

F-11

EX PARTE MOTION FOR RELEASE OF FUNDS FROM A BLOCKED TRUST FOR A BENEFICIARY OVER 18

Purpose of this packet:

When you were a minor, there was a minor's compromise case resulting in a blocked trust account for you. You have reached the age of 18, and control of the account needs to be turned over to you (the beneficiary).

Contents:

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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:

- Ex Parte Motion for Release of Funds from a Blocked Trust for a Beneficiary Over 18
- Index of Exhibits and Exhibit Cover Page

Fill out the Ex Parte Motion, including your contact information in the upper left corner and your name where it asks for the beneficiary's name. Include the case number and department number of the minor's compromise case you are filing into.

Note: Where it asks for account number, only put the last four numbers of the blocked account.

Provide proof that you have turned 18 by attaching a copy of your birth certificate or state issued identification card as an exhibit to your Ex Parte Motion. Driver's license numbers must be concealed (blacked out).

On the Index of Exhibits, list your birth certificate or state-issued identification card as Exhibit Number 1. Place the copy of your proof of age behind the Exhibit Cover Page.

❑ Step 3: Fill out the following forms:

- Request for Submission
- Second Index of Exhibits and second Exhibit Cover Page
- Order Releasing Funds from a Blocked Trust

Fill out the Request for Submission form. The Request for Submission form is used to inform the court of your Ex Parte Motion filing. You will attach the proposed Order Releasing Funds from a Blocked Trust that you wish the judge to sign, as an exhibit to your Request for Submission.

Fill out the Order Releasing Funds from a Blocked Trust, except for the two lines where the judge will sign and date.

Place the second Index of Exhibits behind the Request for Submission. Place the Order Releasing Funds from a Blocked Trust behind the second Exhibit Cover Page.

❑ Step 4: File your forms

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 **four** separate PDFs.

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. If you do not see the case number, type the case number into the search bar and click "Efile."
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."

5. Follow the prompts to upload the documents below:

Note: Leave the eFlex Document Category field blank.

- Ex Parte Motion for Release of Funds from a Blocked Trust for a Beneficiary Over 18 with the first Index of Exhibits as the last page, all together as one PDF document.
(Document Type: Ex-Parte Mtn)
- Exhibit Cover Page and age identifying documentation, all together as one PDF document.
(Document Type: **Continuation)
 - When prompted to select which document you are attaching the Exhibit Cover Page and age identifying information to, confirm that "Ex-Parte Mtn" is selected, click "Next."

A helpful video for attaching exhibits can be found here:

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

- Request for Submission with the second Index of Exhibits as the last page, all together as one PDF document.
(Document Type: Request for Submission)
 - Second Exhibit Cover Page and Order Releasing Funds from a Blocked Trust, all together as one PDF document.
(Document Type: **Continuation)
 - When prompted to select which document you are attaching the Exhibit Cover Page and Order Releasing Funds from a Blocked Trust to, confirm that "Request for Submission" is selected, click "Next."
6. 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."
 7. Estimated Fees: there is no filing fee required for this Ex Parte Motion; select "No Fee Required."

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

□ Step 5: Wait

Once you have completed all the steps, your Ex Parte Motion has been sent to the court for a decision. The judge will have approximately 60 days to review your documents and issue an order.

You will be notified by email by the eFlex system when the judge files an order in the case. Sign in to your eFlex account to read the judge’s order either granting or denying your request to release funds from a blocked trust.

If your request is granted, you can take a certified copy of the order granting to the financial institution where the funds are located and request the funds be released to you. Certified copies of orders can be purchased online on the court’s website or in person at the Resource Center.

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>