

**PETITION FOR
LETTERS OF SPECIAL
ADMINISTRATION**

PR-4

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

Do Not File Or Copy This Page

**PETITION FOR LETTERS OF
SPECIAL ADMINISTRATION**

PACKET PR-4

Special Administrations are temporary. A formal Petition to Administer the Estate will be required at a future date.

Use this packet if all of the following statements are true:

- 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. **ONE** of the following conditions must be 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 Washoe County; **or**
- Decedent was not a resident of Washoe County, but died with an estate located in Washoe County; **or**
- Decedent was not a resident of Washoe County, but died in Washoe County AND the death was the result of a wrongful death action in Washoe County.

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.

Do Not File Or Copy This Page

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. Special Administrator Instructions
2. Petition for Letters of Special Administration
3. Index of Exhibits and Exhibit Cover Page
4. Request for Submission
5. Letters of Special Administration

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

Do Not File Or Copy This Page

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://wcefex.washoecourts.com/>.

SECOND JUDICIAL DISTRICT COURT


WASHOE COUNTY
STATE OF NEVADA

**EFILE USER AGREEMENT
(Standard)**

This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit eFiling of court case documents using the eFlex Electronic Filing System (eFlex) account. Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of 12 years unless the account is renewed. Accounts may be renewed online at <http://www.washoecourts.com>.

By registering for an eFlex account I agree and consent to the following:

- I will submit court filings electronically through eFlex on court cases for which I am an active party or attorney of record, or an officer of the Court filing documents in my official capacity.
- As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Notice of Intent to change my email address with the District Court. The Written Notice of Intent must include my name, bar number and a list of all pending court numbers. Also included must be an acknowledgment that all parties and attorneys of record on those pending matters have been notified of my new email address. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I understand that once my eFlex account is inactivated, I will no longer be able to electronically eFile or view any documents using my account, nor will I receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.
- Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the e-File eFlex account. (See Nevada Electronic Filing and Conversion Rules, Rule 11)
- I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service for eFiled documents replacing the need for paper service. Electronic service of documents is limited to those documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission, complaint, petition or other document that must be served with a summons, and summons or a subpoena cannot be served electronically.
- I agree to the terms of the license agreement as stated by Tybera on the court's eFlex website under "Terms of Use" and "Privacy Policy" when registering for an eFlex account and pressing the submit button.
- I understand that email addresses supplied by the registered user via the username/password access through the eFlex Account supersedes the court's case management system for the purpose of determining valid and effective service of eFiled documents. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I agree to file the proper motion to withdraw/notice of change/substitution of counsel/notice of termination employment (whatever applies) into each of my cases whenever I depart from an agency, office, or law firm or cease to represent a party in any case, or cease to be an eFlex user **within 10 days of any such change**. If known, I will designate the new attorney and/or e-Filed contact on each case. Further, I will separately notify the Clerk of Court of any employment change which will globally affect all or a majority of my cases.

Revised September 26, 2018

- I acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (EFCR).
- I understand if a party submits a proposed Order and the Order is eFiled by the Court, **ONLY** eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.
- I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court, the presiding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.
- I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.

Attorney or Person Name: _____
If an attorney, Bar ID: _____ Law Firm: _____
If not an attorney, DOB: _____ Interpreter needed: Yes or No Language: _____
If not an attorney, Case number(s): _____
eFlex Email Address: _____
1st Alternate eFlex Email Address: _____
2nd Alternate eFlex Email Address: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____
Designated eFlex contact person: _____

I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.

Date: _____ Signature of Attorney/Person Agency Signatory: _____

Check one:
 Renewal of Standard Account. See law online instructions at <http://www.washoecourts.com/index.cfm?page=eflex>
 New Standard Account.

To become a registered eFlex account holder, you must request an account online at <https://wcefex.washoecourts.com> and click on the "Request an Account" button. Next, print out this form, complete and sign it and deliver the ink-signed copy to the Second Judicial District Court Filing Office, 70 Court Street, Reno, NV 89501. Upon completion of your account request **AND receipt of the signed eFile User Agreement**, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.

Translated/Interpreted by (if applicable): _____ Print Name _____ Signature _____

Revised September 26, 2018

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

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 2

Complete the Petition for Letters of Special Administration as Shown:

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

1) Print your name, address, telephone number, and email address.

2) Print the names of the decedent. You will be given a case number when you file the Petition with the Court.

3) Complete the rest of pages 1-4, following the instructions on each page.

1	Code: 3595
2	Name: _____
3	Address: _____
4	Telephone: _____
5	E-mail Address: _____
6	Self-Represented Litigant
7	
8	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	
11	IN THE MATTER OF THE ESTATE OF:
12	_____ Case No. _____
13	Deceased. Dept. No. PR _____
14	
15	<u>PETITION FOR LETTERS OF SPECIAL ADMINISTRATION</u>
16	
17	I respectfully represent as follows:
18	1. That the Decedent, _____, died on or about
19	the _____ day of _____. A certified copy of Decedent's Death Certificate,
20	or other proof of death, is attached hereto as Exhibit "1".
21	2. The Decedent was, at the time of his/her death, a resident of the County of Washoe, State of
22	Nevada, and that his/her Estate consists of real and/or personal property and that the exact value and
23	character of said property has not been determined, but it is believed to be of an estimated total
24	value of [check one]:
25	<input type="checkbox"/> More than \$300,000.00
26	<input type="checkbox"/> Between \$20,000.00 and \$300,000.00
27	<input type="checkbox"/> Between \$2,500.00 and \$20,000.00
28	<input type="checkbox"/> Less than \$2,500.00
	REVISED 1/28/2022 1 LETTERS OF SPECIAL ADMINISTRATION

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 3

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

To attach documents in support of your Petition in Support of Special Administration 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 Petition in Support of Special Administration,
- 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.

INDEX OF EXHIBITS

Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

Exhibit Cover Page

EXHIBIT NUMBER _____

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 4

Complete the Request for Submission as Shown:

1) Print your name, address, telephone number, and email address.

2) Print the names of the decedent. You will be given a case number when you file the Petition with the Court.

3) Print the date you filed the Petition for Letters of Special Administration with the court.

4) Date, sign, and print your name.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	IN THE MATTER OF THE ESTATE OF:
10	_____, Case No. _____
11	Deceased, Dept. No. PR
12	_____
13	
14	<u>REQUEST FOR SUBMISSION</u>
15	
16	I request that the Petition for Letters of Special Administration that was filed on <i>(date the</i>
17	<i>document was filed with the Court)</i> _____ be submitted to the Court for
18	decision.
19	This document does not contain the personal information of any person as defined by NRS
20	603A.040.
21	
22	DATED this <i>(day)</i> _____ day of <i>(month)</i> _____, 20____.
23	
24	Submitted By: <i>(Your signature)</i> _____
25	<i>(Print your name)</i> _____
26	
27	
28	

REV 4.12.2022 JDB Page 1 of 1 Request for Submission

Do Not File Or Copy This Page

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 eflexsupport@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:

- Petition for Letters of Special Administration 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)

STOP

Wait until you have a court order then go to *INSTRUCTIONS: STEP 5*.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 6

Once you are appointed as the Special Administrator you must:

- Go to the courthouse and take your oath as the Special Administrator with the Deputy Clerk. You can then have your Letters of Special Administration issued. Letters and instructions are included in this packet.
- Complete and file your Letters of Special Administration within **10 judicial days** of the Court's Order.
- Serve a copy of the Order Appointing Special Administrator on all possible heirs of the estate.

Carefully read your Order for anything that may be specific to your case

Then, you are required by law to:

- File with the Court, an Inventory of the Estate of the Decedent. The Inventory is due no later than **120 calendar days** from the date the Order Appointing you as Special Administrator was filed.
- File with the Court an Account/Report of the Special Administrator. This is due no later than **60 calendar days** from the date the Order Appointing you as Special Administrator was filed. If the Special Administrator determines that there are no assets of the estate to probate, a Request to Discharge the Special Administrator may be filed.
- File with the Court a Petition to Set Aside the Estate, Petition for Summary Administration, or a Petition for General Administration. This is due no later than **180 calendar days** from the date the Order Appointing you as Special Administrator was filed. The type of Petition is determined by the value of the estate at the date of death.

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 7

Complete the Letters of Special Administration as Shown:

PAGE 1

1) Print your name, address, telephone number, and email address.

2) Print the Decedent's name and the case number just as they appear on all other documents in this case.

3) Print the date you were appointed as the Special Administrator (date the Order was signed).

4) The Deputy Clerk of the Court will fill out this section.

1	Code: 1915
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	IN THE MATTER OF THE ESTATE OF:
10	_____, Case No. _____
11	Deceased, Dept. No. PR _____
12	_____
13	_____
14	<u>LETTERS OF SPECIAL ADMINISTRATION</u>
15	On the ____ day of _____, the Court entered an Order
16	appointing _____ as Special
17	Administrator of the Estate of _____. The order
18	includes:
19	<input type="checkbox"/> a directive for the establishment of a blocked account for sums in excess of \$ _____;
20	<input type="checkbox"/> a directive for the posting of a bond in the sum of \$ _____; or
21	<input type="checkbox"/> a directive for both the establishment of a blocked account for sums in excess of
22	\$ _____ and the posting of a bond in the sum of \$ _____.
23	The Special Administrator, after being duly qualified, may act and has the authority and duties
24	of a Special Administrator as conferred by NRS 140.040.
25	In testimony of which, I have this date signed these Letters and affixed the seal of the court.
26	CLERK OF THE COURT
27	By: _____
28	Deputy Clerk
	REV 4.12.2022 JDB
	Page 1 of 2 Letters of Special Administration

Do Not File Or Copy This Page

INSTRUCTIONS: STEP 8

Complete the Oath as Shown:

PAGE 2

1) Print your name and address.

2) COMPLETE THE REST OF THE FORM IN THE PRESENCE OF A NOTARY OR A DEPUTY CLERK OF THE COURT.

3) If your oath is administered by a Deputy Clerk of the Court, he/she will complete this section.

- OR -

3) If your oath is administered before a notary, have the notary complete this section.

1	<u>OATH</u>
2	
3	I, _____, whose mailing address is
4	_____, solemnly affirm that I will
5	faithfully perform according to law the duties of Special Administrator, and that all matters stated in
6	any petition or paper filed with the court by me are true of my own knowledge or, if any matters are
7	stated on information and belief, I believe them to be true.
8	
9	
10	
11	_____
12	Special Administrator
13	SUBSCRIBED AND AFFIRMED before me this _____ day of _____, _____.
14	
15	_____
16	By: _____
17	Deputy Clerk
18	OR,
19	NOTARY PUBLIC
20	State of Nevada
21	County of _____
22	
23	This instrument was acknowledged before me on _____ by
24	_____.
25	(Notary Stamp)
26	
27	_____
28	(Signature of Notarial Officer)

REV 4.12.2022 JDB

Page 2 of 2 Letters of Special Administration

THE ORIGINAL LETTERS MUST BE BROUGHT TO THE RESOURCE CENTER FOR ISSUANCE BY A DEPUTY CLERK. THEY CANNOT BE EFILED.

Do Not File Or Copy This Page

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 visit the Resource Center which is located at One South Sierra Street, Reno, NV. The Resource Center cannot give legal advice but can give information regarding court procedures.

You may also wish to speak with a probate 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

(775) 328-3250

<https://www.washoecourts.com/lawlibrary>

NEVADA LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509

(775) 284-3491– leave message if necessary

<http://nlslaw.net>

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501

(775) 329-2727– leave message if necessary

<http://www.washoelegalservices.org>