

Do Not File Or Copy This Page

DEFAULT

P-1

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

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DEFAULT

PACKET P-1

Use this packet only if the following statement is true:

- A complaint or Petition was filed with the Second Judicial District Court.
- The Defendant / Respondent was served with the complaint or petition and Summons.
- The completed Summons was filed with the Court.
- More than 20 calendar days have passed since the Defendant / Respondent was served with the complaint or petition and Summons.
- The Defendant / Respondent has not filed with the court an answer or other response to the complaint or petition.

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. Notice of Intent to Take Default
2. Clerk's Default
3. Declaration in Support of Default
4. Request for Submission
5. Notice of Entry of Decree / Order

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

If the Defendant / Respondent has communicated to you that they oppose your complaint / petition you **must** fill out this form and wait at least six days before continuing to Step 2.

If the Defendant / Respondent had not communicated to you that they oppose your complaint / petition, skip this step and go to Step 4.

Complete the Notice of Intent to Take Default as Shown:

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

2) Print your names, Case Number, and Department Number, exactly as they appear on all other documents in this case.

3) Complete the document following the instructions on each page.

1	Code: 2525
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Self-Represented Litigant
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	_____, Case No. _____
11	Plaintiff / Petitioner, Dept. No. _____
12	vs.
13	_____,
14	Defendant / Respondent.
15	<u>NOTICE OF INTENT TO TAKE DEFAULT</u>
16	
17	TO: Defendant / Respondent
18	Please take notice that the Plaintiff / Petitioner intends to take your default unless an Answer or
19	other responsive pleading is filed with the Court and served on Plaintiff / Petitioner on or before six
20	(6) days from the date of service of this Notice.
21	
22	On _____, I served a true and correct copy of this Notice Of
23	(Date the Notice was served)
24	Intent To Take Default as described below:
25	
26	<input type="checkbox"/> CHECK THE APPLICABLE BOX INDICATING HOW THE OTHER PARTY WAS SERVED
27	
28	

REV 10/2012 1 NOTICE OF INTENT

1 Code: 2525

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Self-Represented Litigant

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

9 _____, Case No. _____

10 Plaintiff / Petitioner,

11 Dept. No. _____

12 vs.

13 _____,
14 Defendant / Respondent.

15 NOTICE OF INTENT TO TAKE DEFAULT

16
17 TO: Defendant / Respondent

18 Please take notice that the Plaintiff / Petitioner intends to take your default unless an Answer or
19 other responsive pleading is filed with the Court and served on Plaintiff / Petitioner on or before six
20 (6) days from the date of service of this Notice.

21
22 On _____, I served a true and correct copy of this Notice Of
23 (Date the Notice was served)

24 Intent To Take Default as described below:

25
26 CHECK THE APPLICABLE BOX INDICATING HOW THE OTHER PARTY WAS SERVED
27
28

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I personally served _____ at the following
location: _____

_____.

I placed a copy of this Notice of Intent To Take Default in a sealed envelope upon which
first class postage was fully prepaid and mailed said Notice via the United States
Post Office, addressed as follows:

Name: _____
Address: _____

This document does not contain the Social Security Number of any person.

I declare under penalty of perjury, under the law of the State of Nevada, that the foregoing
statements are true and correct.

Date: _____ Signature: _____

Print Your Name: _____

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INSTRUCTIONS: STEP 2

If the Defendant / Respondent had not communicated to you that they oppose your complaint / petition, Skip this step and go to Step 4.

Serving the Notice of Intent to Take Default

You will need to send a copy of the Notice of Intent to Take Default to the Defendant / Respondent. You may do so by personal service or by mail. You will indicate how the Defendant / Respondent was served on the second page of the Notice of Intent to Take Default.

INSTRUCTIONS: STEP 3

If the Defendant / Respondent had not communicated to you that they oppose your complaint / petition, Skip this step and go to Step 4.

Electronically Filing the Documents

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

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

- Notice of Intent to Take Default

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.

There will not be a filing fee charged when documents are filed.

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INSTRUCTIONS: STEP 4

If the Defendant / Respondent has communicated to you that they oppose your complaint / petition you **must** wait at least six days after completing the Notice of Intent to Take Default before continuing with this step.

Complete the Clerk's Default as Shown:

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

2) Print your names, Case Number, and Department Number, exactly as they appear on all other documents in this case.

STOP HERE

The clerk at the Filing Office will fill in this information.

1	Code: 1550
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Self-Represented Litigant
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	_____, Case No. _____
11	Plaintiff / Petitioner, Dept. No. _____
12	vs.
13	_____,
14	Defendant / Respondent.
15	
16	CLERK'S DEFAULT
17	It appearing that the Defendant/Respondent, is in default for failure to plead or otherwise
18	defend as required by law, DEFAULT is entered against the Defendant/Respondent on
19	_____.
20	
21	JACQUELINE BRYANT
22	CLERK OF THE COURT
23	By: _____
24	Deputy Clerk
25	
26	
27	
28	
	REV 11/2014
	1
	CLERK'S DEFAULT

1 Code: 1550

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Self-Represented Litigant

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

9 _____, Case No. _____

10 Plaintiff / Petitioner,

11 Dept. No. _____

12 vs.

13 _____,
14 Defendant / Respondent.

15 CLERK'S DEFAULT

16
17 It appearing that the Defendant/Respondent, is in default for failure to plead or otherwise
18 defend as required by law, DEFAULT is entered against the Defendant/Respondent on

19 _____.

20 JACQUELINE BRYANT
21 CLERK OF THE COURT

22
23 By: _____
24 Deputy Clerk

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INSTRUCTIONS: STEP 5

Getting the Clerk's Default Issued

You will need to bring the Clerk's Default to the Filing Office or mail a copy of the Clerk's Default to the Filing Office using the following address:

75 Court Street, Room 131
Reno, Nevada 89501
Attention Mail Desk

Once received, a filing clerk will issue the Clerk's Default by dating and signing the Clerk's Default, and placing an embossed seal.

If you bring in the Clerk's Default in person, the Clerk's Default will be immediately returned to you.

If you mail in the Clerk's Default, you will receive the issued Clerk's Default back in the mail.

You will need to make a copy of the Clerk's Default to serve the other party with.

Copy machines are available at the Law Library located on the first floor of the courthouse at 75 Court Street, Reno, NV (to the left of the Filing Office). There is a per page charge to use the copy machine. Cash only.

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INSTRUCTIONS: STEP 6

Complete the Declaration in Support of Default as Shown:

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

2) Print your names, Case Number, and Department Number, exactly as they appear on all other documents in this case.

3) Check all of the boxes to indicate that you have completed all of the necessary steps to take default against Defendant / Respondent.

4) Date, sign, and print your name on page 2.

1	Code: 2525
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Self-Represented Litigant
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	_____ Plaintiff / Petitioner, Case No. _____
11	vs. Dept. No. _____
12	
13	_____ Defendant / Respondent.
14	
15	<u>DECLARATION IN SUPPORT OF DEFAULT</u>
16	
17	<input type="checkbox"/> I filed a Complaint/Petition in this case.
18	<input type="checkbox"/> The Complaint/Petition and Summons were served on the Defendant/Respondent. Proof of Service was filed with the Court.
19	<input type="checkbox"/> The Clerk of the Court has informed me that the Defendant/Respondent has not filed an answer or other response with the Court.
20	<input type="checkbox"/> The Defendant/Respondent has not communicated to me that they oppose my Complaint/Petition.
21	OR
22	I have served Notice of Intent to Take Default and the Defendant has not filed an Answer or other response with the Court.
23	
24	<input type="checkbox"/> The Defendant/Respondent is not in the active military service of the United States, is not under 18 years of age and is not an incompetent person.
25	
26	<input type="checkbox"/> I ask that my Complaint/Petition be granted to me by the Court.
27	
28	
	REV 10/2012 1 DECLARATION IN SUPPORT

1 Code: 2525

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Self-Represented Litigant

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

9
10 _____, Case No. _____
11 Plaintiff / Petitioner,

12 vs. Dept. No. _____

13 _____,
14 Defendant / Respondent.

15 DECLARATION IN SUPPORT OF DEFAULT

- 17 I filed a Complaint/Petition in this case.
- 18 The Complaint/Petition and Summons were served on the Defendant/Respondent. Proof of
- 19 Service was filed with the Court.
- 20 The Clerk of the Court has informed me that the Defendant/Respondent has not filed an
- 21 answer or other response with the Court.
- 22 The Defendant/Respondent has not communicated to me that they oppose my
- 23 Complaint/Petition.

24 OR

25 I have served Notice of Intent to Take Default and the Defendant has not filed an Answer or
26 other response with the Court.

- 27 The Defendant/Respondent is not in the active military service of the United States, is not
- 28 under 18 years of age and is not an incompetent person.
- I ask that my Complaint/Petition be granted to me by the Court.

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This document does not contain the Social Security Number of any person.

I declare under penalty of perjury, under the law of the State of Nevada, that the foregoing statements are true and correct.

Date: _____

Signature: _____

Print Your Name: _____

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INSTRUCTIONS: STEP 7

Complete the Request for Submission as Shown:

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

2) Print your names, Case Number, and Department Number, exactly as they appear on all other documents in this case.

3) Print the date you file the documents with the court.

4) Date, sign, and print your name.

1	Code: 3860
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	_____ Case No. _____
11	Plaintiff / Petitioner / Joint Petitioner, Dept. No. _____
12	vs.
13	_____
14	Defendant / Respondent / Joint Petitioner.
15	_____
16	
17	<u>REQUEST FOR SUBMISSION</u>
18	
19	I request that the Default and all other documents filed on _____
20	be submitted to the Court for decision. (Date the document was filed with the Court)
21	
22	This document does not contain the personal information of any person as defined by NRS
23	603A.404.
24	
25	Date: _____ Your Signature: _____
26	
27	Print Your Name: _____
28	
	REV 9/2018 JCB 1 REQUEST FOR SUBMISSION

1 Code: 3860

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Email: _____

Self-Represented Litigant

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

9
10 _____, Case No. _____

11 Plaintiff / Petitioner / Joint Petitioner,

Dept. No. _____

12 vs.

13 _____,

14 Defendant / Respondent / Joint Petitioner.

15 _____/

16
17 REQUEST FOR SUBMISSION

18
19 I request that the Default and all other documents filed on _____
20 be submitted to the Court for decision. (Date the document was filed with the Court)

21
22 This document does not contain the personal information of any person as defined by NRS
23 603A.404.

24
25 Date: _____

Your Signature: _____

26
27 Print Your Name: _____

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INSTRUCTIONS: STEP 8

Electronically Filing the Documents

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

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

- Declaration in Support of Default; and
- Request for Submission.

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.

There will not be a filing fee charged when documents are filed.

You do not need to serve these documents.

INSTRUCTIONS: STEP 9

Wait for the Judge's Decision

The judge has up to 60 days to make a decision. The decision will be sent to you through eFlex. While waiting, follow all existing court orders, including attending any hearings or conferences.

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INSTRUCTIONS: STEP 10

Use this form only if the judge grants your default.

Complete the Notice of Entry of Decree / Order as Shown:

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

2) Print your names, Case Number, and Department Number, exactly as they appear on all other documents in this case.

3) Print the date you file the documents with the court.

4) Date, sign, and print your name.

1	Code: 3720
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Self-Represented Litigant
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	_____, Case No. _____
11	Plaintiff / Petitioner, Dept. No. _____
12	vs.
13	_____,
14	Defendant / Respondent.
15	
16	<u>NOTICE OF ENTRY OF DECREE /ORDER</u>
17	On _____, I served a true and correct copy of the Decree /
18	(Date the Decree / Order was served)
19	Order entered on _____ as described below:
20	(Date the Decree / Order was filed by the Court)
21	CHECK THE APPLICABLE BOX INDICATING HOW THE OTHER PARTY WAS SERVED
22	
23	<input type="checkbox"/> I personally served _____ at the following
24	location: _____
25	_____
26	_____
27	_____
28	
	REV 10/2012
	1
	NOTICE OF ENTRY

1 Code: 3720

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Self-Represented Litigant

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

9
10 _____, Case No. _____

11 Plaintiff / Petitioner,

12 Dept. No. _____

13 vs.

14 _____,
15 Defendant / Respondent.

16 NOTICE OF ENTRY OF DECREE /ORDER

17 On _____, I served a true and correct copy of the Decree /
18 (Date the Decree / Order was served)

19 Order entered on _____ as described below:
20 (Date the Decree / Order was filed by the Court)

21 CHECK THE APPLICABLE BOX INDICATING HOW THE OTHER PARTY WAS SERVED

22 I personally served _____ at the following

23 location: _____

24 _____

25 _____

26 _____

27 _____

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I placed a copy of the Decree / Order listed above in a sealed envelope upon which first class postage was fully prepaid and mailed said Decree / Order via the United States Post Office, addressed as follows:

Name: _____
Address: _____

This document does not contain the Social Security Number of any person.

I declare under penalty of perjury, under the law of the State of Nevada, that the foregoing statements are true and correct.

Date: _____ Signature: _____

Print Your Name: _____

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INSTRUCTIONS: STEP 11

Serving the Notice of Entry of Decree / Order

You will need to send a copy of the Notice of Entry of Decree / Order to the Defendant / Respondent. You may do so by personal service or by mail. You will indicate how the Defendant / Respondent was served on the second page of the Notice of Intent to Take Default.

INSTRUCTIONS: STEP 12

If the Defendant / Respondent had not communicated to you that they oppose your complaint / petition, Skip this step and go to Step 4.

Electronically Filing the Documents

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

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

- Notice of Entry of Decree / Order

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.

There will not be a filing fee charged when documents are filed.

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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 a message if necessary

nlslaw.net

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727 – leave a message if necessary

www.washoelegalservices.org