

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

**GA-6**

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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**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.

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## 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

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

**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	_____

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

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

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## 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.

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.

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.

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**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.

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

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## 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 \_\_\_\_\_

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## 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.

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**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)

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Page 1 of 1 – Request for Submission

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## INSTRUCTIONS: STEP 5

### Electronically Filing the Documents

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

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 at the Second Judicial District Court.

There may be a filing fee charged when documents are filed. Fee information is available at the

Filing Office and online at: [www.washocourts.com](http://www.washocourts.com)

### FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the application found in the **Application for Waiver of Fees and Costs packet**, which may be obtained at the following locations:

- Family Division Self Help Center, 1 South Sierra Street, Reno, NV, First Floor
- Protection Order Help Center, 1 South Sierra Street, Reno, NV, Third Floor
- Filing Office, 75 Court Street, Reno, NV, First Floor
- Online at: [www.washocourts.com](http://www.washocourts.com) (select the “Forms and Packets” tab on the right hand side of the home screen)

## 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*.

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## 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 receive 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

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>**