EX PARTE MOTION TO TERMINATE OR MODIFY NO CONTACT ORDER

Purpose of this packet:

There is a criminal case and the defendant has been ordered to have no contact with the victim or another individual. This ex parte motion can be used to request to terminate or change the no contact order.

Contents:

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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 the forms:**

- Ex Parte Motion to Terminate or Modify No Contact Order
- Request for Submission

In the upper left corner of the forms, include your contact information.

Include the case number and department number of the criminal case you are filing into.

The Request for Submission form notifies the judge of your filing.

☐ **Step 3: File your forms with the Court**

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 have **two** separate PDFs.

1. Sign in to your eFlex account: https://wceflex.washoecourts.com/.
2. Type the case number in the search bar and click "eFile."
3. 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 two separate PDFs below:

   Note: Leave the eFlex Document Category blank.

   - Ex Parte Motion to Terminate or Modify No Contact Order
     (Document Type: Ex Parte Mtn to Term/Mod No Contact Ord)
   - Request for Submission
     (Document Type: Request for Submission)

4. When both 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."

5. There is no filing fee required for your documents.

6. When you are ready to submit your documents to the Court, click "Submit the Filing."

☐ **Step 4: What happens next**

Once the forms are filed, it will be up to the judge. The Court has computer terminals that can be used to view any public cases in this Court, so you can see if the judge files an order responsive to your request.

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

Resource Center
1 South Sierra St., 3rd 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., 1st Floor
Reno, NV 89501
775-321-2062 – leave a message, if necessary
https://nnlegalaid.org