

# **M-3**

## **MOTION FOR REVIEW AND MODIFICATION OF CHILD SUPPORT**

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

Used to request the court review and/or modify a current child support order.

If your child support is through the District Attorney's office, contact them before filing this motion. The Washoe County District Attorney's Family Support Division can be reached at 775-789-7140.

### **You may need additional forms (which are not included with this packet):**

If you are requesting that the court enter a judgment for child support arrears (past due debts), or you are requesting that the court affirm a past order for arrears, you must file an F-7 Declaration and Schedule of Arrearages with this motion. The F-7 forms are available online at [washoecourts.com](http://washoecourts.com) or in-person at the Resource Center or Law Library.

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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: Fill out the following forms**

- Motion for Review and Modification of Child Support, including Appendix A & Appendix B
- General Financial Disclosure

If you have more than one case with the other parent, use the case number from the case in which your child support was ordered.

Fill out the Motion, including the appendices (Appendix A: Gross Monthly Income and Appendix B: Child Support Worksheet) to help you calculate your gross monthly income and child support obligation.

**If you are requesting the court enter a judgment/confirm a past order for child support arrearages:** You must file an F-7 Declaration and Schedule of Arrearages with this motion. The F-7 is available online at [washoecourts.com](https://www.washoecourts.com) or in-person at the Resource Center or the Law Library.

### ☐ **Step 3: File your forms with the court**

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;" 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."

Follow the prompts to upload the document below:

Note: Leave the eFlex Document Category field blank.

- Motion for Review and Modification of Child Support, including Appendix A & Appendix B, all together as one PDF.  
(Document Type: Mtn to Modify)

- General Financial Disclosure  
(Document Type: Financial Declaration)  
Note: If you are including pay stubs, your General Financial Disclosure Form and pay stubs must be all together as one PDF.

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 is no filing fee required for this Motion; select "No Fee Required."
7. When you are ready to submit your documents to the court, click "Submit the Filing."

#### ☐ **Step 4: Service**

You must serve (provide) the other parent with a copy of your Motion and General Financial Disclosure. Service of your Motion and General Financial Disclosure may be done by electronic service (eFlex), mail, or personal service. The court **WILL NOT AND CANNOT** serve the documents for you.

Service by eFlex:

Service will be made electronically by eFlex if the other parent has an active eFlex account.

To view which parties in the case will be served electronically, log into eFlex. On the home page, in the provided box, type in your case number, then click the blue "Service List" button. The eFlex system will generate a list of who will receive electronic notice and who will need to be served another way.

If the other parent does not have an eFlex account, you can serve them by mail or personal service. You can print file-stamped copies of your documents from your eFlex account or visit the Resource Center to obtain copies for a fee.

Service by mail:

Service may be made by regular mail, certified mail, or registered mail. If you serve by certified mail, keep the white slips and green return cards to attach to your Proof of Service form.

Personal service:

Service may be made by handing a file-stamped copy of your documents to the other parent.

## □ Step 5: File proof of service

After you have served the other parent, you must file proof of service with the court.

A “Notice of Electronic Filing” will be generated by the eFlex system when any documents are filed into the case. A “Notice of Electronic Filing” does not replace the requirement of filing proof of service with the court.

Complete the first Proof of Service form with the date you served the documents and how you served the other parent.

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

🔗 How to file your Proof of Service 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 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 following document:

Note: Leave the eFlex Document Category field blank.

- Proof of Service

Note: If you are including mailing receipts, your Proof of Service and receipts need to be all together as one PDF document.

(Document Type: Proof of Service)

5. Review the document by clicking on the hyperlinked file name in the “View Document” column. When you are ready to submit your document to the court, click “Next” and “Submit the Filing.”

## □ Step 6: Response to your Motion

After you file and serve your documents, the other parent can file their response, also known as an *Opposition*, to your Motion.

If you served your Motion through eFlex or personal service, the other parent has **14 days**, beginning the day after service, to file an Opposition to your Motion.

If you served the other parent by U.S. mail, they have 17 days, beginning the day after mailing, to file an Opposition to your Motion.

**If the other parent files an Opposition to your motion:** You have **7** days to file a Reply (10 days after date of mailing if you were served by mail). A Reply to Opposition is included in this packet and is optional.

**If the other parent does not file an Opposition to your motion:** You may discard the Reply to Opposition form.

**□ Step 7: Submit your Motion to the judge for review**

A Request for Submission form is used to inform the court that your Motion is ready for review and that the time for opposition has passed.

Whether or not the other parent files an Opposition, you must file a Request for Submission to have your Motion reviewed by the judge.

You must allow the other parent the full amount of time to oppose your Motion before filing the Request for Submission.

**□ Step 8: Fill out and file the following forms:**

- Reply to Opposition (if applicable)
- Request for Submission
- Second Proof of Service

You must serve (provide) the other parent with a copy of your Reply to Opposition (if applicable) and Request for Submission. Fill out the second Proof of Service form with the names of the documents you served.

Electronically file your 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," 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."

Follow the prompts to upload the following documents:

Note: Leave the eFlex Document Category field blank.

- Reply to Opposition (if applicable)  
(Document Type: Reply to/in Opposition)
  - Request for Submission  
(Document Type: Request for Submission)
  - Proof of Service  
(Document Type: Proof of Service)
5. Review the documents by clicking on the hyperlinked file name in the "View Document" column. When you are ready to submit your documents to the court, click "Next" and "Submit the Filing."

**☐ Step 9: Wait**

Once you have completed all the steps, your motion has been sent to the court for a decision. The judge will have approximately 60 days to review your documents and issue an order.

**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>