

# **CV – 4 REQUEST FOR CONFIDENTIAL ADDRESS**

**(Pursuant to NRS 247.530, 250.130, and NRS 293.906)**

**This packet is used if:**

- You are a resident of Washoe County.
- You meet the requirements of NRS 247.540, NRS 250.140, and NRS 293.908.
- You wish to have your personal information kept confidential.

Note: You can request that personal information filed after the date of the court's order also be maintained in a confidential manner.

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Note: 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

## Instructions:

### Step 1: Sign up for an electronic filing account (if you don't already have one)

The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. Sign up for a free eFlex account in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

### Step 2: Fill out and file the following forms:

- Declaration of Petitioner
- Index of Exhibits & Exhibit Cover Pages 1 & 2
- Order Granting Request for Confidentiality Pursuant to NRS 247.530, 250.130, and NRS 293.906
- Request for Submission

You are starting a new case; leave the "Case No." and "Dept No." blank. You will be assigned a case number and department number when you file your documents.

Fill out the Declaration of Petitioner. Attach a copy of your work identification or credentials as Exhibit 1.

Fill out page 1 of the Order Granting Request for Confidentiality. Leave the rest of the Order blank for the judge to complete.

Fill out the Request for Submission form. The Request for Submission is used to inform the court that your documents are ready for review.

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them.

### How to file your documents using eFlex:

Note: Do not file all your papers together as one PDF document. You must file **four** separate PDFs.

1. Sign in to your eFlex account: <https://wceflex.washoecourts.com/>.
2. Click "Home;" click "New Case."
3. Select "Civil – Other" and "Other Civil Filing: Other Civil Matters – GC."
4. Click "Add My Parties (Plaintiffs)" and enter your information as the Party Type "Petitioner."
5. To file each document, you will select the applicable Document Type, click "Choose File" or "Browse," then locate your document file on your computer, and click "Add."

Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category blank.

- Declaration of Petitioner and Index of Exhibits, all together as one PDF.  
(Document Type: Declaration)

- Exhibit Cover Page 1 and your work identification or credentials, all together as one PDF document.  
(Document Type: \*\*Continuation)
  - When prompted to select which document you are attaching the Exhibit Cover Page 1 and your work identification or credentials to, confirm that “Declaration” is selected, click “Next.”

A helpful video for attaching exhibits can be found here:  
<https://www.youtube.com/watch?v=6JRMIXxa8Pg>
- Exhibit Cover Page 2 and Order Granting Request for Confidentiality, all together as one PDF document.  
(Document Type: \*\*Continuation)
  - When prompted to select which document you are attaching the Exhibit Cover Page 2 and Order Granting Request for Confidentiality to, confirm that “Declaration” is selected, click “Next.”
- Request for Submission  
(Document Type: Request for Submission)

6. When all documents have been uploaded, review each one by clicking on the hyperlinked file name in the “View Document” column. When you have confirmed everything is correct, click “Next.”

7. When you are ready to submit your documents to the court, click “Submit the Filing.”

**□ Step 3: Wait**

If your request is **denied**, you will be mailed a copy of the Order denying.

If your request is **granted** by the judge, you will be mailed certified copies of the Order.

Provide certified copies of your file-stamped Order to:

1. Washoe County Recorder
2. Washoe County Assessor
3. Nevada Secretary of State, Washoe County Clerk, City of Reno Clerk, and/or City of Sparks Clerk.

**For procedural questions, or help with electronically filing your documents, visit or contact:**

**Resource Center  
 1 South Sierra St., 3<sup>rd</sup> Floor  
 Reno, NV 89501  
 775-325-6731**

**Law Library  
 75 Court St., Room 101  
 Reno, NV 89501  
 775-328-3250**

## Legal Assistance Information

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 contact the Resource Center or the Law Library. **The Resource Center and the Law Library staff cannot give legal advice** but can give information regarding court procedures.

You may wish to speak with a lawyer at no cost through the Law Library's Lawyer in the Library program. The Lawyer in the Library program is held via Zoom; you must register ahead of time to participate. No walk-ins accepted as space is limited.

### LAWYER IN THE LIBRARY

Sign up on our website:

<https://www.washoecourts.com/LawLibrary/LawyerInLibrary>

For questions, contact the Law Library at 775-328-3250

To seek assistance from other free or reduced-cost legal resources in the area, please contact:

#### NEVADA LEGAL SERVICES

449 S. Virginia St.  
Reno, NV 89501

775-284-3491 – leave a message,  
if necessary

<https://nevadalegalservices.org>

#### NORTHERN NEVADA LEGAL AID

1 S. Sierra St., 1<sup>st</sup> Floor  
Reno, NV 89501

775-321-2062 – leave a message,  
if necessary

<https://nnlegalaid.org>