

D-4 JOINT PETITION FOR DIVORCE (WITH MINOR CHILDREN)

Note: Both petitioners must sign and initial throughout the forms, otherwise the divorce will not be granted.

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 division of community property, community debts, and alimony.
- You and your spouse have minor children together, either natural-born or adopted, AND you agree on the child custody/visitation 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 the 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:** You must have an eFlex account in order to electronically file your documents. Electronic filing is mandatory, and both parties need an eFlex account. If you do not have an eFlex account, you can sign up either in person at the Resource Center, or online here: <https://www.washoecourts.com/EFiling/SignUp>.
- Step 2:** Fill out the **Family Court Information Sheet**, including both parties' social security numbers.
- Step 3:** Completely 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** and the **Decree of the Divorce**. On the **Decree of Divorce**, complete the entire form, except for the two lines that the judge will date and sign.

You may either 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 9 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 7:** 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 8: 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.”
- Follow the prompts to upload the documents below.

Note: The 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**
(Document Type: “Joint Pet Sum Div-Child”)
- **Declaration of Resident Witness**
(Document Type: “Declaration of Resident Witness”)
- **Request for Submission and Exhibit Index** as a 2-page PDF
(Document Type: “Request for Submission”)
- **Exhibit Cover Page and Decree of Divorce** as a 2-page PDF attached to the **Request for Submission**
(Document Type: “**Continuation”)
 - The **Decree of Divorce** gets attached to the **Request for Submission** by selecting the Document Type: “**Continuation.”
 - Upon attaching the **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 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.”
- When you are ready to submit your documents to the court, click “Submit the Filing.”

Step 9: 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 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., 3rd Floor
Reno, NV 89501
775-325-6731**

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