

# **D-4**

## **JOINT PETITION FOR DIVORCE (WITH MINOR CHILDREN)**

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

**Use this packet if all the following statements are true:**

- You and your spouse are currently married, and you want to divorce.
- You or your spouse has lived in Nevada for more than six weeks.
- You and your spouse agree on the division of community property, community debts, and alimony.
- You and your spouse have minor children together, either natural-born or adopted, AND you agree about custody, visitation, medical or other care, education, and child support.
- The minor children have lived in Nevada for at least the last six months prior to the filing of this Joint Petition or since birth.

**This packet contains the following:**

1. Instructions
2. Legal Assistance Information
3. EFile User Agreement x2 – a copy for each spouse
4. Family Court Information Sheet
5. Joint Petition for Divorce with Children
  - a. Appendix A: Gross Monthly Income Worksheet
  - b. Appendix B: Child Support Worksheet
6. Declaration of Resident Witness
7. Request for Submission
8. Index of Exhibits and Exhibit Cover Page
9. Decree of Divorce

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: The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. To file electronically, both parties must have an 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 confidential **Family Court Information Sheet**, including both parties' social security numbers.

Note: You will be given a case number and department when your documents are filed with the court.

- Step 3: Fill out the **Joint Petition for Summary Decree of Divorce with Children**, including **Appendix A: Gross Monthly Income Worksheet** and **Appendix B: Child Support Worksheet**.
- Step 4: Have a friend or family member, that is over the age of 18 and a resident of the State of Nevada, fill out the **Declaration of Resident Witness** for you *or* your spouse.
- Step 5: Fill out the **Request for Submission, Index of Exhibits, Exhibit Cover Page**, and the **Decree of Divorce**.

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

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them. If you take them to the Resource Center to file, skip to Step 7 once they have been filed.

- Step 6: Sign into either party's eFlex account using the username and password created in Step 1: <https://wcefex.washoecourts.com/>.
- Step 6a: Payment:

There is a filing fee. Note: If you cannot afford the filing fee, there is an **F-6JP Joint Petition to Waive Fees and Costs** that can be used to ask for the filing fees to be waived.

- To pay the filing fee, you must add a credit card to your eFlex account.
- Click on "My Profile."

- Under the “Wallets” section, go to “SECOND JUDICIAL DISTRICT COURT - STATE OF NEVADA - Family Court Fee Payments” and click the “Add” button.
- Enter a description for the credit card you will be using.
- Click “Create Credit Card Token.” Enter your credit card information and follow the prompts to save it to your account.

□ Step 6b: Electronically file your documents:

- To start the divorce case, click “Home,” then click “New Case.”
- Select “Family-Related: Domestic Relations” and “Marriage Dissolution Case: Joint Petition - With Children - JC.”
- Click “Add my Parties” and enter each spouse’s information as the Party Type “Joint Petitioners.”
- To file each document, select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, click “Add.”
- Follow the prompts to upload the documents below.

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

- **Family Court Information Sheet**  
(Document Type: “Family Court Info Sheet”)
- **Joint Petition for Summary Decree of Divorce with Children** including **Appendix A** and **Appendix B** all together as one PDF  
(Document Type: “Joint Pet Sum Div-Child”)
- **Declaration of Resident Witness**  
(Document Type: “Declaration of Resident Witness”)
- **Request for Submission** and **Index of Exhibits** all together as one PDF document  
(Document Type: “Request for Submission”)
- **Exhibit Cover Page** and **Decree of Divorce** all together as one PDF attached to the **Request for Submission**  
(Document Type: “\*\*Continuation”)

- Your Exhibit Cover page and Decree of Divorce get attached to the Request for Submission by selecting the Document Type: “\*\*Continuation.”
- Upon attaching your Exhibit Cover Page and Decree of Divorce, you will be prompted to select which document you are attaching it to; confirm that “Request for Submission” is selected and click “Next.”

A helpful video can be found here:

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

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.”

When you are ready to submit your documents to the court, click “Submit the Filing.”

Step 7: Wait.

Once all the documents are filed, you will be assigned a case number and a judge. The judge will have approximately 60 days to review your documents and issue an 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., 3<sup>rd</sup> Floor  
Reno, NV 89501  
775-325-6731**

**Law Library  
75 Court St., Room 101  
Reno, NV 89501  
775-328-3250**