

# GENERAL MOTION

**M-5**

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

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**GENERAL MOTION**

**PACKET M-5**

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

- You have a case in the Second Judicial District Family Division.
- You are requesting an order from the court.

**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. Motion
2. Proof of Service
3. Reply to Opposition to Motion
4. Request for Submission
5. 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 Motion as Shown:

1) Print your name, address and telephone number.

2) Print the names of the parties, the Case No. and Department No. just as they appear on all other documents in this case.

3) Print the title of your Motion (examples: Motion To Modify Alimony, Motion To Change Schools).

4) Complete pages 1 – 4, following the instructions on each page.

1	Code:	_____
2	Name:	_____
3	Address:	_____
4	Telephone:	_____
5	Self-Represented Litigant	
6	IN THE FAMILY DIVISION	
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA	
8	IN AND FOR THE COUNTY OF WASHOE	
9	_____	Case No. _____
10	Plaintiff / Petitioner / Joint Petitioner,	Dept. No. _____
11	vs.	
12	_____	
13	Defendant / Respondent / Joint Petitioner,	
14	_____	
15	MOTION	_____
16		(Title of Motion)
17	<u>Minor Children</u>	
18	Place an "X" in a box to select ONLY ONE of the two statements below.	
19		
20	A. 1. <input type="checkbox"/>	There are no minor children involved in this matter.
21	-OR-	
22	2. <input type="checkbox"/>	There are minor children involved in this matter and their names and ages are:
23	NAME	AGE
24	_____	_____
25	_____	_____
26	_____	_____
27	If more room is needed, attach additional sheets.	
28		
	REV 3/2015 ER	GENERAL MOTION

1 Code: \_\_\_\_\_

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

5 Self-Represented Litigant

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

9  
10 \_\_\_\_\_,  
11 Plaintiff / Petitioner / Joint Petitioner,

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

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

13 vs.

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

16 MOTION \_\_\_\_\_

(Title of Motion)

17 **Minor Children**

18 Place an "X" in a box to select **ONLY ONE** of the two statements below.

19 A. 1.  There are no minor children involved in this matter.

20 -OR-

21 2.  There are minor children involved in this matter and their names and ages are:

22 NAME

AGE

23 \_\_\_\_\_

24 \_\_\_\_\_

25 \_\_\_\_\_

26 If more room is needed, attach additional sheets.







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## INSTRUCTIONS: STEP 2

### Electronically Filing and Serving the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, and at the Second Judicial District Court.

Sign into your eFlex account using the username and password you created and electronically file the:

- Motion and any Exhibits.

Make sure to keep the original documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available at the Second Judicial District Court.

There may be a filing fee charged when documents are filed. Fee information is available at the Filing Office and online at: [www.washoecourts.com](http://www.washoecourts.com).

#### FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the application found in the **Application for Waiver of Fees and Costs packet**, which may be obtained at the following locations:

- Family Division Self Help Center, 1 South Sierra Street, Reno, NV, First Floor
- Filing Office, 75 Court Street, Reno, NV, First Floor
- Protection Order Help Center, 1 South Sierra Street, Reno, NV, Third Floor
- Online at: [www.washoecourts.com](http://www.washoecourts.com) (select the “Forms and Packets” tab on the right hand side of the home screen)

Once a document has been electronically filed, a Notice of Electronic Filing will be automatically generated and sent to any electronic filers in the case. All electronic filers have agreed to accept the notice as valid and effective service. This replaces the need for paper service.

If the other party has not yet signed up for electronic filing, or you do not know whether the other party is an electronic filer, please contact the Self Help Center. **Additional steps are required to complete service if the other party is not an electronic filer.**

The Notice of Electronic Filing does not replace the Proof of Service (*see* INSTRUCTIONS: STEP 3).



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## INSTRUCTIONS: STEP 3

### Complete the Proof of Service as Shown:

This form must be completed by the person who serves the documents.

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

2) Print the names of the parties, the Case No. and Department No. just as they appear in all other documents in this case.

3) Print the name of the person served, and the date served.

4) Mark the box for how they were served. If serving by personal service, certified mail, or postage prepaid, write the address of where service was made.

5) The person who serves the document(s) must date, sign, and print their name.

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	Plaintiff / Petitioner / Joint Petitioner, _____
11	vs. _____
12	Defendant / Respondent / Joint Petitioner, _____
13	Case No. _____
14	Dept. No. _____
15	<u>PROOF OF SERVICE</u>
16	I served a true and correct copy of GENERAL MOTION upon the following people:
17	I. Name: _____ Date: _____
18	By: <input type="checkbox"/> Service by eFlex <input type="checkbox"/> Personal Service
19	<input type="checkbox"/> Certified mail, return receipt attached <input type="checkbox"/> U.S. Mail, postage prepaid
20	<input type="checkbox"/> Other: _____
21	Address where service occurred, if applicable: _____
22	If more room is needed, attach additional sheets.
23	A copy of this Proof of Service has been electronically served, mailed, or personally delivered to all parties or their lawyer.
24	This document does not contain the personal information of any person as defined by NRS 603A.040.
25	Date: _____ Your Signature: _____
26	Print Your Name: _____
27	
28	
	REV 9/2018 JCB 1 PROOF OF SERVICE

1 Code: 3720

Name: \_\_\_\_\_

2 Address: \_\_\_\_\_

\_\_\_\_\_

3 Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

4 Self-Represented Litigant

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

8  
9 \_\_\_\_\_,  
Plaintiff / Petitioner / Joint Petitioner,

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

10 vs.

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

11  
12 \_\_\_\_\_,  
Defendant / Respondent / Joint Petitioner.

13 PROOF OF SERVICE

14  
15 I served a true and correct copy of GENERAL MOTION upon the following people:

16 1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

17 By:  Service by eFlex

Personal Service

18  Certified mail, return receipt attached

U.S. Mail, postage prepaid

19  Other: \_\_\_\_\_

20 Address where service occurred, if applicable: \_\_\_\_\_

21 If more room is needed, attach additional sheets.

22 A copy of this Proof of Service has been electronically served, mailed, or personally delivered  
23 to all parties or their lawyer.

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

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

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

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

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## **INSTRUCTIONS: STEP 4**

### **Filing the Proof of Service**

After service is completed, you must file the Proof of Service with the Court (*See INSTRUCTIONS: STEP 2*). There will not be a filing fee for the Proof of Service.

Without proof of service on the other party, the court cannot consider your request.

### **Time to Respond**

If service is completed by electronic filing or mail, the other party has ten (10) judicial days, plus three (3) calendar days, beginning the day after electronic service is made through eFlex or the documents are mailed.

If personal service is completed, the other party has ten (10) judicial days, not counting the day you hand them a copy of the General Motion to file a response.

If the other party does not respond within that time period, please skip INSTRUCTIONS: STEP 5 and continue to INSTRUCTIONS: STEP 6.

If the other party does file a response, please continue to INSTRUCTIONS: STEP 5. You will have five (5) judicial days, plus three (3) calendar days after you are served through eFlex to file your Reply.

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## INSTRUCTIONS: STEP 5

### Complete the Reply as Shown:

1) Print your name, address and telephone number.

2) Print the names of the parties, the case number and department number just as they appear on all other documents in this case.

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

1	Code: 3795
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Self-Represented Litigant
6	
7	IN THE FAMILY DIVISION
8	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	
11	_____, Case No. _____
12	Plaintiff / Petitioner / Joint Petitioner,
13	vs. Dept. No. _____
14	
15	_____,
16	Defendant / Respondent / Joint Petitioner.
17	
18	<u>REPLY TO OPPOSITION TO MOTION</u>
19	<u>Reply</u>
20	Below, write your reply to the opposition.
21	A. _____
22	_____
23	_____
24	_____
25	_____
26	_____
27	_____
28	_____

REV 11/2014 ER 1 GENERAL MOTION

1 Code: 3795

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

5 Self-Represented Litigant

6 IN THE FAMILY DIVISION  
7 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
8 IN AND FOR THE COUNTY OF WASHOE  
9  
10

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

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

13 vs. Dept. No. \_\_\_\_\_

14

15 \_\_\_\_\_,  
16 Defendant / Respondent / Joint Petitioner.

17 REPLY TO OPPOSITION TO MOTION

18 Reply

19 Below, write your reply to the opposition.  
20

21 **A.** \_\_\_\_\_  
22 \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
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If more room is needed, attach additional sheets.

**Hearing on Motion**  
Place an "X" in a box to select **ONLY ONE** of the two statements below.

**B.** 1.  I do not request a hearing on this matter.

**-OR-**

2.  I request a hearing on this matter because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

If more room is needed, attach additional sheets.

This document does not contain the Social Security number of any person.

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

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

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

Print Your Name: \_\_\_\_\_

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## INSTRUCTIONS: STEP 6

### Complete the Request for Submission as Shown:

1) Print your name, address and telephone number.

2) Print the names of the parties, the case number and department number just as they appear on all other documents in this case.

3) Print the date you filed the Request.

4) Print your name, sign, and date the document.

1	Code: 3860
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	_____ Plaintiff/Petitioner/ Joint Petitioner, Case No. _____
13	vs. Dept. No. _____
14	
15	_____ Defendant/Respondent/ Joint Petitioner.
16	
17	
18	<u>REQUEST FOR SUBMISSION</u>
19	
20	I request that the GENERAL MOTION that was filed on _____
21	be submitted to the Court for decision. (Date the document was filed with the Court)
22	
23	This document does not contain the personal information of any person as defined by NRS
24	603A.040.
25	
26	Date: _____ Your Signature: _____
27	
28	Print Your Name: _____
	REV 03/2018 JDB
	1
	E2 REQUEST FOR SUBMISSION

1 Code: 3860

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 \_\_\_\_\_,  
13 Plaintiff/Petitioner/ Joint Petitioner,

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

14 vs.

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

15 \_\_\_\_\_,  
16 Defendant/Respondent/ Joint Petitioner.

17  
18 REQUEST FOR SUBMISSION

19  
20 I request that the GENERAL MOTION that was filed on \_\_\_\_\_  
21 (Date the document was filed with the Court)  
22 be submitted to the Court for decision.

23 This document does not contain the personal information of any person as defined by NRS  
24 603A.040.

25  
26 Date: \_\_\_\_\_ Your Signature: \_\_\_\_\_

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



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## INSTRUCTIONS: STEP 7

### Filing and Serving the Reply and Request for Submission

File, and serve the Reply and Request for Submission as you did the General Motion (*see* INSTRUCTIONS: STEP 2).

## INSTRUCTIONS: STEP 8

### Complete and File the Proof of Service for the Reply and Request for Submission

Complete the second Proof of Service for both the Reply and Request for Submission (*see* INSTRUCTIONS: STEP 3 and INSTRUCTIONS: STEP 4). Once filed, served, and submitted the Court has up to 60 days to grant, deny, or set the Motion for hearing. There is no fee to file these documents.

### Legal Assistance

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

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

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

### **LAWYER IN THE LIBRARY**

First Floor (to the left of the filing office) of the courthouse located at:

75 Court Street, Reno, NV.

(775) 328-3250

**[www.washoecourts.com/lawlib](http://www.washoecourts.com/lawlib)**

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

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

### **NEVADA LEGAL SERVICES**

204 Marsh Avenue Reno, NV 89509

(775) 284-3491 x214 – leave message if  
necessary

**<http://nlslaw.net>**

### **WASHOE LEGAL SERVICES**

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727 – leave message if  
necessary

**<http://www.washoelegalservices.org>**

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## **INSTRUCTIONS: STEP 4**

### **Filing the Proof of Service**

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### **Time to Respond**

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## INSTRUCTIONS: STEP 7

### Filing and Serving the Reply and Request for Submission

File, and serve the Reply and Request for Submission as you did the General Motion (*see* INSTRUCTIONS: STEP 2).

## INSTRUCTIONS: STEP 8

### Complete and File the Proof of Service for the Reply and Request for Submission

Complete the second Proof of Service for both the Reply and Request for Submission (*see* INSTRUCTIONS: STEP 3 and INSTRUCTIONS: STEP 4). Once filed, served, and submitted the Court has up to 60 days to grant, deny, or set the Motion for hearing. There is no fee to file these documents.

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### **WASHOE LEGAL SERVICES**

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727 – leave message if  
necessary

**<http://www.washoelegalservices.org>**

1 Code: 3720

Name: \_\_\_\_\_

2 Address: \_\_\_\_\_

\_\_\_\_\_

3 Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

4 Self-Represented Litigant

5 IN THE FAMILY DIVISION

6 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

7 IN AND FOR THE COUNTY OF WASHOE

8  
9 \_\_\_\_\_,  
Plaintiff / Petitioner / Joint Petitioner,

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

10 vs.

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

11  
12 \_\_\_\_\_,  
Defendant / Respondent / Joint Petitioner.

13 PROOF OF SERVICE

14  
15 I served a true and correct copy of \_\_\_\_\_  
(Name of document(s) served)  
16 upon the following people:

17 1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

18 By:  Service by eFlex

Personal Service

19  Certified mail, return receipt attached

U.S. Mail, postage prepaid

20  Other: \_\_\_\_\_

21 Address where service occurred, if applicable: \_\_\_\_\_

22 If more room is needed, attach additional sheets.

23 A copy of this Proof of Service has been electronically served, mailed, or personally delivered  
24 to all parties or their lawyer.

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

27 Date: \_\_\_\_\_

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

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