APPLICATION AND DECLARATION TO WAIVE FEES AND COSTS

F-6

Resource Center
1 South Sierra St., Third Floor
Reno, NV 89501
775-325-6731

www.washoecourts.com

APPLICATION AND DECLARATION TO WAIVE FEES AND COSTS

USE THIS APPLICATION ONLY IF THE FOLLOWING REQUIREMENT IS MET:

☐ You cannot afford filing fees and costs. Under certain circumstances the law allows the court to waive the filing fees and the service fees. This waiver does not include fees and costs for jury fees or a peremptory challenge.

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. Application and Declaration to Waive of Fees and Costs
- 2. Request for Submission
- 3. Order Regarding Waiver of Fees and Costs

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

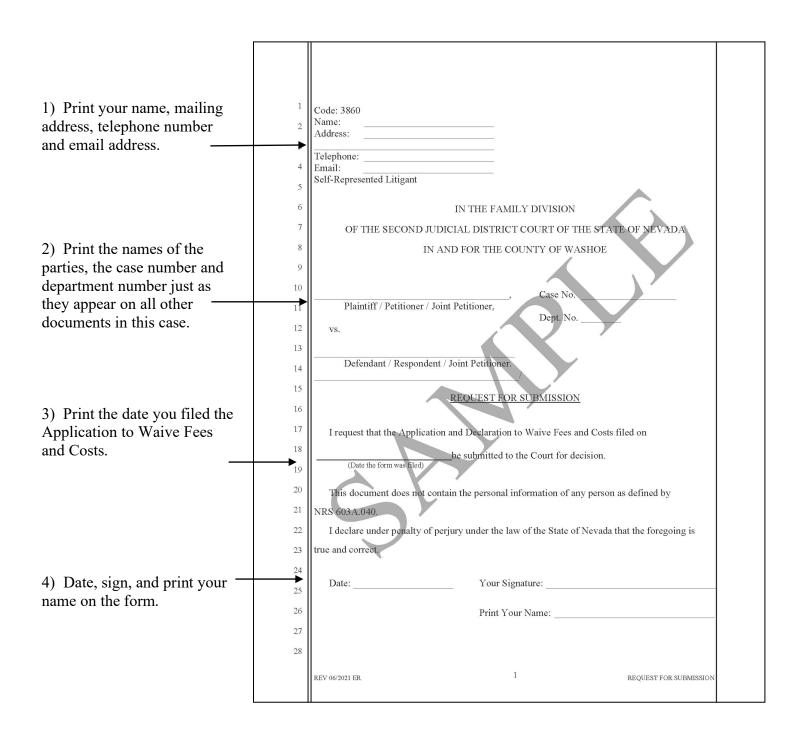
INSTRUCTIONS: STEP 1

Application and Declaration to Waive Fees and Costs

1) Print your name, mailing address, telephone number and email address.	1 2 3 4 5	Code: 3866 Name: Address: Telephone: Email: Self-Represented Litigant
2) Print the names of the parties. The case number and department number will be provided when you file your documents.	7 8 9 10 11 12 13	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA IN AND FOR THE COUNTY OF WASHOE Case No. Plaintiff / Petitioner, Dept. No. Defendant / Respondent. APPLICATION AND DECLARATION TO WAIVE FEES AND COSTS
3) Print your name here.	15 16 17	I,, declare that pursuant to
4) Each section of the Application has a box with instructions. Please follow the instructions and complete the Application.	18 19 20 21 22 23 24	A. Monthly Benefits Received: Check each box that applies to you. You may need to check more than one box. If you are not receiving any of the benefits listed, proceed to section B. I receive benefits from one or more of the following programs (please check all that apply): Supplemental Security Income (SSI); Food Stamps; Temporary Assistance for Needy
5) After completing all pages of the Application, proceed to Step 2.	24 25 26 27 28	Families (TANF); Medicaid; Subsidized Housing through Reno Housing Authority; Client of Legal Services; Other State or Federal Program of Assistance (Name of Program) REV 06/2021 ER APPLICATION TO WAIVE FEES AND COSTS
		REV 06/2021 ER 1 APPLICATION TO WAIVE FEES AND COSTS

INSTRUCTIONS: STEP 2

Completing the Request for Submission Form



INSTRUCTIONS: STEP 3

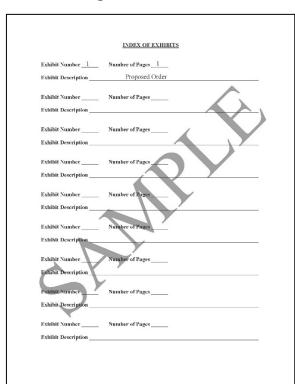
Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

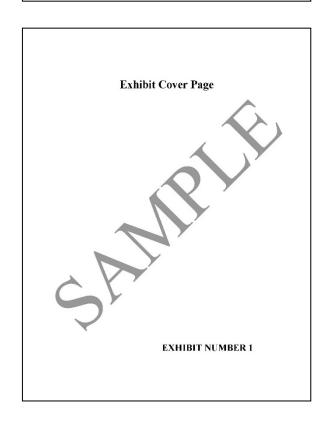
You will need to attach the Order Waiving Fees as an exhibit to the Request for Submission in order to electronically file it.

You do not need to write anything on these pages.

The documents should be in the following order to file:

- Request for Submission
- the Index of Exhibits
- the Exhibit Cover Page
- the Order Waiving Fees





INSTRUCTIONS: STEP 4

Preparing the Order Regarding Waiver of Fees and Costs

1	1	
		Code
	1	Code:
1) Print the names of the parties. The case number	2	IN THE FAMILY DIVISION
	3	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
	4	
	5	IN AND FOR THE COUNTY OF WASHOE
and department number will	6	
be provided when you file	7 8	Plaintiff / Petitioner, Case No.
your documents. 2) Print your name here.	→ 9	vs.
	10	Dept. No
	11	Defendant / Respondent.
	12	
	13	ORDER REGARDING WAIVER OF FEES AND COSTS
	14	Upon consideration of 's declaration of
	15	insufficient income, property, or resources to pay Court costs and fees in this case, and other good
	16_	cause appearing.
STOP HERE	17	IT IS HEREBY ORDERED that pursuant to NRS 12.015, the Clerk of the Court shall
The Court will fill out the rest of the form.	18	allow the applicant to proceed with the filing of documents without costs and fees and issue any
	19	necessary writ, process, pleading or paper without charge, and that the Sheriff or any other appropriate
	20	public officer within the State make personal service of any necessary writ, process, pleading or paper
	21	without charge for the said applicant. This Order waives fees until a final order is entered in this
	22	case, unless the Court rules otherwise.
	23	The Waiver of Fees and Costs is DENIED for the following reason:
	24	The applicant does not qualify.
	25	Other:
	26	DATED this day of, 20
	27	
	28	DISTRICT JUDGE / COURT MASTER
		REV 1/2014 ER
l		

INSTRUCTIONS: STEP 5

Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at https://wceflex.washoecourts.com/, in the Law Library and the Resource Center.

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

- Application and Declaration to Waive of Fees and Costs;
- Request for Submission and Exhibit Index; and
- Order Waiving Fees (as an exhibit to the Request for Submission).

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 Law Library and the Resource Center.

INSTRUCTIONS: STEP 6

After Filing Your Documents

If your fee waiver was approved the Resource Center will finish processing your paperwork. If the fee waiver is denied, the filing fee will need to be paid before the Resource Center can finish processing your case.

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 contact the Resource Center. **The Resource 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

For information contact the Law Library at 775-328-3250. https://www.washoecourts.com/LawLibrary

NEVADA LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509 (775) 284-3491– leave message if necessary https://nlslaw.net

WASHOE LEGAL SERVICES

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