

S-6

STIPULATION AND ORDER FOR CONTINUANCE

Note: Both parties must sign, otherwise the stipulation will not be granted.

This packet is used if:

- You have an existing case in the Family Division of the Second Judicial District Court.
- You and the other party both agree to postpone an upcoming hearing.

Contents:

1. Instructions
2. Legal Assistance Information
3. Request for Submission
4. Index of Exhibits and the Exhibit Cover Page
5. Stipulation and Order for Continuance

Note: 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: Sign up for an electronic filing account (if you don't already have one)

The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. Sign up for a free eFlex account in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

Both parties need an eFlex account.

☐ Step 2: Fill out and file the following forms:

- Request for Submission
- Index of Exhibits and Exhibit Cover Page
- Stipulation and Order for Continuance

Fill out the Request for Submission form. The Request for Submission is used to inform the court that your documents are ready for review.

The Index of Exhibits and Exhibit Cover Page have been pre-filled for you.

Fill out the Stipulation and Order for Continuance; complete the entire form, except for the two lines that the judge will date and sign.

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them.

👉 How to file your documents using eFlex:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click "Home;" click "Existing Cases."
3. Locate the case you are filing in and click on the blue "eFile" link next to the case number.
4. To file each document, you will select the applicable Document Type, click "Choose File" or "Browse," then locate your document file on your computer, and click "Add."

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Request for Submission with the Index of Exhibits as the last page, all together as one PDF document.
(Document Type: Request for Submission)
- Exhibit Cover Page and Stipulation and Order for Continuance, all together as one PDF document.
(Document Type: **Continuation)

- When prompted to select which document you are attaching the Exhibit Cover Page and Stipulation and Order for Continuance to, confirm that “Request for Submission” is selected, click “Next.”

A helpful video can be found here:

<https://www.youtube.com/watch?v=6JRMIXxa8Pg>

5. When all documents have been uploaded, review each one by clicking on the hyperlinked file name in the “View Document” column. When you have confirmed everything is correct, click “Next.”
6. When you are ready to submit your documents to the court, click “Submit the Filing.”

Step 3: Wait

Once all the documents are filed, the judge will have approximately 60 days to review your documents and issue the order.

For procedural questions, or help with electronically filing your documents, visit or contact:

**Resource Center
1 South Sierra St., 3rd Floor
Reno, NV 89501
775-325-6731**

**Law Library
75 Court St., Room 101
Reno, NV 89501
775-328-3250**