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TEMPORARY PROTECTION ORDER EX PARTE MOTION

Note: If you would like to apply for a Temporary Order for Protection (TPO), do not use this packet. Contact the Protection Order Help Center at (775) 328-3127 if you have questions.

Purpose of this packet:

You want extend, modify, or dissolve a Temporary Order for Protection against Domestic Violence (also known as a TPO) or an Extended Protection Order (EPO).

Contents:

1. Instructions
2. Legal Assistance Information
3. Ex Parte Motion
4. Request for Submission

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:

There is no filing fee to file this Ex Parte Motion.

You may print the forms yourself or visit the court to pick up the forms for free.

The court's Protection Order Help Center, located at 1 South Sierra Street, 3rd floor, can assist you by providing the forms, give you a private place to fill them out, and help with filing your forms. The Protection Order Help Center can be reached at (775) 328-3127.

See below for tips on how to fill out and file the forms.

☐ Step 1: Fill out the forms

Your Ex Parte Motion requires two forms to be filled out and filed.

- Ex Parte Motion
- Request for Submission

If you are the person who filed the Temporary Protection Order, you are the "Applicant." In the upper left corner of the Ex Parte form, include your contact information. If your address is confidential, write "confidential" for your address.

If a Temporary Protection Order was issued against you, you are the "Adverse Party" to this action.

Include the case number and department number of the TPO case you are responding to.

On your Ex Parte Motion, select what you are requesting from the court by checking the appropriate box.

Extension: Mark this choice if you want to request the TPO be extended.

Modification: Mark this choice if you want to request a change to the TPO.

Dissolve: Mark this choice if you want to contest any part of the Application or cancel the TPO completely.

Other: Mark this choice for any other request that does not fit into any of the above categories and explain.

The Request for Submission form is used to inform the court of your Ex Parte Motion filing.

Sign and date the forms. The date next to your signature is the date you sign the forms.

□ Step 2: File your forms with the court

Choose one of the options below to file your forms:

1. Visit the Second Judicial District Court

Bring your documents to the court's Protection Order Help Center located at 1 South Sierra Street, 3rd floor, Reno, Nevada. Court staff will file your forms.

2. By email

You can email your documents to the Protection Order Help Center at:

POHC@washoecourts.us

3. By mail

You can mail your documents to the court's Filing Office at:

Second Judicial District Court Filing Office
75 Court Street
Reno, NV 89501

4. File electronically

You can electronically file the documents yourself. The court uses an electronic filing system called eFlex. To sign up for a free eFlex account online, visit <https://www.washoecourts.com/EFiling/SignUp>.

Note: eFlex account approval can take up to three business days.

👉 How to file your documents using eFlex:

Note: Do not file all your papers together as one PDF document. You must have **two** separate PDFs.

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click "Home;" click "Existing Cases."
3. Locate the case you are filing into and click on the blue "eFile" link next to the case number. If you do not see the case number, type the case number in the search bar and click the blue "eFile" link next to the search bar.
4. 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 two separate PDFs below:

Note: Leave the eFlex Document Category blank.

- Ex Parte Motion
(Document Type: Ex-Parte Mtn)
 - Request for Submission
(Document Type: Request for Submission)
5. When both 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.”
 6. There is no filing fee required for your documents; select “No Fee Required.”
 7. When you are ready to submit your documents to the court, click “Submit the Filing.”

☐ **Step 3: What happens after your documents are filed**

Once you have completed all the steps, your Ex Parte Motion will be sent to the court for a decision. After review, the court will issue an order based on the information you provided in your Ex Parte Motion. Your request will either be granted, denied, or set for hearing.

If you have an eFlex account: The eFlex system will send a notification to your email when the court issues an order in your case. You can then log in to eFlex to read the order. All orders can be reviewed and printed from your eFlex account.

If you do not have an eFlex account: If you have not received a response after three business days, contact the Protection Order Help Center to check on the status of your Ex Parte Motion filing.

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

**Protection Order Help Center
1 South Sierra St., 3rd Floor
Reno, NV 89501
(775) 328-3127**

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>