

**Mandatory Electronic Filing Starting on
October 18th, 2018**

Please disregard the filing instructions in this packet. You will need to sign up for an eFlex account at www.washoecourts.com.

Contact the Law Library, Self Help Center, or Filing Office for more information.

**RESPONSE TO PETITION
FOR GUARDIANSHIP OF A
MINOR**

***NOTE: A separate packet is required for each minor.**

G-12

The District Court Filing Office
is located on the first floor at:

75 Court Street

Reno, NV 89501

www.washoecourts.com

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**RESPONSE TO PETITION FOR
GUARDIANSHIP OF A MINOR**

PACKET G-12

**USE THIS PETITION PACKET ONLY IF ALL
OF THE FOLLOWING REQUIREMENTS HAVE BEEN MET:**

- To respond to a Petition for Guardianship of a Minor.

INSTRUCTIONS FOR COMPLETING FORMS

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT
ANY OF THE FORMS.

Use **black or blue ink only**. Neatly print the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. Response to Petition for Guardianship of a Minor
2. Proof of Service

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00.
N.R.S. §199.145.

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INSTRUCTIONS: STEP 1

Complete the Response to Petition as Shown:

If you have documents that support your response to petition for guardianship, attach copies of the documents to your response as exhibits (see INSTRUCTIONS: STEP 2). Explain in your response how the documents support your response. If you do not have any exhibits, please continue to INSTRUCTIONS: STEP 3.

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

2) Check the box for the type of guardianship, print the name of the minor, the Case No. and Department No. just as they appear in all other documents in this case.

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

1 Code:
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant _____
7
8 IN THE FAMILY DIVISION
9 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10 IN AND FOR THE COUNTY OF WASHOE
11
12 In the Matter of the Guardianship of
13 The Person only
14 The Estate only
15 The Person and the Estate
16 _____ Case No. _____
(Print Name of Protected Minor) A Minor Dept. No. _____
17
18 **RESPONSE TO PETITION FOR GUARDIANSHIP OF MINOR**
19
20 I, the _____ of the minor, respond to the Petition for Guardianship of a
21 (Relationship to Minor) Minor as follows:
22
23 *Clearly explain your position to the Petition. If you object to the guardianship, state why you object, in detail, and if you agree with the guardianship, explain why you agree.*
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REV 08/2017 JDB 1 012 RESPONSE TO PETITION

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Code:
Name: _____
Address: _____

Telephone: _____
Email: _____
Self-Represented Litigant

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

In the Matter of the Guardianship of

- The Person only
- The Estate only
- The Person and the Estate

_____, Case No. _____
(Print Name of Protected Minor) A Minor. Dept. No. _____
_____ /

RESPONSE TO PETITION FOR GUARDIANSHIP OF MINOR

I, the _____ of the minor, respond to the Petition for Guardianship of a
(Relationship to Minor)
Minor as follows:

Clearly explain your position to the Petition. If you object to the guardianship, state why you object, in detail, and if you agree with the guardianship, explain why you agree.

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INSTRUCTIONS: STEP 2

Complete the Index of Exhibits and Exhibit Cover Sheet(s) as Shown:

1) Write the exhibit number, number of pages (not including the Exhibit Cover Page), and a description for each exhibit.

If more space is needed, attach additional sheets.

2) Attach the Index of Exhibits to the document after the last page of the document, before any exhibits.

3) For each exhibit, create an Exhibit Cover Page.

INDEX OF EXHIBITS

Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
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Exhibit Number _____	Number of Pages _____
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Exhibit Number _____	Number of Pages _____
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Exhibit Number _____	Number of Pages _____
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EXHIBIT _____

EXHIBIT _____

EXHIBIT _____

4) Write the exhibit number on the Exhibit Cover Page.

5) Attach the correct Exhibit Cover Page to the front of each exhibit.

6) Attach your exhibits in the order listed on the Index of Exhibits.

INDEX OF EXHIBITS

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

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Exhibit Number _____ **Number of Pages** _____

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Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

EXHIBIT _____

EXHIBIT _____

EXHIBIT _____

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INSTRUCTIONS: STEP 3

Copying and Filing Documents

Take the original and one copy of the response to petition for guardianship of a minor to the Filing Office (include attachments).

The Filing Office is located on the first floor of the courthouse at **75 Court Street, Reno, NV**.

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

The Filing Office will file and keep the original petition and return file-stamped copies to you. Please make sure to keep copies of all the documents you file for your personal records.

–OR–

You may electronically file (E-File) the completed forms. You can do this by signing up for an E-Flex account at <https://wcefex.washoecourts.com>. You will need to upload the original documents to E-Flex. E-Flex is available online, in the Filing Office, Law Library, or Self Help Center.

INSTRUCTIONS: STEP 4

Serving the Documents

Serve upon everyone listed on the front of the citation to appear and show cause (served to you by the person petitioning for guardianship) one copy of the response to petition for guardianship of a minor.

You may serve the other party/ parties by mail, or by personal service either to the other party or to the other party's attorney.

If you serve by certified mail, keep the white slips and green return cards to attach to your proof of service (see INSTRUCTIONS: STEP 5 and INSTRUCTIONS: STEP 6).

Proof of personal service must be completed by the person who served the documents.

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INSTRUCTIONS: STEP 5

Complete the Proof of Service as Shown:

Page 1 of 2:

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

2) Check the box for the type of guardianship, print the name of the minor, the Case No. and Department No. just as they appear in all other documents in this case.

3) Print the name of the person who served the documents.

4) The person who serves the documents must complete the remainder of the Proof of Service, following the instructions on the Proof of Service.

1 Code: 3720
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant

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

10 In the Matter of the Guardianship of
11 The Person only
12 The Estate only
13 The Person and the Estate

14 (Print Name of Protected Minor) _____ Case No. _____
15 A Minor Dept. No. _____

16 PROOF OF SERVICE

17 I, _____, state as follows:
18 (Print name of person making service)

19 1. I am eighteen years of age or older.
20 2. I served a true and correct copy of the documents entitled RESPONSE TO PETITION
21 OR GUARDIANSHIP OF A MINOR in the following way:

22 Fill in the information requested on the next page for each person who has been
23 served; if more space is needed, you may attach additional pages to this document.
24 If you served by certified mail, return receipt requested, attach a copy of the
25 certification receipts to this document.

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28 REV 08/2017 1 G12 PROOF OF SERVICE

1 Name of Person Served: _____ Address (Street, City, State, Zip Code): _____
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4 Date of Service: Certified mail, return receipt requested --OR--
5 Personal Service

6 Name of Person Served: _____ Address (Street, City, State, Zip Code): _____
7
8 Date of Service: Certified mail, return receipt requested --OR--
9 Personal Service

10 Name of Person Served: _____ Address (Street, City, State, Zip Code): _____
11
12 Date of Service: Certified mail, return receipt requested --OR--
13 Personal Service

14 Name of Person Served: _____ Address (Street, City, State, Zip Code): _____
15
16 Date of Service: Certified mail, return receipt requested --OR--
17 Personal Service

18 This document does not contain the personal information of any person as defined by NRS
19 603A.040
20 I declare, under penalty of perjury under the law of the State of Nevada, that I have read the
21 foregoing document and am competent to testify of its contents of my own knowledge and the
22 contents are true of my own knowledge except for those matters stated therein on information and
23 belief, and, as to those matters, I believe them to be true.
24
25 Date: _____ Your Signature: _____
26 Print Your Name: _____
27
28 REV 08/2017 2 G12 PROOF OF SERVICE

Page 2 of 2:

If you serve more than 4 people, additional pages may be attached and are available at the Self Help Center or online at www.washoecourts.com.

5) The person who serves the document(s) must sign and date page 2 of the Proof of Service.

1 Code: 3720

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Email: _____

6 Self-Represented Litigant

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

10 In the Matter of the Guardianship of

- 11 The Person only
- 12 The Estate only
- 13 The Person and the Estate

14 _____, Case No. _____
(Print Name of Protected Minor)

15 A Minor. Dept. No. _____

16 PROOF OF SERVICE

17 I, _____, state as follows:
18 (Print name of person making service)

- 19 1. I am eighteen years of age or older.
- 20 2. I served a true and correct copy of the documents entitled RESPONSE TO PETITION

21 FOR GUARDIANSHIP OF A MINOR in the following way:

22 Fill in the information requested on the next page for each person who has been

23 served. If more space is needed, you may attach additional pages to this document.

24 If you served by certified mail, return receipt requested, attach a copy of the

25 certification receipts to this document.

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27
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1 2 3	Name of Person Served:	Address (Street, City, State, Zip Code):
4	Date of Service:	<input type="checkbox"/> Certified mail, return receipt requested -OR- <input type="checkbox"/> Personal Service
5 6 7	Name of Person Served:	Address (Street, City, State, Zip Code):
8	Date of Service:	<input type="checkbox"/> Certified mail, return receipt requested -OR- <input type="checkbox"/> Personal Service
9 10 11	Name of Person Served:	Address (Street, City, State, Zip Code):
12	Date of Service:	<input type="checkbox"/> Certified mail, return receipt requested -OR- <input type="checkbox"/> Personal Service
13 14 15	Name of Person Served:	Address (Street, City, State, Zip Code):
16	Date of Service:	<input type="checkbox"/> Certified mail, return receipt requested -OR- <input type="checkbox"/> Personal Service

18 This document does not contain the personal information of any person as defined by NRS
19 603A.040.

21 I declare, under penalty of perjury under the law of the State of Nevada, that I have read the
22 foregoing document and am competent to testify of its contents of my own knowledge and the
23 contents are true of my own knowledge except for those matters stated therein on information and
24 belief, and, as to those matters, I believe them to be true.

25 Date: _____

Your Signature: _____

27 Print Your Name: _____

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INSTRUCTIONS: STEP 6

Copying, Filing, and Mailing the Proof of Service

If you served some or all parties by certified mail, return receipt requested: As soon as you receive the green cards from the post office, attach the original green cards and the original post office receipt slips (white slips) to a plain piece of paper and make a copy. Attach the copy as an Exhibit to the Proof of Service (see INSTRUCTIONS: STEP 2). Keep your original and bring it to the hearing. If you completed service for more than one response to petition in the same mailing, make a copy to attach to the Proof of Service for each response to petition.

If the certified letter is returned, unclaimed, make a copy of the envelope and attach a copy as an exhibit to the proof of service. Keep the envelope and bring it to the hearing.

Make one copy of the proof of service and any attachments. Take the original and one copy of the completed proof of service to the Filing Office to be filed.

The Filing Office is located on the first floor of the courthouse at **75 Court Street, Reno, NV**.

–OR–

You may electronically file (E-File) the completed forms. You can do this by signing up for an E-Flex account at <https://wcefex.washoecourts.com> . You will need to upload the original documents to E-Flex. E-Flex is available online, in the Filing Office, Law Library, or Self Help Center.

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

The Hearing

Arrive approximately 15 minutes prior to your scheduled time for the hearing. Go to the third floor and check in with the clerk at the front counter.

Bring with you anything you want to present to the Court for consideration to modify the guardianship. This may include documents (3 copies of each document), records and/or witnesses that will testify on your behalf.

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Legal Assistance

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or visit the Family Division Self Help Center which is located at One South Sierra Street, Reno, NV. **The Family Division Self Help Center cannot give legal advice** but can give information regarding court procedures.

You may also wish to speak with a family law lawyer at no cost through the Law Library's "Lawyer in the Library" program, or to seek assistance from other free or reduced-cost legal resources in the area, to include:

LAWYER IN THE LIBRARY

First Floor (to the left of the filing office) of the courthouse located at:
75 Court Street, Reno, NV.
(775) 328-3250
www.washoecourts.com/lawlib

Tuesday Evenings – Arrive by 4:25 p.m.

Please Note The program is limited to 10 participants each evening.

NEVADA LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509
(775) 284-3491 – leave message if necessary
<http://www.nlslaw.net>

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501
(775) 329-2727 – leave message if necessary
<http://www.washoelegalservices.org>