

Do Not File Or Copy This Page

**OBJECTION TO  
MASTER'S  
RECOMMENDATION  
AND  
NOTICE TO SET**

**A-7**

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

75 Court Street

Reno, NV 89501

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

\* These forms cannot be used for appeals to the Nevada Supreme Court.

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**OBJECTION TO MASTER'S  
RECOMMENDATION AND NOTICE  
TO SET  
PACKET A-7**

**Use this packet only if the following statements are true:**

- If you received the written finding of fact and recommendation by electronic service or mail, it has not been more than 10 judicial days and 3 calendar days. Or if you received the documents by personal service, it has not been more than 10 judicial days.

**-OR-**

- If this is a juvenile case and you received the written finding of fact and recommendation by electronic service or mail, it has not been more than 5 judicial days and 3 calendar days. Or if you received the documents by personal service, it has not been more than 5 judicial days.

**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. Objection to Master's Recommendation and Notice to Set
2. Proof of Service
3. Application for Setting
4. 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 Page One of the Objection to Master's Recommendation and Notice to Set 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 other party's name.

4) Print the date of and the name of the Master who made the recommendation.

5) Print your reason(s) for objecting to the recommendation.

1	Code: 2620
2	Name: _____ Address: _____
3	Telephone: _____
4	Email: _____
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	Plaintiff / Petitioner / Joint Petitioner, Case No. _____
12	vs Dept. No. _____
13	_____
14	Defendant / Respondent / Joint Petitioner.
15	
16	<u>OBJECTION TO MASTER'S RECOMMENDATIONS AND NOTICE TO SET</u>
17	TO: _____
18	(Print other party's name)
19	Notice is hereby given that I request a review of the Master's Recommendation entered on
20	_____ by Master _____
21	(Date recommendation was entered) (Print name of Master who signed recommendation)
22	I request a review of the Master's Recommendation for the following reasons:
23	_____
24	_____
25	_____
26	_____
27	_____
28	If more room is needed, attach additional sheets.
	REV 6/2018 JCB 1 A7

1 Code: 2620

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 OBJECTION TO MASTER'S RECOMMENDATIONS AND NOTICE TO SET

17 TO : \_\_\_\_\_

(Print other party's name)

18 Notice is hereby given that I request a review of the Master's Recommendation entered on

19 \_\_\_\_\_ by Master \_\_\_\_\_.

20 (Date recommendation was entered)

(Print name of Master who signed recommendation)

21 I request a review of the Master's Recommendation for the following reasons:

22 \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 \_\_\_\_\_

28 If more room is needed, attach additional sheets.

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## INSTRUCTIONS: STEP 2

### Complete Page Two of the Objection to Master's Recommendation and Notice to Set as Shown:

You and the other party will need to meet at the Court to set a hearing date for the objection. You will choose which day you would like to meet at the Family Division of the Second Judicial District Court on the 3<sup>rd</sup> Floor of 1 South Sierra Street, Reno, NV 89501.

The date must be at least 10 judicial days from the date you are filing the objection.  
**You may schedule a time to set a hearing Tuesday, Wednesday, or Thursday between 9:00 a.m. and 12:00 p.m.**

1) Select this box if you can appear in person. Print the date you will appear and at what time.

**OR**

Select this box if you **cannot** appear in person. Print the date you will call and at what time.

If you select this box you will also need to explain why you cannot appear in person.

2) Date, sign, and print your name.

1 Setting a Hearing

2 Select whether you will appear in person or by telephone to set the date for your hearing.

3 Print your chosen date and the time that you and the other party will meet to set a date for the

4 hearing on your objection.

5 If you cannot appear at the setting in person, for instance if you are out of state or cannot

6 travel, fill in the reason you will be appearing by telephone.

7 **If you are going to appear by telephone, it is your responsibility to call the clerk of the**

8 **court on the appointed date and time.**

9  Notice is hereby given that I will appear in person before the above-entitled Court on

10 \_\_\_\_\_ at the hour of \_\_\_\_\_ a.m. to set this matter for hearing.

11 (Date you will appear to SET your hearing) (Time)

12 -OR-

13  Notice is hereby given that I will appear by telephone before the above-entitled Court on

14 \_\_\_\_\_ at the hour of \_\_\_\_\_ a.m. to set this matter for hearing.

15 (Date you will appear to SET your hearing) (Time)

16 I will appear by telephone to set the hearing because \_\_\_\_\_

17 \_\_\_\_\_

18

19 This document does not contain the personal information of any person as defined by NRS

20 603A.404.

21 I declare under penalty of perjury under the law of the State of Nevada that the foregoing

22 statements are true and correct.

23 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

24

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

26

27

28

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**Setting a Hearing**

Select whether you will appear in person **or** by telephone to set the date for your hearing. Print your chosen date and the time that you and the other party will meet to set a date for the hearing on your objection.

If you cannot appear at the setting in person, for instance if you are out of state or cannot travel, fill in the reason you will be appearing by telephone.

**If you are going to appear by telephone, it is your responsibility to call the clerk of the court on the appointed date and time.**

Notice is hereby given that I will appear in person before the above-entitled Court on \_\_\_\_\_ at the hour of \_\_\_\_\_ a.m. to set this matter for hearing.  
(Date you will appear to SET your hearing) (Time)

**-OR-**

Notice is hereby given that I will appear by telephone before the above-entitled Court on \_\_\_\_\_ at the hour of \_\_\_\_\_ a.m. to set this matter for hearing.  
(Date you will appear to SET your hearing) (Time)

I will appear by telephone to set the hearing because \_\_\_\_\_  
\_\_\_\_\_

This document does not contain the personal information of any person as defined by NRS 603A.404.

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

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

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

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## INSTRUCTIONS: STEP 3

### **Electronically Filing 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. Scanners are available at the Second Judicial District Court.

If you have not done so, you will need to sign up for an eFlex account and turn in the EFile User Agreement, to the Filing Office located at 75 Court Street or email to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us).

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

- Objection to Master's Recommendation

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 5)

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.

There is no filing fee for filing this document.

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## INSTRUCTIONS: STEP 4

### Serving the Documents

If this case involves a child support matter with the District Attorney's Office, a copy must be served upon the District Attorney's Office **and** the other party.

If the other party has not yet signed up for electronic filing, please contact the Self Help Center. If the other party is an electronic filer, they will be automatically served a file-stamped copy of all the forms filed through eFlex. Once a document has been filed, a Notice of Electronic Filing will be automatically generated and available to be viewed on your eFlex account. The Notice of Electronic Filing will tell you whether or not the other party is an electronic filer.

## INSTRUCTIONS: STEP 5

### Complete Page One of the Proof of Service 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 date you filed the Objection to Master's Recommendation.

1	Code: 3720
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, Case No. _____
12	vs. Dept. No. _____
13	
14	_____ Defendant / Respondent.
15	
16	<u>PROOF OF SERVICE</u>
17	
18	
19	
20	Pursuant to Nevada Rules of Civil Procedure 5(b), I served a true and correct copy of the
21	Objection to Master's Recommendation filed on _____ in the
22	_____ (Date of filing)
23	manner(s) and at the location(s) described below. A copy of this Proof of Service has been mailed
24	or personally delivered to all parties or their lawyer.
25	
26	<u>Service Description</u>
27	For each person who has been served fill in their name, the date of service, how the
28	person was served, and at what address.
	If a person was served by United States Postal Service certified mail, you must attach the
	return receipt to this document.
	REV 6/2018 JCB 1 A7 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 \_\_\_\_\_,  
11 Plaintiff / Petitioner,

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

12 vs.

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

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

15  
16 PROOF OF SERVICE

17  
18 Pursuant to Nevada Rules of Civil Procedure 5(b), I served a true and correct copy of the  
19 Objection to Master's Recommendation filed on \_\_\_\_\_ in the  
20 (Date of filing)  
21 manner(s) and at the location(s) described below. A copy of this Proof of Service has been mailed  
22 or personally delivered to all parties or their lawyer.

23 **Service Description**

24 **For each person who has been served** fill in their name, the date of service, how the  
25 person was served, and at what address.

26 If a person was served by United States Postal Service certified mail, you must attach the  
27 return receipt to this document.  
28

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## INSTRUCTIONS: STEP 6

### Complete Page Two of the Proof of Service as Shown:

If this case involves a child support matter with the District Attorney's Office, and the other party was represented by the District Attorney's Office, a copy must be served upon the District Attorney's Office **and** the other party.

1) Print the name of the person served and date of service, \_\_\_\_\_ select how service was made, and print where service was completed. \_\_\_\_\_

2) Repeat the previous step for each person served. If only one person was served, leave the other sections blank or print "n/a."

3) Date, sign, and print your name. \_\_\_\_\_

1	A copy of the above-named document(s) was served upon the following people:
2	
3	1. Name: _____ Date: _____
4	By: <input type="checkbox"/> Personal Service <b>-OR-</b> <input type="checkbox"/> Service by U.S. Mail, postage prepaid <b>-OR-</b>
5	<input type="checkbox"/> Certified mail, return receipt attached <b>-OR-</b> <input type="checkbox"/> Other: _____
6	Address where service occurred: _____
7	_____
8	
9	2. Name: _____ Date: _____
10	By: <input type="checkbox"/> Personal Service <b>-OR-</b> <input type="checkbox"/> Service by U.S. Mail, postage prepaid <b>-OR-</b>
11	<input type="checkbox"/> Certified mail, return receipt attached <b>-OR-</b> <input type="checkbox"/> Other: _____
12	Address where service occurred: _____
13	_____
14	If more room is needed, attach additional sheets.
15	
16	This document does not contain the personal information of any person as defined by
17	NRS 603A.040.
18	
19	Date: _____ Your Signature: _____
20	_____
21	Print Your Name: _____
22	
23	
24	
25	
26	
27	
28	
	REV 6/2018 JCB 2 A7 PROOF OF SERVICE

1 A copy of the above-named document(s) was served upon the following people:

2  
3 1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

4 By:  Personal Service –OR–  Service by U.S. Mail, postage prepaid –OR–

5  Certified mail, return receipt attached –OR–  Other: \_\_\_\_\_

6 Address where service occurred: \_\_\_\_\_

7 \_\_\_\_\_

8  
9 2. Name: \_\_\_\_\_ Date: \_\_\_\_\_

10 By:  Personal Service –OR–  Service by U.S. Mail, postage prepaid –OR–

11  Certified mail, return receipt attached –OR–  Other: \_\_\_\_\_

12 Address where service occurred: \_\_\_\_\_

13 \_\_\_\_\_

14 If more room is needed, attach additional sheets.

15  
16 This document does not contain the personal information of any person as defined by  
17 NRS 603A.040.

18  
19 Date: \_\_\_\_\_

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

20  
21 Print Your Name: \_\_\_\_\_

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## INSTRUCTIONS: STEP 7

### Copying and Filing the Proof of Service

After service is completed, you must file the proof of service with the court. See INSTRUCTIONS: STEP 3. 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 answer.

## INSTRUCTIONS: STEP 8

### Complete the Application for Setting as Shown:

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

2) Leave the rest of the document blank. The court will complete the form.

1 CODE 1250  
2  
3  
4  
5  
6 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
7 IN AND FOR THE COUNTY OF WASHOE  
8  
9 \_\_\_\_\_ Plaintiff,  
10 vs. Case No. \_\_\_\_\_  
11 \_\_\_\_\_ Dept. No. \_\_\_\_\_  
12 \_\_\_\_\_ Defendant,  
13  
14 **APPLICATION FOR SETTING**  
15 TYPE OF ACTION: \_\_\_\_\_  
16 MATTER TO BE HEARD: \_\_\_\_\_  
17 Date of Application : \_\_\_\_\_ Made by: \_\_\_\_\_ Plaintiff or Defendant  
18 COUNSEL FOR PLAINTIFF: \_\_\_\_\_  
19 COUNSEL FOR DEFENDANT: \_\_\_\_\_  
20 Instructions: Check the appropriate box. Indicate who is requesting the jury. Estimated No. Of Jurors:  
21  Jury Demanded by (Name): \_\_\_\_\_  
22  No Jury Demanded by (Name): \_\_\_\_\_  
23 Estimated Duration of Trial: \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 Attorney(s) for Plaintiff Attorney(s) for Defendant  
27 Motion - No. Setting at on the day of 20  
28 Trial - No. Setting at on the day of 20  
JUD 500 (Rev 3/03)  
[Click to Reset \(erase\) All Fields](#)

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CODE 1250

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

Plaintiff,  
vs. Case No.  
, Dept. No.  
Defendant.

**APPLICATION FOR SETTING**

TYPE OF ACTION:  
MATTER TO BE HEARD:  
Date of Application : Made by: Plaintiff or Defendant

COUNSEL FOR PLAINTIFF:  
COUNSEL FOR DEFENDANT:

Instructions: Check the appropriate box. Indicate who is requesting the jury. Estimated No. Of Jurors:

Jury Demanded by (Name):  
No Jury Demanded by (Name):  
Estimated Duration of Trial:

Attorney(s) for Plaintiff Attorney(s) for Defendant

Motion - No. Setting at on the day of 20  
Trial - No. Setting at on the day of 20

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## INSTRUCTIONS: STEP 9

### **Setting the Hearing**

#### **In person:**

On the date that you wrote on page two of your Objection to Master's Recommendation, the Notice to Set, take the following documents with you to the 3<sup>rd</sup> Floor of 1 South Sierra, Reno, NV.

1. The Application for Setting
2. Your copy of the Objection to Master's Recommendation and Notice to Set
3. Your copy of the Proof of Service

Go to the counter on the third floor and tell the clerk at the counter that you are there to set a hearing on your Objection.

- If the other party or their attorney is there the court will set the date with input from both of you.
- If the other party does not show up, the court will set the date with you.

#### **By telephone:**

If you are setting your hearing by telephone, contact the clerk at the 3<sup>rd</sup> floor of 1 South Sierra at (775) 325-6726 prior to the date you have told the other party to appear so that you can arrange with the clerk to set by telephone.

At that time you may also ask the clerk how the Application for Setting is going to be handled. You may be responsible for mailing a copy of the Application for Setting to the other party and filing the second Proof of Service.

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## INSTRUCTIONS: STEP 10

### **The Second Proof of Service**

If the other party attended the setting of the hearing and signed the Application for Setting sheet, you will not need to serve them or file this Proof of Service. Skip this step.

If the other party did not attend the setting of the hearing, you will need to serve them a copy of the Application for Setting (See INSTRUCTIONS: STEP 4) then fill out and file the second Proof of Service as you did the previous Proof of Service (See INSTRUCTIONS: STEP 5, 6, & 7).

**Make sure to attend your hearing.**

**If you do not attend your hearing, the Judge may issue orders without you there.**

#### **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 a message if necessary

[nlslaw.net](http://nlslaw.net)

#### **WASHOE LEGAL SERVICES**

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727 – leave a message if necessary

[www.washoelegalservices.org](http://www.washoelegalservices.org)