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# **JOINT APPLICATION TO WAIVE FEES AND COSTS**

## **F-6JP**

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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**JOINT APPLICATION TO WAIVE  
FEES AND COSTS**

**PACKET F-6JP**

Use this application only if all of the following statements are true:

- Both parties 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. Joint 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.

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## INSTRUCTIONS: STEP 1

### Complete the Joint Application to Waive Fees and Costs as Shown:

1) Print your names, addresses, telephone numbers, and emails.

2) Print your names in the same order as you have put them on all other documents.

The Filing Office will assign you a case number and department number when you file the documents.

3) Complete the application following the instructions on each page.

1	Code: 1524
2	Name: _____ Address: _____
3	Telephone: _____ Email: _____
4	Self-Represented Litigant
5	Name: _____ Address: _____
6	Telephone: _____ Email: _____
7	Self-Represented Litigant
8	
9	
10	IN THE FAMILY DIVISION
11	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
12	IN AND FOR THE COUNTY OF WASHOE
13	
14	_____
15	Petitioner 1: Case No. _____
16	and Dept. No. _____
17	_____
18	Petitioner 2:
19	_____
20	
21	<u>JOINT APPLICATION TO WAIVE FEES AND COSTS</u>
22	
23	
24	We declare that, pursuant to NRS 12.015, we are requesting permission from this Court to
25	proceed without paying court costs or other costs and fees because we cannot afford to pay such
26	expenses.
27	//
28	//
	REV 2/2019 JCB 1 F6JP APPLICATION

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## INSTRUCTIONS: STEP 2

Only one person applying to waive the fees and costs needs to fill out this form.

### Complete the Request for Submission as Shown:

You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Request for Submission and the Index of Exhibits as one PDF.

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

2) Print your names in the same order as you have put them on all other documents.

The Filing Office will assign you a case number and department number when you file the documents.

3) Print the date that you file the documents.

4) Date, sign, and print your name.

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	Petitioner 1, Dept. No. _____
12	and
13	_____
14	Petitioner 2.
15	_____
16	
17	<u>REQUEST FOR SUBMISSION</u>
18	
19	I request that the Joint Application to Waive Fees and Costs filed on _____
20	be submitted to the Court for decision. (Date the form was filed)
21	
22	This document does not contain the personal information of any person as defined by NRS
23	603A.040.
24	
25	Date: _____ Your Signature: _____
26	
27	Print Your Name: _____
28	
	REV 2/2019 JCB 1 REQUEST FOR SUBMISSION

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## INSTRUCTIONS: STEP 3

### Prepare the Order Regarding Waiver of Fees and Costs as Shown:

You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Exhibit Cover Page and Order as one PDF.

1) Print your names in the same order as you have put them on all other documents.

The Filing Office will assign you a case number and department number when you file the documents.

You do not need to complete any of the other information on this page.

1	Code: <input type="checkbox"/> 3359 / <input type="checkbox"/> 3359D
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	_____ Petitioner 1,
8	Case No. _____
9	and Dept. No. _____
10	_____ Petitioner 2.
11	
12	<u>ORDER REGARDING WAIVER OF FEES AND COSTS</u>
13	
14	Upon consideration of the parties' declaration of insufficient income, property, or resources to
15	pay Court costs and fees in this case, and other good cause appearing,
16	<input type="checkbox"/> IT IS HEREBY ORDERED that pursuant to NRS 12.015, the Clerk of the Court shall
17	allow the applicant to proceed with the filing of documents without costs and fees and issue any
18	necessary writ, process, pleading or paper without charge, and that the Sheriff or any other
19	appropriate public officer within the State make personal service of any necessary writ, process,
20	pleading or paper without charge for the said applicant. <i>This Order waives fees until a final order</i>
21	<i>is entered in this case, unless the Court rules otherwise.</i>
22	<input type="checkbox"/> The Waive of Fees and Costs is DENIED for the following reason:
23	<input type="checkbox"/> The applicant does not qualify.
24	<input type="checkbox"/> Other: _____
25	
26	Date: _____
27	_____
28	DISTRICT JUDGE
	REV 10/2018 JCB 1 F-6JP ORDER

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## INSTRUCTIONS: STEP 4

### **Electronically Filing the Documents**

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

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

- Joint Application for Waiver of Fees and Costs;
- Request for Submission and Exhibit Index; and
- Order Waiving Fees and Costs  
(as an exhibit \*\*continuation 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.

There is no fee for filing this document.

## INSTRUCTIONS: STEP 5

### **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. Typically, the application will be approved or denied while you wait.