

# 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)

Do Not File Or Copy This Page

**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.

# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 1

### Complete the Motion as Shown:

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 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	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	_____ Plaintiff / Petitioner / Joint Petitioner, Case No. _____
12	vs. Dept. No. _____
13	_____ Defendant / Respondent / Joint Petitioner
14	
15	MOTION _____ (Title of Motion)
16	
17	<b>Minor Children</b>
18	Place an "X" in a box to select <b>ONLY ONE</b> of the two statements below.
19	
20	A. 1. <input type="checkbox"/> There are no minor children involved in this matter.
21	
22	-OR-
23	2. <input type="checkbox"/> There are minor children involved in this matter and their names and ages are:
24	NAME AGE
25	_____
26	_____
27	_____
28	If more room is needed, attach additional sheets.

REV 2/2019 JDB 1 GENERAL 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 Plaintiff / Petitioner / Joint Petitioner,

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

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

14 vs.

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

17 MOTION

(Title of Motion)

18 **Minor Children**

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

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

21 **-OR-**

22 2.  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.

**Relief Requested and Argument**

Describe what you want the Court to order. In detail, tell the Court what you are asking for  
and why you believe you should be granted your request(s).

**B.**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

If more room is needed, attach additional sheets.

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

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: \_\_\_\_\_

**When to File:** If you do not file an opposition/response to this request with the Court within ten (10) days, beginning the day after service, the person who filed this request may submit it to the Court for decision. **Please note: parties who are served by U.S. Mail have three (3) additional days, a total of thirteen (13) days, to file an opposition/response.**

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

\* \* \*

\_\_\_\_\_) )  
 \_\_\_\_\_) )  
 \_\_\_\_\_) )  
 vs. \_\_\_\_\_) )  
 \_\_\_\_\_) )  
 \_\_\_\_\_) )  
 \_\_\_\_\_) )

FAMILY DIVISION MOTION/OPPOSITION NOTICE (REQUIRED)
CASE NO.
DEPT. NO.

**NOTICE:** THIS MOTION/OPPOSITION NOTICE **MUST BE ATTACHED AS THE LAST PAGE** to every motion or other paper filed to modify or adjust a final order that was issued pursuant to chapter 125, 125B or 125C of NRS and to any answer or response to such a motion or other paper.

A.		YES	NO
	1. Has a final decree or custody order been entered in this case? If <b>yes</b> , then continue to Question 2. If <b>no</b> , you do not need to answer any other questions.		
	2. Is this a motion or an opposition to a motion filed to change a final order? If <b>yes</b> , then continue to Question 3. If <b>no</b> , you do not need to answer any other questions.		
	3. Is this a motion or an opposition to a motion filed only to change the amount of child support?		
	4. Is this a motion or an opposition to a motion for reconsideration or a new trial <u>and</u> the motion was filed within 10 days of the Judge's Order?		
	<b>IF</b> the answer to Question 4 is <b>YES</b> , write in the <u>filing date</u> found on the front page of the Judge's Order.	Date	
B.	If you answered <b>NO</b> to either Question 1 or 2 or <b>YES</b> to Question 3 or 4, you are <u>exempt</u> from the filing fee. However, if the Court later determines you should have paid the filing fee, your motion will <u>not</u> be decided until the fee is paid.		

I affirm that the answers provided on this Notice are true.

Date: \_\_\_\_\_, \_\_\_\_\_      Signature: \_\_\_\_\_

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

Print Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

# Do Not File Or Copy This Page

## 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).



# Do Not File Or Copy This Page

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

# Do Not File Or Copy This Page

## **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 you served the other party through eFlex or personal service, the other party has ten (10) days, beginning the day after service, to file an opposition/response to the request.

If you served the other party by U.S. Mail, the other party has thirteen (13) days, beginning the day after mailing, to file an opposition/response to the request.

If the other party does not oppose/respond within that time, you will file the Request for Submission to send your request to the judge for review. Please skip INSTRUCTIONS: STEP 5 and continue to INSTRUCTIONS: STEP 6.

If the other party does file an opposition/response, you have five (5) days, beginning the day after service, to file a Reply to the opposition/response. If the other party serves you by U.S. Mail, you have eight (8) days, starting the day after mailing, to file a Reply to the opposition/response. Please continue to INSTRUCTIONS: STEP 5.

# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 5

### Complete the Reply as Shown:

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

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	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	_____
11	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
12	vs. Dept. No. _____
13	_____
14	Defendant / Respondent / Joint Petitioner.
15	_____
16	<u>REPLY TO OPPOSITION TO MOTION</u>
17	
18	<u>Reply</u>
19	Below, write your reply to the opposition.
20	
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 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 \_\_\_\_\_,  
11 Plaintiff / Petitioner / Joint Petitioner,

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

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

13 vs.

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

16 REPLY TO OPPOSITION TO MOTION

17 *Reply*

18 Below, write your reply to the opposition.

19  
20  
21 **A.** \_\_\_\_\_  
22 \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 \_\_\_\_\_  
28 \_\_\_\_\_

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

---

---

---

---

---

---

---

---

---

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 personal information of any person as defined by NRS 603A.040.

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: \_\_\_\_\_

# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 6

### Complete the Request for Submission as Shown:

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

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: \_\_\_\_\_



# Do Not File Or Copy This Page

## **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 – leave message if necessary

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

#### **WASHOE LEGAL SERVICES**

299 S. Arlington Avenue Reno, NV 89501  
(775) 329-2727 – leave message if necessary

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

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

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

12 vs.

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

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

15 PROOF OF SERVICE

16 I served a true and correct copy of \_\_\_\_\_

(Name of document(s) served)

17 upon the following people:

18 1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

19 By:  Service by eFlex

Personal Service

Certified mail, return receipt attached

U.S. Mail, postage prepaid

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: \_\_\_\_\_