

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 throughout the Joint Petition and Order using blue or black ink pen.

Contents:

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 - b. Appendix B: Child Support Worksheet
6. Request for Submission
7. Index of Exhibits and Exhibit Cover Page
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 Complaint or Petition to Joint Petition
- Joint Petition to Establish Custody and Visitation, including Appendix A and Appendix B
- Request for Submission
- Index of Exhibits and 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.**

You must include your gross monthly income and calculate your child support obligation (see Sections 12-14 of the Joint Petition). **This is not optional.** You and the other parent may agree to a different amount of child support (see Section 15), but the amount required by law must be filled out in Section 14.

Fill out and sign the Order Establishing Custody, Visitation, and Child Support, except for the two lines where the judge will date and sign.

□ Step 3: File your forms

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

Note: If the party that filed the original custody case files this conversion, there is no filing fee. If the other party files this conversion, a filing fee may be assessed.

↳ How to file your documents using eFlex:

1. Sign in to either party's eFlex account: <https://wcefex.washoecourts.com/>.
2. Click "Home;" click "Existing Cases."
3. Locate the custody case you are filing into, and click on the blue "eFile" link next to the case number.
4. To file each document, you will select the applicable Document Type, click "Choose File" or "Browse," then locate your document file on your computer, and click "Add."

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Request to Convert Complaint or Petition 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.
(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 that “Request for Submission” is selected, click “Next.”

A helpful video for attaching exhibits can be found here:

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

5. When all 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.”
6. 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.
7. 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.

The eFlex system will send a notification to your email when the judge issues an order in your case. You can then log in to eFlex to read the order.

**** PLEASE NOTE ****

If you do not follow all 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., 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

1 S. Sierra St., 1st Floor
Reno, NV 89501

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

<https://nnlegalaid.org>