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**DECLARATION AND  
SCHEDULE OF  
ARREARAGES**

**(FOR CHILD SUPPORT,  
SPOUSAL SUPPORT,  
OR ALIMONY)**

**F-7**

Self Help Center  
1 South Sierra St., First Floor  
Reno, NV 89501  
775-325-6731  
[www.washoecourts.com](http://www.washoecourts.com)

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**DECLARATION AND SCHEDULE  
OF ARREARAGES  
PACKET F-7**

**Use this packet only if the following statements are true:**

- This court has awarded you child support, spousal support, or alimony.
- The other party has not paid the full amounts owed.
- You are filing a **Motion for an Order to Enforce and/or an Order to Show Cause Regarding Contempt.**

**-OR-**

- You are filing a **Motion for Review and Modification of Child Support.**

**-OR-**

- The court ordered this document filed.

**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. Declaration and Schedule of Arrearages

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 Page One of the Declaration and Schedule of Arrearages as Shown:

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 on all other documents in this case.

3) Date, sign, and print your name.

1	Code: 1520
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 / Joint Petitioner, Case No. _____
12	vs. Dept. No. _____
13	_____ Defendant / Respondent / Joint Petitioner.
14	
15	
16	<u>DECLARATION AND SCHEDULE OF ARREARAGES</u>
17	
18	Pursuant to the best information known and available to me, the following scheduled accurately
19	sets out the dates and amount of periodic payments due from the other party pursuant to a lawful
20	court order, the dates and amounts of all payments received, and the principal, interests, and
21	penalties due.
22	This document does not contain the personal information of any person as defined by NRS
23	603A.404.
24	I declare under penalty of perjury under the law of the State of Nevada that the foregoing
25	statements are true and correct.
26	Date: _____ Signature: _____
27	
28	Print Your Name: _____
	REV 6/2018 JCB 1 DEC AND SCHEDULE OF ARREARAGES

1 Code: 1520

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 \_\_\_\_\_,  
11 Plaintiff / Petitioner / Joint Petitioner,

Case No. \_\_\_\_\_

12 vs.

Dept. No. \_\_\_\_\_

13 \_\_\_\_\_,  
14 Defendant / Respondent / Joint Petitioner.

15 \_\_\_\_\_/

16 DECLARATION AND SCHEDULE OF ARREARAGES

17  
18 Pursuant to the best information known and available to me, the following scheduled accurately  
19 sets out the dates and amount of periodic payments due from the other party pursuant to a lawful  
20 court order, the dates and amounts of all payments received, and the principal, interests, and  
21 penalties due.

22 This document does not contain the personal information of any person as defined by NRS  
23 603A.040.

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

26 Date: \_\_\_\_\_

Signature: \_\_\_\_\_

27  
28 Print Your Name: \_\_\_\_\_

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## INSTRUCTIONS: STEP 2

### **Complete Page Two of the Declaration and Schedule of Arrearages as Shown:**

- 1) For each payment the other party should have made, you will need to print the due date, what was due, how much (if anything) was paid, and what is still owed, the interest, and if applicable the penalties.

Due date: This is the specific date that the party should have paid.

Amount due: This is how much the other party should have paid on that specific date.

Date payment received: If the other party made a payment, write the date you received the payment. If you did not receive anything, print “not received.”

Amount received: Print the amount you received from the other party. If you did not receive anything, print “0.”

Arrears this period: This is how much the other party still owes you for that payment. The calculation is: Amount due – Amount received.

Interest: Nevada law allows you to collect statutory interest for any amounts not paid. Interest is based on the state’s prime interest rate PLUS 2%. The rate changes every January and every July. Current and past interest rates can be found at [www.washoecourts.com](http://www.washoecourts.com).

Penalties: This only applies to child support arrears that have been due and owing for longer than 30 days. You are entitled to a 10% per annum penalty on any child support arrears owed for longer than 30 days.

Total Arrears, Interest, and Penalties Due: Add the numbers in each column for a grand total at the bottom.

1							
2	Due Date	Amount Due	Date Payment Received	Amount Received	Arrears this Period	Interest	Penalties
3	Example: 1/15/2017	\$300 due	Paid 1/15/17	\$100 paid	\$200 owed	(you must calculate)	(you must calculate)
4							
5	Example: 2/15/2017	\$300 due	Not received	\$0 paid	\$300 owed	(you must calculate)	(you must calculate)
6							
7							
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Due Date	Amount Due	Date Payment Received	Amount Received	Arrears this Period	Interest	Penalties
Example: 1/15/2017	\$300 due	Paid 1/15/17	\$100 paid	\$200 owed	(you must calculate)	(you must calculate)
Example: 2/15/2017	\$300 due	Not received	\$0 paid	\$300 owed	(you must calculate)	(you must calculate)
<b>Total arrears, interest, and penalties due:</b>				\$	\$	\$

If more room is needed, attach additional sheets.

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## INSTRUCTIONS: STEP 3

### 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 documents. If you are filing a **Motion for an Order to Enforce and/or an Order to Show Cause Regarding Contempt** or a **Motion for Review and Modification of Child Support** you will attach this document as an exhibit to that motion. To do so you will also need an **Index of Exhibits** and **Exhibit Cover Page**.

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 is no fee for filing this form.

#### 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](http://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](http://nlslaw.net)

#### **WASHOE LEGAL SERVICES**

299 S. Arlington Avenue Reno, NV 89501

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

[www.washoelegalservices.org](http://www.washoelegalservices.org)