

# **E-2**

## **EX PARTE EMERGENCY MOTION (NO MINOR CHILDREN)**

### **Purpose of this packet:**

Used when an emergency not involving children exists and a court order is needed.

### **This packet is used if:**

There is an existing Family Court case. This packet cannot be used to start a case.

Note: Ex Parte Motions cannot be used to open a case. They are motions that seek an order from the court before the other party has notice and an opportunity to respond. They can only be filed when the law allows an exception to the rule that prohibits ex parte communications with the court. See Second Judicial District Court Rule (WDCR) 43 (included with these instructions).

### **Contents:**

1. Instructions
2. Legal Assistance Information
3. Ex Parte Emergency Motion
4. Index of Exhibits and Exhibit Cover Page (if applicable)
5. 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

## **Second Judicial District Court Rule 43**

Rule 43. Ex parte orders within the family division.

1. Reasonable notice.

(a) Except as set forth below, the party requesting an ex parte order shall give reasonable notice to the opposing party, or his or her counsel.

(b) Reasonable notice includes the date, time and place the request will be made.

(c) Reasonable notice must afford the opposing party 24 hours within which the application may be opposed.

2. Notice exceptions.

(a) A party is excused from giving such notice where notice would frustrate the very purpose of the order or cause the party or child to suffer immediate and irreparable injury.

(b) Ex parte orders may be obtained without notice in the following circumstances:

(1) Where the order mutually restrains the parties from transferring, encumbering, hypothecating, concealing or in any way disposing of any property, real or personal, whether community or separate, except in the usual course of business or for the necessities of life;

(2) Where the order mutually restrains the parties from cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of any insurance coverage, including life, health, automobile, and disability coverage;

(3) Where the order mutually restrains the parties from cashing, borrowing against, canceling, transferring, disposing of retirement benefits or pension plans for the benefit (or election for benefit) of the parties or their minor child or children;

(4) Where a child's health and safety is in danger; or

(5) Where such other circumstances exist as the court may find to warrant the issuance of an order without notice.

3. Automatic hearing.

(a) No hearing shall be held on an ex parte order entered under subsections 2(b)(1), (2) and (3) herein above.

(b) All other ex parte orders shall be heard within 14 days of their entry.

(c) The hearing date shall be stated in the ex parte order.

(d) This rule shall not apply to temporary orders for protection against domestic violence.

[Amended; effective January 1, 2020.]

## Instructions:

### ☐ **Step 1: Sign up for an electronic filing account (if you don't already have one)**

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>.

### ☐ **Step 2: Fill out the following forms:**

- Ex Parte Emergency Motion
- Index of Exhibits & Exhibit Cover Page (if applicable)
- Request for Submission

Include the case number and department number of the family case you are filing into.

If you are including exhibits to support your Ex Parte Motion, each exhibit will need its own Exhibit Cover Page and to be listed on the Index of Exhibits.

If you are not including exhibits, you may discard the Index of Exhibits and Exhibit Cover Page.

The Request for Submission form is used to inform the court of your Ex Parte Motion filing.

### ☐ **Step 3: File your Ex Parte Motion with the court**

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

There may be a filing fee. If you are paying the filing fee with a credit card, the credit card must be added into eFlex before you electronically file your documents. Cash payments will need to be brought to the Resource Center. If you cannot afford the filing fee, there is an F-6 Application and Declaration to Waive Fees and Costs that can be used to ask for the filing fee to be waived.

🔗 How to add a credit card to your eFlex account:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. To pay the filing fee, you must add a credit card to your eFlex account.
3. Click on "My Profile."
4. Under the "Wallets" section, go to "SECOND JUDICIAL DISTRICT COURT - STATE OF NEVADA - Family Court Fee Payments" and click the "Add" button.
5. Enter a description for the credit card you will be using.
6. Click "Create Credit Card Token." Enter your credit card information and follow the prompts to save it to your account.

🔗 How to file your documents using eFlex:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.

2. Click “Home;” click “Existing Cases.”
3. Locate the 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.”

**IF YOU ARE ADDING EXHIBITS** to your Ex Parte Motion, you need to have multiple PDFs (see below).

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Ex Parte Emergency Motion with the Index of Exhibits as the last page, all together as one PDF.  
(Document Type: Ex-Parte Mtn)
- Exhibit Cover Page and your exhibit, all together as one PDF.  
(Document Type: \*\* Continuation)
  - When prompted to select which document you are attaching the Exhibit Cover Page and exhibit to, confirm that “Ex-Parte Mtn” is selected, click “Next.”

Repeat the same steps for any additional exhibits.

A helpful video for attaching exhibits can be found here:

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

- Request for Submission, as its own PDF.  
(Document Type: Request for Submission)

**IF YOU ARE NOT INCLUDING EXHIBITS** with your Ex Parte Motion, you may discard the Index of Exhibits and Exhibit Cover Page.

You must have **two separate PDFs** (see below).

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Ex Parte Emergency Motion, as one PDF.  
(Document Type: Ex-Parte Mtn)
- Request for Submission, as its own PDF.  
(Document Type: Request for Submission)

5. When the documents have been uploaded, review them by clicking on the hyperlinked file name in the "View Document" column. When you have confirmed everything is correct, click "Next."
6. Estimated Fees: There may be a filing fee, even if eFlex shows a balance of zero. Select how you will satisfy the payment if it is determined that your motion has a filing fee. If you have a credit card on file, select "Wallet Item." If you have an approved fee waiver on file, select "Order Granting Fee Waiver Approved."
7. When you are ready to submit your document to the court, click "Submit the Filing."

☐ **Step 4: Notice to the party**

You might not have to serve the other party until the judge has filed an order; however, if the other party has a current eFlex account they will be notified by the eFlex system as soon as you file the documents.

☐ **Step 5: Wait**

Once you have completed all the steps, your motion has been sent to the court for a decision. The judge will issue an order approving, denying, or setting your Ex Parte Motion for a hearing.

All orders can be reviewed and printed from your eFlex account.

Follow any orders regarding service to the other party.

**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**

## 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., 1<sup>st</sup> Floor  
Reno, NV 89501

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

<https://nnlegalaid.org>