

Do Not Copy or File This Page

**EX PARTE MOTION
TO OPEN ADOPTION FILE**

PROCEDURE FOR REQUESTING INFORMATION FROM ADOPTION FILE

Because adoption files are “sealed” in Nevada, the file cannot be “unsealed” without a very specific order from the Court.

When someone files a request for information or copies of documents from an adoption file, a judge will review the request and the reasons for the request. If the judge decides there is a valid reason to unseal the file, the judge will issue an order to unseal it and appoint someone from the Court to review the file, and, if the information is in the file, to retrieve the information and give it to the Court. The Court will then forward the information to the person requesting it.

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 or type the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. Ex Parte Motion to Open Adoption File
2. 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.

Do Not Copy or File This Page

INSTRUCTIONS: STEP 1

Complete the Ex Parte Motion as Shown:

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

2) If you know the case number and department number, enter those. Otherwise leave them blank.

3) Print the names of the adoptive parents.

4) Complete pages 1-2, following the instructions on each page.

1	Code: 1670
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	In the Matter of the petition of, _____
11	_____ Case No. _____
12	and _____ Dept No. _____
13	For the Adoption of a Minor Child _____
14	
15	<u>EX PARTE MOTION TO OPEN ADOPTION FILE</u>
16	
17	I request that the Court enter an Order allowing the adoption file in this matter to be opened
18	because:
19	<u>Request and Argument</u>
20	Describe what information you want from the file. In detail, tell the Court what you are
21	asking for and why you believe you should be granted your request(s).
22	_____
23	_____
24	_____
25	_____
26	_____
27	_____
28	_____

Do Not Copy or File This Page

INSTRUCTIONS: STEP 2

Complete the Request for Submission as Shown:

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

2) Print the names of the adoptive parents.

3) Print the date you filed the Ex Parte Motion.

4) Print your name, sign, and date the document.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FAMILY DIVISION
9	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10	IN AND FOR THE COUNTY OF WASHOE
11	In the Matter of the Petition of:
12	_____ Case No. _____
13	and _____ Dept. No. _____
14	_____
15	<u>For the Adoption of a Minor Child</u>
16	<u>REQUEST FOR SUBMISSION</u>
17	I request that the Ex Parte Motion to Open Adoption File that was filed on _____
18	(Date the Document was filed with the court) be submitted to the Court for decision.
19	
20	This document does not contain the Social Security Number of any person.
21	
22	Date: _____ Signature: _____
23	Print Your Name: _____
24	
25	
26	
27	
28	
	REV 2/2016 CG 1 REQUEST FOR SUBMISSION

Do Not Copy or File This Page

INSTRUCTIONS: STEP 3

Filing Documents

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

Take the Ex Parte Motion to Open Adoption File and the Request for Submission to the Resource Center located on the Third Floor of 1 South Sierra Street, Reno, NV 89501, or mail the Ex Parte Motion to Open Adoption File, and Request for Submission to:

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

If you **have** the case number:

You can either electronically file the Ex Parte Motion to Open Adoption File and the Request for Submission yourself, using your eFlex account, or you can bring it to the Resource Center located on the Third Floor of 1 South Sierra Street, Reno, NV 89501 for help with electronic filing.

To file yourself:

- Log into your eFlex account: <https://wcefex.washoecourts.com/>.
- Click “Existing Cases.”
- Type in the case number for the case you are filing into, click the blue “eFile” box.
- To file your documents, select the applicable Document Type, and click “Choose File.” Locate the document file on your computer, then click “Add.”

Note: The Document Category field can be left blank.

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

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.”

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>