

GA-2 (PART A) PETITION FOR GUARDIANSHIP OF AN ADULT WITH IMMEDIATE, TEMPORARY GUARDIANSHIP REQUESTED

Use this packet if all the following statements are true:

- There is an emergency situation that requires an immediate guardianship to be granted pending a hearing on a permanent guardianship.
- You have notified all parties entitled to notice pursuant to NRS 159.047 by telephone or in writing prior to filing this petition, unless in doing so puts the proposed protected person at more risk.

Note: Temporary guardianships without notice are rarely granted and should be used for emergency purposes only when there is a substantial immediate risk of harm or critical services cannot be obtained without a guardian. **You must attach documentation to prove to the court that there is an emergency situation.**

If the court denies the request for a temporary guardianship the court may direct you to continue forward with the permanent guardianship (which is included in this packet as Part B).

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

GA-2 (PART A)

This packet contains the following:

1. Instructions
2. Legal Assistance Information
3. EFile User Agreement
4. Petition for Appointment of Guardian(s) Over Adult Including Request for Temporary Guardianship
 - a. Index of Exhibits
 - b. Exhibit A: Physician's Certificate with Needs Assessment
 - c. Exhibit B: List of Adult's Relatives
 - d. Exhibit C: Information Regarding the Proposed Protected Person's Estate
5. Initial Plan of Care for the Protected Adult Person
6. Monthly Budget
7. Confidential Information Sheet-Guardianship
8. Request for Submission

Note: This packet has two parts to petitioning for emergency guardianship of an adult. Complete and file Part A. You must wait for an order from the court before filing Part B.

Instructions:

Note: Prior to filing this petition, you need to make a good faith effort to notify all parties entitled to notice pursuant to NRS 159.047 by telephone or in writing, unless doing so puts the proposed protected person at more risk.

- **Step 1:** You will need an eFlex account to file with the Court. If you do not have an eFlex account, you can sign up either in person at the Resource Center, or online here: <https://www.washoecourts.com/EFiling/SignUp>. Electronic filing is mandatory.

- **Step 2:** Fill out the **Petition for Appointment of Guardian(s) Over Adult Including Request for Temporary Guardianship**.

Note: If there is only one person petitioning for guardianship, please print “n/a” wherever the form asks for information about the second petitioner.

- **Step 3:** You must attach a copy of:

- **The Physician’s Certificate as Exhibit A**

Note: If you are unable to obtain a completed Physician’s Certificate when you file this Petition, then you must provide a letter from a Nevada government agency or a police report in support of your request.

The List of Adult’s Relatives as Exhibit B

Note: List all known relatives of the proposed protected person. Include address or mark “Address Unknown” or “Deceased” accordingly. If more room is needed, attach additional sheets of paper.

- **The Information Regarding the Proposed Protected Person’s Estate as Exhibit C**

Note: Complete this form only if you are requesting guardianship over the Proposed Protected Person’s estate. If you are not requesting guardianship over the Proposed Protected Person’s estate, skip this step.

- Attach any other documents that support your petition as additional exhibits.

- Documents must not contain full bank account numbers, social security numbers, or driver’s license numbers.

Step 4: Fill out the **Initial Plan of Care for the Protected Adult Person**, the **Monthly Budget, Confidential Information Sheet**, and the **Request for Submission**.

- You must attach a copy of one of the following documents to the **Confidential Information Sheet** for the Proposed Protected Person AND each proposed guardian:
 - Social Security card, taxpayer identification card, valid driver’s license, valid identification card, or valid passport.
- If you cannot obtain a copy of identification for the proposed protected person and/or proposed guardian, complete as much information as possible.

Step 5: File the Petition and other required documents.

At this point, you may either electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them. If you take them to the Resource Center to file, skip to Step 6 once they have been filed.

Step 5a: Sign into your eFlex account: <https://wcefex.washoecourts.com/>.

Step 5b: Payment:

There may be a filing fee. Note: If you cannot afford the filing fee, there is an **F-6 Application to Waive Fees and Costs** that can be used to ask for the filing fees to be waived.

- To pay the filing fee, you must add a credit card to your eFlex account.
- Click on “My Profile.”
- Under the “Wallets” section, go to “SECOND JUDICIAL DISTRICT COURT - STATE OF NEVADA – Family Court Fee Payments” and click the “Add” button.
- Enter a description for the credit card you will be using.

- Click “Create Credit Card Token.” Enter your credit card information and follow the prompts to save it to your account.

□ Step 5c: Electronically filing your documents:

- To start the guardianship case, click “Home,” then click “New Case.”
- Select “Family-Related: Guardianship” and “Guardianship of an Adult - GA.”
- Click “Add my Parties” and enter the proposed guardian’s information as the Party Type “Petitioner.” Enter the proposed protected person’s information as Party Type “Protected Person.”
- After all parties have been added, click “Next.”
- To file each of the documents below, select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, then click “Add.”

Note: The Document Category field can be left blank.

- Repeat these steps for each document you are filing.

➤ **Petition for Appointment of Guardian(s) Over Adult Including Request for Temporary Guardianship** including the **Index of Exhibits** as the last page.

If you are not requesting to be guardian of the proposed protected person’s estate, or the estate is less than \$2500, select:

Document Type: “Pet Appt Temp Guard – Adult No\$
or

If the estate is more than \$2500, select:

Document Type: “Pet Guardianship w/Emerg +2500”

➤ **Exhibit A: Physician’s Certificate** as an exhibit to the **Petition for Appointment of Guardian(s) Over Adult Including Request for Temporary Guardianship**

Document Type: “**Continuation.”

- Upon attaching **Exhibit A: Physician’s Certificate**, you will be prompted to select which document you are attaching it to; confirm that “Pet Appt Temp Guard – Adult No\$ **or** Pet Guardianship w/Emerg +2500” is selected, and click “Next.”

- A helpful video for attaching exhibits can be found here:
<https://www.youtube.com/watch?v=6JRMlXxa8Pg>
- Repeat the same steps for **Exhibit B & Exhibit C**.
 - **Exhibit B: List of Adult’s Relatives**
Document Type: “**Continuation.”
 - **Exhibit C: Information Regarding the Proposed Protected Person’s Estate.** Complete Exhibit C only if you are requesting guardianship over the proposed protected person’s estate.
Document Type: “**Continuation.”
 - **Initial Plan of Care for the Protected Adult Person**
Document Type: “Plan of Care”
 - **Monthly Budget**
Document Type: “Budget”
 - **Confidential Information Sheet-Guardianship** including copies of identification for each guardian and the protected person
Document Type: “Guardianship Required Information Sheet”
 - **Request for Submission**
Document Type: “Request for Submission”
- When all the 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.”
- If there is a filing fee listed next to “Estimated Fees,” select “Wallet Item” for the credit card added in Step 5b. If there is no fee, select “No fee required.”
- When you are ready to submit your documents to the court, click “Submit the Filing.”

- **Step 6: Wait.** Once all the documents are filed and accepted, you will be assigned a case number and a judge. The Court will issue an order regarding your petition. If you do not hear from the Court within 72 hours after filing, it is recommended you call the department to check on the status. The Adult Guardianship office can be contacted by emailing AdultGuardianship@washoecourts.us. You can also call 775-328-3135 or 775-328-3164. Once you receive an Order Granting, Order Denying, or Order Setting Hearing, immediately continue with the **GA-2 (Part B)** packet.

**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

299 S. Arlington Avenue
Reno, NV 89501

775-329-2727 – leave a message, if
necessary

<https://nnlegalaid.org>