

**PETITION FOR  
CONFIRMATION OF SALE OF  
REAL PROPERTY**

(Sale of Real Property Part B)

**GA-12  
(Part B)**

Self Help Center  
1 South Sierra St., First Floor  
Reno, NV 89501  
775-325-6731  
[www.washoecourts.com](http://www.washoecourts.com)

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## **Petition for Confirmation of Sale of Real Property (Sale of Real Property Part B)**

### **PACKET GA-12 (Part B)**

#### **USE THIS GUARDIANSHIP PETITION ONLY IF ALL OF THE FOLLOWING STATEMENTS ARE TRUE:**

- You have been appointed as guardian of a protected person's Estate in Washoe County.
- You wish to sell some or all of the protected person's real property.
- You have had the real property appraised within the last year.
- You have already filed and completed all the steps in the GM-12 (Part A) Petition for Authority to List and Sell Real Property.

#### **GENERAL INFORMATION FOR FILING DOCUMENTS**

Electronic filing is **MANDATORY** for filings in all cases. If you need help with electronic filing, contact the Second Judicial District Court.

This packet does not include everything you will need to sell the real property of the protected person. There are two parts to selling real property in a guardianship case. This packet has all the forms needed to complete Part B.

#### **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. Petition for Confirmation of Sale of Real Property
2. Notice of Hearing
3. Certificate of Service

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00. N.R.S. §199.145.

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## INSTRUCTIONS: STEP 1

### Complete the Petition as Shown:

You must attach a copy of the Residential Offer and Acceptance Agreement, the Appraisal and Evidence of the Amount the Property was bought at to this petition as shown in INSTRUCTIONS: STEP 2.

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

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

3) Complete pages 1-6, following the instructions on each page.

COURT CODE: 3500  
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:

Estate  
 Person and Estate

CASE NO.: \_\_\_\_\_  
DEPT: \_\_\_\_\_

of: \_\_\_\_\_  
*(name of person who has a guardian)*  
A Protected Person.

**PETITION FOR CONFIRMATION OF SALE OF REAL PROPERTY**

Guardian(s), *(first Guardian's name)* \_\_\_\_\_ and  
*(second Guardian's name or "n/a" if only one Guardian)* \_\_\_\_\_,  
respectfully represent the following to this Honorable Court:

- Approval.** This Court granted the guardian(s) authority to list and sell the real property on *(date the court authorized you to list and sell the property)* \_\_\_\_\_.
- Property.** The real property guardian(s) wish to sell is located at *(property address)*:  
\_\_\_\_\_  
\_\_\_\_\_
- Legal Description.** The property is legally described as follows *(write the legal description of the property)*:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## INSTRUCTIONS: STEP 2

If you have Exhibits, Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

You will need to attach the following documents to the petition:

- The Residential Offer and Acceptance Agreement;
- The Appraisal; and
- The Evidence of the Amount the Protected Person Bought the Property.

Write in the number of pages for each exhibit.

**You do not need to write anything else on these pages, unless you are attaching additional exhibits.**

The documents should be in the following order:

- The Petition
- The Index of Exhibits
- The Exhibit Cover Page A
- The Residential Offer and Acceptance Agreement
- The Exhibit Cover Page B
- The Appraisal
- The Exhibit Cover Page C
- The Evidence of the Amount the Protected Person Bought the Property.

**INDEX OF EXHIBITS**

Exhibit Number <u>A</u>	Number of Pages <u>    </u>
Exhibit Description <u>Residential Offer and Acceptance Agreement</u>	
Exhibit Number <u>B</u>	Number of Pages <u>    </u>
Exhibit Description <u>Appraisal</u>	
Exhibit Number <u>    </u>	Number of Pages <u>    </u>
Exhibit Description <u>Evidence of the Amount the Protected Person Bought the Property</u>	
Exhibit Number <u>    </u>	Number of Pages <u>    </u>
Exhibit Description <u>    </u>	
Exhibit Number <u>    </u>	Number of Pages <u>    </u>
Exhibit Description <u>    </u>	
Exhibit Number <u>    </u>	Number of Pages <u>    </u>
Exhibit Description <u>    </u>	
Exhibit Number <u>    </u>	Number of Pages <u>    </u>
Exhibit Description <u>    </u>	
Exhibit Number <u>    </u>	Number of Pages <u>    </u>
Exhibit Description <u>    </u>	

**Exhibit Cover Page**

SAMPLE

**EXHIBIT NUMBER A**

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## **INSTRUCTIONS: STEP 3**

### **Electronically Filing the Documents**

You will need to upload the original petition to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, and at the Second Judicial District Court.

To do this, you will need to sign into eFlex using the account you have previously created, or if you are a new e-filer, create an eFlex account.

EFile the petition and any exhibits.

Make sure to keep the original copy of any documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available at the Second Judicial District Court.

There may be a filing fee charged when the documents are filed. Fee information is available at the Filing Office and online at [www.washoecourts.com](http://www.washoecourts.com).

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## INSTRUCTIONS: STEP 4

### Complete the Notice of Hearing as Shown:

You must contact the Court to set your petition for hearing. You may do this by: 1) emailing the Notice to [adultguardianship@washoecourts.us](mailto:adultguardianship@washoecourts.us), 2) calling the guardianship court clerk at 775-328-3135, or 3) bringing the Citation to suite 214A on the second floor of 75 Court Street. Court Staff will assist you with the Notice. If you have any questions about getting the Notice, call 775-328-3135.

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) Print your name and the second petitioner's name, if any.

4) Leave this part blank. A court employee will fill this out.

5) Date, sign, and print your name.

COURT CODE: 2550  
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 person who has a guardian)  
A Protected Person.

**NOTICE OF HEARING**

PLEASE TAKE NOTICE that (petitioner's name) \_\_\_\_\_  
and (second petitioner's name or "n/a") \_\_\_\_\_, filed in the  
above-entitled Court a Petition for Confirmation of Sale of Real Property; that a hearing on  
these matters has been set for the (court clerk will insert details) \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m. / p.m., at the courthouse of the  
Second Judicial District Court, located at  1 South Sierra Street, Reno, Nevada 89501, -or-  
 75 Court Street, Reno, Nevada 89501 Courtroom number \_\_\_\_\_.

Further details concerning these matters can be obtained by reviewing the documents on  
file at the office of the Clerk of Court. You may appear at the hearing date above.

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

DATED (month) \_\_\_\_\_ (day) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (your signature) ▶ \_\_\_\_\_  
(print your name) \_\_\_\_\_

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Notice of Hearing

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## INSTRUCTIONS: STEP 5

### Serving the Documents

You must serve the following member of the protected person's family:

- Mother
- Father
- Children (over the age of 14)
- Grandparents
- Siblings (over the age of 14)
- Spouse
- Grandchildren (over the age of 14)

You will also need to serve:

- The Protected Person's attorney.
- The Director of the Department of Health and Human Service if the Protected Person has received or is receiving benefits from Medicaid.
- The Department of Veteran Affairs if the Protected Person is receiving benefits from the VA.
- Anyone else who is listed under NRS 159.034.

They must be served by regular mail, certified mail, registered mail, or personal service at least 10 days before the date set for the hearing. **PERSONAL SERVICE CANNOT BE COMPLETED BY YOU.**

If you serve by certified mail, keep the white slips and green cards to attach to your Certificate of Service (*see INSTRUCTIONS: STEP 6*).

If you serve by personal service, service may be completed by:

- The Civil Division of the Sheriff's Office in the County in which the person you are serving resides or works; or
- A responsible adult over the age of 18 years (such as a friend or relative); or
- A private process service.

The Declaration of Service must be completed by the person who served the documents. You can print the Declaration of Service online at [www.washoecourts.com](http://www.washoecourts.com) or purchase a copy at the Second Judicial District Court.

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## INSTRUCTIONS: STEP 6

### Complete the Certificate of Service for all Persons Served by Mail as Shown:

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

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

3) Complete the information on pages 1-2, following the instructions on each page.

4) List the names and addresses of the people served by mail, if any, in these spaces. If more room is needed, attach additional sheets.

COURT CODE: 1360  
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 person who has a guardian)  
A Protected Person \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that I am over the age of 18 and I served the (☑ check all that apply)

Petition  
 Notice of Hearing  
 Other: \_\_\_\_\_

in the following manner:

**BY MAIL**  
I certify that I deposited copies of the foregoing documents in the U.S. mail in (city) \_\_\_\_\_, Nevada, addressed to the persons listed below on (date) \_\_\_\_\_ by (☑ check one)  Regular,  Certified or  Registered, return receipt requested:

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

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Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

**ELECTRONIC**  
I served the following persons pursuant to the court's electronic service rules on (date) \_\_\_\_\_:

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

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

DATED (month) \_\_\_\_\_ (day) \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Your Signature)  
\_\_\_\_\_  
(Printed Name)

Page 2 of 2 - Certificate of Service (Generic Guardianship)

5) Date, sign, and print your name.



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## **INSTRUCTIONS: STEP 7**

### **Electronically Filing the Documents**

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.

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

- Certificate of Mailing

Make sure to keep the original copy of any documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available at the Second Judicial District Court.

Once the Certificate of Mailing and the Declaration of Service have been filed, you will need to mail a file-stamped copy to all of the parties served who are not electronic filers.

## **INSTRUCTIONS: STEP 8**

### **The Hearing**

Arrive approximately 15 minutes prior to your scheduled time for the hearing. Go to the location listed on the Notice of Hearing.

Bring copies of your documents to the hearing.

When your case is called, enter the courtroom and follow the directions given by the bailiff on where to sit.

The Judge may have questions for you, the guardian(s), and the protected person. If the Petition is granted, the Judge will issue an Order.

## **INSTRUCTIONS: STEP 9**

### **Selling the Property**

If you receive the order granting the sale of the real property, make sure you follow all instructions in the order. There will be a detailed list of requirements for completing the sale.

The date of the close of escrow must be at least 10 judicial days after the date that the notice of the entry of order confirming the sale is filed with the clerk of the court unless the contract specifies a later date. The parties to the sale may extend the date of the close of escrow by mutual agreement in writing.

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## **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](http://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 message if necessary

**<http://nlslaw.net>**

### **WASHOE LEGAL SERVICES**

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

**<http://www.washoelegalservices.org>**