

# NOTICE TO SET

**F-1**

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

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**NOTICE TO SET**

**PACKET F-1**

**USE THIS PACKET ONLY IF ALL  
OF THE FOLLOWING REQUIREMENTS HAVE BEEN MET:**

- You have a current case open with this Court.
- You or the other party have filed a motion, petition, complaint, or other request with the Court and need to set a hearing.

**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. Notice to Set
2. 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.

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## INSTRUCTIONS: STEP 1

### Complete the Notice to Set as Shown:

The setting time and date on the Notice to Set is **not** the hearing date. It is when you will schedule the date for the hearing. You will not see the judge at this date and time.

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

2) Print the names of the parties, the Case No., and the Dept. No. just as they appear on all other documents in this case.

3) Complete the rest of form following the instructions on the page.

Settings can be completed on Tuesday, Wednesday, or Thursday between the hours of 9:00 a.m. to 11:30 a.m.

You must choose a date at least ten days, plus three days if mailed, from the date of service.

1	Code: 2605
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	_____ Plaintiff/Petitioner Case No. _____
11	vs. _____ Dept. No. _____
12	_____ Defendant/Respondent
13	
14	<b>NOTICE TO SET</b>
15	PLEASE TAKE NOTICE that _____ (Your Name)
16	appearing in proper person, will appear before the Clerk of the above-entitled Court on
17	_____, 20____ at the hour of _____ a.m. to set
18	(Date) (Year) (Time)
19	a hearing on a _____ (State the name of the Motion, Petition or Request upon which a hearing is to be held)
20	filed on _____
21	(Date that Motion, Petition or Request was filed)
22	DATED this _____ day of _____, 20____.
23	
24	Print Name: _____
25	Signature: _____
26	Address: _____
27	City, State, Zip: _____
28	Telephone No.: _____
	REVISED 12/3/10 AA
	F1 NOTICE TO SET

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## INSTRUCTIONS: STEP 2

### Electronically Filing and Serving the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, and at the Second Judicial District Court. Scanners are available at the Second Judicial District Court.

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

- Notice to Set; and
- Any exhibits.

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 Self Help 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 3).

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.

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## INSTRUCTIONS: STEP 3

### Complete the Proof of Service as Shown:

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

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

2) Print the names of the parties, the Case No. and Department No. just as they appear in all other documents in this case.

3) Print the name of the person served, and the date served.

4) Mark the box for how they were served. If serving by personal service, certified mail, or postage prepaid, write the address of where service was made.

5) The person who serves the document(s) must date, sign, and print their name.

1	Code: 3720
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	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
11	vs. Dept. No. _____
12	Defendant / Respondent / Joint Petitioner.
13	<u>PROOF OF SERVICE</u>
14	I served a true and correct copy of NOTICE TO SET upon the following people:
15	1. Name: _____ Date: _____
16	By: <input type="checkbox"/> Service by eFlex <input type="checkbox"/> Personal Service
17	<input type="checkbox"/> Certified mail, return receipt attached <input type="checkbox"/> U.S. Mail, postage prepaid
18	<input type="checkbox"/> Other: _____
19	Address where service occurred, if applicable: _____
20	If more room is needed, attach additional sheets.
21	A copy of this Proof of Service has been electronically served, mailed, or personally delivered
22	to all parties or their lawyer.
23	This document does not contain the personal information of any person as defined by
24	NRS 603A.040.
25	Date: _____ Your Signature: _____
26	Print Your Name: _____
27	
28	
	REV 9/2018 JCB 1 PROOF OF SERVICE

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## NOW WHAT HAPPENS?

When you appear at the courthouse to set the hearing, you must go to the third floor of the courthouse at One South Sierra Street, 15 minutes prior to the time stated on the Notice to Set. You must pick up a form called **Application for Setting**, from the clerk at the counter. While at the counter, tell the clerk that you are there for a setting in whichever Department is listed on your documents, and also tell the clerk the time the setting is to take place.

If an emergency comes up and you cannot be present at the time stated on the Notice to Set, special arrangements *may* be made for the setting to be done by telephone. However, only very unusual cases are handled in this manner and arrangements must be made with the court staff at least two days prior to the time of the actual setting.

If the other party does not show up for the setting, the court staff will set a date for the hearing without the other party being there, as long as the Notice to Set and Proof of Service were filed and the other party was given the proper amount of time to respond to the notice.

## Legal Assistance

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 visit the Family Division Self Help Center which is located at One South Sierra Street, Reno, NV. The Self Help Center cannot give legal advice but can give information regarding court procedures.

You may also wish to speak with a family law lawyer at no cost through the Law Library's "Lawyer in the Library" program, or to seek assistance from other free or reduced-cost legal resources in the area, to include:

### **LAWYER IN THE LIBRARY**

First Floor (to the left of the filing office) of the courthouse located at:  
75 Court Street, Reno, NV.  
(775) 328-3250

**[www.washoecourts.com/lawlib](http://www.washoecourts.com/lawlib)**

Tuesday Evenings - Arrive by 4:25 p.m.

\*Please Note\* The program is limited to 10 participants each evening.

### **NEVADA LEGAL SERVICES**

204 Marsh Avenue Reno, NV 89509  
(775) 284-3491– leave message if necessary

**<http://nlslaw.net>**

### **WASHOE LEGAL SERVICES**

299 S. Arlington Avenue Reno, NV 89501  
(775) 329-2727– leave message if necessary

**<http://www.washoelegalservices.org>**