

EX PARTE MOTION TO OPEN ADOPTION FILE

The District Court Filing Office
is located on the first floor at:

75 Court Street

Reno, NV 89501

www.washoecourts.com

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.

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 on lines 10 and 12.

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	_____
14	For the Adoption of a Minor Child _____
15	EX PARTE MOTION TO OPEN ADOPTION FILE
16	I request that the Court enter an Order allowing the adoption file in this matter to be opened
17	because:
18	<u>Request and Argument</u>
19	Describe what information you want from the file. In detail, tell the Court what you are
20	asking for and why you believe you should be granted your request(s).
21	_____
22	_____
23	_____
24	_____
25	_____
26	_____
27	_____
28	_____

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 on lines 10 and 12.

3) Print the date you filed the 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	Date: _____ Signature: _____
22	Print Your Name: _____
23	
24	
25	
26	
27	
28	

REV 2/2016 CG 1 REQUEST FOR SUBMISSION

INSTRUCTIONS: STEP 3

Filing Documents

Take the original and one copy of the completed documents to the Filing Office to be filed. Each document must be stapled. **The Filing Office will not accept documents that are not stapled.**

–OR–

You may electronically file (E-File) the completed documents. You can do this by signing up for an E-Flex account at <https://wcefex.washoecourts.com>. You will need to upload the original documents to E-Flex. E-Flex is available online, in the Filing Office, Law Library, or Self Help Center.

Please see the box below for the locations of the Filing Office, Law Library, or Self Help Center.

Scanners and copy machines are available at the Law Library. There is a per page charge to use the copy machine.

There will be a filing fee charged when the documents are filed. Fee information is available at the Filing Office and online at: www.washoecourts.com.

You can call the Filing Office at (775) 328-3110 to confirm the amount of the fee.

FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the application found in the **Application for Waiver of Fees and Costs packet**, which may be obtained at the following locations:

- Family Division Self Help Center, 1 South Sierra Street, Reno, NV, First Floor.
- Filing Office, 75 Court Street, Reno, NV, First Floor.
- Law Library, 75 Court Street, Reno, NV, First Floor.
- Online at: www.washoecourts.com (select the “Forms and Packets” tab on the right hand side of the home screen).

Please make sure to keep the original copies (if e-filing) of all the documents you file for your personal records.

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 Family Division Self Help Center which is located at One South Sierra Street, Reno, NV. **The Self Help 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

First Floor (to the left of the filing office) of the courthouse located at:
75 Court Street, Reno, NV.
775-328-3250

www.washoecourts.com/lawlib

Tuesday Evenings – Arrive by 4:25 p.m.

Please Note The program is limited to 10 participants each evening.

NEVADA LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509
(775) 284-3491 x214 – Leave message if
necessary

<http://nslaw.net>

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501
(775) 329-2727 – leave message if
necessary

<http://www.washoelegalservices.org>