

# SUBSTITUTION OF COUNSEL

**F-4**

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

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**SUBSTITUTION  
OF COUNSEL**

**PACKET F-4**

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

- You have a current case open with this court.
- You have an attorney of record representing you and you want to represent yourself instead of having the attorney file your documents for you.

**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. Substitution of Counsel
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 Substitution of Counsel as Shown:

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) Print your name and your attorney's name.

4) Print your name, sign, and date page one.

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 \_\_\_\_\_  
11 Plaintiff / Petitioner, Case No. \_\_\_\_\_  
12 vs. Dept. No. \_\_\_\_\_  
13 \_\_\_\_\_  
14 Defendant / Respondent.

15 **SUBSTITUTION OF COUNSEL**

16 I hereby request and consent that I, \_\_\_\_\_ (Your Name)  
17 acting in proper person, be substituted in the place and stead of my attorney  
18 \_\_\_\_\_ (Attorney's Name) as attorney of record  
19 on my behalf, in the above-entitled action  
20 This document does not contain the personal information of any person as defined by  
21 NRS 603A.040.  
22 I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true  
23 and correct.  
24 Date: \_\_\_\_\_ Your Signature: \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 Print Your Name: \_\_\_\_\_  
28 \_\_\_\_\_

REV 2/2019 JDB 1 F4 Substitution of Counsel

1 I, \_\_\_\_\_, presently the attorney of record in  
2 this matter, hereby consent to the substitution of \_\_\_\_\_ (Your Name)  
3 in my place and stead to act in Proper Person in the above-entitled matter.  
4 This document does not contain the personal information of any person as defined by  
5 NRS 603A.040.  
6 I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true  
7 and correct.  
8 \_\_\_\_\_  
9 Date: \_\_\_\_\_ Signature of Counsel: \_\_\_\_\_  
10 \_\_\_\_\_  
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12 \_\_\_\_\_  
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28 \_\_\_\_\_

REV 2/2019 JDB 2 F4 Substitution of Counsel

5) Print your attorney's name and your name.

6) Your attorney will need to date and sign the bottom of page two.

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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/>, in the Law Library and the Resource Center.

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

- Substitution of Counsel.

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 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.

Scanners are available at the Law Library and the Resource Center.

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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.

1 Code: 3720  
2 Name: \_\_\_\_\_  
3 Address: \_\_\_\_\_  
4 Telephone: \_\_\_\_\_  
5 Email: \_\_\_\_\_  
6 Self-Represented Litigant

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

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 / Joint Petitioner, Case No. \_\_\_\_\_  
12 vs. Dept. No. \_\_\_\_\_  
13 Defendant / Respondent / Joint Petitioner.

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

14 PROOF OF SERVICE  
15 I served a true and correct copy of SUBSTITUTION OF COUNSEL upon the following people:  
16 1. Name: \_\_\_\_\_ Date: \_\_\_\_\_  
17 By:  Service by eFlex  Personal Service  
18  Certified mail, return receipt attached  U.S. Mail, postage prepaid  
19  Other: \_\_\_\_\_

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.

20 Address where service occurred, if applicable: \_\_\_\_\_  
21 If more room is needed, attach additional sheets.  
22 A copy of this Proof of Service has been electronically served, mailed, or personally delivered  
23 to all parties or their lawyer.

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

24 This document does not contain the personal information of any person as defined by  
25 NRS 603A.040.  
26 Date: \_\_\_\_\_ Your Signature: \_\_\_\_\_  
27 Print Your Name: \_\_\_\_\_  
28

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## **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 contact the Resource Center. **The Resource 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**

For information contact the Law Library at 775-328-3250.

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

### **NEVADA LEGAL SERVICES**

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

<https://nevadalegalservices.org>

### **NORTHERN NEVADA LEGAL AID**

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

<https://nnlegalaid.org>