PETITION TO REGISTER A CUSTODY ORDER

P-2

Resource Center 1 South Sierra St., Third Floor Reno, NV 89501 775-325-6731 www.washoecourts.com

PETITION TO REGISTER A CUSTODY ORDER

PACKET P-2

USE THIS PETITION ONLY IF <u>ALL</u> OF THE FOLLOWING STATEMENTS ARE TRUE:

- □ There is a child custody order issued by a court of another state.
- \Box That order is current and has not been modified.
- □ You or the other parent moved to Nevada and intend to remain a resident in the State of Nevada for the foreseeable future.
- □ You are trying to register this petition for ENFORCEMENT ONLY.

This packet is to be used to register a <u>child custody order</u> issued by a court of <u>another state</u> only. If the court order is from a different Court in the State of Nevada, you will need to file an M-6 packet, not this packet.

To register child support orders, contact the District Attorney's Office.

To register a foreign judgment for property, please see NRS Chapter 17.

This packet is to register a custody order for enforcement only. You will not be able to make changes to the current custody order without additional steps.

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 FOR COMPLETING FORMS

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT ANY OF THE FORMS.

Use black or blue ink only. Neatly print or type 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. Petition to Register a Custody Order
- 4. Notice of Petition to Register a Custody Order
- 5. Proof of Certified Mailing
- 6. Request for Submission
- 7. Proof of Service

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 Second Judicial District Court, or email it to <u>eflexsupport@washoecourts.us;</u>

3) Request an account at https://wceflex.washoecourts.com/.



If you need further assistance signing up for an account, please call the Resource Center at 775-325-6731.

INSTRUCTIONS: STEP 2

Complete the Family Court Information Sheet as Shown:

You will be assigned a		
Case No. and		
Department No. when		
you file the Petition with		
the Court.		
	1	IN THE FAMILY DIVISION
	2	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA IN AND FOR THE COUNTY OF WASHOE
1) Print your name.	3	CONFIDENTIAL DAN JUN COLDT DIFONMATION CULTURE
	4	Plaintiff/Petitioner,
	5	VS.
2) Print the other	6	Dept. No.
parent's name.	7	Defendant/Respondent.
	8	Name: Name:
3) Complete the	9 1	Social Security #: Social Security #: Date of Birth: Date of Birth:
, I		Interpreter Needed? YES NO Interpreter Needed? YES NO Language:
requested information	10	
for the other parent and		IF THIS CASE INVOLVES CHILDREN, PLFASE COMPLETE THE FOLLOWING:
you. Print "do not		Residential Address:
have" if one or both of		City, State, Zip: City, State, Zip: Mailing Address: Mailing Address:
you do not have a Social	1 ¹⁴	
Security number.	15	Telephone #:
	10	Are you employed? YES NO Are you employed? YES NO Name of Employer: Name of Employer: No Name of Employer: No
		Business Address: Business Address:
	18	City, State, Zip:
		Telephone #: Driver's License #:
		Ethnicity: White (Not Hispanic) Ethnicity: White (Not Hispanic)
4) Print the name, social	21	African-American Hispanie African-American Hispanie Asian or Pacific Islander Asian or Pacific Islander
security number, and	22	Native American/Alaskan Native Other Native American/Alaskan Native Other
date of birth for each	23	CHILDREN INVOLVED IN THIS CASE Name: SSN: DOB:
child involved in this	24	Name: DOB:
case.		Name: DOB: Name: SSN: DOB:
		Name: DOB:
5) Complete the		
remaining questions.		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
		REV 9/17/19 KAL This document contains the social security number of a person as required by NRS 123.130, NRS 125.230, and NRS 125B.055

INSTRUCTIONS: STEP 3

Complete the Petition to Register a Custody Order as Shown:

You must attach as an exhibit a **certified copy and a copy** of the original court order you are looking to register to this petition. See INSTRUCTIONS: STEP 3a.



INSTRUCTIONS: STEP 3a

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

You will need to attach a certified copy and a copy of the original court order you are looking to register to the petition.	Exhibit Number Number of Pages Exhibit Number Number of Pages
 Write how many pages each exhibit is. The documents should be in the following order to file: Petition to Register a Custody Order the Index of Exhibits the Exhibit Cover Page 1 the certified copy of order the Exhibit Cover Page 2 the copy of the order 	Exhibit NumberNumber of Pages
	Exhibit Cover Page

INSTRUCTIONS: STEP 4

Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <u>https://wceflex.washoecourts.com/</u>, in the Law Library and the Resource Center.

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 Second Judicial District Court or email to <u>eflexsupport@washoecourts.us</u>.

Sign into your eFlex account using the username and password you created and electronically file the:

- Family Court Information Sheet; and
- Petition to Register a Custody Order and exhibits.

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 Law Library and the Resource Center.

There may be a filing fee charged when documents are filed. Fee information is available at the Resource Center and online at: <u>www.washoecourts.com</u>.

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:

- Resource Center, 1 South Sierra Street, Reno, NV, Third Floor
- Law Library, 75 Court Street, Reno, NV, First Floor
- Online at: <u>www.washoecourts.com</u> (select the "Forms & Packets" tab on the top righthand side of the home screen)

INSTRUCTIONS: STEP 5

Complete the Notice of Petition to Register a Custody Order as Shown:



INSTRUCTIONS: STEP 6

Getting the Notice Issued

You will need to bring the Notice to the Resource Center or mail a copy of the Notice to the Filing Office using the following address:

75 Court Street Reno, Nevada 89501 Attention Mail Desk

Once received, a filing clerk will issue the Notice by dating and signing the Notice and placing an embossed seal on the bottom right corner.

If you bring in the Notice in person, the Notice will be immediately returned to you.

If you mail in the Notice, you will receive the Issued Notice back in the mail.

You will need to make a copy of the Notice to serve your other parent with.

Copy machines are available at the Law Library located on the first floor of the courthouse at 75 Court Street, Reno, NV. There is a per page charge to use the copy machine. Cash only.

INSTRUCTIONS: STEP 7

Serving the Documents

You must serve a copy of the petition, all exhibits, and notice to the other party by certified mail, return receipt requested.

INSTRUCTIONS: STEP 8

Complete the Proof of Certified Mailing as Shown:

You must attach the return receipt to this form as an exhibit. See INSTRUCTIONS: STEP 3a.



INSTRUCTIONS: STEP 9

Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <u>https://wceflex.washoecourts.com/</u>, in the Law Library and the Resource Center.

Sign into your eFlex account using the username and password you created and electronically file the:

- Notice of Petition to Register a Custody Order; and
- Proof of Certified Mailing and exhibits.

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 Law Library and the Resource Center.

Waiting for the Other Parent to Respond

After service is completed, the other parent has 20 calendar days, beginning the day after the day of service, to contest the petition and ask for a hearing.

If the other parent **does not** contest the petition within the 20 days fill out and file the Request for Submission.

If the other parent **does** contest the petition within the 20 days, you can file a reply to the response and the request for submission, or just the request for submission.

INSTRUCTIONS: STEP 10

Complete the Request for Submission as Shown:

Once the Request for Submission is filled out, file the Request for Submission and serve on the other parent.



INSTRUCTIONS: STEP 11

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 Resource 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 12).

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.

INSTRUCTIONS: STEP 12 Complete the Proof of Service as Shown:



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

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: <u>https://www.washoecourts.com/LawLibrary/LawyerInLibrary</u> 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., 1st Floor Reno, NV 89501 775-321-2062 – leave a message, if necessary <u>https://nnlegalaid.org</u>

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