

PR-1

EX PARTE PETITION FOR ORDER TO OPEN SAFE DEPOSIT BOX

Purpose of this packet:

You are requesting an order from the court to view the contents of a decedent's safe deposit box.

Contents:

1. Instructions
2. Legal Assistance Information
3. EFile User Agreement
4. Ex Parte Petition for Order to Open Safe Deposit Box
5. Index of Exhibits and Exhibit Cover Page (for a copy of proof of death)
6. Request for Submission
7. Inventory of Safe Deposit Box
8. Second Index of Exhibits and Exhibit Cover Page (for safe deposit box inventory)

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 following forms:

- Ex Parte Petition for Order to Open Safe Deposit Box
- Index of Exhibits and Exhibit Cover Page
- Request for Submission

You will be given a case number and department number when your documents are filed with the court.

Attach as Exhibit 1 to your Ex Parte Petition: A copy of decedent's death certificate or other proof of death. Conceal (black out) any social security number or medical or health insurance identification number.

The Request for Submission form is used to inform the court of your Ex Parte Petition 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 **three** separate PDFs.

1. Sign in to your eFlex account: <https://wcefex.washoecourts.com/>.
2. Click "Home;" click "New Case."
3. Select "Civil: Probate" and "Probate: Other Probate – OP."
4. Click "Add My Parties (Plaintiffs)" and enter your information as the Party Type "Petitioner." Click "Add My Parties (Plaintiffs)" again and add the decedent's information as Party Type "Decedent."
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 field blank.

- Ex Parte Petition for Order to Open Safe Deposit Box with the Index of Exhibits as the last page, all together as one PDF.
(Document Type: Pet Open Safe Deposit Box)
- Exhibit Cover Page and proof of death, all together as one PDF.
(Document Type: **Continuation)
- When prompted to select which document you are attaching the Exhibit Cover Page and proof of death to, confirm that “Pet Open Safe Deposit Box” is selected, click “Next.”

A helpful video for attaching exhibits can be found here:

<https://www.youtube.com/watch?v=6JRMIXxa8Pg>

- Request for Submission, as its own PDF.
(Document Type: Request for Submission)
6. When the documents have been uploaded, review them by clicking on the hyperlinked file name in the “View Document” column. When you have confirmed everything is correct, click “Next.”
 7. Estimated Fees: There is no filing fee required for this Ex Parte Petition; select “No Fee Required.”
 8. When you are ready to submit your documents to the court, click “Submit the Filing.”

☐ **Step 4: Wait**

The judge will have approximately 60 days to review your documents and issue an order. You will receive an eFlex notification when the judge grants or denies your request.

All orders can be reviewed and printed from your eFlex account. Certified copies of orders can be purchased online on the court’s website or in person at the Resource Center.

❑ Step 5: Visit the bank

If the court grants your request, bring a copy of the court order to the bank.

The bank will provide you with a copy of the inventory form the bank completes at the time of the opening of the safe deposit box. You will need to file the bank's inventory form as an exhibit to the Inventory of Safe Deposit Box form (see next step).

You must complete and file an inventory of the safe deposit box within 30 days of the date of the order, unless the order specifies something different.

❑ Step 6: File Inventory of the Safe Deposit Box

Fill out the following forms:

- Inventory of Safe Deposit Box
- Second Index of Exhibits and second Exhibit Cover Page

Attach the bank's inventory form as an exhibit to the Inventory of Safe Deposit Box using the Second Index of Exhibits and Exhibit Cover Page.

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://wcefex.washoecourts.com/>.
2. Click "Home;" then click "Existing Cases."
3. Locate the case you are filing into, and click on the blue "eFile" link next to the case number.
4. 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 field blank.

- Inventory of Safe Deposit Box with the Index of Exhibits as the last page, all together as one PDF.
(Document Type: Inventory)
- Exhibit Cover Page and bank's inventory, all together as one PDF.
(Document Type: **Continuation)

- When prompted to select which document you are attaching the Exhibit Cover Page and bank's inventory to, confirm that "Inventory" is selected, click "Next."
- 5. When the documents have been uploaded, review them by clicking on the hyperlinked file name in the "View Document" column. When you have confirmed everything is correct, click "Next."
- 6. When you are ready to submit your documents to the court, click "Submit the Filing."

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>