

Do Not File Or Copy This Page

**PETITION FOR CHILD
VISITATION BY CERTAIN
RELATIVES OR OTHER
PERSONS**

(NOT FOR USE BY PARENTS)

D-21

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

**PETITION FOR CHILD VISITATION
BY VISITATION BY CERTAIN
RELATIVE OR OTHER PERSONS**

PACKET D-21

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

- The minor child(ren) live in Washoe County.
- The minor child(ren) are unmarried.
- The parent(s) or agency in custody of the minor child(ren) has/have denied or unreasonably restricted your visits with the minor child(ren).

–AND–

- You are the grandparent, great-grandparent, step-parent, or sibling; and a parent of the minor child(ren) is deceased –OR– the parents are divorced or separated –OR– the parents were never married, but lived together, and are now separated or deceased.

–OR–

- You are someone other than the parent, grandparent, great-grandparent, or sibling, and the child(ren) has/have previously resided with you and the child(ren) established a meaningful relationship with you.

ATTENTION

If a parent's rights are being terminated or an adoption is occurring; please contact the Self Help Center, attend Lawyer in the Library, or meet with a licensed attorney for further information.

If none of the above apply, you may not be eligible for visitation. Please attend Lawyer in the Library or meet with a licensed attorney for further information.

Do Not File Or Copy This Page

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. Petition for Child Visitation
4. Summons
5. Declaration of Personal Service

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

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 1

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


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.

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 eflexsupport@washoecourts.us; and
- 3) Request an account at <https://wcflex.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 for an eFile account to permit eFiling of court case documents using the eFlex Electronic Filing System (eFlex). 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 in court cases for which I am an active party or a 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 bar number and a list of all pending court matters. Also included must be an acknowledgment that all 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 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 eFlex 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 of filed documents replacing the need for paper service. Electronic service of documents is limited to 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 Tjvera 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 account through "eFlex Account" supersede the court's case management system for the purpose of delivering valid and effective service of eFiled documents. I understand that it is my responsibility to keep my 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 (whichever applies) into each of my cases whenever I depart from an agency, office, or I 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 separate 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, the 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://wcflex.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 Second Judicial District Court at 75 Court Street, Reno, Nevada, or at 1 S. Sierra Street, Reno, Nevada.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 2

Complete the Family Court Information Sheet as Shown:

1) Print your name.

2) Print the name of the person(s) who is denying you visitation.

3) Complete the rest of the information as requested.

Print "do not have" if you do not have a social security number.

The Filing Office will give you a Case No. and Department No. when you file the petition with the court.

1		IN THE F
2		OF THE SECOND JUDICIAL DIST
3		IN AND FOR TH
4		CO
5	Plaintiff/Petitioner,	FAMILY COURT INFORMATION SHEET
6	vs.	Case No. _____
7		Dept. No. _____
8	Defendant/Respondent.	
9	Name: _____	Name: _____
10	Social Security #: _____	Social Security #: _____
	Date of Birth: _____	Date of Birth: _____
	Interpreter Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Interpreter Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO
	Language: _____	Language: _____
11	IF THIS CASE INVOLVES CHILDREN, PLEASE COMPLETE THE FOLLOWING:	
12	Residential Address: _____	Residential Address: _____
13	City, State, Zip: _____	City, State, Zip: _____
14	Mailing Address: _____	Mailing Address: _____
15	City, State, Zip: _____	City, State, Zip: _____
16	Telephone #: _____	Telephone #: _____
17	Are you employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you employed? <input type="checkbox"/> YES <input type="checkbox"/> NO
18	Name of Employer: _____	Name of Employer: _____
19	Business Address: _____	Business Address: _____
20	City, State, Zip: _____	City, State, Zip: _____
21	Telephone #: _____	Telephone #: _____
22	Driver's License #: _____	Driver's License #: _____
23	Ethnicity: <input type="checkbox"/> White (Not Hispanic)	Ethnicity: <input type="checkbox"/> White (Not Hispanic)
24	<input type="checkbox"/> African-American <input type="checkbox"/> Hispanic	<input type="checkbox"/> African-American <input type="checkbox"/> Hispanic
25	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Asian or Pacific Islander
26	<input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Other	<input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Other
27	CHILDREN INVOLVED IN THIS CASE	
28	Name: _____ SSN: _____ DOB: _____	
29	Name: _____ SSN: _____ DOB: _____	
30	Name: _____ SSN: _____ DOB: _____	
31	Name: _____ SSN: _____ DOB: _____	
32	Name: _____ SSN: _____ DOB: _____	
33	If there are more than five children, list their names on a separate sheet of paper and attach.	
34	Does this case involve family violence: <input type="checkbox"/> Yes <input type="checkbox"/> No	
35	Are you requesting Child Support Enforcement Services from the District Attorney's Office (IV-D) Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	
36	REV 9/17/19 KAL	
37	This document contains the social security number of a person as required by NRS 123.130, NRS 125.230, and NRS 125B.055	

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 3

Complete the Petition for Child Visitation as Shown:

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

2) Print your name.

3) Print the name of the person(s) who is denying you visitation.

4) Complete all the pages of the petition, following the instructions on each page.

1 Code: 3645/S3645
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant
7
8 IN THE FA
9 OF THE SECOND JUDICIAL DISTRICT
10 IN AND FOR THE

11 _____
12 Plaintiff / Petitioner,
13 Case No. _____
14 vs. Dept. No. _____
15 _____
16 Defendant / Respondent,
17
18 PETITION FOR CHILD VISITATION
19
20 1. I petition this Court for an Order establishing specific visitation for the minor child(ren) namely:
21 Child's Name Date of Birth
22 _____
23 _____
24 _____
25 If more room is needed, attach additional sheets.
26
27 2. There IS -OR- IS NOT an active Washoe County Human Services Agency case
28 regarding the minor child(ren). (CPS case)

REV 5/6/2019 JCB 1 D-21 PETITION

The Filing Office will give you a Case No. and Department No. when you file the petition with the court.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 4

Electronically Filing the Petition

You 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 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; and
- Petition for Child Visitation.

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 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

There will be a filing fee charged when you file the documents. Fee information is available at the Filing Office, Law Library, Self Help Center, and online at: www.washoecourts.com.

FILING FEE WAIVERS

If you cannot afford the fee, you may apply to have it waived. To apply, you must fill out and file the **F-6 Application to Waive Fees and Costs**, which you can get at:

- 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
- Online at: www.washoecourts.com (select the “Forms and Packets” tab on the right hand side of the home screen)

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 5

Complete the Summons as Shown:

The Filing Office will give you a Case No. and Department No. when you file the petition with the court.

1 Code: 4085

2 IN THE FAMILY

3 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

4 IN AND FOR THE COUNTY OF WASHINGTON

5 _____

6 Plaintiff / Petitioner / Joint Petitioner,

7 vs.

8 _____

9 Defendant / Respondent / Joint Petitioner.

10

11 SUMMONS

12 **TO THE DEFENDANT: YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT YOUR BEING HEARD UNLESS YOU RESPOND IN WRITING WITHIN 21 DAYS. READ THE INFORMATION BELOW VERY CAREFULLY.**

13

14 A civil complaint or petition has been filed by the plaintiff(s) against you for the relief as set forth in that document (see complaint or petition). When service is by publication, add a brief statement of the object of the action.

15

16 The object of this action is: _____

17

18 1. If you intend to defend this lawsuit, you must do the following within 21 days after service of this summons, exclusive of the day of service:

19 a. File with the Clerk of the Court, whose address is shown below, a **formal written answer** to the complaint or petition, along with the appropriate filing fees, in accordance with the rules of the Court, and;

20 b. Serve a copy of your answer upon the attorney or plaintiff(s) whose name and address is shown below.

21

22 2. Unless you respond, a default will be entered upon application of the plaintiff(s) and this Court may enter a judgment against you for the relief demanded in the complaint or petition.

23

24 Dated this _____ day of _____, 20____.

25 Issued on behalf of Plaintiff(s): JACQUELINE BRYANT
CLERK OF THE COURT

26 Name: _____ By: _____
Address: _____ Deputy Clerk

27 Phone Number: _____ Second Judicial District Court
75 Court Street

28 Email: _____ Reno, Nevada 89501

R

1) Print your name. →

2) Print the name of the person(s) who is denying you visitation. →

3) Print "Petition for Visitation Only" as the object of this action. →

4) Leave the date blank. →

5) Fill in your information. →

6) Leave this blank. →

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 6

Getting the Summons Issued

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

75 Court Street, Room 131
Reno, Nevada 89501
Attention Mail Desk

Once received, a filing clerk will issue the Summons by dating and signing the Summons, and placing an embossed seal.

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

If you mail in the Summons, you will receive the issued Summons back in the mail.

You will need to make a copy of the Summons to serve your spouse with.

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

INSTRUCTIONS: STEP 7

Setting a Hearing

You must set a hearing. The court will not automatically set one for you.

To set up your hearing, you will need to contact the department in which your case will be heard. Once you have filed your documents, the Filing Office will assign you a case number and department. For contact information for each department, visit www.washoecourts.com/judges.

Alternatively, you can set a hearing in person. To do so go to the third floor of 1 S. Sierra.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 8

Serving the Documents

The other party **must be personally served** within 120 days after the petition is filed or your case may be dismissed. You must have the other party personally served with the summons and petition. The file-stamped documents should be stapled together with a copy of the “issued” summons on top. The original summons must be filed with the court after service is completed.

Personal Service

Personal service is completed by a person other than yourself by:

- handing a copy of the summons and petition along with all other documents you have filed with the court to the other party; or
- leaving a copy at the other party’s home with a person of suitable age and discretion who lives there; or
- delivering a copy to an agent authorized to receive service (such as an attorney).

You cannot complete personal service. Service may be completed by:

- the Civil Division of the Sheriff’s Office in the county in which the other party resides or works; or
- a responsible adult over the age of 18 years (such as a friend or relative); or
- a private process service.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 9

Complete the Declaration of Personal Service as Shown:

The person who serves the other party must complete this declaration (see Instructions: Step 8). **You cannot serve the other party.**

The person who completes service must fill out the declaration and sign it. It is your responsibility to file the original summons and declaration of service with the court after service is completed.

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

2) Print your names just as they appear on all other documents in this case. You will also print the Case No. and Department No. that were assigned by the Filing Office.

3) The person who served the document(s) must complete the declaration from this point forward.

4) The person who served the document(s) must sign and date the declaration.

1	Code: 1520
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	_____ Plaintiff / Petitioner, Case No. _____
12	vs. Dept. No. _____
13	_____ Defendant / Respondent.
14	
15	DECLARATION OF PERSONAL SERVICE
16	(To be filled out and signed by the person who served the Defendant or Respondent.)
17	I, _____, declare:
18	(Name of person who completed service)
19	1. I am not a party to this action and am over 18 years of age.
20	2. I am not a licensed process server; I am a natural person serving legal process without compensation, not more than three times per year, on behalf of a litigant who is a natural person, and therefore I am not required to be licensed pursuant to NRS 648.063(2).
21	3. I was able to complete service.
22	4. I personally delivered and left the document(s) with:
23	<input type="checkbox"/> The person to the case (Defendant / Respondent). I served the document(s) on the party at the location below.
24	_____
25	(Name of person served)
26	_____
27	(Street Address, City, State, and Zip Code of where served)
28	
	REV 2/2019 JCB 1 DECLARATION OF PERSONAL SERVICE

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 10

Filing the Summons and Declaration of Service

After service is completed, **you must file the original summons and declaration of service with the court.** Without proof of service on the other party, the court cannot grant you visitation.

The other party has 21 days after the date of service in which to file an answer to the petition. If the other party does not file an answer, please contact the Self Help Center for further information regarding a default packet.

ATTENTION

Please attend your hearing.
If you do not attend your hearing, your case may be dismissed or orders may be made without you.

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

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

WASHOE LEGAL SERVICES

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