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**STIPULATION  
MODIFYING ORDERS  
(NOT INVOLVING  
CHILDREN)**

**S-1**

Self Help Center  
1 South Sierra St., First Floor  
Reno, NV 89501  
775-325-6731  
[www.washoecourts.com](http://www.washoecourts.com)

**\* Both parties must initial, otherwise the stipulation will not be granted.**

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**STIPULATION MODIFYING ORDERS  
(NOT INVOLVING CHILDREN)**

**PACKET S-1**

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

- You have a case with an existing order in the Second Judicial District Court.
- You and the other party agree to change the order.
- An attorney is not representing either of you in this case.

**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. Stipulation Modifying Orders
2. Request for Submission
3. Order Affirming Stipulation

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 Stipulation Modifying Orders as Shown:

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

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

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

1	Code: 4050
2	Name: _____ Address: _____
3	Telephone: _____ Email: _____
4	Name: _____ Address: _____
5	Telephone: _____ Email: _____
6	Self-Represented Litigants
7	
8	
9	IN THE FAMILY DIVISION
10	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
11	IN AND FOR THE COUNTY OF WASHOE
12	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
13	vs. Dept. No. _____
14	
15	Defendant / Respondent / Joint Petitioner.
16	
17	
18	<u>STIPULATION MODIFYING ORDERS</u>
19	It is hereby stipulated and agreed, by and between the parties in this matter, that the order now
20	existing, which was entered on _____ be changed in the following way:
21	(Date the order was entered)
22	Be very specific and detailed as to how you want the order to be changed. For each part of
23	the order or decree that you want to change;
24	1) Identify the part to be changed; and
25	2) State the change you are agreeing to. If the change is a new addition, state the fact that it
26	is to be "added" to the order or decree.
27	_____
28	_____
	REV 10/2018 JCB 1 S-1

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## INSTRUCTIONS: STEP 2

Only one person needs to fill out this form.

### Complete the Request for Submission as Shown:

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 on all other documents in this case.

3) Print the date you file the stipulation with the court.

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	Plaintiff / Petitioner / Joint Petitioner,
12	vs. _____ Dept. No. _____
13	_____
14	Defendant / Respondent / Joint Petitioner.
15	_____
16	
17	<u>REQUEST FOR SUBMISSION</u>
18	
19	I request that the Stipulation Modifying Order filed on _____
20	be submitted to the Court for decision. (Date the document was filed with the Court)
21	
22	This document does not contain the personal information of any person as defined by NRS
23	603A.404.
24	
25	Date: _____ Your Signature: _____
26	
27	Print Your Name: _____
28	
	REV 9/2018 JCB 1 REQUEST FOR SUBMISSION

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## INSTRUCTIONS: STEP 3

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

You will need to attach the Order Affirming Stipulation as an exhibit to the Request for Submission in order to electronically file it.

**You do not need to write anything on these pages.**

- 1) The documents should be in the following order:
- Request for Submission
  - the Index of Exhibits
  - the Exhibit Cover Page
  - the Order Affirming Stipulation

INDEX OF EXHIBITS	
Exhibit Number <u>  1  </u>	Number of Pages <u>  1  </u>
Exhibit Description <u>  Proposed Order  </u>	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

Exhibit Cover Page
<p style="text-align: center;"><b>EXHIBIT NUMBER 1</b></p>

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## INSTRUCTIONS: STEP 4

### Prepare the Order Affirming Stipulation as Shown:

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

2) Print the date you filed the stipulation with the court.

**STOP HERE.**  
Do not date or sign this document.

1	Code:
2	
3	
4	
5	IN THE FAMILY DIVISION
6	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
7	IN AND FOR THE COUNTY OF WASHOE
8	
9	_____ Plaintiff / Petitioner / Joint Petitioner,
10	vs. Case No. _____
11	Defendant / Respondent / Joint Petitioner. Dept. No. _____
12	
13	
14	
15	<u>ORDER AFFIRMING STIPULATION</u>
16	
17	Based upon the Stipulation and Agreement of the parties filed in this matter and finding that it is
18	in the interest of justice to confirm the agreement of the parties,
19	<b>IT IS HEREBY ORDERED</b> that the prior order(s) of this Court is/are hereby modified and the
20	provisions as stated in the Stipulation filed on _____ (Date the order was entered)
21	are hereby affirmed and the parties are hereby ordered to abide by those modified provisions.
22	-----
23	
24	Date: _____
25	
26	
27	DISTRICT JUDGE
28	

REV 10/2018 JCB 1 S-1 Order

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## INSTRUCTIONS: STEP 5

### **Electronically Filing the Documents**

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

If either party has not done so, they will need to sign up for an eFlex account and turn in an eFile User Agreement, to the Filing Office located at 75 Court Street or email to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us).

One party will sign into their eFlex account using the username and password you created and electronically file the:

- Stipulation Modifying Orders;
- Request for Submission and Index of Exhibits; and
- Exhibit Cover Page and Order Affirming Stipulation (as an exhibit 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 will not be a filing fee charged when documents are filed.

### **What Happens Now?**

Now that you have completed all the steps, your stipulation has been sent to the court for a decision. The court has approximately 60 days to grant, deny, or set your stipulation for a hearing.

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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 a message if

necessary

[nlslaw.net](http://nlslaw.net)

### **WASHOE LEGAL SERVICES**

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727 – leave a message if

necessary

[www.washoelegalservices.org](http://www.washoelegalservices.org)