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**EMERGENCY EX PARTE MOTION  
REGARDING GUARDIANSHIP  
OF A MINOR**

**PACKET GM-18**

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

- There is an open guardianship case in Washoe County.
- There is an emergency situation regarding a protected minor.

**INSTRUCTIONS FOR COMPLETING FORMS**

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT  
ANY OF THE FORMS

Use **black or blue ink only**. Neatly print the information requested.

Do not use correction fluid / tape on the forms.

**If immediate help is needed please contact 911, law enforcement, or the Human Service Agency at 775-785-8600 or 1-833-900-7233.**

This packet contains the following forms:

1. Emergency Ex Parte Motion Regarding Guardianship of a Minor
2. Exhibit Index and Exhibit Sheet
3. Request for Submission

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.

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## INSTRUCTIONS: STEP 1

### Complete the Emergency Ex Parte Motion Regarding Guardianship of a Minor as Shown:

If you have documents that support this ex parte motion, you will need to attach them as exhibits to this form following INSTRUCTIONS: STEP 2.

1) Print your name, address, telephone number, and email address.

2) Print the name of the minor, the Case No., and the Dept. No. just as they appear on all other documents in this case.

3) Complete the rest of pages 1-4, following the instructions on each page.

Code: 1670  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Self-Represented Litigant

IN THE FAMILY DIVISION  
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE

In the Matter of the Guardianship of the:  
 Person  
 Estate  
 Person and Estate  
of: \_\_\_\_\_  
*(name of minor who has a guardian)*  
A Protected Minor.

CASE NO.: \_\_\_\_\_  
DEPT.: \_\_\_\_\_

EMERGENCY EX PARTE MOTION REGARDING GUARDIANSHIP OF A MINOR

*If the other party is an electronic filer, they will receive notification of this Ex Parte Motion as soon as it is filed.*

*(If you need more room on any section of this form, attach additional sheets.)*

**1. Petitioner's Information**  
Your name: \_\_\_\_\_  
Relationship to minor: \_\_\_\_\_  
Name of guardian(s): \_\_\_\_\_

REV 1.06.2022 KJ Page 1 of 4 Ex Parte Motion Regarding Guardianship

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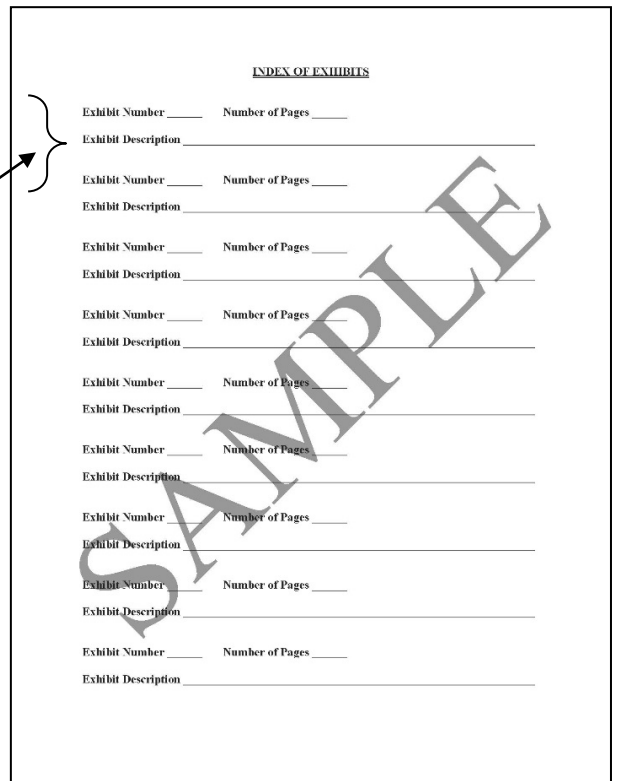
## INSTRUCTIONS: STEP 2

### Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

To attach documents in support of your Emergency Ex Parte Motion Regarding Guardianship of a Minor, you will need an Exhibit Index and Exhibit Cover Page(s). If you do not have any exhibits, skip this step and continue with INSTRUCTIONS: STEP 3.

1) For each exhibit you are attaching you must print:

- a) An exhibit number, starting with 1,
- b) The number of pages in the exhibit, and
- c) A description of the exhibit.

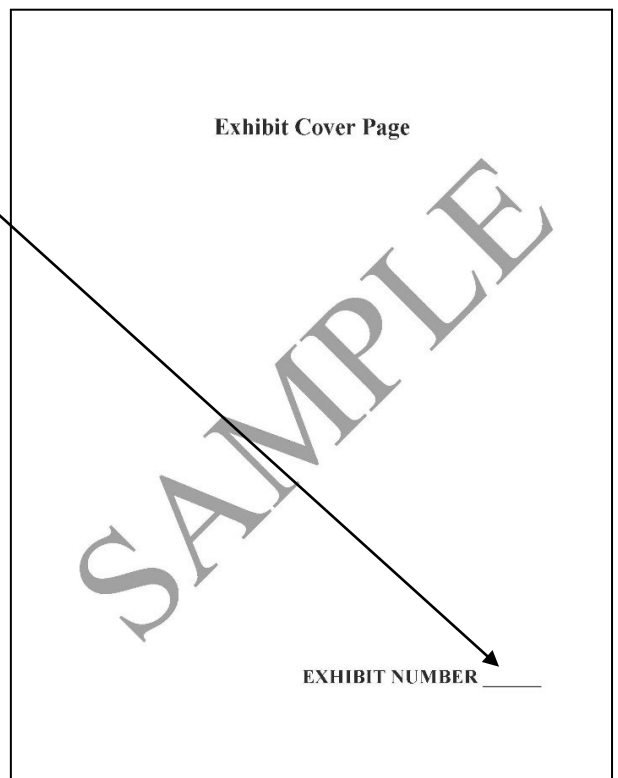


The form is titled "INDEX OF EXHIBITS" and contains ten rows of fields. Each row consists of three parts: "Exhibit Number" followed by a blank line, "Number of Pages" followed by a blank line, and "Exhibit Description" followed by a blank line. A large, diagonal "SAMPLE" watermark is overlaid across the form. An arrow from the text on the left points to the first row of the form.

2) For each exhibit, you must fill out an Exhibit Cover Page with the exhibit number listed on the Index of Exhibits.

3) The documents should be in the following order:

- the Emergency Ex Parte Motion,
- the Index of Exhibits,
- the Exhibit Cover Page,
- the exhibit,
- the Exhibit Cover Page,
- the exhibit, and so on.



The form is titled "Exhibit Cover Page" and features a large, diagonal "SAMPLE" watermark. At the bottom right, there is a label "EXHIBIT NUMBER" followed by a blank line. An arrow from the text on the left points to this field.

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## INSTRUCTIONS: STEP 3

### Complete the Request for Submission as Shown:

1) Print your name, address, telephone number, and email address.

COURT CODE: 3860  
Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Self-Represented

2) Print the name of the minor, the Case No., and the Dept. No. just as they appear on all other documents in this case.

**IN THE FAMILY DIVISION  
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE**

In the Matter of the Guardianship of the:

- Person  
 Estate  
 Person and Estate

CASE NO.: \_\_\_\_\_

DEPT.: \_\_\_\_\_

of:

\_\_\_\_\_  
*(name of person who has a guardian)*  
A Protected Minor

### REQUEST FOR SUBMISSION

Petitioner(s), *(first Petitioner's name)* \_\_\_\_\_ and  
*(second Petitioner or "n/a" if only one Petitioner)* \_\_\_\_\_,  
request(s) that the \_\_\_\_\_ be submitted to the Court  
for consideration.

This document does not contain the personal information of any person as defined by  
NRS 603A.040.

3) Date, sign, and print your name.

DATED *(month)* \_\_\_\_\_ *(day)* \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

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## INSTRUCTIONS: STEP 4

### Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wceflex.washoecourts.com/>, and at the Second Judicial District Court.

Sign into your eFlex account using the username and password you created and electronically file the documents. When electronically filing, the documents should go as follows:

- Emergency Ex Parte Motion and Exhibit Index (if any) as one .pdf;
- Exhibit Cover Page and Exhibits (if any) as one .pdf (this will be added as \*\*continuation); and
- Request for Submission as one .pdf.

Make sure to keep the original documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available at the Second Judicial District Court.

There may be a filing fee charged when documents are filed. Fee information is available at the Resource Center and online at: [www.washoecourts.com](http://www.washoecourts.com).

### NOW WHAT HAPPENS?

You are not required to serve this document on the other parties until an order has been issued; however, if the other parties have signed up for electronic filing they will be notified as soon as you file the documents.

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 parties.

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## **Legal Assistance**

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 visit the Resource Center which is located at One South Sierra Street, Reno, NV. The Resource Center cannot give legal advice but can give information regarding court procedures.

You may also wish to speak with a family law lawyer at no cost through the Law Library's "Lawyer in the Library" program, or to seek assistance from other free or reduced-cost legal resources in the area, to include:

### **LAWYER IN THE LIBRARY**

(775) 328-3250

<https://www.washoecourts.com/lawlibrary>

### **NEVADA LEGAL SERVICES**

204 Marsh Avenue Reno, NV 89509

(775) 284-3491– leave message if necessary

<http://nlslaw.net>

### **WASHOE LEGAL SERVICES**

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727– leave message if necessary

<http://www.washoelegalservices.org>