

PR-5

PETITION FOR DISCHARGE

Use this packet when any of the following statements are true:

- A personal representative (administrator or executor) has been appointed, an order for final distribution has been entered, all assets have been distributed, receipts or vouchers have been filed, and you are ready to close the case.
- A Special Administrator has been appointed and it was determined that there are no assets in the estate that require probate.
- Any other situation where someone has been appointed as personal representative of the estate and the appointment is no longer necessary.

This packet contains the following:

1. Instructions
2. Legal Assistance Information
3. Petition for Discharge
4. Request for Submission

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: The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. To file electronically, you must have an eFlex account which you can sign up for in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

□ Step 2: Fill out the **Petition for Discharge** and **Request for Submission**.

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them. If you take them to the Resource Center to file, skip to Step 3 once they have been filed.

□ Step 2b: Electronically file your documents:

- Log into your eFlex account: <https://wceflex.washoecourts.com/>.
- Click “Existing Cases.”
- Locate the case you are filing into, click the blue “eFile” link.
- To file your document, select the applicable Document Type, and click “Choose File.” Locate the document file on your computer, then click “Add.”

Note: The eFlex Document Category field can be left blank.

- **Petition for Discharge**
(Document Type: “Pet for Discharge”)
- **Request for Submission**
(Document Type: “Request for Submission”)

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.”

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

Step 3: Wait.

Once your documents are filed, the court will have approximately 60 days to issue an order.

**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>