

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

**EX PARTE MOTION FOR
PUBLICATION OF CITATION
TO APPEAR AND SHOW
CAUSE FOR MINOR
GUARDIANSHIP**

G-7

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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**EX PARTE MOTION FOR PUBLICATION
OF CITATION TO APPEAR AND SHOW
CAUSE FOR MINOR GUARDIANSHIP**

PACKET G-7

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

- You have filed a Petition for Guardianship of a Minor, or a Petition for Guardianship of a Minor with Immediate Temporary Guardianship Requested.
- The location of the party required to be served is unknown or the identity of the party required to be served is unknown.

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. Ex Parte Motion for Publication of Citation and Declaration of Due Diligence in Support of Declaration
2. Request for Submission
3. Order for Publication
4. Proof of Publication of Citation to Appear and Show Cause

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 Petition as Shown:

If you have documents that support your Ex Parte Motion for Publication, attach copies of the documents to your Ex Parte Motion as exhibits (see INSTRUCTIONS: STEP 2). Explain in your Ex Parte Motion how the documents support your Ex Parte Motion. 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 - 3, following the instructions on each page.

1	Code: _____
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant <input type="checkbox"/>
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	<input type="checkbox"/> The Person only
14	<input type="checkbox"/> The Estate only
15	<input type="checkbox"/> The Person and the Estate
16	_____ Case No. _____
17	(Print Name of Protected Minor) A Minor. Dept. No. _____
18	
19	EX PARTE MOTION FOR PUBLICATION OF CITATION AND DECLARATION OF DUE DILIGENCE IN SUPPORT OF PUBLICATION
20	
21	1. I am a Petitioner in the above-entitled matter and this action has been brought by the filing
22	of a verified Petition to obtain guardianship of the above-named minor, and that good cause exists
23	for the granting of said Petition.
24	2. That _____
25	(Name(s) of those to be served by publication)
26	is/are necessary and proper party/parties in this action and that his/her/their last known address(es)
27	was/are: _____
28	(Last known address(es) of person(s) to be served by publication)
	REV 08/2017 JDB 1 G7 EX PARTE MOTION

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. _____
17 (Print Name of Protected Minor) A Minor. Dept. No. _____

18 EX PARTE MOTION FOR PUBLICATION OF CITATION AND DECLARATION
19 OF DUE DILIGENCE IN SUPPORT OF PUBLICATION

20
21 1. I am a Petitioner in the above-entitled matter and this action has been brought by the filing
22 of a verified Petition to obtain guardianship of the above-named minor, and that good cause exists
23 for the granting of said Petition.

24 2. That _____
25 (Name(s) of those to be served by publication)
26 is/are necessary and proper party/parties in this action and that his/her/their last known address(es)
27 was/are: _____
28 (Last known address(es) of person(s) to be served by publication)

1 3. That I **HAVE** -OR- **HAVE NOT** attempted to serve the above person(s) by
2 depositing at the post office, by certified mail, with return receipt requested, the Citation to Appear
3 and Show Cause addressed to their last-known address(es).

4 4. Said person(s) are related to the minor in the following way:

5 _____
6 (State how the person/people that are to be served by publication are related to the minor)

7 5. I have tried to located the named party/parties but have been unsuccessful. I have tried by:

8 _____
9 (Give a detailed explanation of how you have tried to locate the person/people to be served)

10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 If more room is needed, attach additional sheets.

27 6. To my knowledge and under oath, I do not know the present location of the above-named
28 person/people, and have not known where or how to find them since _____.
(Date you last knew where they were)

1 7. I have never been informed, nor have I any reason to believe that they can be noticed in any
2 other way except by means of publication.

3 8. I request that this Court enter an Order allowing me to publish the Citation to Appear and
4 Show Cause in the _____ located in
5 (Name of newspaper)
6 _____
(City, County, State where newspaper is located)

7 This document does not contain the personal information of any person as defined by NRS
8 603A.040.

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

13
14 Date: _____

Your Signature: _____

15 Print Your Name: _____
16
17
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24
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Do Not Copy Or File This Page

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

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** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

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Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

EXHIBIT _____

EXHIBIT _____

EXHIBIT _____

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INSTRUCTIONS: STEP 3

Complete the Request for Submission as Shown:

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 the remaining information as requested, following the instructions on the page.

1	Code: _____
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant <input type="checkbox"/>
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	<input type="checkbox"/> The Person only
14	<input type="checkbox"/> The Estate only
15	<input type="checkbox"/> The Person and the Estate
16	(Print Name of Protected Minor) _____ Case No. _____
17	A Minor. Dept. No. _____
18	
19	<u>REQUEST FOR SUBMISSION</u>
20	It is requested that the Ex Parte Motion for Publication of Citation and Declaration of Due
21	Diligence in Support of Publication filed in this matter be submitted to the Court for consideration.
22	This document does not contain the personal information of any person as defined by NRS
23	603A.040.
24	I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is
25	true and correct.
26	Date: _____ Your Signature: _____
27	Print Your Name: _____
28	
	REV 08/2017 JDB
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	G7 EX PARTE MOTION

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. _____
17 (Print Name of Protected Minor) A Minor. Dept. No. _____

18 REQUEST FOR SUBMISSION

19 It is requested that the Ex Parte Motion for Publication of Citation and Declaration of Due
20 Diligence in Support of Publication filed in this matter be submitted to the Court for consideration.

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

23 I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is
24 true and correct.

25 Date: _____ Your Signature: _____
26 Print Your Name: _____
27
28

Do Not Copy Or File This Page

INSTRUCTIONS: STEP 4

Complete the Order for Publication as Shown:

1) 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.

2) Complete the remaining information as requested, following the instructions on this page. Stop after you put the City, County, and State where the newspaper is located.

STOP HERE
The Judge will sign the second page not you.

1	Code: 1675
2	
3	IN THE FAMILY DIVISION
4	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
5	IN AND FOR THE COUNTY OF WASHOE
6	
7	
8	In the Matter of the Guardianship of
9	<input type="checkbox"/> The Person only
10	<input type="checkbox"/> The Estate only
11	<input type="checkbox"/> The Person and the Estate
12	_____ Case No. _____
13	(Print Name of Protected Minor) A Minor, Dept. No. _____
14	<u>ORDER FOR PUBLICATION</u>
15	
16	Upon reading the Declaration of the Petitioner, it appears to the satisfaction of the Court, and
17	the Court finds:
18	That a cause of action exists for the granting of the Ex Parte Motion and that _____
19	_____ is/are party/parties
20	(Names of those to be served by publication)
21	required to be notified by certified mail, return receipt requested.
22	That the _____ is a newspaper
23	(Name of newspaper)
24	published in the _____ and
25	(City, County, State where newspaper is located)
26	is the newspaper most likely to give notice to the natural parent(s) or other interested parties stated
27	in the Petition for Guardianship of a Minor.
28	NOW THEREFORE, it is hereby ordered that the notice in this action be served as requested by
	publication in the above-named newspaper, and that said publication be made for a period of four

	REV 08/2017 JDB
	1
	OF RESPONSE TO PETITION

1 Code: 1675

2
3 IN THE FAMILY DIVISION
4 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
5 IN AND FOR THE COUNTY OF WASHOE
6

7
8 In the Matter of the Guardianship of

- 9 The Person only
10 The Estate only
11 The Person and the Estate

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

15
16 ORDER FOR PUBLICATION

17 Upon reading the Declaration of the Petitioner, it appears to the satisfaction of the Court, and
18 the Court finds:

19 That a cause of action exists for the granting of the Ex Parte Motion and that _____

20 _____ is/are party/parties
21 (Names of those to be served by publication)
22 required to be noticed by certified mail, return receipt requested.

23 That the _____ is a newspaper
24 (Name of newspaper)
25 published in the _____ and
26 (City, County, State where newspaper is located)
27 is the newspaper most likely to give notice to the natural parent(s) or other interested parties stated
28 in the Petition for Guardianship of a Minor.

NOW THEREFORE, it is hereby ordered that the notice in this action be served as requested by
publication in the above-named newspaper, and that said publication be made for a period of four

1 weeks, at least one time a week, with the last publication taking place at least twenty (20) days prior
2 to the date set for hearing of this matter.

3 IT IS FURTHER ORDERED and directed that a copy of the Citation and a copy of the Petition
4 be deposited in the United States Post Office, enclosed in an envelope upon which postage is fully
5 prepaid, addressed to the person(s) listed in the Declaration.

6
7 Date: _____

8 _____
9 DISTRICT JUDGE
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Do Not Copy Or File This Page

INSTRUCTIONS: STEP 5

Copying and Filing Documents

Take the following documents to the Filing Office (include attachments):

1. Ex Parte Motion for Publication of Citation to Appear and Show Cause (original and 1 copy)
2. Request for Submission (original and 1 copy)
3. Order for Publication (original only and 1 copy)

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://wceflex.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 6

Wait to Hear Back from the Judge

Ex parte motions are heard within 72 hours. If your order is granted, you will be notified.

If your first hearing is within 72 hours of filing your ex parte motion and you have not yet received an answer on your ex parte motion, bring a file stamped copy of your ex parte motion and a copy of the order for publication to your hearing. If the Judge has not yet seen the motion and has not signed the order, show the Judge the file stamped copy of the motion and have your copy of the order ready to sign, if they approve your motion.

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INSTRUCTIONS: STEP 7

Getting the Citation Published

Once the Judge has signed the order for publication, take a file stamped copy of the citation to appear and show cause and a signed, file stamped copy of the order for publication to the newspaper of your choice that was named in the ex parte motion.

The citation must be published once a week for four weeks. At the end of that time, the newspaper will send you a copy of the citation as it appeared in the newspaper and an affidavit of publication. Once you have receive the affidavit of publication, proceed on to INSTRUCTIONS: STEP 8.

REMEMBER: Even if you publish the Citation, you must also send a copy of the Citation to the party's last known address by certified mail with return receipt requested.

STOP

DO NOT GO ANY FURTHER UNTIL YOU HAVE RECEIVED THE AFFIDAVIT OF PUBLICATION FROM THE NEWSPAPER.

Do Not Copy Or File This Page

INSTRUCTIONS: STEP 8

Complete the Proof of Publication of Citation to Appear and Show Cause as Shown:

Attach the affidavit of publication to the proof of publication of citation to appear and show cause form as an exhibit (see INSTRUCTIONS: STEP 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) Complete the remaining information as requested, following the instructions on this page.

1 Code: 3715
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 PROOF OF PUBLICATION OF CITATION TO APPEAR AND SHOW CAUSE

19 Attached is the Affidavit of Publication received from the newspaper as proof that the Citation
20 to Appear and Show Cause was published as ordered by this Court.

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

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

27 Date: _____ Your Signature: _____
28 _____ Print Your Name: _____

REV 08/2017 JDB 1 G7 RESPONSE TO PETITION

1 Code: 3715
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. _____
17 (Print Name of Protected Minor) A Minor. Dept. No. _____

18 PROOF OF PUBLICATION OF CITATION TO APPEAR AND SHOW CAUSE

19
20 Attached is the Affidavit of Publication received from the newspaper as proof that the Citation
21 to Appear and Show Cause was published as ordered by this Court.

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

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

28 Date: _____ Your Signature: _____
Print Your Name: _____

Do Not Copy Or File This Page

INSTRUCTIONS: STEP 9

Copying and Filing the Proof of Publication

Take the original and one copy of the proof of publication and attached affidavit of publication to the Filing Office.

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

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://wceflex.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.

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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>