

F-6

APPLICATION AND DECLARATION TO WAIVE FEES AND COSTS

Use this packet if the following statement is true:

- You cannot afford filing fees and costs. Under certain circumstances the law allows the Court to waive the filing fees and the service fees. This waiver does not include fees and costs for jury fees, copies of court records, or a peremptory challenge.

This packet contains the following:

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:** The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. To file electronically, you must have an eFlex account which you can sign up for in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

- **Step 2:** Fill out the **Application and Declaration to Waive Fees and Costs**.

If you are starting a new case, you may leave the “Case No.” and “Dept No.” blank. You will be assigned a Case Number and Department Number when you file the Application with the Court.

- **Step 3:** Fill out the **Request for Submission** and the **Order Regarding Waiver of Fees and Costs**.

On the Order Regarding Waiver of Fees and Costs, complete the entire form except for the bottom half which begins with, “IT IS HEREBY ORDERED.”

- **Step 4:** Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them. If you take them to the Resource Center to file, skip to Step 5 once they have been filed.

If you are starting a new case, continue to Step 4a.

If you are filing into an existing case, skip to Step 4b.

- **Step 4a:** Electronically file your documents to start a new case.

- Log into your eFlex account: <https://wceflex.washoecourts.com/>.
- Click “New Case.”
- Select the Case Category that is most applicable to the case you are starting.
- Select the Case Type that is most applicable to the case you are starting.
- Click “Add my Parties” and enter each party’s information.
- Follow the prompts to upload the documents below.

Note: The Document Category field can be left blank.

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

- **Request for Submission and Index of Exhibits** as a 2-page PDF
(Document Type: “Request for Submission”)
- **Exhibit Cover Page and Order Regarding Waiver of Fees and Costs** as a 2-page PDF
(Document Type: “**Continuation”)
- Your Exhibit Cover Page and Order Regarding Waiver of Fees and Costs get attached to the Request for Submission by selecting Document Type: “**Continuation.”
- Upon attaching the Exhibit Cover Page and Order Regarding Waiver of Fees and Costs, you will be prompted to select which document you are attaching it to; confirm that “Request for Submission” is selected and click “Next.”

A helpful video can be found here:

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

When all the 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.”

When you are ready to submit your documents to the Court, click “Submit the Filing.”

Skip to Step 5 after documents have been filed.

Step 4b: Electronically file your documents into an existing case.

- Log into your eFlex account: <https://wceflex.washoecourts.com/>.
- Click “Existing Cases.”
- Locate the case you are filing into. Click the blue “eFile” link.
- To file your documents, select the applicable Document Type, and click “Choose File.” Locate the document file on your computer, then click “Add.”

Note: The Document Category field can be left blank.

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

- **Request for Submission and Index of Exhibits** as a 2-page PDF
(Document Type: “Request for Submission”)
 - **Exhibit Cover Page and Order Regarding Waiver of Fees and Costs** as a 2-page PDF
(Document Type: “**Continuation”)
- Your Exhibit Cover Page and Order Regarding Waiver of Fees and Costs get attached to the Request for Submission by selecting Document Type: “**Continuation.”
 - Upon attaching the Exhibit Cover Page and Order Regarding Waiver of Fees and Costs, you will be prompted to select which document you are attaching it to; confirm that “Request for Submission” is selected and click “Next.”

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<https://www.youtube.com/watch?v=6JRMlXxa8Pg>

When all the 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.”

When you are ready to submit your documents to the Court, click “Submit the Filing.”

- **Step 5:** Wait. You will receive a notification through eFlex when the judge completes the Order and signs it. If you do not hear back within a week, contact the Law Library or the Resource Center.

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