

# D-9

## JOINT PETITION TO ESTABLISH CUSTODY AND VISITATION

Note: Both petitioners must sign and initial the Joint Petition and Order using blue or black ink pen.

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

- The minor children have lived in Nevada for at least the last six months or since birth.
- or -
- The children previously lived in Nevada for six or more months and have been gone from Nevada for less than six months, and one of the parents continues to live in Nevada.
- Both parents agree about custody, visitation, medical or other care, education, and child support.
- No other court has previously issued a custody order for the children.
- Parentage has been established.

**This packet contains the following:**

1. Instructions
2. Legal Assistance Information
3. EFile User Agreement x2 – a copy for each party
4. Family Court Information Sheet
5. Joint Petition to Establish Custody and Visitation
  - a. Appendix A: Gross Monthly Income Worksheet
  - b. Appendix B: Child Support Worksheet
6. Request for Submission
7. Index of Exhibits and Exhibit Cover Page
8. Order Establishing Custody, Visitation, and Child Support

*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, both parties 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>.
- Step 2:** Fill out the confidential **Family Court Information Sheet**, including both parties' social security numbers and the children's dates of birth and social security numbers.

Note: You will be given a case number and department when your documents are filed with the court.

- Step 3:** Completely fill out:
  - **Joint Petition to Establish Custody and Visitation**
  - **Appendix A: Gross Monthly Income Worksheet**
  - **Appendix B: Child Support Worksheet**
  - **Request for Submission**
  - **Index of Exhibits & Exhibit Cover Page**
  - **Order Establishing Custody, Visitation, and Child Support**

On the Order 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. If you take them to the Resource Center to file, skip to Step 5 once they have been filed.

- Step 4:** Sign into either party's eFlex account using the username and password created in Step 1: <https://wceflex.washoecourts.com/>.

□ Step 4a: Payment:

There is a filing fee. Note: If you cannot afford the filing fee, there is an **F-6JP Joint Petition to Waive Fees and Costs** that can be used to ask for the filing fees to be waived.

- To pay the filing fee, you must add a credit card to your eFlex account.
- Click on “My Profile.”
- Under the “Wallets” section, go to “SECOND JUDICIAL DISTRICT COURT - STATE OF NEVADA - Family Court Fee Payments” and click the “Add” button.
- Enter a description for the credit card you will be using.
- Click “Create Credit Card Token.” Enter your credit card information and follow the prompts to save it to your account.

□ Step 4b: Electronically file your documents:

- To start the custody case, click “Home,” then click “New Case.”
- Select “Family-Related: Domestic Relations” and “Custody (Non-Divorce) - CU.”
- Click “Add my Parties” and enter each person’s information as the Party Type “Joint Petitioners.”
- To file each document, select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, click “Add.”

Note: The eFlex Document Category field can be left blank.

- **Family Court Information Sheet**  
(Document Type: “Family Court Info Sheet”)
- **Joint Petition to Establish Custody and Visitation** including **Appendix A and Appendix B** all together as one PDF document  
(Document Type: “Jnt Pet to Est Cust/Visit/Sup”)
- **Request for Submission** and **Index of Exhibits** as a 2-page PDF  
(Document Type: “Request for Submission”)

- **Exhibit Cover Page and Order Establishing Custody, Visitation, and Child Support** all together as one PDF document attached to the **Request for Submission**  
(Document Type: “\*\*Continuation”)
  - Your Exhibit Cover Page and Order Establishing Custody, Visitation, and Child Support get attached to the Request for Submission by selecting the Document Type: “\*\*Continuation.”
  - Upon attaching the Exhibit Cover Page and Order, 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 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.”

Estimated Fees: the filing fee will be displayed. Select how you will satisfy the payment. If you have a credit card on file, select “Wallet Item.” If you have an approved Fee Waiver on file, select “Order Granting Fee Waiver Approved.”

When you are ready to submit your documents to the court, click “Submit the Filing.”

Step 5: Wait.

Once all the documents are filed, you will be assigned a case number and a judge. The judge will have approximately 60 days to review your documents and issue an order.

**\*\* PLEASE NOTE \*\***

**If you do not follow all of the instructions, your Joint Petition may be denied.**

**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**

## Legal Assistance Information

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 contact the Resource Center or the Law Library. **The Resource Center and the Law Library staff cannot give legal advice** but can give information regarding court procedures.

You may wish to speak with a lawyer at no cost through the Law Library's Lawyer in the Library program. The Lawyer in the Library program is held via Zoom; you must register ahead of time to participate. No walk-ins accepted as space is limited.

### LAWYER IN THE LIBRARY

Sign up on our website:

<https://www.washoecourts.com/LawLibrary/LawyerInLibrary>

For questions, contact the Law Library at 775-328-3250

To seek assistance from other free or reduced-cost legal resources in the area, please contact:

#### NEVADA LEGAL SERVICES

449 S. Virginia St.  
Reno, NV 89501

775-284-3491 – leave a message, if  
necessary

<https://nevadalegalservices.org>

#### NORTHERN NEVADA LEGAL AID

1 S. Sierra St., 1<sup>st</sup> Floor  
Reno, NV 89501

775-321-2062 – leave a message, if  
necessary

<https://nnlegalaid.org>