

CHANGE OF VENUE

M-6

Self Help Center
1 South Sierra St., First Floor
Reno, NV 89501
775-325-6731
www.washoecourts.com

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CHANGE OF VENUE

PACKET M-6

Use this packet only if all of the following requirements have been met:

- You have a case in the Second Judicial District Court Family Division.
- You would like your case to be transferred to another venue in the State of Nevada.

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.

This packet contains the following forms:

1. Demand and/or Motion for Change of Venue
2. Proof of Service
3. Reply to Opposition to Demand and/or Motion for Change of Venue
4. Request for Submission
5. Proof of Service

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 Demand and/or Motion for Change of Venue as Shown:

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

2) Print the names of the parties, the Case No., and the Department No. just as they appear in all other documents in this case.

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

1	Code: 2030
2	Name: _____
3	Address: _____
4	Telephone: _____
	Email: _____
	Self-Represented Litigant
5	IN THE FAMILY DIVISION
6	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
7	IN AND FOR THE COUNTY OF WASHOE
8	
9	_____
10	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
11	vs. Dept. No. _____
12	
13	_____
14	Defendant / Respondent / Joint Petitioner.
15	<u>DEMAND AND/OR MOTION AND DECLARATION IN SUPPORT OF</u>
16	<u>CHANGE OF VENUE</u>
17	Complete <u>one</u> of the two statements below, by placing an "X" in the appropriate box.
18	
19	1. My time for filing an answer has
20	<input type="checkbox"/> not expired and no response has been filed into the proceedings, therefore I demand
21	venue be changed for the following reasons:
22	<input type="checkbox"/> expired and no final order has been issued, therefore I ask the Court for a change of
23	venue for the following reasons:
24	-OR-
25	2. A final order has been issued and
26	<input type="checkbox"/> I ask the Court for change of venue for the following reasons:
27	<input type="checkbox"/> neither party currently resides in Washoe County, therefore I demand venue be changed.
28	
	REV 4/18 JCB 1 M6 MOTION

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INSTRUCTIONS: STEP 2

Electronically Filing and Serving the Documents

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

Sign into your eFlex account using the username and password you created and electronically file the:

- Demand and/or Motion and any Exhibits.

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 Filing Office and online at: www.washocourts.com.

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
- Protection Order Help Center, 1 South Sierra Street, Reno, NV, Third Floor
- Online at: www.washocourts.com (select the “Forms and Packets” tab on the right hand side of the home screen)

Once a document has been electronically filed, a Notice of Electronic Filing will be automatically generated and sent to any electronic filers in the case. All electronic filers have agreed to accept the notice as valid and effective service. This replaces the need for paper service.

If the other party has not yet signed up for electronic filing, or you do not know whether the other party is an electronic filer, please contact the Self Help Center. **Additional steps are required to complete service if the other party is not an electronic filer.**

The Notice of Electronic Filing does not replace the Proof of Service (*see* INSTRUCTIONS: STEP 3).

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INSTRUCTIONS: STEP 3

Complete the Proof of Service as Shown:

This form must be completed by the person who serves the documents.

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

2) Print the names of the parties, the Case No. and Department No. just as they appear in all other documents in this case.

3) Print the name of the person served, and the date served.

4) Mark the box for how they were served. If serving by personal service, certified mail, or postage prepaid, write the address of where service was made.

5) The person who serves the document(s) must date, sign, and print their name.

1	Code: 3720
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	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
11	vs. Dept. No. _____
12	Defendant / Respondent / Joint Petitioner.
13	<u>PROOF OF SERVICE</u>
14	I served a true and correct copy of DEMAND AND/OR MOTION AND DECLARATION IN
15	SUPPORT OF CHANGE OF VENUE upon the following people:
16	1. Name: _____ Date: _____
17	By: <input type="checkbox"/> Service by eFlex <input type="checkbox"/> Personal Service
18	<input type="checkbox"/> Certified mail, return receipt attached <input type="checkbox"/> U.S. Mail, postage prepaid
19	<input type="checkbox"/> Other: _____
20	Address where service occurred, if applicable: _____
21	If more room is needed, attach additional sheets.
22	A copy of this Proof of Service has been electronically served, mailed, or personally delivered
23	to all parties or their lawyer.
24	This document does not contain the personal information of any person as defined by
25	NRS 603A.040.
26	Date: _____ Your Signature: _____
27	Print Your Name: _____
28	
	REV 9/2018 JCB 1 PROOF OF SERVICE

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INSTRUCTIONS: STEP 4

Filing the Proof of Service

After service is completed, you must file the Proof of Service with the Court (*See* INSTRUCTIONS: STEP 2). There will not be a filing fee for the Proof of Service.

Without proof of service on the other party, the court cannot consider your request.

Time to Respond

If you served the other party through eFlex or personal service, the other party has ten (10) days, beginning the day after service, to file an opposition/response to the demand and/or motion.

If you served the other party by U.S. Mail, the other party has thirteen (13) days, beginning the day after mailing, to file an opposition/response to the demand and/or motion.

If the other party does not oppose/respond within that time, you will file the Request for Submission to send your demand and/or motion to the judge for review. Please skip INSTRUCTIONS: STEP 5 and continue to INSTRUCTIONS: STEP 6.

If the other party does file an opposition/response, you have five (5) days, beginning the day after service, to file a Reply to the opposition/response. If the other party serves you by U.S. Mail, you have eight (8) days, starting the day after mailing, to file a Reply to the opposition/response. Please continue to INSTRUCTIONS: STEP 5.

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INSTRUCTIONS: STEP 5

Only use this form if the other party has filed an opposition to the demand and/or motion.

Complete the Reply as Shown:

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

2) Print the names of the parties, the Case No. and the Department No. just as they appear in all other documents in this case.

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

1	Code: 3795
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	_____ Plaintiff / Petitioner / Joint Petitioner, Case No. _____
11	vs. Dept. No. _____
12	_____ Defendant / Respondent / Joint Petitioner.
13	_____
14	_____
15	<u>REPLY TO OPPOSITION TO DEMAND AND/OR MOTION FOR CHANGE OF VENUE</u>
16	I reply to the Opposition to Demand and/or Motion for Change of Venue as follows:
17	State, in detail, your reply to the other party's statements.
18	_____
19	_____
20	_____
21	_____
22	_____
23	_____
24	_____
25	_____
26	_____
27	_____
28	_____

REV 4/2018 JCB 1 M6 REPLY

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INSTRUCTIONS: STEP 6

Complete the Request for Submission as Shown:

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

2) Print the names of the parties, the Case No., and the Department No. just as they appear in all other documents in this case.

3) Print the date you filed the demand and/or 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	_____ Plaintiff / Petitioner, Case No. _____
12	vs. Dept. No. _____
13	_____ Defendant / Respondent.
14	
15	
16	<u>REQUEST FOR SUBMISSION</u>
17	
18	I request that the Demand and/or Motion that was filed on _____
19	be submitted to the Court for decision. (Date the document was filed)
20	This document does not contain the personal information of any person as defined by
21	NRS 603A.040.
22	I declare under penalty of perjury under the law of the State of Nevada, the foregoing is true and
23	correct.
24	
25	Date: _____ Your Signature _____
26	
27	Print Your Name _____
28	
	REV 4/2018 JCB 1 REQUEST FOR SUBMISSION

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INSTRUCTIONS: STEP 7

Filing and Serving the Reply and Request for Submission

File and serve the Reply and Request for Submission as you did the Motion (*see* INSTRUCTIONS: STEP 2).

INSTRUCTIONS: STEP 8

Complete and File the Proof of Service for the Reply and Request for Submission

Complete the second Proof of Service for both the Reply and Request for Submission (*see* INSTRUCTIONS: STEP 3 and INSTRUCTIONS: STEP 4). Once filed, served, and submitted the Court has up to 60 days to grant, deny, or set the Motion for hearing. There is no fee to file these documents.

What Happens Next?

Once all the necessary documents have been filed, served, and submitted, the court has up to 60 days to grant, deny, or set the demand and/or motion for hearing. All orders can be reviewed and printed from your eFlex account

If there is an order transferring the case, the actual transfer of the file from one court to another usually takes approximately 2 to 3 weeks.

Contact the county to which you are transferring your case to confirm any steps you need to take to finish the transfer of venue.

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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 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 – 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>