

# C-3

## CONVERSION TO JOINT PETITION TO ESTABLISH CUSTODY AND VISITATION

### **Purpose of this packet:**

A petition to establish custody and visitation has been filed and the parents now agree on all the custody terms and wish to convert the petition to a joint petition.

Note: Both petitioners must sign and initial the Joint Petition and Order using a blue or black ink pen.

### **Contents:**

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8. Order Establishing Custody, Visitation, and Child Support

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: Sign up for an electronic filing account.**

The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. To file electronically, both parties must have a free eFlex account which you can sign up for in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

### **☐ Step 2: Fill out the following forms:**

- Request to Convert Petition to Establish Custody to Joint Petition
- Joint Petition to Establish Custody and Visitation
- Appendix A: Gross Monthly Income Worksheet
- Appendix B: Child Support Worksheet
- Request for Submission
- Index of Exhibits & Exhibit Cover Page
- Order Establishing Custody, Visitation, and Child Support

Use the same case number and department number you were assigned when you filed the original petition. You will file these forms into the original custody case.

On the Order, complete the entire form, except for the two lines that the judge will date and sign.

### **☐ Step 3: File the forms.**

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them.

#### **↳ Electronic Filing**

1. Log into the eFlex account of the party that filed the original petition: <https://wceflex.washoecourts.com/>.
2. Click “Existing Cases.”
3. Locate the custody case you are filing into, click on the blue “eFile” link.
4. To file each document, select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, click “Add.”
5. Follow the prompts to upload the documents below.

Note: The eFlex Document Category field can be left blank.

- Request to Convert Petition to Establish Custody to Joint Petition  
(Document Type: Request)

- Joint Petition to Establish Custody and Visitation including Appendix A and Appendix B all together as one PDF  
(Document Type: Jnt Pet to Est Cust/Visit/Sup)
- Request for Submission and Index of Exhibits all together as one PDF  
(Document Type: Request for Submission)
- Exhibit Cover Page and Order Establishing Custody, Visitation, and Child Support all together as one PDF attached to the Request for Submission  
(Document Type: \*\*Continuation)
- When prompted to select which document you are attaching the Exhibit Cover Page and Order Establishing Custody, Visitation, and Child Support to, confirm “Request for Submission” is selected and click “Next.”

A helpful video can be found here:

<https://www.youtube.com/watch?v=6JRMIXxa8Pg>

6. 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.”
7. Estimated Fees: a filing fee will be displayed. If the party that filed the original petition files this conversion, select “No Fee Required.” If the other party files this conversion, a filing fee may be assessed.
8. When you are ready to submit your documents to the court, click “Submit the Filing.”

#### Step 4: Wait.

Once all the documents are filed, the judge will have approximately 60 days to review your documents and issue an order.

**\*\* PLEASE NOTE \*\***

**If you do not follow all of the instructions, your Joint Petition may be denied.**

**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

1 S. Sierra St., 1<sup>st</sup> Floor  
Reno, NV 89501

775-321-2062 – leave a message, if  
necessary

<https://nnlegalaid.org>