

GM-6 REQUEST TO SERVE BY ALTERNATIVE MEANS

Purpose of this packet:

You have filed a petition for guardianship of a minor. The location of relatives required to be served is unknown or the identity of the relatives required to be served is unknown. You would like to request the court's permission to serve the relatives in another way.

Contents:

1. Instructions
2. Legal Assistance Information
3. Ex Parte Motion to Serve by Alternative Means or Publication, or to Waive Service by Publication
4. Declaration of Due Diligence
5. Request for Submission
6. Proof of Alternative Service (if applicable)

Note: A separate GM-6 packet must be filed for each minor child.

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: 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: Mail a copy of the Petition for Guardianship and Citation to Appear and Show Cause to the last known address**

You must mail a copy of the Petition and Citation (the document that schedules a guardianship hearing) to the last known address you have for each relative.

☐ **Step 3: Fill out the following forms:**

- Ex Parte Motion to Serve by Alternative Means or Publication, or to Waive Service by Publication
- Declaration of Due Diligence (Fill out a separate Declaration of Due Diligence for each relative you cannot find.)
- Request for Submission

On the Ex Parte Motion, list all the relatives you cannot locate and how you think they could be served.

The Declaration of Due Diligence is used to list all the efforts you made to locate the relative. Fill out a separate Declaration of Due Diligence for each relative you cannot locate.

The Request for Submission form is used to notify the judge of your filing.

☐ **Step 4: File your forms**

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

🖱️ How to file your documents using eFlex:

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click "Home," then click "Existing Cases."
3. Locate the guardianship case you are filing into, 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."

Follow the prompts to upload the documents below.

Note: Leave the eFlex Document Category field blank.

- Ex Parte Motion to Serve by Alternative Means or Publication, or to Waive Service by Publication
(Document Type: Ex-Parte Mtn)
 - Declaration of Due Diligence
(Document Type: Declaration)
 - Request for Submission
(Document Type: Request for Submission)
5. 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.”
 6. Estimated Fees: there is no filing fee required for this request; select “No Fee Required.”
 7. When you are ready to submit your documents to the court, click “Submit the Filing.”

☐ **Step 5: Service**

You will be notified by the eFlex system when the judge files a response to your ex parte motion. Sign in to your eFlex account to read the judge’s order.

If service is waived: If the judge waives service on the relatives, no further steps are needed for this (GM-6) packet. Discard the Proof of Alternative Service form.

If alternative service is ordered: The judge’s order will specify how you need to serve the relatives you cannot locate. You must serve the relatives at least 10 days before the hearing date.

If publication is ordered: If the judge orders publication of the Citation to Appear and Show Cause (Citation), you must publish the Citation once a week for a period of four weeks. The last date of publication must be at least 10 days before the hearing date.

You must provide a copy of the Citation to a newspaper as directed in the order. Most newspapers now do this process via email or their website, not in person.

Download a copy of the Citation from your eFlex account to send to the newspaper.

Two commonly used options in Washoe County are:

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| <ul style="list-style-type: none"> • Reno Gazette Journal
Must be submitted through
their website.
https://www.rgj.com/public-notice | <ul style="list-style-type: none"> • Sparks Tribune
Contact (775) 236-2088
Or email:
sparkstribunelegals@gmail.com |
|---|--|

If your order specifies another newspaper (other than those listed above), contact the newspaper for their preferred method for submitting legal notices.

After publication, the newspaper will email you a receipt and a copy of the Citation as it appeared in the newspaper. This is known as an Affidavit of Publication.

□ **Step 6: File proof of service (if applicable)**

If you are ordered to serve the relatives by alternative service and/or publication, you must file proof of service with the court.

Complete the Proof of Alternative Service form with the date you served the documents and how you served the relatives. Include any documentation which proves how you served each person.

Electronically file the Proof of Alternative Service form yourself or bring it to the Resource Center to get help filing it.

👉 How to file your document using eFlex:

1. Sign in to your eFlex account: <https://wceflex.washoecourts.com/>.
2. Click "Home," then click "Existing Cases."
3. Locate the guardianship case you are filing into, click on the blue "eFile" link next to the case number.
4. To file the document, you will select the applicable Document Type, click "Choose File" or "Browse," then locate your document file on your computer, and click "Add."

Follow the prompts to upload the document below.

Note: Leave the eFlex Document Category field blank.

- **Proof of Alternative Service**

Note: Your Proof of Alternative Service form and your proof of publication (or other documentation) need to be all together as one PDF.

(Document Type: Proof of Service)

5. When the document has been uploaded, review it by clicking on the hyperlinked file name in the "View Document" column. When you have confirmed everything is correct, click "Next" and "Submit the Filing."

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>