

# SELF HELP CENTER PACKET AND FORMS

## IMPORTANT

The packets and forms listed in this document are approved for use in the Family Division of the Second Judicial District Court, in Washoe County, Nevada only.

Forms are available for \$1.00 and packets for \$3.00 at the Self-Help Center, Law Library, and District Court Filing Office. Forms and packets are also available online for free.

If you have questions regarding filing fees, you may open the full list of filing fees on the [www.washoecourts.com](http://www.washoecourts.com) on the home page under **“Top Requests”** or call the District Court Filing Office at 775-328-3110 ext. 7 for more information.

## PACKETS USED TO START A DIVORCE

You do not need to file for legal separation prior to filing for divorce.

### **Joint Petition for Divorce – No Minor Children**

**D – 2**

Used when the parties have no minor children; both parties agree on all issues, such as the division of debts and assets and spousal support; and both parties are going to sign the documents.

### **Joint Petition for Divorce – With Minor Children**

**D – 4**

Used when the parties have minor children; both parties agree on all issues such as custody, visitation, child support, the division of assets and debts, and spousal support; and both parties are going to sign the documents.

### **Divorce Complaint – No Minor Children**

**D – 6**

Used when the parties have no minor children and only one party is filing the document because the other party is not willing to sign the documents and/or the parties are not in agreement.

### **Divorce Complaint – With Minor Children**

**D – 7**

Used when the parties have minor children and only one party is filing the documents because the other party is not willing to sign the documents and/or the parties are not in agreement on issues such as custody, visitation, child support, the division of debts and assets, and spousal support.

## **PACKETS USED TO START A LEGAL SEPARATION**

(also known as Separate Maintenance)

Used when parties do not want to divorce, but want to separate legal obligations. The process is similar to the process for divorce and will divide the debts and assets, set spousal support, and in circumstances with children set up a custody/visitation schedule and child support.

### **Joint Petition for Separate Maintenance – No Minor Children** **D – 15**

Used when the parties have no minor children; both parties fully agree on all issues, such as the division of debts and assets and spousal support; both parties are going to sign the documents; and both parties want to separate all legal obligations and remain married.

### **Joint Petition for Separate Maintenance – With Minor Children** **D – 17**

Used when the parties have minor children; both parties fully agree on all issues such as custody, visitation, child support, the division of assets and debts, and spousal support; both parties are going to sign the document; and both parties want to separate all legal obligations and remain married.

### **Complaint for Separate Maintenance – No Minor Children** **D – 19**

Used when the parties have no minor children; only one party is filing the document because the other party is not willing to sign the documents and/or the parties do not fully agree on all issues such as the division of debts and assets and spousal support.

### **Complaint for Separate Maintenance – With Minor Children** **D – 20**

Used when the parties have minor children; only one party is filing the documents because the other party is not willing to sign the documents and/or the parties do not fully agree on all issues such as custody, visitation, child support, the division of debts and assets, and spousal support.

## **ANNULMENT**

### **Joint Petition for Annulment** **D – 10**

Used when there is a basis for annulment as set forth in the Nevada Revised Statutes, such as when one party was already married to another person at the time of marriage or one party was legally incompetent at the time of the marriage; there are no children involved, or debts or assets to be divided; and both parties are going to sign the documents.

### **Complaint for Annulment** **D – 11**

Used when there is a basis for annulment as set forth in the Nevada Revised Statutes, such as when one party was already married to another person at the time of marriage or one party was legally incompetent at the time of the marriage; there are no children involved, or debts or assets to be divided; and only one party is filing the documents due to the other party not agreeing or refusing to sign.

## CUSTODY AND VISITATION

Used when the unmarried parents of children want to establish custody and visitation. These packets are to be used by parents only. All others please see Third Party Visitation or Guardianship packets.

### **Joint Petition to Establish Custody and Visitation**

**D – 9**

Used to establish custody and visitation for minor children when the parents are not married and agree on all issues relating to such matters as custody, visitation, and child support. May only be used when the father's name is on the birth certificate, a DNA test has been done to establish the biological father, or paternity has been established by some other means. Both parents must sign the documents.

### **Petition to Establish Custody and Visitation**

**D - 8**

Used to establish custody and visitation for minor children when the children's parents are not married and the parents do not agree on all issues relating to such matters as custody, visitation, and child support. May only be used when the father's name is on birth certificate, a DNA test has been done to establish the biological father, or paternity has been established by some other means.

## THIRD PARTY VISITATION

### **Petition for Visitation Only**

**D – 21**

Used only by non-parents seeking visitation with a child or children; and the child(ren) live in Washoe County.

## CONVERSION DOCUMENTS

Used when a Complaint or Petition has been filed and served, the parties come to an agreement on all issues and wish to convert the Complaint or Petition into a Joint Petition. *Cannot be used to convert the Joint Petition to a Complaint.*

### **Conversion from Divorce Complaint to Joint Petition – No Minor Children**

**C – 1**

Used when the parties have no minor children; a complaint for divorce was filed; both parties have come to a full agreement on all issues, such as the division of debts and assets, and spousal support; and both parties are going to sign the documents.

### **Conversion from Divorce Complaint to Joint Petition – With Minor Children**

**C – 2**

Used when the parties have minor children; a complaint for divorce was filed; both parties have come to an agreement on all issues such as custody, visitation, child support, the division of assets and debts, and spousal support; and both parties are going to sign the documents.

### **Conversion from Petition to Establish Custody to Joint Petition**

**C – 3**

Used when a Petition to Establish Custody and Visitation was filed; both parents of the children have come to an agreement about the custody, visitation, and child support of the children; and both parents are going to sign the documents.

## MOTIONS

**Motions cannot be used to open a case.** Motions are used to bring issues before the Court. They are used to do things such as change existing orders, review existing orders, and to ask the Court to enter specific orders. If the other party agrees to the changes, please use a Stipulation. If it is a Guardianship case, please see Minor Guardianship or Adult Guardianship.

**Motion for Temporary Child Custody and Temporary Child Support** **M – 1**

Often filed at the same time as a Complaint, a Petition, an Answer, or an Answer and Counterclaim. Asks the Court to enter a temporary order establishing temporary custody, visitation, and child support that will be in effect while a divorce or custody case moves through the process between initial filing and a final Court Order.

**Motion for Temporary Spousal Support and Preliminary Attorney’s Fees** **M – 2**

Usually filed at the same time as a Complaint, an Answer, or an Answer and Counterclaim. Used to request the Court issue a temporary order requiring one party to pay the other party spousal support while the case is pending, and fees to hire an attorney to represent them in the divorce case.

**Motion for Review and Modification of Child Support** **M – 3**

Used to request the Court review and modify a current child support order. If your order is through the District Attorney’s office, please contact them first.

**Motion for Change of Custody or Visitation** **M – 4**

Used to request a change in an existing court order for custody and visitation.

**Motion – General** **M – 5**

Can be used in any existing case, even after a final order has been entered, to bring any other matter before the Court for a decision.

**Motion for Change of Venue** **M – 6**

Used to request that a case be moved from the Second Judicial District Court in Washoe County, Nevada, to a different District Court in the State of Nevada. Cannot be used to move the case to a different state.

**Motion for Payment of Unreimbursed Health Care Expenses** **M – 7**

Used by a parent or guardian who has paid medical expenses for a child, when another person was required by a court order to pay some or all of the child’s medical expenses. It is a request for the Court to enter a judgment and order requiring the other person to pay the portion of the child’s medical expenses for which they are responsible.

**Motion for Order to Enforce and/or an Order to Show Cause Regarding Contempt** **M – 8**

Used to notify the Court that one party is not following an existing court order; to request the other party appear in Court to explain why they are not following the court order; and can result the other party being held in contempt, required to pay a fine, spend time in jail, or other remedies.

**Motion for Permission to Relocate** **M – 9**

Used to request permission to relocate outside of the State of Nevada with children after an order for custody and visitation was issued with this Court.

## EX PARTE MOTIONS

The Latin term “*ex parte*” essentially means without the other party. With very few exceptions, Judges and their staff cannot communicate with one party to a case without the other party knowing exactly what was communicated and the other party having an opportunity to respond *before* the Court makes a decision.

*Ex Parte* Motions – motions that seek an order from the Court before the other party has notice and an opportunity to respond – can only be filed when the law allows an exception to the rule that prohibits *ex parte* communications with the Court. In the Family Division, *Ex Parte* Motions are allowed when the Court’s Order restrains both parties’ actions relating to property and finances, when the Court’s Order is necessary because a child’s health and safety is in danger, and in a few other circumstances.

Ex Parte Motions cannot be used to open a case.

**Ex Parte Motion Regarding Children** **E – 1**

Used when an emergency situation exists that requires a court order regarding children.

**Ex Parte Motion – General** **E – 2**

Used to request a court order when there is an emergency situation that does not involve children.

**Ex Parte Motion for Mutual Restraining Order of Assets and Debts Only** **E – 3**

Used to freeze or protect assets and debts of a marriage so assets cannot be disposed of or hidden from the Court and debts cannot be incurred for any reason except for the necessity of life.

**Ex Parte Motion for Publication of Summons** **E – 4**

Used to request the Court’s permission to serve documents on the other party by publishing them in the newspaper. Used when one party has made a diligent effort to find the other party, but still cannot find them.

**Ex Parte Motion for Alternative Service** **E – 5**

Used to request the Court’s permission to serve documents on the other party by alternative means. Used when one party has made a diligent effort to find the other party, but still cannot find them, or the other party is refusing service.

**Ex Parte Motion for Order Shortening Time** **E – 7**

Used to ask the Court to issue an order shortening the time the opposing party has to file a response or opposition. Filed at the same time as the motion, petition, or complaint and cannot be shortened more than five days. This packet is not to be used to get an earlier court date.

**Ex Parte Motion – Non-Emergency** **E – 8**

Used when no emergency exists, but an order from the Court is necessary to accomplish something, time does not allow for the normal motion process, and the rights of the other party are not affected by any order that may be issued.

**Ex Parte Motion to Open a Sealed Adoption File** **Form Only**

Used to request the Court unseal an adoption file for a specific reason and specific information.

## STIPULATIONS

Stipulations are used when both parties agree to make changes on an existing court order.

### **Stipulation to Modify Order – General**

**S – 1**

Used when both parties agree to changes they would like to have made to an order. *Both parties must sign the stipulation.*

### **Stipulation to Modify Order – Regarding Children**

**S – 2**

Used when both parties agree to changes they would like to have made on an order regarding children. *Both parents must sign the stipulation.*

### **Stipulation Regarding Payment of Unreimbursed Medical Expenses**

**S – 3**

Used when both parties agree on the amount owed for unreimbursed medical expenses, a payment plan, and *both parties will sign the documents.* This packet may be used to enter a judgment against the party responsible for repayment and the repayment plan.

## DEFAULT

### **Default Packet**

**P – 1**

Used to request the Court proceed with a final order when the other party has been properly served with the Summons, Complaint or Petition, and related documents but has not filed a timely answer. If the case involves minor children attach the Rule 48 form.

### **Rule 48**

**Form Only**

Used in cases involving children. This form must be attached to the Declaration in Support of Default.

## OUT-OF-STATE CUSTODY ORDERS

### **Petition to Register a Custody Order**

**P – 2**

Used to register a child custody and visitation order issued by a Court outside of the State of Nevada. This packet allows registration for future enforcement only, this will not transfer the case to Nevada or allow you to change the order.

## RESPONSES AND ANSWERS

These forms are used to answer, respond, or reply to documents that have been filed against you such as Complaints, Petitions, Motions, and Counterclaims.

### **Reply to Counterclaim**

A – 1

Use this document to reply to a counterclaim filed by the Defendant or Respondent. Counterclaims are normally filed in the same document as an answer. If you do not reply to the Counterclaim, a default may be taken against you regarding the counterclaim.

### **Answer – General**

A – 2

Used to answer a complaint or petition that has been filed against you. There is no Counterclaim language in this document. It is designed for the Defendant to admit or deny the allegations or claims asserted the complaint or petition.

### **Opposition to Motion**

A – 3

Used to oppose a motion or other document that has been filed requesting action by the Court.

### **Opposition to Motion for Review and Modification of Child Support**

A – 4

Used to oppose a motion for review and modification of child support.

### **Opposition to Motion for Payment of Unreimbursed Medical Expenses**

A – 5

Used to oppose a motion for payment of unreimbursed medical expenses.

### **Objection to Proposed Order**

A – 6

Used when the other party has drafted a proposed order and you do not agree with the content of the proposed order.

### **Answer and Counter Claim to Complaint for Divorce – No Minor Children**

AC – 1

Used to answer a complaint for divorce that has been filed against you and to assert your own counterclaims against your spouse in a case without minor children. Counterclaims are not just a disagreement with the other party's claims; they are your claims against the other party.

### **Answer and Counter Claim to Complaint for Divorce – With Minor Children**

AC – 2

Used to answer a complaint for divorce that has been filed against you and to assert your own counterclaims against your spouse in a case with minor children. Counterclaims are not just a disagreement with the other party's claims; they are your claims against the other party.

### **Answer and Counter Claim to Petition to Establish Custody and Visitation**

AC – 3

Used to answer a petition to establish custody and visitation that has been filed against you and to assert your own counterclaims. Counterclaims are not just a disagreement with the other party's claims; they are your claims against the other party.

## MINOR GUARDIANSHIP PACKETS

Each child is required to have his/her own case. If you have more than one child in need of a guardianship, separate packets will be needed for each child.

- Six Month, Informal Temporary Guardianship** **GM – TEMP**  
Used where there is a temporary need for a guardianship. This is not a court order and can be revoked at any time. This is not usually accepted by insurance companies.
- Petition for Guardianship of a Minor with Immediate Temporary Guardianship** **GM – 1**  
Used when there is an emergency situation in which guardianship over a child is needed immediately, while the full guardianship is pending.
- Petition for Guardianship of a Minor** **GM – 2**  
Used to establish guardianship of a child.
- Minor’s Consent to Guardianship** **GM – 3**  
Used for a child who is 14 years old or older to provide consent for the petitioner(s) to become his or her guardian(s).
- Parent Consent for Guardianship of a Minor** **GM – 4**  
Used for the child’s natural parent(s) to provide consent for the petitioner(s) to become the child’s guardian(s).
- Consent for Guardianship of a Minor** **GM – 5**  
Used by an interested third party to provide consent for the petitioner(s) to become the child’s guardian(s).
- Request to Waive Service or Publish in the Newspaper** **GM – 6**  
Used to request the Court waive service on the parent(s) or other required family members, or to alternatively publish the citation to appear in the newspaper. It is only used after the petitioner(s) has/have made a diligent effort to find the parties, but still cannot find them.
- Objection to Petition for Guardianship of a Minor** **GM – 7**  
Used to object to a petition for guardianship of a minor.
- Objection General** **GM – 8**  
Used to object to any other petition, motion, request, or filing in a guardianship packet that is not the initial petition for guardianship.
- Petition for Permission to Move out of State** **GM – 9**  
Used by the guardian(s) to request to move out of state with the minor.
- Petition for Visitation / Contact** **GM – 10**  
Used to request visitation with a child when that child’s guardian of a minor is denying visitation to a family member within the second degree of consanguinity of the minor.
- General Petition** **GM – 11**  
Used to bring any additional matters to the Court’s attention.



<b>Petition for Authority to List and Sell Real Property</b> Used to request the sale of real property. (Part 1 of 2)	<b>GM – 12 A</b>
<b>Petition for Confirmation of Sale of Real Property</b> Used once a potential buyer is found for the sale of real property. (Part 2 of 2)	<b>GM – 12 B</b>
<b>Consent to Waive Publication of the Notice to Sale</b> Used when an heir or devisee of an estate would like to consent to the sale of real property.	<b>GM – 13</b>
<b>Petition to Release Funds from Blocked Account</b> Used to request to release funds from a blocked account.	<b>GM – 14</b>
<b>Petition to Resign as Guardian(s)</b> Used when the guardian(s) no longer wish to be the guardian(s), but a guardianship is still required. (If no one is willing to step in as a new guardian, social services will be notified that the minor has been abandoned.)	<b>GM – 15</b>
<b>Petition to Remove Guardian(s)</b> Used when one guardian, or a third party wishes to remove a guardian and there is still a need for guardianship.	<b>GM – 16</b>
<b>Petition to Terminate Guardianship</b> Used to end an existing guardianship. Additional forms may be required.	<b>GM – 17</b>

### **MINOR GUARDIANSHIP FORMS**

**GM – Accounting**

Used when there is a guardianship over a minor’s estate. Must be filed every year there is a guardianship over a minor’s estate.

**GM – Acknowledgment (Estate)**

Used when there is a guardianship over a minor’s estate to acknowledge the responsibilities and duties of the guardian. Must be filed after the guardianship of the estate is granted.

**GM – Acknowledgment (Person)**

Used when there is a guardianship over a minor to acknowledge the responsibilities and duties of the guardian. Must be filed after the guardianship of the person is granted.

**GM – Certificate of Service**

Used to show proof of service of a document.

**GM – Citation to Appear and Show Cause**

Used to set a hearing on a guardianship matter.

**GM – Confidential Information Sheet**

Must be filed with the petition for guardianship, or within 90 days following the order for guardianship.

**GM – Confidential Medical / Educational Sheet**

Used to submit confidential medical and educational documents to the Court.

**GM – Cover Page**

Used to submit documents to the Court. If a confidential cover page is needed write CONFIDENTIAL in front of COVER PAGE on the form.

**GM – Declaration of Service**

Used to show proof to the Court of personal service of a document.

**GM – Inventory, Appraisal, and Record of Value**

Used to inform the Court of the value of the items in the estate.

**GM – Letters of Guardianship**

Issued by the Court after the hearing appointing a guardianship.

**GM – Notice of Change of Address**

Used to change you address.

**GM – Notice of Emergency and / or Hospitalization**

Used to inform the Court and any interested parties of an emergency and/or hospitalization of a protected minor.

**GM – Notice of Hearing**

Used to inform other interested parties of a hearing.

**GM – Notice of Intent to Move Protected Person**

Used to inform the Court and any interested parties that a guardian intends to move a protected minor from one care facility or residence, to another care facility or residence.

**GM – Proof of Blocked Account**

Used to inform the Court of a blocked account set up in a protected child's name.

**GM – Report of the Guardian of the Child**

Used to report the condition of a child to the Court. Must be filed every year there is a guardianship over the person.

**GM – Request for Submission**

Used to inform the Court the documents are ready for their review and if applicable, that anytime for opposition is past.

**GM – Withdrawal of Petition / Motion**

Used to request the Court withdraw your petition or motion.

## ADULT GUARDIANSHIP PACKETS

<b>Petition for Guardianship of an Adult with Immediate Temporary Guardianship</b> File this packet to request emergency guardianship.	<b>GA – 1 A</b>
<b>Petition for Guardianship of an Adult with Immediate Temporary Guardianship</b> After you have received an order from the Court regarding GA-1 A, file this packet to continue with the guardianship.	<b>GA – 1 B</b>
<b>Petition for Guardianship of an Adult</b> Used to establish guardianship of an adult.	<b>GA – 2</b>
<b>Petition to Transfer Adult Guardianship to Nevada</b> Used to transfer an adult guardianship or conservatorship from a different state to Nevada.	<b>GA – 3</b>
<b>Consent for Guardianship of an Adult</b> Used by an interested third party to provide consent for the petitioner(s) to become the adult's guardian(s).	<b>GA – 5</b>
<b>Request to Waive Service or Publish in the Newspaper</b> Used to request the Court waive service on the parent(s) or other required family members, or to alternatively publish the citation to appear in the newspaper. It is only used after the petitioner(s) has/have made a diligent effort to find the parties, but still cannot find them.	<b>GA – 6</b>
<b>Objection to Petition for Guardianship of an Adult</b> Used to object to a petition for guardianship of an adult.	<b>GA – 7</b>
<b>Objection General</b> Used to object to any other petition, motion, request, or filing in a guardianship packet that is not the initial petition for guardianship.	<b>GA – 8</b>
<b>Petition for Permission to Move out of State</b> Used by the guardian(s) to request to move out of state with the protected person.	<b>GA – 9</b>
<b>Petition for Visitation / Contact</b> Used to request visitation with a protected person when the guardian has denied visitation.	<b>GA – 10</b>
<b>General Petition</b> Used to bring any additional matters to the Court.	<b>GA – 11</b>
<b>Petition for Authority to List and Sell Real Property</b> Used to request the sale of real property the protected person's. (Part 1 of 2)	<b>GA – 12 A</b>
<b>Petition for Confirmation of Sale of Real Property</b> Used once a potential buyer is found for the sale of real property. (Part 2 of 2)	<b>GA – 12 B</b>
<b>Consent to Waive Publication of the Notice to Sale</b> Used when an heir or devisee of an estate would like to consent to the sale of real property.	<b>GA – 13</b>

**Petition to Release Funds from Blocked Account** **GA – 14**  
Used to request the release of funds from the protected person’s blocked account.

**Petition to Resign as Guardian(s)** **GA – 15**  
Used when the guardian(s) no longer wish to be the guardian(s), but a guardianship is still required over the protected person. (If no one is willing to step in as a new guardian, social services will be notified that the protected person has been abandoned.)

**Petition to Remove Guardian(s)** **GA – 16**  
Used when one guardian, or a third party wishes to remove a guardian and there is still a need for guardianship.

**Petition to Terminate Guardianship** **GA – 17**  
Used to end an existing guardianship. Additional forms may be required.

### **ADULT GUARDIANSHIP FORMS**

**GA – Accounting**  
Used when there is a guardianship over a protected person’s estate. Must be filed every year there is a guardianship over a protected person’s estate.

**GA – Acknowledgment (Estate)**  
Used when there is a guardianship over a protected person’s estate to acknowledge the responsibilities and duties of the guardian. Must be filed after the guardianship of the estate is granted.

**GA – Acknowledgment (Person)**  
Used when there is a guardianship over a protected person to acknowledge the responsibilities and duties of the guardian. Must be filed after the guardianship of the person is granted.

**GA – Admonishment of Rights for Proposed Protected Person**  
Used to inform the proposed protected person of their rights and get their opinion of the guardianship.

**GA – Certificate of Service**  
Used to show proof of service of a document.

**GA – Citation to Appear and Show Cause**  
Used to set a hearing on a guardianship matter.

**GA – Confidential Information Sheet**  
Must be filed with the petition for guardianship, or within 90 days following the order for guardianship.

**GA – Confidential Medical / Educational Sheet**  
Used to submit confidential medical and educational documents to the Court.

**GA – Cover Page**  
Used to submit documents to Court, or that need a confidential cover page. If a confidential cover page is needed write CONFIDENTIAL in front of COVER PAGE on the form.

**GA – Declaration of Service**  
Used to show proof to the Court of personal service of a document.

**GA – Initial Plan of Care for the Protected Adult Person**

Used to inform the Court on how a guardian intends to care and meet the needs of a protected person.

**GA – Inventory, Appraisal, and Record of Value**

Used when there is a guardianship over a protected person's estate to inform the Court of the value of the items in the estate.

**GA – Letters of Guardianship**

Issued by the Court after the hearing appointing a guardianship.

**GA – Monthly Budget**

Used to inform the Court of the monthly income, debts, and costs of a (proposed) protected person.

**GA – Notice of Change of Address**

Used to change your address.

**GA – Notice of Emergency and / or Hospitalization**

Used to inform the Court and any interested parties of an emergency and/or hospitalization of a protected person.

**GA – Notice of Hearing**

Used to inform other interested parties of a hearing.

**GA – Notice of Intent to Move Protected Person**

Used to inform the Court and any interested parties that a guardian intends to move a protected person from one care facility or residence to another care facility or residence.

**GA – Physician's Certificate with Needs Assessment**

Used to inform the Court of a medical professional's assessment of the needs of a proposed protected person.

**GA – Proof of Blocked Account**

Used to inform the Court of a blocked account set up in a protected person's name.

**GA – Report of the Guardian of the Adult**

Used to report the condition of a protected person to the Court. Must be filed every year there is a guardianship over the person.

**GA – Request for Submission**

Used to inform the Court the documents are ready for their review and if applicable, that anytime for opposition is past.

**GA – Withdrawal of Petition / Motion**

Used to request the Court withdraw your petition or motion.

## NAME CHANGE

**Name Change of an Adult** **NA**

Used when an adult wants to change their name. Electronic filing is mandatory for adult name changes.

**Minor Name Change (Both Parents)** **N M – 1**

Used to change the name of a minor when both parents agree to the name change.

**Minor Name Change (One Parent)** **N M – 2**

Used to change the name of a minor when one parent does not agree or cannot be located.

**Minor's Consent to Name Change** **NM – 3**

Used for a child who is 14 years of age or older to provide consent to have their name changed.

**Ex Parte Motion for Publication of Notice of Name Change of a Minor** **NM – 4**

Used when the other parent cannot be located after due diligence, or is truly unknown, to request service of the minor name change be made in the newspaper.

## FILING FEE WAIVERS

These packets are used to ask the Court to waive the fees to file documents with the Court and, if applicable, the cost for personal service of the documents on the other party or the other party's counsel. The waiver of the cost for personal service on the other party is limited to when the other party or the other party's counsel resides in the State of Nevada. The Court cannot waive the cost for personal service on the other party if the other party lives outside the State of Nevada or if service is going to be made by publication. **Does not include fees for copies of court records, packets/forms sold by the Court, or use of Court copiers or printers.**

**Application for Waiver of Fees and Costs – FAMILY DIVISION** **F - 6**

Used to ask the Second Judicial District Court, of Washoe County, to waive the filing fees and costs for a party who has very low income.

**Joint Request for Waiver of Fees and Costs – FAMILY DIVISION** **F – 6JP**

Used when Joint Petitions are being filed and both parties are requesting that their filing fees be waived. In this set of circumstances, both parties must financially qualify to have their fees waived.

**In Forma Pauperis** **IFP**

Used to ask the Second Judicial District Court, of Washoe County, to waive the filing fees and costs for a party who has very low income in civil case.

## **GENERAL FORMS WITH INSTRUCTIONS**

- Notice to Set** **F – 1**  
Used to send notice to the other party that you are going to appear at the Court to set a matter for a hearing, giving them an opportunity to appear as well.
- Subpoena Packet** **F – 2**  
General instructions on how to fill out a Subpoena, have it issued, and how to serve a Subpoena.
- Substitution of Counsel** **F – 4**  
Used to withdraw an attorney from a case so that a person can represent themselves.
- Notice of Change of Address** **F – 5**  
Used to notify the Court and the other party that there has been a change of address. If you do not file a change of address with the Court, all legal documents, motions, orders, in your case will be served to the last known address with the Court and you may not receive them.
- Declaration and Schedule of Child Support Arrearages** **F – 7**  
Typically used with an M-8 or M-4 packet to account for arrearages that should be paid due to nonpayment of child support.
- Request for Mediation** **F – 8**  
Used to request the Court order mediation or to return to mediation in an existing case. Cannot be used to start a case.
- Application for Appointment of Counsel** **F – 14**  
Used in cases of child abuse or child neglect to request the Court appoint an attorney for a parent of the child(ren).

## **OTHER PACKETS REGARDING MINORS**

- Emancipation** **EM**  
Used to request emancipation of a minor. Typically the minor must be at least 16 years old, fully self-supporting, living on their own, and finishing high school or involved in a GED program.
- Petition for Minor Marriage** **MM**  
Used to request the Court to allow a minor under the age of 16 to get married in the State of Nevada.

## **OBJECTION TO MASTER’S RECOMMENDATION**

- Objection to Master’s Recommendation** **A – 7**  
Used to appeal a Master’s recommendation. Must be filed within ten days of receiving the Master’s Recommendation. An ex parte motion can be filed to “stay” the provisions of the recommendation you do not want to become effective. For more information regarding a “stay,” you will need to consult with an attorney.

## PROBATE PACKETS

The Probate Division handles trusts and estates of deceased persons.

- Ex Parte Petition for Order to Open Safe Deposit Box** **PR – 1**  
Used to obtain a court order to open the safe deposit box of a deceased person at a bank or other financial institution.
- Ex Parte Petition for Order to Release Medical Records** **PR – 2**  
Used to obtain a court order to access a deceased person’s medical records.
- Ex Parte Petition for Order of Cremation** **PR – 3**  
Used to request a court order for the cremation of the decedent’s body.
- Petition for Letters of Special Administration** **PR – 4**  
Used to appoint a temporary representative of a deceased person’s estate for a limited purpose.

## PROBATE FORMS

### **Creditor Claims Form**

Used to notify the Court of payment or monies owed by the decedent. Typically used by creditors.

### **Ex Parte Petition for Order Directing Transfer of Property (Non-Spouse)**

Used by a person who is not the spouse of the decedent to request a court order to allow transfer of property under the value of \$25,000.00 to the legal beneficiary. Used when a Small Estate Affidavit is not sufficient. **This form may not be used to transfer real property.**

### **Ex Parte Petition for Order Directing Transfer of Property (Spouse)**

Used by the spouse of the decedent to request a Court order to allow transfer of property under the value of \$100,000.00 to the legal beneficiary who is also the decedent’s surviving spouse. Used when a Small Estate Affidavit is not sufficient. **This form may not be used to transfer real property.**

### **Letters of Administration – No Will**

Used when the Court appoints an Administrator of the Estate of a decedent and there is no will.

### **Letters of Administration – With Will Annexed**

Used when there is a will, but the person named as the Executor of the Estate is unavailable, and the Court appoints an alternate, qualified person as the Administrator of the Estate of a decedent.

### **Letters of Testamentary**

Used when there is a will and the person named in the will as an Executor of the Estate is appointed by the Court as the Executor of the Estate of a decedent.



## **PROBATE FORMS CONTINUED**

### **Notice of Hearing (Pro Per)**

Used to notify required parties there is a hearing in a probate case.

### **Notice to Creditors with Affirmation**

Used to notify creditors there has been a Personal Representative of the Estate of a Deceased Person appointed by the Court and all creditors having claims against the estate are required to file the claims with the clerk of the court within ..... (60 or 90) days after the mailing or the first publication (as the case may be) of the notice.

### **Request for Submission – Probate**

Used to inform the Court that the documents are ready for their review and if applicable, that anytime for opposition is past.

### **Small Estate Affidavit**

Used by the spouse (if the property value is under \$100,000), or a non-spouse (if the property value is under \$25,000), to request an agency holding property or property title issue transfer of the property or property title to the legal successor. This does not get filed with the Court. **This form may not be used to transfer real property.**

## RELEASE OF BLOCKED TRUST

### **Release of Funds from a Blocked Trust (Under 18)**

**F – 10**

Used when there was a minor's compromise resulting in a trust for the child and some or all of the money is being requested to be released prior to the child turning 18. Must be signed by the Guardian Ad Litem and the Beneficiary.

### **Release of a Blocked Trust (Over 18)**

**F – 11**

Used when there was a minor's compromise resulting in a trust for the child, and the child has reached the age of 18, and control of the account needs to be turned over to the beneficiary.

## ENFORCEMENT OF JUDGMENTS FOR MONEY

### **Application to Domesticate a Foreign Judgment (Out-of-State Judgment)**

**CV-1**

Used when you have a judgment for money in another state that is still valid and enforceable, and you would like Nevada to enforce the judgment because the person who owes you money now lives here or has a business here.

### **Collection of Judgment for Money (Garnishing Wages or Attaching Bank Accounts)**

**CV-2**

Used when you have a judgment for money in the Second Judicial District Court that is still valid and enforceable, the person who owes you money is not paying the money, and you wish to enforce the judgment either through garnishment or collection of money/bank accounts.

### **Claim of Exemption from Execution**

**CV-3**

Used when a person who has a judgment against you in the Second Judicial District Court is trying to garnish or collect property or money that is exempt from collection by NRS 21.090.

## TEMPORARY PROTECTION ORDER

A Temporary Protection Order can be requested when two people have a domestic relationship and there has been an act of domestic abuse against the applicant and/or the applicant's minor child(ren). If the parties do not have a domestic relationship, and you would like an order protecting against stalking/harassment, please contact your local Justice Court for further information.

A domestic relationship includes a relationship by blood, a relationship by marriage, a relationship by having a child in common, or a dating relationship.

An act of domestic abuse can include, but is not limited to:

- a battery;
- an assault;
- compelling the other by force or threat of force to perform an act from which the other person has the right to refrain or to refrain from an act which the other person has the right to perform;
- a sexual assault;
- a knowing, purposeful, or reckless course of conduct intended to harass the other; a false imprisonment;
- or unlawful entry of the other's residence or forcible entry against the other's will, if there is a reasonably foreseeable risk of harm to the other from the entry.

### **Temporary Protection Order Motion**

**F - 13**

Used to asking the Court to modify or dissolve a Temporary Protection Order (TPO).

### **Temporary Protection Order (Without Minor Children)**

**F - 15**

Used to request the Court order a temporary protection order and/or extended protection order.

### **Temporary Protection Order (With or on Behalf of Minor Children)**

**F - 16**

Used to request the Court order a temporary protection order and/or extended protection order, and there is/are minor child(ren) shared between the parties.

## **MISCELLANEOUS FORMS**

### **Addendum**

Used to add additional information or evidence to existing court documents that have already been filed.

### **Affirmation Page**

Used to inform the Court whether or not a document has the personal information of any person as defined by NRS 603A.040, and if so the reason. This is a mandatory form for all court filings. If you are using the Second Judicial District Court forms and packets, this form is incorporated into most of the forms.

### **Application for Setting**

Used to request a matter be set for hearing.

### **Case Management Conference Notice**

Used to notify the other party that there is a case management conference set in the case.

### **Case Management Conference Statement – Divorce (Minor Children)**

Used when there is a divorce with children. This is a required document that must be filed and served ten days prior to the case management conference.

### **Case Management Conference Statement – Divorce (No Minor Children)**

Used when there is a divorce without children. This is a required document that must be filed and served ten days prior to the case management conference.

### **Case Management Conference Statement – Unmarried Parties**

Used when there is a custody and visitation case. This is a required document that must be filed and served ten days prior to the case management conference.

### **Civil Cover Sheet**

Used with a petition or complaint to open a civil case. This is a required document.

### **Civil Cover Sheet Family**

Used with a petition or complaint to open a family case. This is a required document.

### **Consent for Electronic Service**

Used to consent to being served by electronic means.

### **Cover Page**

Can be used to submit documents to the Court or that need a confidential cover page. If a confidential cover page is needed write CONFIDENTIAL in front of COVER PAGE on the form.

### **Declaration**

Used to declare to the Court that you have personal knowledge of information in a case and you are willing to testify to that knowledge.

### **Declaration of Resident Witness**

Used to declare that a party or parties in a divorce or legal separation do in fact reside in the State of Nevada and for how long. This is a required document in a divorce case and must be filled out by a third party.

## MISCELLANEOUS FORMS CONT.

### **Exhibit Divider Page**

Used to identify and separate exhibits in a case.

### **Exhibit Index Page**

Used to organize exhibits.

### **Family Court Information Sheet**

Used to inform the Court of required information about the parties and children in a family court case. This is a mandatory form for divorces, custody and visitation, legal separation, and annulment.

### **General Financial Disclosure Form**

Used to inform the Court and the other party in your case of your finances. This is a mandatory form for complaints for divorces, custody and visitation, legal separation, or changes to child support.

### **Involuntary Admission Petition and Order**

Used when there is a family member who needs to be put in a mental health facility for evaluation, observation, and treatment.

### **Juvenile – Ex Parte Motion**

Used to bring an emergency issue before the Court in a juvenile case, even after a final order has been entered.

### **Juvenile – Motion**

Can be used in any existing juvenile case, even after a final order has been entered, to bring any other matter before the Court for a decision.

### **Juvenile – Petition for Release of Records**

Used to request the Court release records in a juvenile case.

### **Juvenile – Reply to Response Motion**

Used by the party that filed a motion to reply to the response from the other party.

### **Juvenile – Required Identification**

Used to file required identification with the Court, for juveniles involved in a juvenile case.

### **Motion Opposition Sheet**

Used to help determine the filing fee when filing a motion or a response to motion. This is a mandatory form for all motions and responses to motions.

### **Notice**

Used to notify the Court or the other party in a case of something involving the case.

### **Notice of Change of Email**

Used to notify the Court and the other party that there has been a change of email address used in cases that require e-Filing.

### **Notice of Entry of Decree, Order, Judgement**

Used to notify the other party that there has been a decree, order, or judgment filed in a case.

## MISCELLANEOUS FORMS CONT.

### **Peremptory Challenge**

Used when you would like to request the Court to assign a different Judge to your case PRIOR to the Judge viewing any documents in the case, usually filed immediately after filing the case initiating documents when the judge is assigned one challenge per party per case. This cannot be used to change judges after the Judge has made a ruling in the case.

### **Pleading Paper (No Lines)**

Used as a blank template without lines.

### **Pleading Paper (With Lines)**

Used as a blank template with lines.

### **Proof of Service**

Used to provide proof to the Court that service was completed and how it was completed. Not to be used for service of case initiating documents.

### **Reply to Response**

Used by the party that filed a motion to reply to the response the other party filed.

### **Request for Judge's Conference – UCCJEA**

Used to request a judge of this Court to contact a judge of another Court to determine the jurisdiction of a case.

### **Request for Production of Documents (Discovery)**

Used to request the other party provide specific documents that maybe necessary to the case.

### **Request for Submission**

Used to inform the Court that the documents are ready for their review and if applicable, that anytime for opposition is past.

### **Request to Reinstate – Individual**

Used by one party in a case to request the Court to reinstate a case or an order that was previously suspended.

### **Request to Reinstate – Joint**

Uses by both parties in a case to request the Court to reinstate a case or an order that was previously suspended.

### **Seal File Demand**

Used to demand that a divorce action's records be sealed to the public.

### **Settlement Conference Report**

Used to inform the Court of what issues still exist in a case before the Settlement Conference. This is a mandatory form for Settlement Conferences and must be filed and served on the other party five days prior to the Settlement Conference.

### **Stipulation and Order for Continuance**

Used when both parties agree to continue a hearing to a later date. Must be signed by both parties.

## **MISCELLANEOUS FORMS CONT.**

### **Summons (With Declaration of Personal Service)**

Used to inform the other party that a case has been filed against them. Must be issued by the Court and served by a third party. Once service is complete, the third party fills out the Declaration of Personal Service and it is filed.

### **Trial Statement**

Used to inform the Court of the remaining issues and additional information about the issues. This is a mandatory form for family court trials and must be filed and served on the other party five days prior to the trial.

### **UCCJEA**

Used to determine if this Court has jurisdiction over the minor.

### **Verification**

Used to verify that all the information in a document is true to the best of the person signing its knowledge. This form may be incorporated into the document you are filing.

### **Voluntary Dismissal – Divorce/ Petition Notice**

Used when the person who filed a complaint for divorce wants to withdraw their complaint for divorce. Can only be used if the other party has not yet answered.

### **Voluntary Dismissal – Divorce (Two Party)**

Used when both parties wish to dismiss a complaint or petition filed with the Court.

### **Voluntary Dismissal – Joint Petition**

Used when both parties want to dismiss a joint petition filed with the Court.

### **Withdraw of Joint Petition – Notice (One Party)**

Used when one party no longer agrees to the terms of the joint petition and wishes to withdraw consent.

### **Withdraw of Motion – One Party**

Used when the party who filed a motion wishes to withdraw the motion.

### **Withdraw of Motion and Request to Vacate Hearing – Both Parties**

Used when both parties wish to withdraw a motion filed with the Court and vacate any hearing set on the motion.

### **Writ of Assistance**

Used to request law enforcement assistance to pick up children to return them to the other parent.