

**ANSWER
(GENERAL)**

A – 2

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

www.washoecourts.com

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ANSWER (GENERAL)

PACKET A-2

Use this answer packet only if all of the following requirements have been met:

- You have been served with a complaint or petition.
- You are not filing a counterclaim.
- A default has not been entered against you.

Attention

- An answer must be filed within 21 days after you have received the summons and complaint or petition. If you do not file within that time, the other party may take a default against you and be awarded what they have asked for in their complaint or petition.
- If you received a request to waive service of summons, please contact the Family Division Self Help Center for more information.
- If you received other motions with the complaint or petition, you must answer to those motions with forms other than this answer. Please contact the Family Division Self Help Center for more information.

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 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. EFile User Agreement (Standard)
2. Family Court Information Sheet
3. Answer
4. General Financial Disclosure Form
5. Declaration Under Uniform Child Custody Jurisdiction Enforcement Act
6. Proof of Service

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INSTRUCTIONS: STEP 1

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

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 Law Library, Self Help Center, Filing Office, or email it to eflexsupport@washoecourts.us;
- 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 account"). 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 attorney 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 name, bar number and a list of all pending court matters. Also included must be an acknowledgment that all parties 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 or view 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 e-File E-Flex account. (See Nevada Electronic Filing and Conversion Rules, Rule 11).
- I will accept eFile electronic notices sent to my email on file with eFlex as valid and effective service for eFiled documents replacing the need for paper service. Electronic service of documents is limited to those documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission. Complaint, 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 Tybera 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 access through "eFlex Account" supersedes the court's case management system for the purpose of determining valid and effective service of eFiled documents. I understand that it is my responsibility to keep my email 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 of employment (whatever applies) into each of my cases whenever I depart from an agency, office, or law firm 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 separately notify 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 Filing Office or Law Library at 75 Court Street, Reno, Nevada, or the Self Help Center at 1 S. Sierra Street, Reno, Nevada.

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INSTRUCTIONS: STEP 2

Complete the Family Court Information Sheet as Shown:

1) Print the name of the person who filed the complaint or petition.

2) Print your name.

4) Print your names, social security numbers, and dates of birth. Print "do not have" if one or both of you do not have a social security number.

5) If children are involved in this case, please complete the requested information on the entire page.

IN THE FAMILY COURT OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WASHOE

CONFIDENTIAL
FAMILY COURT INFORMATION SHEET

Case No. _____
Dept. No. _____

Plaintiff/Petitioner, _____
vs. _____
Defendant/Respondent.

Name: _____ Social Security #: _____ Date of Birth: _____
Name: _____ Social Security #: _____ Date of Birth: _____

IF THIS CASE INVOLVES CHILDREN, PLEASE COMPLETE THE FOLLOWING:

Residential Address: _____
Mailing Address: _____
City, State, Zip: _____
Telephone #: _____
Are you employed? YES [] NO []
Name of Employer: _____
Business Address: _____
City, State, Zip: _____
Telephone #: _____
Driver's License #: _____
Date of Birth: _____
Ethnicity: [] White (Not Hispanic)
[] African-American [] Hispanic
[] Asian or Pacific Islander
[] Native American/Alaskan Native [] Other

CHILDREN INVOLVED IN THIS CASE

Name: _____ SSN: _____ DOB: _____
Name: _____ SSN: _____ DOB: _____
Name: _____ SSN: _____ DOB: _____
Name: _____ SSN: _____ DOB: _____

If there are more than five children, list their names on a separate sheet of paper and attach.

Does this case involve family violence? [] Yes [] No
Are you requesting Child Support Enforcement Services from the District Attorney's Office (IV-D) Services? [] Yes [] No
Court Personnel Only: [] Custodial Parent [] Non-Custodial Parent

This document contains the social security number of a person as required by NRS 125.130, NRS 125.230, and NRS 125B.055.

3) Print the Case No. and Department No. from the complaint or petition you received.

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INSTRUCTIONS: STEP 3

Complete the Answer as Shown:

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

2) Print the name of the person who filed the complaint or petition.

3) Print your name.

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

1	Code: 1130	
2	Name: _____	4) Print the Case No. and Department No. from the complaint or petition you received.
3	Address: _____	
4	Telephone: _____	
5	Email: _____	
6	Self-Represented Litigant	
7	IN THE	
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA	
9	IN AND FOR THE COUNTY OF WASHINGTON	
10	Plaintiff / Petitioner, Case No. _____	
11	vs. Dept. No. _____	
12	Defendant / Respondent.	
13		
14	ANSWER	
15	<u>Admit</u>	
16	List the paragraph(s) in the Complaint or Petition with which you agree.	
17		
18	A. I admit the allegations in Paragraph(s) _____	
19		
20		
21	If more room is needed, attach additional sheets.	
22		
23	<u>Deny</u>	
24	List the paragraph(s) in the Complaint or Petition with which you do not agree.	
25	B. I deny the allegations in Paragraph(s) _____	
26		
27		
28	If more room is needed, attach additional sheets.	
	REV 10/2017 JCB	1
		A-2 ANSWER

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INSTRUCTIONS: STEP 4

Complete the General Financial Disclosure Form as Shown:

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

2) Print the name of the person who filed the complaint or petition.

3) Print your name.

5) Answer all of the questions on each page of the document.

MISC
Name: _____
Address: _____
Phone: _____
Email: _____
Attorney for _____
Nevada State Bar No. _____

4) Print the Case No. and Department No. from the complaint or petition you received.

Second Judicial District Court
Washoe County, Nevada

Plaintiff / Petitioner, _____
vs. _____
Defendant / Respondent. _____

Case No. _____
Dept. _____

GENERAL FINANCIAL DISCLOSURE FORM

A. Personal Information:
1. What is your full name? (*first, middle, last*) _____
2. How old are you? _____
3. What is your date of birth? _____
4. What is your highest level of education? _____

B. Employment Information:
1. Are you currently employed/ self-employed? (check one)
 No
 Yes If yes, complete the table below. Attached an additional page if needed.

Date of Hire	Employer Name	Job Title	Work Schedule (days)	Work Schedule (shift times)

2. Are you disabled? (check one)
 No
 Yes If yes, what is your level of disability? _____
What agency certified you disabled? _____
What is the nature of your disability? _____

C. Prior Employment: If you are unemployed or have been working at your current job for less than 2 years, complete the following information.
Prior Employer: _____ Date of Hire: _____
Date of Termination: _____ Reason for Leaving: _____

Page 1 of 7

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INSTRUCTIONS: STEP 5

If there are no children involved in this case, skip this step and continue to STEP 6.

Complete the Declaration Under UCCJEA as Shown:

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

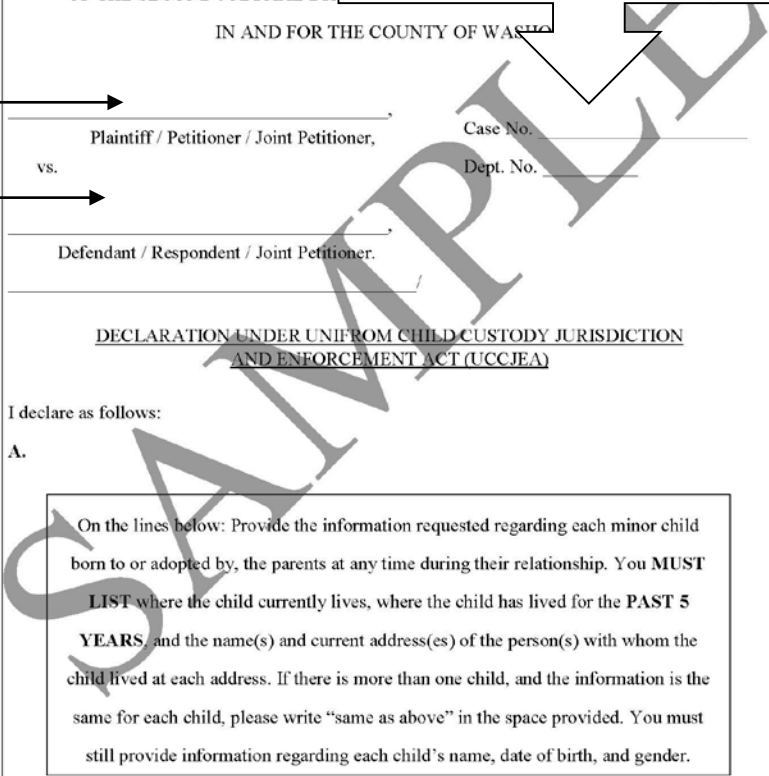
2) Print the name of the person who filed the complaint or petition.

3) Print your name.

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

1	Code: 3385
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE
8	OF THE SECOND JUDICIAL DIS
9	IN AND FOR THE COUNTY OF WASH
10	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
11	vs. Dept. No. _____
12	Defendant / Respondent / Joint Petitioner.
13	
14	<u>DECLARATION UNDER UNIFORM CHILD CUSTODY JURISDICTION</u>
15	<u>AND ENFORCEMENT ACT (UCCJEA)</u>
16	I declare as follows:
17	A.
18	
19	
20	
21	On the lines below: Provide the information requested regarding each minor child
22	born to or adopted by, the parents at any time during their relationship. You MUST
23	LIST where the child currently lives, where the child has lived for the PAST 5
24	YEARS and the name(s) and current address(es) of the person(s) with whom the
25	child lived at each address. If there is more than one child, and the information is the
26	same for each child, please write "same as above" in the space provided. You must
27	still provide information regarding each child's name, date of birth, and gender.
28	
	REV 12/2017 JCB 1 UCCJEA DECLARATION

4) Print the Case No. and Department No. from the complaint or petition you received.



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INSTRUCTIONS: STEP 6

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.

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:

- Family Court Information Sheet;
- Answer and any exhibits;
- Declaration Under Uniform Child Custody Jurisdiction Enforcement Act (if there are children involved in the case);
- General Financial Disclosure form.

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 Second Judicial District Court.

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 filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the application found in the **Application for Waiver of Fees and Costs packet**, which may be obtained at the following locations:

- 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
- Protection Order Help Center, 1 South Sierra Street, Reno, NV, Third Floor
- Online at: www.washoecourts.com (select the “Forms & Packets” tab on the top right hand side of the home screen)

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INSTRUCTIONS: STEP 7

Setting a Case Management Conference

You must have a case management conference. If one was not set by the person who filed the Complaint or Petition, you need to set one by filling out and filing the **F-1 Notice to Set** packet. The notice to set packet can be found at the Self Help Center, Law Library, Filing Office, or on our website at www.washoecourts.com, under the Forms and Packets tab.

INSTRUCTIONS: STEP 8

Serving the Documents

Once a document has been electronically filed, a Notice of Electronic Filing will be automatically generated and sent to any electronic filers in the case. All electronic filers have agreed to accept the notice as valid and effective service. This replaces the need for paper service.

If the other party has not yet signed up for electronic filing, or you do not know whether the other party is an electronic filer, please contact the Self Help Center. **Additional steps are required to complete service if the other party is not an electronic filer.**

The Notice of Electronic Filing does not replace the Proof of Service (*see* INSTRUCTIONS: STEP 9).

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INSTRUCTIONS: STEP 9

Complete the Proof of Service as Shown:

This form must be completed by the person who serves the documents.

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

2) Print the names of the parties, the Case No. and Department No. just as they appear in all other documents in this case.

3) Print the name of the person served, and the date served.

4) Mark the box for how they were served. If serving by personal service, certified mail, or postage prepaid, write the address of where service was made.

5) The person who serves the document(s) must date, sign, and print their name.

1	Code: 3720
	Name: _____
	Address: _____
3	Telephone: _____
	Email: _____
4	Self-Represented Litigant
5	
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA,
8	IN AND FOR THE COUNTY OF WASHOE
9	_____ Plaintiff / Petitioner / Joint Petitioner,
10	Case No. _____
11	vs. Dept. No. _____
12	_____ Defendant / Respondent / Joint Petitioner.
13	
14	<u>PROOF OF SERVICE</u>
15	I served a true and correct copy of ANSWER upon the following people:
16	1. Name: _____ Date: _____
17	By: <input type="checkbox"/> Service by eFlex <input type="checkbox"/> Personal Service
18	<input type="checkbox"/> Certified mail, return receipt attached <input type="checkbox"/> U.S. Mail, postage prepaid
19	<input type="checkbox"/> Other _____
20	Address where service occurred, if applicable: _____
21	If more room is needed, attach additional sheets.
22	A copy of this Proof of Service has been electronically served, mailed, or personally delivered
23	to all parties or their lawyer.
24	This document does not contain the personal information of any person as defined by
25	NRS 603A.040.
26	Date: _____ Your Signature: _____
27	Print Your Name: _____
28	
	REV 9/2018 JCB 1 A2 PROOF OF SERVICE

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INSTRUCTIONS: STEP 10

Filing the Proof of Service

After service is completed, you must file the proof of service with the court. See INSTRUCTIONS: STEP 6. There will not be a filing fee for the proof of service.

Without proof of service on the other party, the court cannot consider your answer.

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 Court 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 message if
necessary

<http://nslaw.net>

WASHOE LEGAL SERVICES

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

<http://www.washoelegalservices.org>