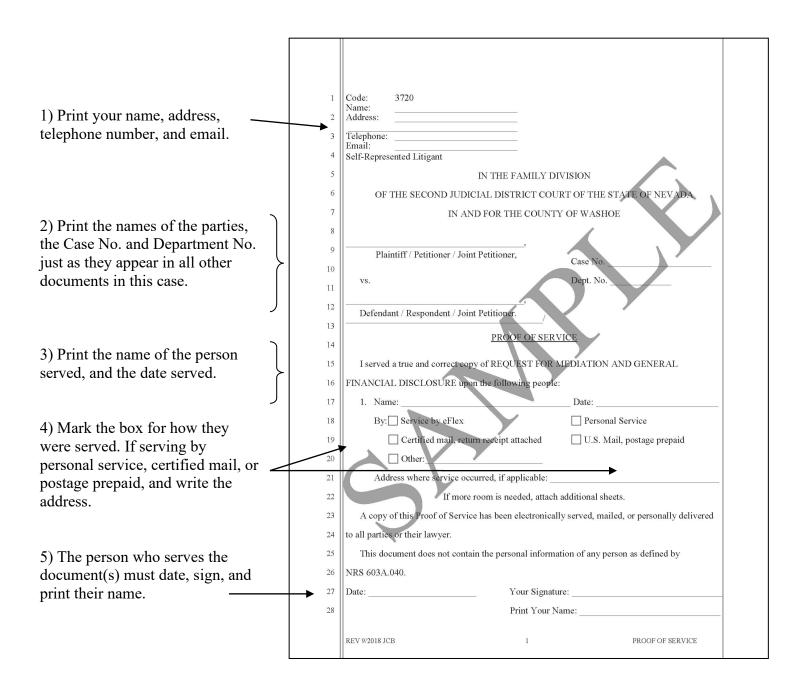
If the other party has not yet signed up for electronic filing, or you do not know whether the other party is an electronic filer, please contact the Resource Center. Additional steps are required to complete service if the other party is not an electronic filer.

The Notice of Electronic Filing does not replace the Proof of Service (see INSTRUCTIONS: STEP 4).

INSTRUCTIONS: STEP 4

Complete the Proof of Service as Shown:

This form must be completed by the person who serves the documents.



INSTRUCTIONS: STEP 5

Filing the Proof of Service

After service is completed, you must file the Proof of Service with the Court (*See INSTRUCTIONS: STEP 3*). There will not be a filing fee for the Proof of Service.

Without proof of service on the other party, the court cannot consider your request.

Time to Respond

If you served the other party through eFlex or personal service, the other party has fourteen (14) days, beginning the day after service, to file an opposition/response to the request.

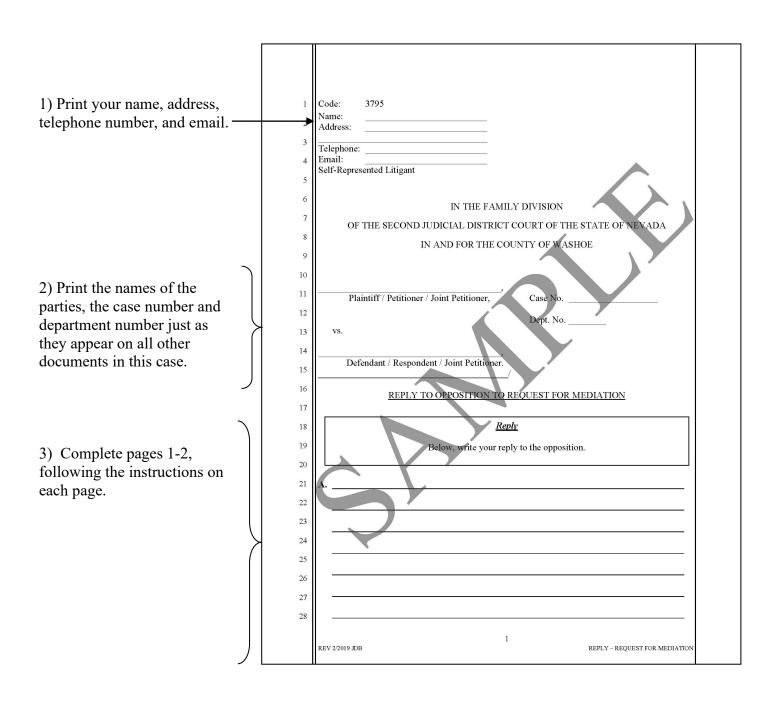
If you served the other party by U.S. Mail, the other party has seventeen (17) days, beginning the day after mailing, to file an opposition/response to the request.

If the other party does not oppose/respond within that time, you will file the Request for Submission to send your request to the judge for review. Please skip INSTRUCTIONS: STEP 6 and continue to INSTRUCTIONS: STEP 7.

If the other party does file an opposition/response, you have seven (7) days, beginning the day after service upon you, to file a Reply to the opposition/response. If the other party serves you by U.S. Mail, you have ten (10) days, starting the day after mailing, to file a Reply to the opposition/response. Please continue to INSTRUCTIONS: STEP 6.

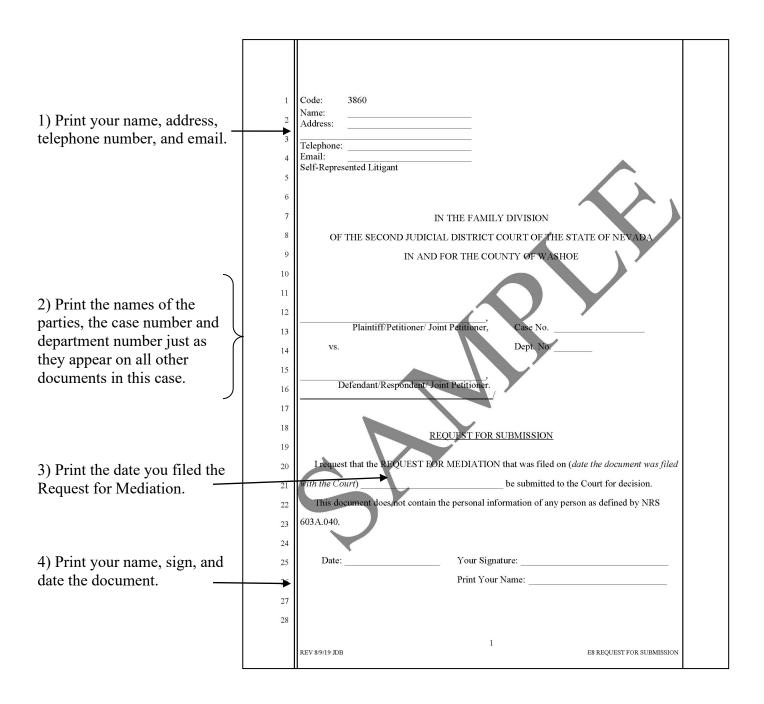
INSTRUCTIONS: STEP 6

Complete the Reply as Shown:



INSTRUCTIONS: STEP 7

Complete the Request for Submission as Shown:



INSTRUCTIONS: STEP 8

Filing and Serving the Reply and Request for Submission

File, and serve the Reply and Request for Submission as you did the Request for Mediation (see INSTRUCTIONS: STEP 3).

INSTRUCTIONS: STEP 9

Complete and File the Proof of Service for the Reply and Request for Submission

Complete the second Proof of Service for both the Reply and Request for Submission (see INSTRUCTIONS: STEP 4). File the Proof of Service (see INSTRUCTIONS: STEP 3) There is no fee to file these documents.

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