

Second Judicial District Court Packets and Forms

IMPORTANT

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

Packets and forms are available for free at the Second Judicial District Court and online.

If you have questions regarding filing fees, you may open the full list of filing fees at www.washoecourts.com on the home page under **“Top Requests”** or call the District Court Resource Center at 775-325-6731 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 on issues such as the division of debts and assets, and spousal support.

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, no 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, no 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 Review and Modification of Child Support **M – 3**

Used to request the Court review and modify a current child support order. If your child support 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 a 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 in 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.

Motion for School Choice for Minor Child(ren) **M – 10**

Used to request permission to change a child’s school in a divorce or custody case.

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 involving children, that requires a court order.

Ex Parte Motion for General Use

E – 2

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

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 something other than personal service. Used when one party has made a diligent effort to locate the other party’s home or work address, and cannot, but you have other means to contact the party. *Can also be used if 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.*

Non-Emergency Ex Parte Motion

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.

STIPULATIONS

Stipulations are used when both parties agree to make changes to 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 to 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.

Stipulation Modifying Child Support

S – 4

Used when both parties agree to changes they would like to have made regarding child support. *Both parents must sign the stipulation.*

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 |
| Used 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 in the complaint or petition. | |
| 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 Counterclaim 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 Counterclaim 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 Counterclaim 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. | |
| Opposition to Motion | AM – 1 |
| Used to oppose a motion or other document that has been filed to request action by the Court. | |
| Opposition to Motion for Payment of Unreimbursed Medical Expenses | AM – 2 |
| Used to oppose a motion for payment of unreimbursed medical expenses. | |
| Opposition to Motion for Review and Modification of Child Support | AM – 3 |
| Used to oppose a motion for review and modification of child support. | |
| Opposition to Motion for Change of Custody and Visitation | AM – 4 |
| Used to oppose a motion for change of custody and visitation. | |
| Opposition to Motion for School Choice for Minor Child(ren) | AM – 5 |
| Used to oppose a motion for change of school of a minor child(ren). | |

TERMINATION OF PARENTAL RIGHTS AND ADOPTION

The Second Judicial District Court does not currently have forms for Adoption. If you are in need of these forms, please visit <http://selfhelp.nvcourts.gov/>. Once you are on the website click, **ALL OTHER LOCATIONS**. This will take you to the Nevada Supreme Court approved forms.

Petition to Terminate Parental Rights

TPR – 1

Used to terminate the parental rights of a parent. This means the parent-child relationship no longer exists, the parent no longer gets to raise the child, the parent has no rights to visit or talk with the child, the parent no longer has a financial obligation to the child, the parent is removed from the child's birth certificate, and the child can be adopted without the parent's permission.

Ex Parte Motion for Publication of Notice of Hearing to Terminate Parental Rights

TPR – 2

Used to request the Court's permission to serve notice on the parent by publication in the newspaper. Used when one party has made a diligent effort to find the parent, but still cannot find them, or does not know the identity of the parent.

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.

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| 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. | |
| Opposition General | GM – 8 |
| Used to oppose any other petition, motion, request, or filing in a guardianship case 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 the child’s guardian 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 in a minor guardianship case. | |

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| Consent to Waive Publication of the Notice of Sale | GM – 13 |
| Used when an heir or devisee of an estate would like to consent to the sale of real property. | |
| Petition to Release Funds from Blocked Account | GM – 14 |
| Used to request to release funds from a blocked account. | |
| Petition to Resign as Guardian(s) | GM – 15 |
| 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.) | |
| Petition to Remove Guardian(s) | GM – 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 | GM – 17 |
| Used to end an existing guardianship. Additional forms may be required. | |
| Ex Parte Emergency Motion for Guardianship of a Minor | GM – 18 |
| Used when an emergency exists that requires a court order. | |
| Petition to Transfer Child Guardianship to Nevada | GM – 19 |
| Used when there is a guardianship of a child in another state and you want to move that guardianship to Nevada. | |
| Petition for Registration of Out of State Guardianship | GM – 20 |
| Used when there is a guardianship of a child in another state, and you want to register that guardianship in Nevada for enforcement only. | |

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 – Annual 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 – Certificate of Service

Used to show proof of service of a document.

MINOR GUARDIANSHIP FORMS CONT.

GM – Citation to Appear and Show Cause

Used to set a hearing on a guardianship matter.

GM – Confidential Information Sheet – Guardianship Required 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 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 your address.

GM – Notice of Hearing

Used to inform other interested parties of a hearing.

GM – Proof of Blocked Account

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

GM – Request for Submission

Used to inform the Court the documents are ready for review and, if applicable, that time for opposition has passed.

GM – Withdrawal of Petition / Motion

Used to request the Court withdraw your petition or motion.

ADULT GUARDIANSHIP PACKETS

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| Petition for Guardianship of an Adult with Immediate Temporary Guardianship File this packet to request emergency guardianship. | GA – 1 A |
| Petition for Guardianship of an Adult with Immediate Temporary Guardianship After you have received an order from the Court regarding GA-1 A, file this packet to continue with the guardianship. | GA – 1 B |
| Petition for Guardianship of an Adult Used to establish guardianship of an adult. | GA – 2 |
| Petition to Transfer Adult Guardianship to Nevada Used to transfer an adult guardianship or conservatorship from a different state to Nevada. | GA – 3 |
| Consent for Guardianship of an Adult Used by an interested third party to provide consent for the petitioner(s) to become the adult’s guardian(s). | GA – 5 |
| Request to Waive Service or Publish in the Newspaper Used to request the Court waive service on the 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. | GA – 6 |
| Objection to Petition for Guardianship of an Adult Used to object to a petition for guardianship of an adult. | GA – 7 |
| Opposition General Used to oppose any petition, motion, request, or filing in a guardianship packet that is not the initial petition for guardianship. | GA – 8 |
| Petition for Permission to Move out of State Used by the guardian(s) to request to move out of state with the protected person. | GA – 9 |
| Petition for Visitation / Contact Used to request visitation with a protected person when the guardian has denied visitation. | GA – 10 |
| General Petition Used to bring any additional matters to the Court. | GA – 11 |
| Petition for Authority to List and Sell Real Property Used to request permission to sell the protected person’s real property. (Part 1 of 2) | GA – 12 A |
| Petition for Confirmation of Sale of Real Property Used once a potential buyer is found for the sale of real property. (Part 2 of 2) | GA – 12 B |
| Consent to Waive Publication of the Notice to Sale Used when an heir or devisee of an estate would like to consent to the sale of real property. | GA – 13 |
| Petition to Release Funds from Blocked Account Used to request the release of funds from the protected person’s blocked account. | GA – 14 |

- 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.
- Annual Accounting** **GA – 21**
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.

ADULT GUARDIANSHIP FORMS

- 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. 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 of how a guardian intends to care for and meet the needs of a protected person.

ADULT GUARDIANSHIP FORMS CONT.

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 review and, if applicable, that time for opposition has passed.

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.
- Minor Name Change (Both Parents)** NM – 1
Used to change the name of a minor when both parents agree to the name change.
- Minor Name Change (One Parent)** NM – 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, or use of Court copiers or printers.**

- Request to Waive Fees and Costs** 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 to Waive Fees and Costs – FAMILY DIVISION** F – 6JP
Used when a Joint Petition is 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.

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.

Application for Appointment of Counsel **F – 3**
Used in cases of child abuse or child neglect to request the Court appoint an attorney for a parent of the child(ren).

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-3 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.

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 Court Authorization for the Marriage of a Minor **MM**
Used to request the Court to allow a 17 year old minor 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 14 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

Certificate of Service

Used to show proof of service of a document.

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.**

Form of Instructions for Personal Representative (revised)

Required form to be completed and filed after the Administrator and/or Personal Representative has been appointed in a Summary or General Administration Probate case, but before Letters have been issued. Letters of Administration and/or Letters Testamentary cannot be issued until this form has been completed and filed.

PROBATE FORMS CONT.

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 Special Administration

Issued by the Court once someone has been appointed as Special Administrator in a Probate case.

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.

Inventory

Used in a Probate case to inform the Court of the value of the items in the estate.

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.

Objection with Verification

Used if you wish to object to a filing in a Probate case.

Petition with Verification

Used if none of the available Probate Petition templates address your needs, to request an order from the Court.

Request for Submission – Probate

Used to inform the Court that the documents are ready for review and, if applicable, that time for opposition has passed.

Small Estate Affidavit (Affidavit of Entitlement)

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.*

FORECLOSURE MEDIATION

Mediation Scheduling Notice

Used by a foreclosure mediator to give notice of a scheduled mediation to the parties in a foreclosure case.

Mediator's Statement

Used by a foreclosure mediator to document what happened during mediation.

Notice of Exchange of Documents Conference

Used by a foreclosure mediator to give notice of a scheduled conference to exchange documents to the parties in foreclosure case.

Notice of Recusal

Used by a foreclosure mediator to recuse themselves from a foreclosure case.

Petition for Foreclosure Mediation

Used by a homeowner to request mediation in a pending foreclosure.

Request for Continuance

Used by property owner(s) or beneficiary(ies) in a foreclosure case to request more time before the mediation, due to extraordinary circumstances.

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, 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.

REQUEST FOR CONFIDENTIAL ADDRESS

If you are trying to make your address confidential because you are a survivor of domestic violence, human trafficking, sexual assault, or stalking, please contact the Nevada Department of Health and Human Services at 775-684-5707 or nvcap@dcfs.nv.gov. The below packets are not the correct packets for those purposes.

Request for Confidential Address CV – 4

Used when you fall under the criteria of NRS 250.140, NRS 247.540, and NRS 293.908 and would like to make your personal information confidential.

Request for Confidential Address – Assessor Only CV – 5

Used when you fall under the criteria of NRS 250.140 and would like to make your personal information confidential with the county assessor only.

**PROTECTION ORDERS AGAINST DOMESTIC VIOLENCE – ADVERSE PARTY IS
OVER THE AGE OF 18**

A domestic relationship includes:

- Closely related by blood or marriage (parent, child, grandmother/father, in-law, stepparent)
 - * This does not include a sibling or cousin, unless there is a custodial or guardianship relationship between you and that sibling or cousin.
- Married or registered domestic partners
- Divorced or separated
- Dating or used to date (“frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement.” The term does not include a casual relationship.)
- Parents of a child in common

If you are looking for a Protection Order against an adult for stalking/ harassing or harassment in the workplace, contact your local Justice Court.

- Reno Justice Court – 775-325-6500
- Sparks Justice Court – 775-353-7600
- Incline Village Justice Court – 775-832-4100

Temporary Protection Order Ex Parte Motion

F - 13

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

Temporary Protection Order (Without Minor Children)

F - 14

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 – 15

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.

PROTECTION ORDERS – ADVERSE PARTY IS OVER THE AGE OF 18

Application for and Declaration in Support of High-Risk Protection Order

Used if you believe someone you have a domestic relationship with is at risk of using a gun to cause harm to you, another person, or themselves, and to have the guns removed from their possession.

Application for Domestication of Foreign Order

Used to register a protection order issued by a Court outside of the State of Nevada.

Motion to Modify or Dissolve High Risk Protection Order

Used to request the Court modify or dissolve a High Risk Protection Order filed in this Court.

Notice of Hearing

Used to inform other interested parties of a hearing.

Notice of Surrender of Firearms

Used to inform the Court that the firearms that were ordered to be surrendered in a High Risk Protection Order have been surrendered and who they have been surrendered to.

Notice of Transmittal

Used by the Court to say when a High Risk Protection Order was transmitted to an agency.

Opposition to Application for High Risk Protection Order

Used to object to an Application for High Risk Protection Order.

Response to Application for High Risk Protection Order

Used to respond to an Application for High Risk Protection Order.

PROTECTION ORDER FORMS – ADVERSE PARTY IS UNDER THE AGE OF 18

Temporary Protection Order Against Domestic Violence – Minor Adverse Party F – 16
Used to request the Court order a Temporary Protection Order and/or Extended Protection Order against a child.

Temporary Protection Order Against Domestic Violence – Minor Adverse Party (with Minor Children or OBO Minor Children) F – 17
Used to request the Court order a Temporary Protection Order and/or Extended Protection Order including or on behalf of children, against a child.

Protection Order Stalking, Harassment, or Sexual Assault – Minor Adverse Party F – 18
Used when there is a minor child that is stalking, harassing, or has sexually assaulted you and you need an order for protection against them.

High Risk Protection Order – Minor Adverse Party F – 20
Used when there is a minor that poses an imminent risk of self-inflicted injury or injury to another person by possessing, controlling, purchasing, or otherwise acquiring any firearm.

Application for Extended Order for Protection Against Harassment in the Workplace
Used when an employer, or authorized agent of the employer, has a Temporary Order for Protection Against Harassment in the Workplace against a minor and needs to extend the temporary order.

Application for Temporary Order for Protection Against Harassment in the Workplace
Used when an employer, or authorized agent of the employer, needs to file for protection from a minor child for harassment in the workplace.

Civil Instruction Sheet
Used by the sheriff’s office to serve documents to the adverse party.

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 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 parties in a case that a case management conference has been scheduled.

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 to the other party 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 to the other party 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 to the other party ten days prior to the case management conference.

Cover Page

Can be used to submit documents to the Court or for filing documents 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 Personal Service

Used to show proof of personal service of a document.

Declaration of Resident Witness

Used to declare that a party or parties in a divorce or legal separation 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.

Demand to Seal File – Divorce Only

Used to request a divorce action's records be sealed to the public as prescribed by NRS 125.110.

Ex Parte Motion to Open Adoption File

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

Exhibit Cover Page

Used to identify and separate exhibits in a case.

MISCELLANEOUS FORMS CONT.

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.

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 a 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 – 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.

Juvenile – Reply to Opposition to Motion

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

Minor Work Permit

Used when you have a child under the age of 14, to request permission from the Court to allow the child to work.

Motion Opposition Sheet

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

Notice – General

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, Judgment

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 that the Court 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.

Petition for Mental Health Crisis Hold

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

Pleading Paper (No Lines)

A blank template without lines.

Pleading Paper (With Lines)

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 Opposition to Motion

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

Request for Judge's Conference – UCCJEA

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

Request for Submission

Used to inform the Court that the documents are ready for review and, if applicable, that time for opposition has passed.

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.

Settlement Conference Statement – Divorce No Children

Used to inform the Court of what issues still exist in a divorce case without children 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.

Settlement Conference Statement – Divorce with Children

Used to inform the Court of what issues still exist in a divorce case with children 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.

MISCELLANEOUS FORMS CONT.

Settlement Conference Statement – Unmarried Parties

Used to inform the Court of what issues still exist in a custody and visitation 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.

Summons - Civil

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 a Declaration of Personal Service. Both the Summons and Declaration of Personal service will be filed in the case.

Summons - Family

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 a Declaration of Personal Service. Both the Summons and Declaration of Personal service will be filed in the case.

Trial Statement – Divorce No Children

Used to inform the Court of the remaining issues and additional information about the issues in a divorce case without children. 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.

Trial Statement – Divorce with Children

Used to inform the Court of the remaining issues and additional information about the issues in a divorce case with children. 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.

Trial Statement – Unmarried Parties

Used to inform the Court of the remaining issues and additional information about the issues in a custody and visitation case. 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 in cases involving children. The UCCJEA is incorporated into most court forms that require it.

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 of Case (One Party)

Used when the person who filed a complaint or petition wants to withdraw their complaint or petition, prior to the other party answering.

Voluntary Dismissal of Divorce/Custody Action (Two Party)

Used when both parties wish to dismiss a complaint or petition filed with the Court, prior to a final decree being issued.

MISCELLANEOUS FORMS CONT.

Withdrawal 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, prior to a final decree/order being issued.

Withdrawal of Motion – One Party

Used when the party who filed a motion wishes to withdraw the motion, prior to the other party responding.

Withdrawal 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.