

Do Not File Or Copy This Page

DEFAULT

P-1

Self Help Center
1 South Sierra St., First Floor
Reno, NV 89501
775-325-6731
www.washoecourts.com

Do Not File Or Copy This Page

DEFAULT

PACKET P-1

Use this packet only if the following statements are true:

- A complaint / petition was filed with the Second Judicial District Court.
- The Defendant / Respondent was served with the complaint / petition and Summons.
- The completed Summons was filed with the court.
- More than 21 calendar days have passed since the Defendant / Respondent was served with the complaint / petition and Summons.
- The Defendant / Respondent has not filed with the court an Answer or other response to the complaint or petition.

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 or type the information requested.
Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. Notice of Intent to Take Default
2. Clerk's Default
3. Declaration in Support of Default
4. Request for Submission
5. Notice of Entry of Decree / Order

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.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 1

If the Defendant / Respondent has appeared in the case or has communicated to you that they oppose your complaint / petition you **must** fill out this form and wait at least seven days before continuing to Step 2.

If the Defendant / Respondent has not appeared in the case or communicated to you that they oppose your complaint / petition, skip this step and go to Step 4.

Complete the Notice of Intent to Take Default as Shown:

1) Print your name, address, telephone number, and email.

2) Print your names, Case No., and Department No., exactly as they appear on all other documents in this case.

3) Complete the document following the instructions on each page.

1	Code: 2610
2	Name: _____ Address: _____
3	Telephone: _____ Email: _____
4	Self-Represented Litigant
5	
6	
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	
11	
12	Plaintiff / Petitioner, Case No. _____
13	vs. Dept. No. _____
14	
15	Defendant / Respondent.
16	
17	
18	
19	<u>NOTICE OF INTENT TO TAKE DEFAULT</u>
20	
21	TO: Defendant / Respondent
22	
23	Please take notice that the Plaintiff / Petitioner intends to take a default unless you file an
24	Answer or other responsive pleading with the Court and serve the Plaintiff / Petitioner on or before
25	seven days from the date of service of this Notice.
26	//
27	//
28	//
	REV 2/2019 JCB 1 P-1 NOTICE OF INTENT

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 2

If the Defendant / Respondent has not appeared in this case or communicated to you that they oppose your complaint / petition, skip this step and go to Step 4.

Serving the Notice of Intent to Take Default

You will need to send a copy of the Notice of Intent to Take Default to the Defendant / Respondent. You may do so by personal service or by mail. You will indicate how the Defendant / Respondent was served on the second page of the Notice of Intent to Take Default.

INSTRUCTIONS: STEP 3

If the Defendant / Respondent has not appeared in this case or communicated to you that they oppose your complaint / petition, skip this step and go to Step 4.

Electronically Filing the Documents

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

Sign into your eFlex account using the username and password you created and electronically file the:

- Notice of Intent to Take Default

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.

There will not be a filing fee charged when documents are filed.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 4

If the Defendant / Respondent has appeared in this case or communicated to you that they oppose your complaint / petition you **must** wait at least seven days after completing the Notice of Intent to Take Default before continuing with this step. If you served the Notice by mail, you must wait at least 10 days after service before continuing with this step.

Complete the Clerk's Default as Shown:

1) Print your name, address, telephone number, and email.

2) Print your names, Case No., and Department No., exactly as they appear on all other documents in this case.

1	Code: 1550
	Name: _____
	Address: _____
3	Telephone: _____
4	Email: _____
	Self-Represented Litigant
5	
6	
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	
11	
12	_____
13	Plaintiff / Petitioner, Case No. _____
14	vs. Dept. No. _____
15	_____
16	Defendant / Respondent.
17	_____
18	
19	<u>CLERK'S DEFAULT</u>
20	-----
21	It appearing that the Defendant / Respondent, is in default for failure to plead or otherwise
22	defend as required by law, default is entered against the Defendant / Respondent on _____.
23	
24	
25	Date: _____ JACQUELINE BRYANT
26	
27	By: _____
28	Deputy Clerk
	REV 2/2019 JCB 1 P-1 CLERK'S DEFAULT

STOP HERE

The clerk at the Filing Office will fill in this information.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 5

Getting the Clerk's Default Issued

You will need to bring the Clerk's Default to the Filing Office or mail a copy of the Clerk's Default to the Filing Office using the following address:

75 Court Street, Room 131
Reno, Nevada 89501
Attention Mail Desk

Once received, a filing clerk will issue the Clerk's Default by dating and signing the Clerk's Default, and placing an embossed seal.

If you bring in the Clerk's Default in person, the Clerk's Default will be immediately returned to you.

If you mail in the Clerk's Default, you will receive the issued Clerk's Default back in the mail.

You will need to make a copy of the Clerk's Default to serve the other party with.

Copy machines are available at the Law Library located on the first floor of the courthouse at 75 Court Street, Reno, NV (to the left of the Filing Office). There is a per page charge to use the copy machine. Cash only.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 6

Complete the Declaration in Support of Default as Shown:

1) Print your name, address, telephone number, and email.

2) Print your names, Case No., and Department No., exactly as they appear on all other documents in this case.

3) Check all of the boxes to indicate that you have completed all of the necessary steps to take default against Defendant / Respondent.

4) Date, sign, and print your name on page 2.

1	Code: 1520
	Name: _____
	Address: _____
3	Telephone: _____
	Email: _____
4	Self-Represented Litigant
5	
6	
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	
12	
13	_____
14	Plaintiff / Petitioner, Case No. _____
15	vs. Dept. No. _____
16	
17	_____
18	Defendant / Respondent.
19	
20	<u>DECLARATION IN SUPPORT OF DEFAULT</u>
21	
22	<input type="checkbox"/> I filed a Complaint / Petition in this case.
23	<input type="checkbox"/> The Complaint / Petition were served on the Defendant / Respondent. Proof of Service was filed with the Court.
24	
25	<input type="checkbox"/> The Clerk of the Court has informed me that the Defendant / Respondent has not filed an answer or other response with the Court.
26	
27	<input type="checkbox"/> The Defendant / Respondent is not in the active military service of the United States, is not under 18 years of age and is not an incompetent person.
28	
	REV 2/2019 JCB 1 P-1 DECLARATION IN SUPPORT

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 7

Complete the Request for Submission as Shown:

1) Print your name, address, telephone number, and email.

2) Print your names, Case No., and Department No., exactly as they appear on all other documents in this case.

3) Print the date you file the documents with the court.

4) Date, sign, and print your name.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	_____ Case No. _____
11	Plaintiff / Petitioner / Joint Petitioner, Dept. No. _____
12	vs.
13	_____
14	Defendant / Respondent / Joint Petitioner.
15	_____
16	
17	<u>REQUEST FOR SUBMISSION</u>
18	
19	I request that the Default and all other documents filed on _____
20	be submitted to the Court for decision. (Date the document was filed with the Court)
21	
22	This document does not contain the personal information of any person as defined by NRS
23	603A.040.
24	
25	Date: _____ Your Signature: _____
26	
27	Print Your Name: _____
28	
	REV 9/2018 JCB 1 REQUEST FOR SUBMISSION

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 8

Electronically Filing the Documents

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

Sign into your eFlex account using the username and password you created and electronically file the:

- Declaration in Support of Default; 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.

There will not be a filing fee charged when documents are filed.

You do not need to serve these documents.

INSTRUCTIONS: STEP 9

Wait for the Judge's Decision

The judge has up to 60 days to make a decision. The decision will be sent to you through eFlex. While waiting, follow all existing court orders, including attending any hearings or conferences.

Only continue with this packet and the following forms if the judge grants the default.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 10

Serving the Notice of Entry of Decree / Order

You will need to send a copy of the Notice of Entry of Decree / Order to the Defendant / Respondent. You may do so by personal service or by mail. You will indicate how the Defendant / Respondent was served on the Notice of Entry of Decree / Order.

INSTRUCTIONS: STEP 11

Complete the Notice of Entry of Decree / Order as Shown:

1) Print your name, address, telephone number, and email.

2) Print your names, Case No., and Department No., exactly as they appear on all other documents in this case.

3) Complete the requested information. Date, sign, and print your name on page two.

1	Code: 2545
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	
12	_____
13	Plaintiff / Petitioner, Case No. _____
14	vs. Dept. No. _____
15	_____
16	Defendant / Respondent.
17	
18	
19	<u>NOTICE OF ENTRY OF DECREE/ORDER</u>
20	
21	On (Date of service) _____, I served a true and correct copy of the Decree / Order
22	that was entered on (Date of Decree/Order) _____ as described below:
23	(<input checked="" type="checkbox"/> Check One)
24	<input type="checkbox"/> I personally served (Name) _____ at the following location:
25	(Address) _____
26	<input type="checkbox"/> I deposited a copy in the U.S. mail, postage prepaid, addressed as follows:
27	(Name) _____
28	(Address) _____
	REV 2/2019 JCB 1 P-1 NOTICE OF ENTRY

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 12

Electronically Filing the Documents

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

Sign into your eFlex account using the username and password you created and electronically file the:

- Notice of Entry of Decree / Order

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.

There will not be a filing fee charged when documents are filed.

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

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 a message if necessary

nlslaw.net

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727 – leave a message if necessary

www.washoelegalservices.org