

**APPLICATION AND  
DECLARATION  
TO WAIVE  
FEES AND COSTS**

**F-6**

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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**APPLICATION AND  
DECLARATION TO WAIVE  
FEES AND COSTS**

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

- 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 or a peremptory challenge.

**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 and Declaration to Waive of Fees and Costs
2. Request for Submission
3. Order Regarding Waiver of Fees and Costs

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

### Application and Declaration to Waive Fees and Costs

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

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

3) Print your name here.

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

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

1	Code: 3866
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	_____, Case No. _____
10	Plaintiff / Petitioner, Dept. No. _____
11	vs.
12	_____,
13	Defendant / Respondent.
14	<u>APPLICATION AND DECLARATION TO WAIVE FEES AND COSTS</u>
15	I, _____, declare that pursuant to
16	(Print Your Name)
17	NRS 12.015, I am requesting permission from this Court to proceed without paying court costs or
18	other costs and fees because I cannot afford to pay such expenses.
19	A.
20	<b>Monthly Benefits Received:</b>
21	Check each box that applies to you. You may need to check more than one box.
22	If you are not receiving any of the benefits listed, proceed to section B.
23	<input type="checkbox"/> I receive benefits from one or more of the following programs (please check all that apply):
24	<input type="checkbox"/> Supplemental Security Income (SSI); <input type="checkbox"/> Food Stamps; <input type="checkbox"/> Temporary Assistance for Needy
25	Families (TANF); <input type="checkbox"/> Medicaid; <input type="checkbox"/> Subsidized Housing through Reno Housing Authority;
26	<input type="checkbox"/> Client of Legal Services; <input type="checkbox"/> Other State or Federal Program of Assistance _____
27	_____
28	(Name of Program)
	REV 06/2021 ER 1 APPLICATION TO WAIVE FEES AND COSTS

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## INSTRUCTIONS: STEP 2

### Completing the Request for Submission Form

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

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	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	_____ Case No. _____
11	Plaintiff / Petitioner / Joint Petitioner, Dept. No. _____
12	vs.
13	_____
14	Defendant / Respondent / Joint Petitioner.
15	<u>REQUEST FOR SUBMISSION</u>
16	I request that the Application and Declaration to Waive Fees and Costs filed on
17	_____ be submitted to the Court for decision.
18	(Date the form was filed)
19	This document does not contain the personal information of any person as defined by
20	NRS 603A.040.
21	I declare under penalty of perjury under the law of the State of Nevada that the foregoing is
22	true and correct.
23	Date: _____ Your Signature: _____
24	Print Your Name: _____
25	
26	
27	
28	
	REV 06/2021 ER 1 REQUEST FOR SUBMISSION

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## INSTRUCTIONS: STEP 3

### Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

You will need to attach the Order Waiving Fees as an exhibit to the Request for Submission in order to electronically file it.

**You do not need to write anything on these pages.**

The documents should be in the following order to file:

- Request for Submission
- the Index of Exhibits
- the Exhibit Cover Page
- the Order Waiving Fees

INDEX OF EXHIBITS	
Exhibit Number <u>  1  </u>	Number of Pages <u>  1  </u>
Exhibit Description <u>  Proposed Order  </u>	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

Exhibit Cover Page
<b>EXHIBIT NUMBER 1</b>

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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. _____
10	_____
11	Defendant / Respondent. Dept. No. _____
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 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.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:

- Application and Declaration to Waive 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 Law Library and the Resource Center.

## **INSTRUCTIONS: STEP 6**

### **After Filing Your Documents**

If your fee waiver was approved the Resource Center will finish processing your paperwork. If the fee waiver is denied, the filing fee will need to be paid before the Resource Center can finish processing your case.

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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.washocourts.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](http://www.washoelegalservices.org)