PR-4
PETITION FOR LETTERS OF SPECIAL ADMINISTRATION

Purpose of this packet:

Used to appoint a temporary representative of a deceased person's estate for a limited purpose.

Note: If your Petition for Letters of Special Administration is granted, you will need to file another Petition at a future date, for example, a Petition to Set Aside the Estate without Administration, Petition for Summary or General Administration, Petition to Approve Settlement, or Petition for Discharge. The type of Petition you will need to file in the future will depend on what assets you discover, if any, and their approximate value.

Use this packet if:

- There is an urgent need to protect the assets of an estate.
- You are 18 years of age or older.
- You have never been convicted of a felony.
- You are a resident of the state of Nevada. If you are not a resident of the state of Nevada, you may still qualify to serve as a Special Administrator if one of the following conditions is met:
    - You are named in the will of the estate as an Executor; or
    - There is a co-administrator that is a resident of the state of Nevada.

Additionally, one of the following requirements must be met:

- Decedent was a resident of the state of Nevada; or
- Decedent was not a resident of the state of Nevada, but died with an estate located in Nevada; or
- Decedent was not a resident of the state of Nevada but died in the state of Nevada AND the death was the result of a wrongful death action in the state of Nevada.

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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 following forms:**

- Petition for Letters of Special Administration
- 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 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.

Any additional supporting document you wish to attach to your Petition must be listed on the Index of Exhibits and have its own Exhibit Cover Page.

The Request for Submission form is used to inform the court of your Petition for Letters of Special Administration 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:

1. Sign in to your eFlex account: https://wceflex.washoecourts.com/.
2. Click "Home;" click "New Case."
3. Select "Civil: Probate" and "Probate: Special Administration - SL."
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.

- Petition for Letters of Special Administration with the Index of Exhibits as the last page, all together as one PDF.
  (Document Type: Pet Special Admin (no fee))

- First 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 Special Admin (no fee)" is selected, click "Next."

    A helpful video for attaching exhibits can be found here:
    https://www.youtube.com/watch?v=6JRMlXxa8Pg

- 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 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.

If your Petition is granted: You must mail a copy of the Order Appointing Special Administrator to all possible heirs of the estate.

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.

If your Petition is denied: Review the order denying the petition. You will likely need to fix the deficiencies noted in the order and re-file the corrected petition into the existing case you already created (do not start another case).

☐ Step 5: Issuance of Letters of Special Administration

If you are appointed as the Special Administrator, complete the process described below to have Letters of Special Administration issued within 14 calendar days of the court's order. Note: If a bond was ordered, you must obtain the bond prior to the getting Letters issued.

To have Letters issued, you will need to fill out the first page of the Letters of Special Administration form, except for where the form asks for a Deputy Clerk's signature and date. **Do not sign anything until you are in front of a Court Clerk or Notarial Officer.**

Once you have completed page one (1) of the Letters, you can have Letters issued one of the following ways:

- Visit the Resource Center at the courthouse to have a Deputy Clerk issue the Letters of Special Administration and administer the oath; **or**

- Electronically file your Letters into eFlex for issuance. The oath (page 2 of the Letters) will need to be completed in the presence of a notary officer before uploading the document into eFlex.

  ↳ Electronic issuance of Letters of Special Administration using eFlex:

  1. Sign in to your eFlex account: https://wceflex.washoecourts.com/.
  2. Click "Home;" 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 the 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 document below:

     Note: Select eFlex Document Category: Issuance.

     - Letters of Special Administration
       (Document Type: **Document Issued by the Court)

5. Court staff will complete the Letters with a signature, date, and the court seal once it has been uploaded into eFlex.

6. If you provided an email address with your Petition, a certified copy of the Letters will be emailed to you. If no email address was provided, a certified copy of the Letters will be mailed to you. Additional copies can be purchased online or by visiting the Resource Center.

☐ Step 6: Appointment of Special Administrator

Once you are appointed as the Special Administrator you must:

1. File with the court an Inventory, Appraisement and Record of Value for the Estate of the Decedent **or** a waiver of the Inventory, Appraisement and Record of Value. The Inventory, or waiver, is due no later than **120 calendar days** from the date the order appointing you as Special Administrator was filed.

2. File with the court an Account/Report of the Special Administrator **or** a supplemental petition as follows:

    a. If you, the Special Administrator, determine that there are no assets of the estate to probate, a Petition for Discharge of the Special Administrator should be filed. This is due no later than **180 calendar days** from the date the order appointing you as Special Administrator was filed.

    b. If you, the Special Administrator, determine that there are assets of the estate that require probate, you will need to file with the court either a Petition to Set Aside the Estate, Petition for Summary Administration, or Petition for General Administration. The type of petition is determined by the value of the estate at the date of death.

    This is due no later than **180 calendar days** from the date the order appointing you as Special Administrator was filed and must be filed into the existing probate case.

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