

**EX PARTE MOTION FOR  
RELEASE OF A BLOCKED  
TRUST FOR A BENEFICIARY  
OVER 18**

**F-11**

The District Court Filing Office  
is located on the first floor at:

75 Court Street

Reno, NV 89501

[www.washoecourts.com](http://www.washoecourts.com)

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**EX PARTE MOTION FOR  
RELEASE OF A BLOCKED TRUST FOR A  
BENEFICIARY OVER 18**

**PACKET F-11**

**USE THIS PACKET ONLY IF ALL  
OF THE FOLLOWING REQUIREMENTS HAVE BEEN MET:**

- There was a minor's compromise which established a blocked trust account for a minor.
- The beneficiary of the blocked trust account has reached the age of 18.

**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. Ex Parte Motion for Release of a Blocked Trust for a Beneficiary Over 18
2. Request for Submission
3. Order Releasing Blocked Trust

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 Ex Parte Motion for Release of Blocked Trust for a Beneficiary Over 18 as Shown:

Make sure to only put the last four numbers of the blocked account on the form. Please attach a copy of your birth certificate or state issued identification card to this ex parte motion (SEE INSTRUCTIONS: STEP 2).

1) Print the beneficiary's name, address, telephone number, and email.

2) Print the beneficiary's name, Case No. and Department No. just as they appear in all other documents in this case.

3) Complete pages 1 - 2, following the instructions on each page.

1	Code: 1672
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN 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 Compromise
12	of Minor's Claim of,
13	_____ Case No. _____
14	(Beneficiary's Name) Dept. No. _____
15	_____
16	
17	<u>EX PARTE MOTION TO RELEASE A BLOCKED TRUST</u>
18	<u>FOR A BENEFICIARY OVER 18</u>
19	I respectfully state as follows:
20	1. On _____ this Court entered an Order Granting Petition to Compromise a
21	Minor's Claim. (Date Court ordered)
22	2. A blocked trust was established at _____ on my behalf
23	(Name of financial institute)
24	in account number ending in _____ in the amount of \$ _____.
25	(Last four numbers only) (Amount of money)
26	3. As of _____, I have reached the age of 18. Proof of reaching age
27	(Date of 18 <sup>th</sup> birthday)
28	of 18 is attached as Exhibit 1.
	4. I respectfully request an order from this Court directing that control of the blocked trust
	be transferred to me to allow me to withdraw the funds and close the account as desired.
	1
	REV 03/2018 JDB F11 EX PARTE TO RELEASE BLOCKED TRUST OVER 18

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## INSTRUCTIONS: STEP 2

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

To attach exhibits to your documents, you must include an Index of Exhibits and an Exhibit Cover Page for each exhibit.

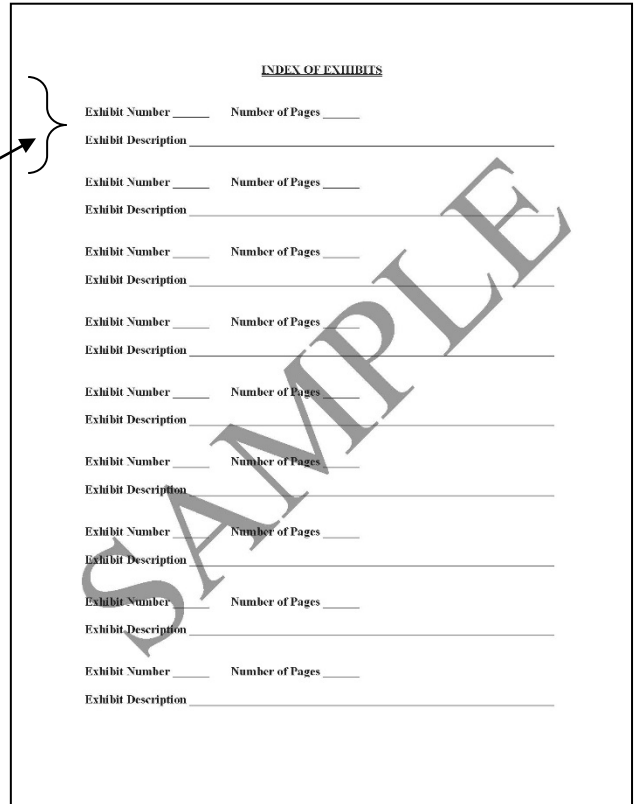
1) For each exhibit you are attaching you must print:

- a) An exhibit number, starting with 1,
- b) The number of pages in the exhibit, and
- c) A description of the exhibit.

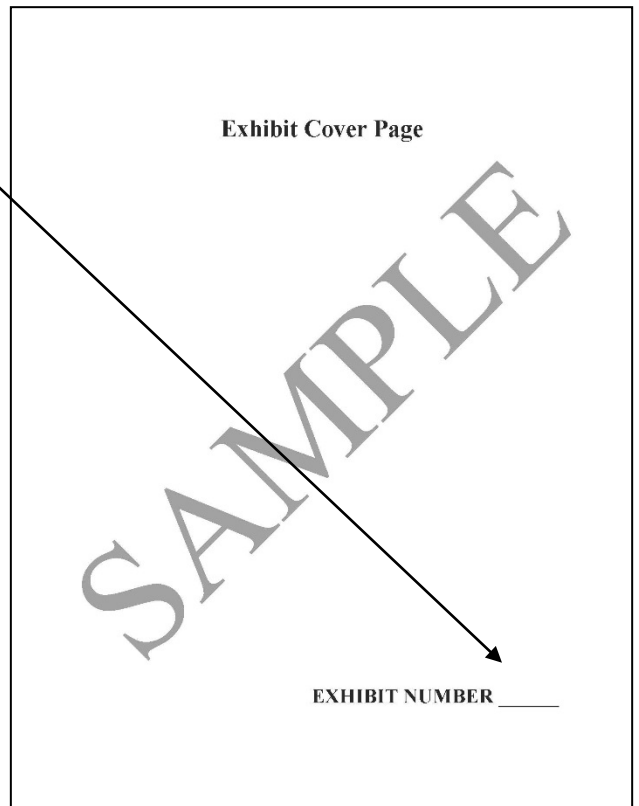
2) For each exhibit, you must fill out an Exhibit Cover Page with the exhibit number listed on the Index of Exhibits.

3) The documents should be in the following order:

- the Ex Parte Motion for Release of a Blocked Trust
- the Index of Exhibits
- the Exhibit Cover Page
- the exhibit
- the Exhibit Cover Page
- the exhibit, and so on.



The form is titled "INDEX OF EXHIBITS" and contains ten rows of fields. Each row consists of three parts: "Exhibit Number" followed by a blank line, "Number of Pages" followed by a blank line, and "Exhibit Description" followed by a long horizontal line. A large, diagonal "SAMPLE" watermark is overlaid across the form. An arrow from the text "To attach exhibits to your documents, you must include an Index of Exhibits and an Exhibit Cover Page for each exhibit." points to the first row of the form.



The form is titled "Exhibit Cover Page" and features a large, diagonal "SAMPLE" watermark. At the bottom right, there is a label "EXHIBIT NUMBER" followed by a blank line. An arrow from the text "2) For each exhibit, you must fill out an Exhibit Cover Page with the exhibit number listed on the Index of Exhibits." points to this field.

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## INSTRUCTIONS: STEP 3

### Complete the Request for Submission as Shown:

You will need to attach the Order Releasing Blocked trust as an exhibit to the Request for Submission in order to electronically file it. (See *INSTRUCTIONS: STEP 2*)

1) Print the beneficiary's name, address, telephone number, and email.

2) Print the beneficiary's name, Case No. and Department No. just as they appear in all other documents in this case.

3) Print the date that the Ex Parte Motion to Release a Blocked Trust was filed.

4) Print your name, sign and date.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	
11	
12	In the Matter of the Compromise
13	of Minor's Claim of,
14	_____ Case No. _____
15	(Beneficiary's Name) Dept. No. _____
16	
17	<u>REQUEST FOR SUBMISSION</u>
18	
19	I request that the EX PARTE MOTION TO RELEASE A BLOCKED TRUST FOR A
20	BENEFICIARY OVER 18 that was filed on _____ be submitted
21	(Date the document was filed with the Court)
22	to the Court for decision.
23	This document does not contain the personal information of any person as defined by NRS
24	603A.040.
25	
26	Date: _____ Your Signature: _____
27	Print Your Name: _____
28	
	REV 03/2018 JDB 1 F11 REQUEST FOR SUBMISSION

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## INSTRUCTIONS: STEP 4

### Complete the Order Releasing Blocked Trust as Shown:

1) Print the beneficiary's name, Case No. and Department No. just as they appear in all other documents in this case.

2) Complete the information on this page, following the instructions on the page.

**STOP HERE**  
The Judge will sign and date this page.

1	Code: 1675
2	
3	
4	
5	
6	
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	In the Matter of the Compromise of Minor's Claim of,
11	
12	_____ Case No. _____ (Beneficiary's Name)
13	_____ Dept. No. _____
14	
15	<u>ORDER RELEASING BLOCKED TRUST</u>
16	Based upon the request of the beneficiary, this Court finds sufficient evidence that the
17	beneficiary has reached the age of 18 and is entitled to control and/or withdraw the money from the
18	blocked trust account as desired.
19	
20	IT IS HEREBY ORDERED that the blocked trust account created by this case and now held by
21	_____ in the account ending in
22	(Financial Institution)
23	_____ be controlled by the above named beneficiary to withdraw funds and close the
24	(Last four numbers only) account as desired.
25	Date: _____
26	_____
27	DISTRICT JUDGE
28	

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F11 ORDER TO RELEASE BLOCKED TRUST


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## INSTRUCTIONS: STEP 5

### EFile Account and EFile User Agreement:

To file your documents, you will need to sign up for an eFlex account. You must have an email address to sign up for eFlex. To sign up, fill out and return to the Filing Office at 75 Court Street, Reno, Nevada or [webfiling@washoecourts.us](mailto:webfiling@washoecourts.us), a signed copy of the efile Standard User Agreement, and sign up online for an account at <https://www.washoecourts.com/EFiling/SignUp>. There is no fee to sign up for a Standard eFlex account.

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. This account to permit eFiling of court case documents using the eFlex Efile System. Currently, this account will be subject to a \$0.00 fee per transaction.

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

- I will submit court filings electronically through eFlex on court cases 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. I intend to change my email address with the District Court. This Written bar number and a list of all pending court matters. Also included must be the names and attorneys of record on those pending matters have been notified that it is my responsibility to keep my email address updated on my eFlex account.
- I understand that once my eFlex account is inactivated, I will no longer receive any documents using my account nor will I receive eFlex electronic notices. I have access to court records through my eFlex account.
- Electronic signatures (e.g. /s/ ) are permissible on electronically filed documents. (See Nevada Electronic Filing and Conversion Rules for more information.)
- I will accept eFlex electronic notices sent to my email on file with eFiled documents replacing the need for paper service. Electronic documents permitted to be served by mail, express mail, overnight delivery, complaint, petition or other document that must be served with a summons cannot be served electronically.
- I agree to the terms of the license agreement as stated by Tybera of "Terms of Use" and "Privacy Policy" when registering for an eFlex account.
- I understand that email addresses supplied by the registered user through "eFlex Account" supersede the court's case management system. I understand that email addresses supplied by the registered user through "eFlex Account" are valid and effective service of eFiled documents. I understand that email addresses supplied by the registered user through "eFlex Account" will be updated on my eFlex account profile.
- I agree to file the proper motion to withdraw/notice of change/substitution of attorney (whatever applies) into each of my cases whenever I do or cease to represent a party in any case, or cease to be an eFlex user. If known, I will designate the new attorney and/or e-File contact on the Court's Case Management System. I will designate the new attorney and/or e-File contact on the Clerk of Court of any employment change which will globally affect all cases.

Revised February 17, 2017

Fill in as much information as possible. Sign and date at the bottom of the page.

- 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: \_\_\_\_\_

To become a registered eFlex account holder, you must request an account online at <https://www.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 filer 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.

Revised February 17, 2017

If you need further assistance signing up for an account, please visit the Filing Office or Law Library at 75 Court Street, Room 101, Reno, Nevada, or the Self Help Center at 1 S. Sierra Street, Reno, Nevada. We can assist you with all steps related to electronic filing.

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## **INSTRUCTIONS: STEP 6**

### **Filing the Documents**

You will need to upload the original document to eFlex. EFlex is available online, in the Filing Office, the Law Library, or the Self Help Center.

Scanners are available at the Law Library, Filing Office, and Self Help Center. Copy machines are available at the Law Library. There is a per page charge for copying.

A comprehensive eFlex user guide is available from the sign in screen for eflex at <https://www.washoecourts.com/EFiling/SignUp>.

**If you need help eFiling, contact the Filing Office, Law Library, or Self Help Center.**

1. Sign up for eFiling at [www.washoecourts.com](http://www.washoecourts.com).
2. eFile the original Ex Parte Motion for Release of a Blocked Trust for a Beneficiary Over 18.
3. eFile the original Request for Submission and attach the unsigned Order Releasing Blocked Trust Account as an exhibit to the Request for Submission. You will need to use an Index of Exhibits and Exhibit Cover Page.
4. Wait for approval and the order from the Judge.

Please make sure to keep the original copies of all the documents you file for your personal records.



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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>