

D-9

JOINT PETITION TO ESTABLISH CUSTODY AND VISITATION

Both petitioners must sign and initial throughout the forms using blue or black ink pen.

Purpose of this packet:

Unmarried parents want a court order to establish custody and visitation. Both parents agree about custody, visitation, medical or other care, education, and child support.

This packet is used if:

- 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.
- No other court has previously issued a custody order for the children.
- Parentage has been established.

Contents:

1. Instructions
2. Legal Assistance Information
3. EFile User Agreement x 2 - a copy for each parent
4. Confidential 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: Sign up for an electronic filing account

The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. To file electronically, both parents must have a free 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 following forms:

- Confidential Family Court Information Sheet
- Joint Petition to Establish Custody and Visitation, including Appendix A and Appendix B
- Request for Submission
- Index of Exhibits and Exhibit Cover Page
- Order Establishing Custody, Visitation, and Child Support

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

Fill out the Joint Petition, including the appendices (Appendix A: Gross Monthly Income and Appendix B: Child Support Worksheet) to help you calculate your gross monthly income and child support obligation.

You must include your gross monthly income and calculate your child support obligation (see Sections 12-14 of the Joint Petition). **This is not optional.** You and the other parent may agree to a different amount of child support (see Section 15), but the amount required by law must be filled out in Section 14.

Fill out and sign the Order Establishing Custody, Visitation, and Child Support, except for the two lines where the judge will date and sign.

☐ Step 3: File your forms

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them.

There is a filing fee. If you are paying the filing fee with a credit card, the credit card must be added into eFlex before you electronically file your documents. Cash payments will need to be brought to the Resource Center. If you cannot afford the filing fee, there is an F-6JP Joint Application and Declaration to Waive Fees and Costs that can be used to ask for the filing fee to be waived.

👉 How to add a credit card to your eFlex account:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. To pay the filing fee, you must add a credit card to your eFlex account.
3. Click on "My Profile."
4. Under the "Wallets" section, go to "SECOND JUDICIAL DISTRICT COURT - STATE OF NEVADA - Family Court Fee Payments" and click the "Add" button.

5. Enter a description for the credit card you will be using.
6. Click “Create Credit Card Token.” Enter your credit card information and follow the prompts to save it to your account.

↳ How to file your documents using eFlex:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click “Home;” click “New Case.”
3. Select “Family-Related: Domestic Relations” and “Custody (Non-Divorce) - CU.”
4. Click “Add My Parties (Plaintiffs)” and enter your information as the Party Type “Joint Petitioner.” Click “Add My Parties (Plaintiffs)” again and add the other parent’s information as Party Type “Joint Petitioner.”
5. To file each document, you will select the applicable Document Type, click “Choose File” or “Browse,” then locate your document file on your computer, and click “Add.”

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Confidential 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 Type: Jnt Pet to Est Cust/Visit/Sup)
 - Request for Submission and Index of Exhibits all together as one PDF.
(Document Type: Request for Submission)
 - Exhibit Cover Page and Order Establishing Custody, Visitation, and Child Support, all together as one PDF attached to the Request for Submission.
(Document Type: **Continuation)
- When prompted to select which document you are attaching the Exhibit Cover Page and Order Establishing Custody, Visitation, and Child Support to, confirm that “Request for Submission” is selected, click “Next.”

A helpful video for attaching exhibits can be found here:

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

6. 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.”
7. Estimated Fees: A 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.”
8. When you are ready to submit your documents to the court, click “Submit the Filing.”

□ Step 4: 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.

The eFlex system will send a notification to your email when the judge issues an order in your case. You can then log in to eFlex to read the order.

**** PLEASE NOTE ****

If you do not follow all 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., 3rd 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., 1st Floor
Reno, NV 89501

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

<https://nnlegalaid.org>