

REQUEST TO WAIVE SERVICE OR PUBLISH IN THE NEWSPAPER

GA-6

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

Do Not Copy Or File This Page

**REQUEST TO WAIVE SERVICE OR
PUBLISH IN THE NEWSPAPER**

PACKET GA-6

**USE THIS PETITION PACKET ONLY IF ALL
OF THE FOLLOWING REQUIREMENTS HAVE BEEN MET:**

- You have filed a Petition for Guardianship of an adult, or a Petition for Guardianship of an adult with Immediate Temporary Guardianship Requested.
- The location of the party required to be served is unknown or the identity of the party required to be served is unknown.

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. Declaration to Waive Service or Alternatively, for Service by Publication
2. Declaration of Due Diligence
3. Request for Submission

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 Copy Or File This Page

INSTRUCTIONS: STEP 1

Complete the Declaration to Waive Service or Alternatively, for Service by Publication as Shown:

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

COURT CODE: 1520
Your Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email Address: _____
Self-Represented

**IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WASHOE**

In the Matter of the Guardianship of the:

- Person
 Estate
 Person and Estate

CASE NO.: _____
DEPT: _____

of:

(name of adult alleged to need a guardian)
A Proposed Protected Person.

**DECLARATION TO WAIVE SERVICE OR ALTERNATIVELY, FOR
SERVICE BY PUBLICATION (GUARDIANSHIP)**

I respectfully state the following:

1. I am the Petitioner in this case. A verified Petition was filed and a Citation directed to the relatives of the above-named proposed protected minor.
2. I have not been able to locate certain relatives who are entitled to notice. The relatives who cannot be located and to the best of my knowledge their last known addresses are: *(list the names of all the relatives you cannot find, their relationship to the person in need of a guardian, plus their last known addresses and the date they last lived there):*

Name	Relationship	Name	Relationship
_____	_____	_____	_____
Last Known Address	_____	Last Known Address	_____
_____	_____	_____	_____
City, State, Zip Code	_____	City, State, Zip Code	_____
_____	_____	_____	_____
Date the person was last known to live at this address	_____	Date the person was last known to live at this address	_____
_____	_____	_____	_____
Date you mailed a copy of the Petition & Citation to this address	_____	Date you mailed a copy of the Petition & Citation to this address	_____

© 2018 Nevada Supreme Court

Page 1 of 3 – Affidavit for Service by Publication (Guardianship)

2) Print the heading, Case No., and Dept. No. just as they appear on all your other documents in this case.

3) Complete pages 1 - 3, following the instructions on each page.

Do Not Copy Or File This Page

INSTRUCTIONS: STEP 2

Complete the Declaration of Due Diligence as Shown:

If you have documents that support your Declaration of Due Diligence, attach copies of the documents to your Declaration of Due Diligence as exhibits (see INSTRUCTIONS: STEP 3). If you do not have any exhibits, please continue to INSTRUCTIONS: STEP 4.

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

COURT CODE: 1520
Your Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email Address: _____
Self-Represented

IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA IN AND FOR THE COUNTY OF WASHOE

In the Matter of the Guardianship of the:

- Person
 Estate
 Person and Estate

CASE NO.: _____
DEPT: _____

of:

(name of adult alleged to need a guardian)
A Proposed Protected Person.

DECLARATION OF DUE DILIGENCE

I, (your name) _____, respectfully state:

1. I am the (check one) Petitioner other (state your relationship) _____ in this case. A verified Petition was filed and a Citation was filed directed to (name of relative who cannot be found) _____. This person is the (relationship) _____ to the person who is the subject of the guardianship case. This person must be served with the Petition and Citation, but the person's location is unknown.

2. **Last Address.** To the best of my knowledge, the person's last known address is:

Last Known Street Address

City, State, Zip Code

The person last lived at that address on (date) _____. I do not know of any other address for this person.

© 2018 Nevada Supreme Court

Page 1 of 6 – Affidavit of Due Diligence (Guardianship)

2) Print the heading, Case No., and Dept. No. just as they appear on all your other documents in this case.

3) Complete pages 1 - 3, following the instructions on each page.

Do Not Copy Or File This Page

INSTRUCTIONS: STEP 3

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

To attach documents in support of your Declaration of Due Diligence you will need an Exhibit Index and Exhibit Cover Page(s). If you do not have any exhibits skip this step and continue with INSTRUCTIONS: STEP 4.

1) For each exhibit you are attaching you must print:

- a) An exhibit number, starting with 1,
- b) The number of pages in the exhibit, and
- c) A description of the exhibit.

2) For each exhibit, you must fill out an Exhibit Cover Page with the exhibit number listed on the Index of Exhibits.

3) The documents should be in the following order:

- the Declaration of Due Diligence
- the Index of Exhibits
- the Exhibit Cover Page
- the exhibit
- the Exhibit Cover Page
- the exhibit, and so on.

INDEX OF EXHIBITS

Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

Exhibit Cover Page

EXHIBIT NUMBER _____

Do Not Copy Or File This Page

INSTRUCTIONS: STEP 4

Complete the Request for Submission as Shown:

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

2) Print the heading, Case No., and Dept. No. just as they appear on all your other documents in this case.

3) Complete the remaining information as requested.

COURT CODE: 3860
Your Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email Address: _____
Self-Represented

IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WASHOE

In the Matter of the Guardianship of the:

Person
 Estate
 Person and Estate

CASE NO.: _____
DEPT: _____

of:

(name of adult alleged to need a guardian)
A Proposed Protected Person.

REQUEST FOR SUBMISSION

Petitioner(s), (first Petitioner's name) _____ and
(second Petitioner or "n/a" if only one Petitioner) _____,
request(s) that the DECLARATION TO WAIVE SERVICE OR ALTERNATIVELY, FOR
SERVICE BY PUBLICATION (GUARDIANSHIP) and DECLARATION OF DUE
DILIGENCE be submitted to the Court for consideration.

This document does not contain the personal information of any person as defined by
NRS 603A.040.

DATED (month) _____ (day) _____, 20__.

(Signature)

(Printed Name)

© 2018 Nevada Supreme Court
Page 1 of 1 – Request for Submission

Do Not Copy Or File This Page

INSTRUCTIONS: STEP 5

Electronically Filing the Documents

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

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

- Declaration to Waive Service or Alternatively, for Service by Publication;
- Declaration of Due Diligence; and
- Request for Submission.

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 in the Law Library and the Resource Center.

INSTRUCTIONS: STEP 6

Wait

After you file the documents, they will be sent to the judge to determine whether you have shown that a serious attempt to locate the required parties.

All orders can be reviewed and printed from your eFlex account.

If the judge waives service on the parties, no further steps are needed.

If the judge grants publication of the Citation, continue with *INSTRUCTIONS: STEP 7*.

Do Not Copy Or File This Page

INSTRUCTIONS: STEP 7

Getting the Citation Published

Once the judge has signed the order for publication, take a file stamped copy of the Citation to Appear and Show Cause and a signed, file stamped copy of the Order for Publication to the newspaper.

The citation must be published once a week for four weeks. At the end of that time, the newspaper will send you a copy of the Citation as it appeared in the newspaper and an Affidavit of Publication. Once you have received the Affidavit of Publication you must electronically file the Affidavit with the Court.

REMEMBER: Even if you publish the Citation, you must also send a copy of the Citation to the party's last known address by certified mail with return receipt requested.

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>