# PETITION TO RELEASE FUNDS FROM BLOCKED ACCOUNT

# **GA-14**

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

www.washoecourts.com

### PETITION TO RELEASE FUNDS FROM BLOCKED ACCOUNT

### **PACKET GA-14**

# USE THIS PETITION PACKET ONLY IF <u>ALL</u> OF THE FOLLOWING REQUIREMENTS HAVE BEEN MET:

There is an open guardianship case in Washoe County.
The protected person has a blocked trust over which you are the guardian.
You wish to release funds from the blocked account.

### 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 to Release Funds from Blocked Account
- 2. Citation to Appear and Show Cause
- 3. Certificate of Mailing
- 4. Declaration of 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.

#### **INSTRUCTIONS: STEP 1**

### **Complete the Petition as Shown:**

If you have documents that support your petition, attach copies of the documents to your petition as exhibits (see INSTRUCTIONS: STEP 2). Explain in your petition how the documents support your petition. If you do not have any exhibits, please continue to INSTRUCTIONS: STEP 4.

1) Print your name, address, — telephone number, and email.	COURT CODE: 3645 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
2) Print the heading, Case No., and Dept. No. exactly as it appears on all other documents in this case.	In the Matter of the Guardianship of the:    Estate
3) Complete pages 1 - 4, following the instructions on each page.	1. This Court appointed Petitioner(s) as Guardian(s) of the above-named Protected Person and issued Letters of Guardianship, which are still in full effect.  2. The Protected Person is: (name), born on (date of birth), currently age  3. The current address for the Protected Person is:  Address  City, State, Zip Code  Page 1 of 4 – Petition to Release Funds from Blocked Account

#### **INSTRUCTIONS: STEP 2**

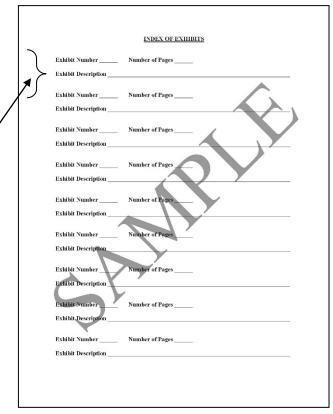
### Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

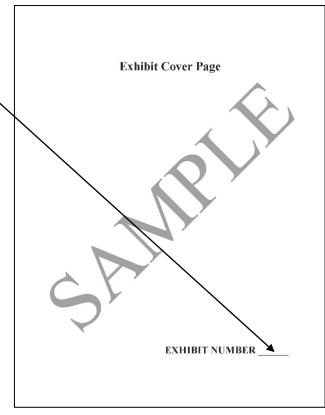
To attach documents in support of your Petition to Release Funds from Blocked Account you will need an Exhibit Index and Exhibit Cover Page(s). If you do not have any exhibits skip this step and continue with INSTRUCTIONS: STEP 3.

- 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 Petition to Release Funds from Blocked Account
  - The Index of Exhibits
  - The Exhibit Cover Page
  - The exhibit
  - The Exhibit Cover Page
  - The exhibit, and so on.





**INSTRUCTIONS: STEP 3** 

### **Electronically Filing the Documents**

You will need to upload the original documents to eFlex. EFlex is available online at <a href="https://wceflex.washoecourts.com/">https://wceflex.washoecourts.com/</a>, and at the Second Judicial District Court.

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

- Petition;
- 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.

#### **INSTRUCTIONS: STEP 4**

### **Complete the Citation to Appear and Show Cause as Shown:**

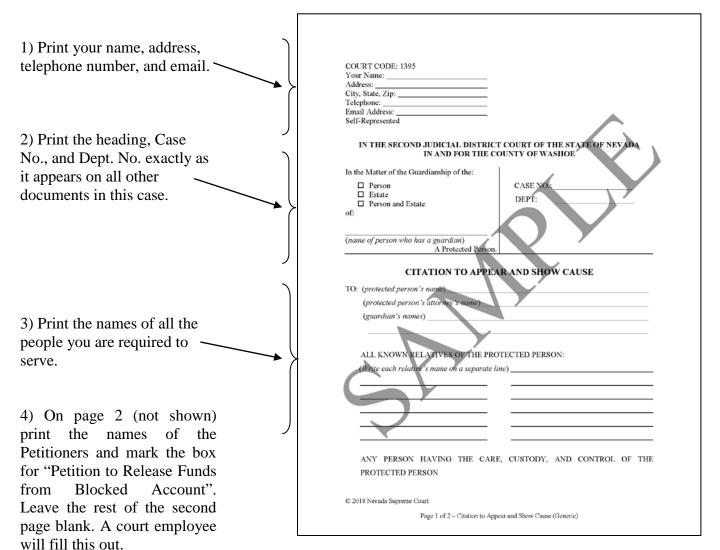
Take the Citation to the third floor of 1 South Sierra Street, Reno, NV. Court staff will assist you with issuing the Citation. You must provide a copy of the Petition and Citation to Appear and Show Cause to the following protected person's family members if surviving:

- 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 and their 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.



Self Help Center 775-325-6731 Law Library 775-328-3250 Filing Office 775-328-3110 ext. 7

**INSTRUCTIONS: STEP 5** 

### **Serving the Documents**

Everyone listed on the citation must be served by certified mail, with return receipt requested, at least 20 days before the hearing, or by 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 (*see INSTRUCTIONS: STEP 7*).

### **INSTRUCTIONS: STEP 6**

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

<ol> <li>Print your name, address, telephone number, and email address.</li> <li>Print the heading, Case No., and Dept. No. just as they appear on all your other documents in this case.</li> <li>Complete the information on pages 1-2, following the instructions on each page.</li> <li>List the names and addresses of the people</li> </ol>	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 State Person and Estate Of:  CASENO: DEPT:
served by mail, if any, in these spaces. If more	(name of person who has a guardian)
•	A Protected Person.
room is needed, attach additional sheets.	
Λ.	CERTIFICATE OF SERVICE
	I HEREBY CERTIFY that I am over the age of 18 and I served the (⊠ check all that apply)  □ Pertition to Release Funds from Blocked Account □ Citation to Appear and Show Cause
Name: Name: Address: Address:	in the following manner:
	BY MAIL
Name: Name: Address: Address:	I certify that I deposited copies the foregoing documents in the U.S. mail in (city)
	, Nevada, addressed to the persons listed below on (date)
No.	by ☑ check(one) □ Regular, □ Certified or □ Registered, return receipt requested:
Name: Name: Address: Address:	o, o
	Name: Name:
	Address: Address:
ELECTRONIC	
I served the following persons pursuant to the court's electronic service rules on (date)	
	© 2018 Nevada Supreme Court
Name: Name: Email Address: Email Address:	Page 1 of 2 - Certificate of Service (Generic Guardianship)
Name: Email Address: Email Address:	
Email Address: Email Address:	
Name: Name:	
Email Address: Email Address:	
Name: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 .	
	5) Date, sign, and print your name.
	D 2) Date, 51511, and print your name.
(Your Signature)	
(Belof of Money)	
(Printed Name)	
Page 2 of 2 — Certificate of Service (Generic Guardianship)	

#### **INSTRUCTIONS: STEP 7**

### Complete the Declaration of Service for those Personally Served as Shown:

This form will be filled out by the person who completes service. One document will need to be filled out for each individual served. It is your responsibility to file a copy of the Declaration of Service once service is completed.

<ol> <li>Print your name (the person who served the documents), address, telephone number, and email address.</li> <li>Print the heading, Case No., and Dept. No. just as they appear on all other documents in this case.</li> <li>Complete the information on pages 1 – 2, following the instructions on each page.</li> </ol>	COURT CODE: 1520 Your Name: Address: City, State, Zip: Phone: Email: 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 of:  (name of person who has a guardian) A Protected Person
4. What Documents You Served. I served a copy of the (⋈ check all that apply)  □ Petition to Release Funds from Blocked Account □ Citation to Appear and Show Cause / Notice of Hearing □ Other:  5. Where You Served. I personally delivered and left the documents with: (⋈ check one) □ The Person Directly. I served the documents directly to the person at the location below. (complete the details below)  Name of Person Served □ Someone Who Lives with the Person. This is a person of stritable age and discretion who lives with the person I needed to serve. (complete the details below)  Name of Person Served	A copy of the filed documents can be personally served on anyone who is required to receive service.  A neutral person, not involved to this case or related to the parties, can personally serve the documents directly to the person, it that is not possible, the server can personally serve the documents on someone of suitable age and discretion who lives with the person.  The proposed quantians or relatives cannot do this.  The person who serves the documents must complete this form.  I. (name of person who serves the documents) declare (camplete EVERY SECTION below):  1. I am not a party-to or interested in this action and I am over 18 years of age.  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) (2017 Nevada Laws Ch. 126 (A.B. 128)).  3. Who You Served. I served (name of person who is supposed to get the documents)
Address Where Sarked  City, State, Zep Code  6. When You Served. I personally served the documents on (date you served the documents) (month) (doy), 20 at the hour of (tinke) a.m per	4) The person who served the documents will need to date, sign, print their name, address, and phone number.  PERSONAL SERVICE CANNOT BE COMPLETED BY YOU.

**INSTRUCTIONS: STEP 8** 

### **Electronically Filing the Documents**

You will need to upload the original documents to eFlex. EFlex is available online at <a href="https://wceflex.washoecourts.com/">https://wceflex.washoecourts.com/</a>, 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
- Declaration of Service

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 if they are not electronic filers. If they are electronic filers, they will receive an electronic copy.

**INSTRUCTIONS: STEP 9** 

### The Hearing

Arrive approximately 15 minutes prior to your scheduled time for the hearing. Go to the location listed on the Citation to Appear and Show Cause.

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 will have questions for you and the protected person.

### **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**

WASHOE LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509 (775) 284-3491– leave message if necessary <a href="http://nlslaw.net">http://nlslaw.net</a>

299 S. Arlington Avenue Reno, NV 89501 (775) 329-2727– leave message if necessary <a href="http://www.washoelegalservices.org">http://www.washoelegalservices.org</a>