

NOTICE OF CHANGE OF ADDRESS

F-5

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

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**NOTICE OF
CHANGE OF ADDRESS**

PACKET F-5

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 of Change of Address
2. Proof of Service

The penalty for making a false statement in a declaration that is made under penalty of perjury is a minimum of 1 year and a maximum of 4 years in prison, with the possibility of an additional fine of \$5000 or more if authorized or required by statute. See N.R.S. §199.145

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INSTRUCTIONS: STEP 1

Complete the Notice of Change of Address as Shown:

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

1 Code: 2525
Name: _____
Address: _____
2 _____
3 Telephone: _____
Email: _____
4 Self-Represented Litigant

2) Print the names of the parties, the case number and department number just as they appear on all other forms in this case.

5 IN THE FAMILY DIVISION
6 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
7 IN AND FOR THE COUNTY OF WASHOE
8

9 _____
Plaintiff / Petitioner / Joint Petitioner,

Case No. _____

10 vs.

Dept. No. _____

11 _____
12 Defendant / Respondent / Joint Petitioner.

13 NOTICE OF CHANGE OF ADDRESS

14 PLEASE TAKE NOTICE:

3) Print your name,

your old address,

and your new address.

15 _____ has changed his/her address from:
16 (Your name)

17 _____
18 (Your old address)

19 to: _____
20 (Your new address)

21 All future communication and documents should be sent to the new address.

22 This document does not contain the personal information of any person as defined by
23 NRS 603A.040.

24 I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true
25 and correct.

4) Date and sign the form.

26 Date: _____

Signature: _____

27 Printed Name: _____
28

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INSTRUCTIONS: STEP 2

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 the Resource Center.

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

- Notice of Change of Address.

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.

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.

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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

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

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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://nlslaw.net>

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727– leave message if necessary

www.washoelegalservices.org