

Do Not File Or Copy This Page

**PETITION FOR COURT
AUTHORIZATION FOR THE
MARRIAGE OF A MINOR**

Use this packet only if the following statements are true:

- The minor is 17 years old.
- The minor and the desired spouse are residents of the State of Nevada.
- The judge should allow the minor to marry because extraordinary circumstances exist.

This packet contains the following forms:

1. EFile User Agreement (Standard)
2. Petition for Court Authorization for the Marriage of a Minor
3. Declaration of Resident Witness (for minor)
4. Declaration of Resident Witness (for proposed spouse)

First, carefully read all instructions.

Second, neatly print the requested information using black or blue ink.

Do not use correction fluid or tape on the forms.

Self Help Center
1 South Sierra St., First Floor
Reno, NV 89501
775-325-6731
www.washoecourts.com

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 1

If you already have an eFlex account for a different case, you do not need to create another account and can skip this step.


eFlex Account and eFile User Agreement:

To file your documents, you will need to sign up for an eFlex account and have a valid email address. There is no fee to sign up for a standard eFlex account.

To sign up:

- 1) Carefully read and complete the eFile User Agreement (Standard) by filling in as much information as possible, signing, and dating page two;
- 2) Return the eFile User Agreement (Standard) to the Second Judicial District Court, or email it to eflexsupport@washoecourts.us; and
- 3) Request an account at <https://wcefex.washoecourts.com/>.

SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY
STATE OF NEVADA

**EFILE USER AGREEMENT
(Standard)**

This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit eFiling of court case documents using the eFlex Electronic Filing System (eFlex). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of the year unless the account is renewed. Accounts may be renewed online at www.washoecourts.com.

By registering for an eFlex account I agree and consent to the following:

- I will submit court filings electronically through eFlex on court cases for which I am an active party or of record, or an officer of the Court filing documents in my official capacity.
- As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Notice of Intent to change my email address with the District Court. This Written Notice of Intent must include my bar number and a list of all pending court matters. Also included must be an acknowledgment that all and attorneys of record on those pending matters have been notified of my new email address. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I understand that once my eFlex account is deactivated, I will no longer be able to electronically eFile any documents using my account and will receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.
- Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the eFlex account. (See Nevada Electronic Filing and Conversion Rules, Rule 11).
- I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service of filed documents replacing the need for paper service. Electronic service of documents is limited to documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission. Petition or other document that must be served with a summons, and summons or a subpoena cannot be served electronically.
- I agree to the terms of the license agreement as stated by Cyber on the court's eFlex website under "Terms of Use" and "Privacy Policy" when registering for an eFlex account and pressing the submit button.
- I understand that email addresses supplied by the registered user via the username/password account through "eFlex Account" supersede the court's case management system for the purpose of delivering valid and effective service of eFiled documents. I understand that it is my responsibility to keep my address updated on my eFlex account profile.
- I agree to file the proper motion to withdraw/notice of change/substitution of counsel/notice of termination (whatever applies) into each of my cases whenever I depart from an agency, office, or I or cease to represent a party in any case, or cease to be an eFlex user **within 10 days of any such change**. If known, I will designate the new attorney and/or e-File contact on each case. Further, I will separate the Clerk of Court of any employment change which will globally affect all or a majority of my cases.

Revised September 26, 2018

- I acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (EFCR).
- I understand if a party submits a proposed Order and the Order is eFiled by the Court, **ONLY** eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.
- I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court, presiding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.
- I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.

Attorney or Person Name: _____
If an attorney, Bar ID: _____ Law Firm: _____
If not an attorney, DOB: _____ Interpreter needed: Yes or No Language: _____
If not an attorney, Case number(s): _____
eFlex Email Address: _____
1st Alternate eFlex Email Address: _____
2nd Alternate eFlex Email Address: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____
Designated eFlex contact person: _____

I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.

Date: _____ Signature of Attorney/Person Agency Signatory: _____

Check one:
 Renewal of Standard Account. Follow online instructions at <http://www.washoecourts.com/index.cfm?page=eflex>
 New Standard Account.

To become a registered eFlex account holder, you must request an account online at <https://wcefex.washoecourts.com> and click on the "Request an Account" button. Next, print out this form, complete and sign it and deliver the ink-signed copy to the Second Judicial District Court Filing Office, 75 Court Street, Reno, NV 89501. Upon completion of your account request **AND receipt of the signed eFile User Agreement**, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.

Translated/Interpreted by (if applicable): _____ Print Name _____ Signature _____

Revised September 26, 2018

If you need further assistance signing up for an account, please visit the Second Judicial District Court at 75 Court Street, Reno, Nevada, or at 1 S. Sierra Street, Reno, Nevada.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 2

Complete the Petition for Court Authorization for the Marriage of a Minor as Shown:

1) Print parent/legal guardian's name, address, telephone number, and email.

1	Code: 3514
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY COURT
8	OF THE SECOND JUDICIAL DISTRICT
9	IN AND FOR THE COUNTY OF CLATSOP
10	In the matter of the minor marriage of:
11	_____
12	(Minor's name)
13	_____
14	_____
15	<u>PETITION FOR COURT AUTHORIZATION FOR THE MARRIAGE OF A MINOR</u>
16	
17	The above named minor, by and through, _____, the <input type="checkbox"/> parent OR <input type="checkbox"/> legal
18	guardian petitions as follows: (your name)
19	
20	1. I, the above named parent or guardian of the above named minor, consent to the marriage.
21	My address is _____
22	
23	2. The above named minor consents to the marriage.
24	
25	3. The minor is seventeen years old; and was born on (date of birth) _____
26	
27	4. The minor is a resident of the State of Nevada. The minor resides at (street address, city,
28	state) _____
	REV 9/18/2019 SB 1 MM PETITION

The Filing Office will give you a Case No. and Department No. when you file the documents with the Court.

2) Print minor's name.

3) Complete the form, following the instructions on each page.

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

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 3

Complete the Declarations of Resident Witness:

For both the minor and the proposed spouse, declarations of resident witness must be submitted stating that they are residents of the State of Nevada.

Who can fill out this form? Someone who is:

- 18 years of age or older;
- A resident of the State of Nevada;
- Not a party to the case; and
- Who knows that the minor or the proposed spouse are residents of the State of Nevada.

1) Print parent/legal guardian's name, address, telephone number, and email.

1 Code: 1521
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant

The Filing Office will give you a Case No. and Department No. when you file the documents with the court.

2) Print minor's name

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
11 In the matter of the minor marriage of:
12 Case No. _____
13 (Minor's name) Dept. No. _____

3) The resident witness (someone other than the parent/legal guardian, minor, or proposed spouse) must complete the declaration from this point forward.

14
15
16 DECLARATION OF RESIDENT WITNESS
17
18 I, _____, do hereby declare
19 (Name of Resident Witness)
20 under penalty of perjury that the following is true.

4) The resident witness must sign, date and print their information on page two of the declaration.

21 I am over the age of eighteen and competent to testify of my own knowledge to the following:
22 1. I have lived in the State of Nevada for _____ years and presently live at:
23 (Number)
24 _____
25 (Your Street Address)
26 _____
27 (City, State, Zip Code)
28 //

Do Not File Or Copy This Page

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.

If you have not done so, you will need to sign up for an eFlex account and turn in the EFile User Agreement (*see INSTRUCTIONS: STEP 1*), to the Filing Office located at 75 Court Street or email to eflexsupport@washoecourts.us.

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

- Petition for Court Authorization for the Marriage of a Minor;
- Declaration of Resident Witness (for minor); and
- Declaration of Resident Witness (for proposed spouse).

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 may be a filing fee charged when documents are filed. Fee information is available at the Filing Office and online at: www.washoecourts.com.

FILING FEE WAIVERS

If you cannot afford the fee, you may apply to have it waived. To apply, you must fill out and file the **Application for Waiver of Fees and Costs packet**, which you can get at:

- Family Division Self Help Center, 1 South Sierra Street, Reno, NV, First Floor
- Law Library or Filing Office, 75 Court Street, Reno, NV, First Floor
- Online at: www.washoecourts.com (select the “Forms and Packets” tab on the right hand side of the home screen)

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 5

Setting an Evidentiary Hearing

You must set an evidentiary hearing. The Court will not automatically set one for you. To set up your evidentiary hearing, you will need to go to the third floor of 1 S. Sierra. Contact the Family Court Self Help Center for further information.

INSTRUCTIONS: STEP 6

Attend Your Hearing

Plan to attend the hearing. Along with the parent(s) or legal guardian(s), the minor and the proposed spouse must also attend. Make sure to arrive early to the courthouse so you have enough time to park, get through security, and get to the courtroom before your case is called.

After the judge has heard from everyone, the judge will decide to authorize the marriage or not.

INSTRUCTIONS: STEP 7

Obtain a Certified Copy of the Order

If the Court authorizes the marriage, you will need to get a certified copy of the order authorizing the marriage to take to the County Clerk. The County Clerk requires a certified copy of the order to issue the marriage license. Certified copies of Court documents can be obtained from the Filing Office at 75 Court St. Reno, NV 89501.

Do Not File Or Copy This Page

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 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

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 a message if
necessary
nlslaw.net

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501
(775) 329-2727 – leave a message if
necessary
www.washoelegalservices.org