

# APPLICATION FOR WAIVER OF FEES AND COST

## F-6

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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**APPLICATION TO WAIVE  
FEES AND COSTS**

**PACKET F-6**

**USE THIS APPLICATION ONLY IF THE FOLLOWING REQUIREMENT IS MET:**

- You cannot afford filing fees and costs

**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. Application for Waiver of Fees and Costs
2. Order Regarding Waiver of Fees and Costs
3. Request for Submission

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

Application to Waive Fees and Costs

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

1 Code: 3866  
 2 Name: \_\_\_\_\_  
 3 Address: \_\_\_\_\_  
 4 Telephone: \_\_\_\_\_

2) Print the names of the parties. The case number and department number will be provided when you file your documents.

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

3) Print your name here.

14  
 15 APPLICATION TO WAIVE FEES AND COSTS  
 16 I, \_\_\_\_\_, declare that, pursuant to  
 17 (Print Your Name)  
 18 NRS 12.015, I am requesting permission from this Court to proceed without paying court costs or  
 19 other costs and fees because I cannot afford to pay such expenses.

4) Each section of the Application has a box with instructions. Please follow the instructions and complete the Application.

20 I.  
 21 **Monthly Benefits Received:**  
 22 Check each box that applies to you. You may need to check more than one box.  
 23 If you are not receiving any of the benefits listed, proceed to section II.

5) After completing all pages of the Application, proceed to Step 2.

24  
 25  I receive benefits from one or more of the following programs (please check all that apply):  
 26  Supplemental Security Income (SSI);  Food Stamps;  Temporary Assistance for Needy  
 27 Families (TANF);  Medicaid;  Subsidized Housing through Reno Housing Authority;  
 28  Client of Legal Services.

**INSTRUCTIONS: STEP 2**

**Completing the Request for Submission Form**

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

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

3) Print the date you filed the Application to Waive Fees and Costs.

4) Date, sign, and print your name on the form.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Self-Represented Litigant
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	_____, Case No. _____
11	Plaintiff / Petitioner / Joint Petitioner, Dept. No. _____
12	vs.
13	_____,
14	Defendant / Respondent / Joint Petitioner.
15	REQUEST FOR SUBMISSION
16	I request that the Application to Waive Fees and Costs filed on _____
17	(Date the form was filed)
18	be submitted to the Court for decision.
19	This document does not contain the Social Security Number of any person.
20	
21	Date: _____ Signature: _____
22	
23	Print Your Name: _____
24	
25	
26	
27	
28	

REV 08/2014 ER 1 REQUEST FOR SUBMISSION



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## INSTRUCTIONS: STEP 4

### Preparing the Order Regarding Waiver of Fees and Costs

1) Print the names of the parties. The case number and department number will be provided when you file your documents.

2) Print your name here.

**STOP HERE**

The Court will fill out the rest of the form.

1	Code: _____
2	
3	IN THE FAMILY DIVISION
4	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
5	IN AND FOR THE COUNTY OF WASHOE
6	
7	_____
8	Plaintiff / Petitioner, Case No. _____
9	vs. Dept. No. _____
10	_____
11	Defendant / Respondent.
12	
13	<u>ORDER REGARDING WAIVER OF FEES AND COSTS</u>
14	Upon consideration of _____'s declaration of
15	insufficient income, property, or resources to pay Court costs and fees in this case, and other good
16	cause appearing _____
17	<input type="checkbox"/> IT IS HEREBY ORDERED that pursuant to NRS 12.015, the Clerk of the Court shall
18	allow the applicant to proceed with the filing of documents without costs and fees and issue any
19	necessary writ, process, pleading or paper without charge, and that the Sheriff or any other appropriate
20	public officer within the State make personal service of any necessary writ, process, pleading or paper
21	without charge for the said applicant. <i>This Order waives fees until a final order is entered in this</i>
22	<i>case, unless the Court rules otherwise.</i>
23	<input checked="" type="checkbox"/> The Waiver of Fees and Costs is <b>DENIED</b> for the following reason:
24	<input type="checkbox"/> The applicant does not qualify.
25	<input type="checkbox"/> Other: _____
26	DATED this _____ day of _____, 20_____.
27	
28	_____ DISTRICT JUDGE / COURT MASTER

REV 1/2014 ER

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## **INSTRUCTIONS: STEP 5**

### **Electronically Filing the Documents**

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

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

- Application for Waivers of Fees and Costs;
- Request for Submission and Exhibit Index; and
- Order Waiving Fees (as an exhibit to the Request for Submission).

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 Second Judicial District Court.

## **INSTRUCTIONS: STEP 6**

### **After Filing Your Documents**

After you file your documents, take your paperwork to the Family Division Front Counter, 3<sup>rd</sup> Floor, One South Sierra Street, to have your Application reviewed.

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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 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>**