

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

Use this petition packet only if you have already completed and filed the  
GA-2 (Part A) and the court has issued an order.

**This packet contains the following:**

1. Instructions
2. Declaration of Service on Adult Proposed Protected Person
3. Certificate of Mailing for the Petition for Appointment of Guardian(s) Over Adult Including Request for Temporary Guardianship
4. Citation to Appear and Show Cause
5. Declaration of Service on Adult Proposed Protected Person
6. Certificate of Mailing for the Petition for Appointment of Guardian(s)

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:

- Step 1: If Immediate Temporary Guardianship was **GRANTED**, you will need to serve file-stamped copies of the:
  - **Petition from the GA-2 (Part A)**
  - **Order Appointing Temporary Guardian(s)**

You can print file-stamped copies of the documents you need to serve from your eFlex account or visit the Resource Center to obtain copies.

If your Immediate Temporary Guardianship was **DENIED**, read the order denying carefully and follow the instructions in the order. Skip GA-2 (Part B) INSTRUCTIONS STEP 1-7 and continue to GA-2 (Part B) INSTRUCTIONS STEP 8.

- Step 2: Serve the documents listed in Step 1 (Skip this step if the temporary guardianship was denied).

You will need to serve the following people:

- The Proposed Protected Person by personal service. Personal service cannot be completed by you.

For 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 that does not need to be served the documents themselves; or
- A private process service.

If you are serving anyone other than the Proposed Protected Person or the Proposed Protect Person's attorney by personal service, you will need additional forms. Contact the Law Library or Resource Center for more information.

You must make a good faith effort to provide a copy of the petition and order to the following people:

- The Proposed Protected Person’s attorney
- Spouse of the Proposed Protected Person
- Mother and Father of Proposed Protected Person
- Siblings of the Proposed Protected Person (age 14 or older)
- Maternal and paternal grandparents of the Proposed Protected Person
- Children of the Proposed Protected Person (age 14 or older)
- Grandchildren of the Proposed Protected Person (age 14 or older)
- The Director of the Department of Health and Human Service if the Proposed Protected Person has received or is receiving benefits from Medicaid
- The Department of Veteran Affairs if the Proposed Protected Person is receiving benefits from the VA
- Anyone else who is listed under NRS 159.034

- Step 3:** Complete the **Declaration of Service** for all persons that were personally served (Skip this step if the temporary guardianship was denied).

The **Declaration of Service** must be completed by the person who served the documents. The person who served the documents will need to date, sign, print their name, address, and phone number.

You must file the **Declaration of Service** into this case.

- Step 4:** Complete the **Certificate of Mailing for the Petition for Appointment of Guardians** for all persons that were served through eFlex or by mail (Skip this step if the temporary guardianship was denied).

List all the names and addresses of the people through eFlex or by mail. If more room is needed, attach additional sheets.

- Step 5:** Filing the **Declaration of Service** and the **Certificate of Mailing** (Skip this step if the temporary guardianship was denied).

You may either bring your **Declaration of Service** and the **Certificate of Mailing** to the Resource Center to file them with the Court, or you can follow the instructions below to electronically file the documents yourself.

If you take them to the Resource Center to file, skip to Step 6 once they have been filed.

□ **Step 5a: File the Declaration of Service and the Certificate of Mailing.**

- Log into your eFlex account: <https://wceflex.washoecourts.com/>.
- Click “Existing Cases.”
- Locate the Guardianship case you are filing into, click on the blue “eFile” link next to the case number.
- To file each of the documents, 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.
  - **Declaration of Service on Adult Proposed Protected Person**  
Document Type: “Declaration”
  - **Certificate of Mailing for the Petition for Appointment of Guardians** and include the signature receipts (green cards from the Post Office)  
Document Type: “Certificate of Mailing”
- Review the documents by clicking on the hyperlinked file name in the “View Document” column. When you are ready to submit your documents to the court, click “Next” and then “Submit the Filing”.

**\*\*You are now ready for your extension hearing.\*\***

□ **Step 6: The Hearing** (Skip this step if the temporary guardianship was denied).

Your extension hearing will be virtual using Zoom. Your date of hearing and log in details can be found in your Order Appointing Temporary Guardian(s). Log in approximately 15 minutes prior to your scheduled time for the hearing.

The Proposed Protected Person must attend the hearing unless you have a signed, recent document from a health care provider stating that attendance will cause extreme harm to the Proposed Protected Person or others. You must reasonably ensure the Proposed Protected Person is connected to the hearing.

If the temporary guardianship is extended, the Court will prepare an order and provide directions. The Order will only be effective until the next hearing.

- **Step 7: The Letters of Temporary Guardianship** (Skip this step if the temporary guardianship was denied).

After the Court enters an order extending guardianship, court staff will provide you with **Letters of Temporary Guardianship**.

You must bring the **Letters of Temporary Guardianship** to the Resource Center to be stamped and issued by a deputy clerk.

Contact [adultguardianship@washoecourts.us](mailto:adultguardianship@washoecourts.us) if you are not sure how to proceed.

- **Step 8: Fill out page 1 of the Citation to Appear and Show Cause.**

Note: The “All Known Relatives of the Adult” section must include the following proposed protected person’s family members:

- Mother
- Father
- Children (over the age of 14)
- Grandparents
- Siblings (over the age of 14)
- Spouse
- Grandchildren (over the age of 14)
- The court clerk will complete page 2 of the **Citation to Appear and Show Cause** in the next step.

- **Step 9: Set the Hearing.**

To schedule a hearing on the permanent guardianship, you must contact the guardianship court clerk by calling: 775-328-3135, or emailing the **Citation to Appear and Show Cause** to: [AdultGuardianship@washoecourts.us](mailto:AdultGuardianship@washoecourts.us).

The clerk will provide you with a hearing date and will issue the completed **Citation to Appear and Show Cause** into your guardianship case.

- **Step 10: Serve the document(s).**

You must serve everyone listed on the front of the **Citation to Appear and Show Cause** with one file-stamped copy of the **Petition** (if you have not already done so) and a copy of the **Citation to Appear and Show Cause**.

You can print file-stamped copies of the documents you need to serve from your eFlex account or visit the Resource Center to obtain copies.

You will also need to serve:

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

### **Service:**

- Service may be made by certified mail, with a return receipt requested, at least 20 days before the hearing, or personal service at least 10 days before the date set for the hearing.
- When you serve by certified mail, keep the white slips and green return cards to attach to your **Certificate of Mailing for the Petition for Appointment of Guardians**.
- The Proposed Protected Person must be served by personal service. Personal service cannot be completed by you.
- For 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 that does not need to be served the documents themselves; or
  - A private process service.
- If you are serving anyone other than the Proposed Protected Person or the Proposed Protect Person's attorney by personal service, you will need additional forms. Contact the Law Library or Resource Center for more information.

### **Service by publication in a newspaper:**

You must make a serious attempt to locate everyone listed on the front of the **Citation to Appear and Show Cause**. If none of the persons, (excluding the Director of the Department of Health and Human Services, the Department of Veteran's Affairs, and the minor child(ren)), entitled to notice of a hearing can be served after **due diligence**, you may need to file an **Ex Parte Motion for Publication**.

If you request the Court's permission to provide notice via publication, you must list all your attempts to find each person in your request. Just by saying you do not know where the person is and have not heard from them IS NOT ENOUGH for a court order to publish in the newspaper.

- Step 11:** Complete the **Declaration of Service** for all persons that were personally served the **Petition** and the **Citation to Appear and Show Cause**.

The **Declaration of Service** must be completed by the person who served the documents. The person who served the documents will need to date, sign, print their name, address, and phone number.

You must file the **Declaration of Service** into this case.

- Step 12:** Complete the **Certificate of Mailing for the Petition for Appointment of Guardians** for all persons that were served the **Petition** and the **Citation to Appear and Show Cause** through eFlex or by mail.

List all the names and addresses of the people served through eFlex or by mail. If more room is needed, attach additional sheets.

- Step 13:** Filing the **Declaration of Service** and the **Certificate of Mailing**.

You may either bring your **Declaration of Service** and the **Certificate of Mailing** to the Resource Center to file them with the Court, or you can follow the instructions below to electronically file the documents yourself.

If you take them to the Resource Center to file, skip to Step 14 once they have been filed.

□ Step 13a: File the **Declaration of Service** and the **Certificate of Mailing**.

- Log into your eFlex account: <https://wceflex.washoecourts.com/>.
- Click “Existing Cases.”
- Locate the Guardianship case you are filing into, click on the blue “eFile” link next to the case number.
- To file each of the documents, 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.
  - **Declaration of Service on Adult Proposed Protected Person**  
Document Type: “Declaration”
  - **Certificate of Mailing for the Petition for Appointment of Guardians** and include the signature receipts (green cards from the Post Office)  
Document Type: “Certificate of Mailing”
- Review the documents by clicking on the hyperlinked file name in the “View Document” column. When you are ready to submit your documents to the court, click “Next” and then “Submit the Filing”.

**\*\*You are now ready for your hearing.\*\***

□ Step 14: The Hearing

Your hearing will be virtual using Zoom. The Court will send you login instructions prior to the hearing. Log in approximately 15 minutes prior to your scheduled time for the hearing.

The Proposed Protected Person must attend the hearing. You must reasonably ensure the Proposed Protected Person is connected to the hearing.

The Judge will have questions for you. If permanent guardianship is granted, the Judge will issue an **Order Appointing Guardian**.



□ **Step 15: The Acknowledgments of Duties and the Letters of Guardianship**

After the Court enters an order granting guardianship, court staff will provide you with the **Acknowledgment of Duties** and the **Letters of Guardianship**. Complete the **Acknowledgment of Duties** and either file it into the case yourself or bring it to the Resource Center to be filed.

Bring the **Letters of Guardianship** to the Resource Center to be issued and stamped by a deputy clerk. Contact [adultguardianship@washocourts.us](mailto:adultguardianship@washocourts.us) if you are not sure how to proceed.

**What Happens Now?**

After the guardianship is granted, there is additional paperwork that is required by NRS 159. Some documents must be filed yearly. Please see your Acknowledgment of Responsibility and Duties for a complete list of duties.

Need to find important deadlines in your case? Use the Milestone Tracker to search for them: <https://www.washocourts.com/Milestones>

Additionally, the Judge may order you to complete the Court's online guardianship training, which can be found on [www.washocourts.com](http://www.washocourts.com).

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

**Resource Center**  
**1 South Sierra St., 3<sup>rd</sup> 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>