

# S-5

## STIPULATION TO DISMISS CASE

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

**Use this packet if all the following statements are true:**

- You have an existing case in the Family Division of the Second Judicial District Court.
- You and the other party both agree to dismiss the case.
- No final decree or final order has been issued in the case.
- An attorney is not representing either of you in this case.

**This packet contains the following:**

1. Instructions
2. Legal Assistance Information
3. Stipulation to Dismiss Case
4. Request for Submission
5. Index of Exhibits and the Exhibit Cover Page
6. Order Dismissing Case

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:** The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. To file electronically, you must have an eFlex account which you can sign up for 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 sign the **Stipulation to Dismiss Case** and the **Request for Submission**.

- **Step 3:** Fill out the **Order Dismissing Case**. On the **Order Dismissing Case**, complete the entire form, except for the two lines that the judge will date and sign.

You may either electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them. If you take them to the Resource Center to file, skip to Step 5 once they have been filed.

- **Step 4:** Electronically file the **Stipulation to Dismiss Case**, the **Request for Submission**, and the **Order Dismissing Case**.

- Log into your eFlex account: <https://wceflex.washoecourts.com/>.
- Click “Existing Cases.”
- Locate the case you are filing into, click on the blue “eFile” link.
- To file each document, select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, click “Add.”
- Follow the prompts to upload the documents below.

Note: The Document Category field can be left blank.

- **Stipulation to Dismiss Case**  
(Document Type: “Stip & Ord Dismiss W/O Prej”)
- **Request for Submission** and **Exhibit Index** as a 2-page PDF  
(Document Type: “Request for Submission”)
- **Exhibit Cover Page** and **Order Dismissing Case** as a 2-page PDF attached to the **Request for Submission**  
(Document Type: “\*\*Continuation”)

- The **Order Dismissing Case** gets attached to the **Request for Submission** by selecting the Document Type: “\*\*Continuation.”
- Upon attaching the **Order Dismissing Case**, you will be prompted to select which document you are attaching it to; confirm that “Request for Submission” is selected and click “Next.”

A helpful video can be found here:

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

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

**Step 4:** Wait. Once all the documents are filed, the judge will have approximately 60 days to review your documents and issue an order.

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

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

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