

E-6

EX PARTE MOTION TO OPEN ADOPTION FILE

Purpose of this packet:

You would like to request information or copies of documents from an adoption case filed in the Second Judicial District Court.

Contents:

1. Instructions
2. Legal Assistance Information
3. Ex Parte Motion to Open Adoption File
4. Request for Submission

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: Fill out the following forms:

- Ex Parte Motion to Open Adoption File
- Request for Submission

In the upper left corner of the form, include your contact information and your current mailing address. Please write clearly. If the judge agrees to unseal the record, court staff will mail documents to the provided address.

If you do not know the case number and department number, leave it blank.

On the blank lines where it asks for Petitioner 1 and Petitioner 2's names, write the adoptive parents' names.

☐ Step 2: File your forms

a. If you **do not** have the case number:

Bring your completed documents to the Resource Center at 1 South Sierra Street, 3rd floor, Reno, Nevada. Court staff will file the forms in the sealed case (if such a case exists). Or you can mail your documents to the Filing Office at:

Second Judicial District Court Filing Office
75 Court Street
Reno, NV 89501

b. If you **have** the case number:

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

The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. Sign up for a free eFlex account in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

👉 How to file your documents using eFlex:

1. Sign in to your eFlex account: <https://wceflex.washoecourts.com/>.
2. Click "Cases," and type the case number in the search bar and click "eFile."
3. To file each document, you will select the applicable Document Type, click "Choose File/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.

- Ex Parte Motion to Open Adoption File
(Document Type: Ex Parte)
- Request for Submission
(Document Type: Request for Submission)

4. When 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.”
5. Estimated Fees: There is no filing fee required for these documents. Select “No Fee Required.”
6. When you are ready to submit your documents to the court, click “Submit the Filing.”

☐ **Step 3: Wait**

If the judge determines that there is a valid reason to unseal the adoption file, court staff will retrieve the information and forward it, by mail, to the person requesting it.

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>