EX PARTE PETITION FOR ORDER TO RELEASE MEDICAL RECORDS

PR-2

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

www.washoecourts.com

EX PARTE PETITION FOR ORDER TO RELEASE MEDICAL RECORDS

PACKET PR-2

INSTRUCTIONS FOR COMPLETING FORMS

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT ANY OF THE FORMS

Use black or blue ink only. Neatly type or print the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

- 1. Ex Parte Petition for Order to Release Medical Records
- 2. Index of Exhibits and Exhibit Cover Page
- 3. Request for Submission

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

eFlex Account and eFile User Agreement:

To file your documents, you will need to sign up for an eFlex account and have a valid email address. There is no fee to sign up for a standard eFlex account. If you already have an eFlex account for a different case, you do not need to create another account and can skip this step.

To sign up:

- 1) Carefully read and complete the eFile User Agreement (Standard) by filling in as much information as possible, signing, and dating page two;
- 2) Return the eFile User Agreement (Standard) to the Second Judicial District Court, or email it to eflexsupport@washoecourts.us;
- 3) Request an account at https://wceflex.washoecourts.com/.



If you need further assistance signing up for an account, please call the Resource Center at 775-325-6731.

INSTRUCTIONS: STEP 2

Complete the Ex Parte Petition for Order to Release Medical Records as Shown:

A certified copy of the decedent's death certificate **OR** other proof of death must be attached as "Exhibit 1".

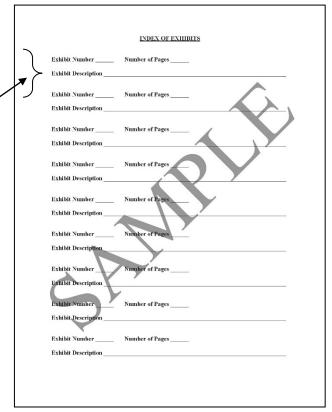
Code: 3616 Name: 1) Print your name, address, Address: telephone number, and email Telephone: address. Email: Self-Represented Litigant IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEV IN AND FOR THE COUNTY OF WASHOE IN THE MATTER OF THE ESTATE OF: 2) Print the names of the decedent. You will be given a 11 Deceased. case number when you file 12 the Petition with the Court. 13 EX PARTE PETITION FOR ORDER TO RELEASE MEDICAL RECORDS 14 I, a self-represented litigant, allege as follow 15 16 17 (Your Street address, City, State, and Zip Code) 18 2. Decedent died on 20 3) Complete the rest of pages on the date of death, Decedent was a resident of Washoe County, Nevada. A certified copy of 1-2, following the instructions DECEDENT'S DEATH CERTIFICATE -OR- OTHER PROOF OF DEATH is attached as 22 on each page. "Exhibit 1". 23 3. Jurisdiction is proper in this proceeding. 24 25 4. The names, relationships, ages of minors and residence addresses of all the devisees, legatees, heirs, and next-of-kin of Decedent, as known to me, are (include spouse, parents, siblings, and all children of Decedent, even if estranged or out of State (if address is unknown, write unknown)): REV 4/14/22 JDB EX PARTE PETITION - MEDICAL RECORDS

INSTRUCTIONS: STEP 3

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

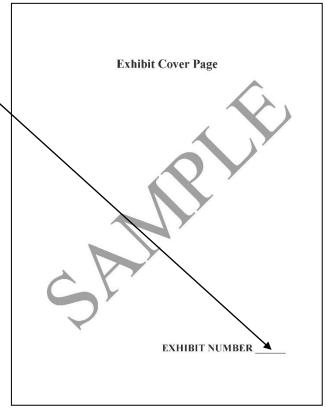
To attach documents in support of your Ex Parte Petition for Order to Release Medical Records you will need an Exhibit Index and Exhibit Cover Page(s). The decedent's death certificate or other proof of death must be attached as "Exhibit 1"

- 1) For each exhibit you are attaching, you must include:
 - a) An exhibit number, starting with 1,
 - b) The number of pages in the exhibit, and
 - c) A description of the exhibit.



2) For each exhibit, you must fill out an Exhibit Cover Page with the exhibit number listed on the Index of Exhibits.

- 3) The documents should be in the following order:
 - The Ex Parte Petition for Order to Release Medical Records,
 - the Index of Exhibits,
 - the Exhibit Cover Page,
 - the decedent's death certificate or other proof of death,
 - the Exhibit Cover Page,
 - the exhibit, and so on.



INSTRUCTIONS: STEP 4

Complete the Request for Submission as Shown:

1) Print your name, address, telephone number, and email address.	1 2 3 4 5	Code: 3860 Name: Address: Telephone: Email: Self-Represented Litigant
	6	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
	7	IN AND FOR THE COUNTY OF WASHOE
	8	IN THE MATTER OF THE ESTATE OF:
\mathcal{L}	10	, Case No.
	11	Deceased, Dept. No. PR
2) Print the name of the	12	
decedent. You will be given a	13	
case number when you file the	14	REQUEST FOR SUBMISSION
Petition with the Court.	15	
	16	I request that the Ex Parte Petition for Order to Release Medical Records that was filed on
3) Print the date you filed the	17	(date the document was filed with the Court) be submitted to the Court
Ex Parte Petition for Order to	18	for decision.
Release Medical Records with	19	This document does not contain the personal information of any person as defined by NRS
the court.	20	603A.040.
	21	
	22	DATED this (day) day of (month), 20
	23	
	24	Submitted By: (Your signature)
4) Date, sign, and print your	25	(Print your name)
name.	26	
	27	
	28	
		REV 4.14.2022 JDB Page 1 of 1 Request for Submission

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/, and in the Law Library and the Resource Center.

If you have not done so, you will need to sign up for an eFlex account and turn in the EFile User Agreement (*see INSTRUCTIONS: STEP 1*), to the Second Judicial District Court, or email to eflexsuport@washoecourts.us.

Sign into your eFlex account using the username and password you created and electronically file the documents. When electronically filing, the documents should go as follows:

- Ex Parte Petition for Order to Release Medical Records and Exhibit Index as one PDF;
- Exhibit Cover Page and Exhibits as one PDF (this will be added as **continuation); and
- Request for Submission as one PDF.

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 in the Law Library and the Resource Center.

There may be a filing fee charged when the documents are filed. Fee information is available at the Resource Center and online at: 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 for Waiver of Fees and Costs packet**, which you can get at:

- Resource Center, 1 South Sierra Street, Reno, NV, Third Floor
- Law Library, 75 Court Street, Reno, NV, First Floor
- Online at: www.washoecourts.com (select the "Forms & Packets" tab on the top right hand side of the home screen)

Any additional documents regarding this decedent shall be filed with this case number.

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