

Overview of the Second Judicial District Court

The Second Judicial District Court has jurisdiction over all felony and gross misdemeanor criminal cases, civil actions over \$15,000, family, and juvenile court matters. To learn more about the District Court and resources available to the public, please visit our website at www.washoecourts.com. The website offers court packets and forms, free public case searches, courtroom calendars and information regarding court programs and initiatives.

Please be advised that pursuant to NRS 7.285, court employees are unable to provide legal advice.

Where is the District Court located?

General Jurisdiction Historic Courthouse

75 Court Street
Reno, Nevada 89501
(775)328-3110

Family Division

1 South Sierra Street
Reno, Nevada 89501
(775) 328-3110

What Are the Hours of Operation?

Court Hours of Operation

Monday – Friday: 8:00 a.m. – 5:00 p.m.

Washoe County Law Library Hours of Operation

75 Court Street, 1st Floor

Monday, Thursday: 8:00 a.m. – 5:00 p.m.
Tuesday, Wednesday: 10:00 a.m. – 7:00 p.m.
Friday: 8:00 a.m. – 12 noon

Resource Center Hours of Operation

1 South Sierra Street, 3rd Floor

Monday – Friday: 8:00 a.m. – 4:00 p.m.

Note: The District Court is closed on Saturday, Sunday and all holidays recognized by Washoe County.

I have a disability. How do I request an accommodation for my hearing or to access the court?

If you have a disability and would like to request an accommodation, please contact Court Administration at 775-328-3194 or courtadmin@washoecourts.us.

How Do I Find My Court Date and Time?

For a list of today's hearings: See the [Daily Calendar](#) on our website. For Zoom hearings please [click here](#).

If you do not know your court date, [click here](#) to search for future hearing dates by name. Note: Court hearings heard today will NOT be listed.

Before attending a court hearing, you may wish to familiarize yourself with the [Courtroom Rules](#). Before attending a Zoom hearing, you may wish to familiarize yourself with our [Zoom Protocols](#).

How Do I Sign-Up for E-Filing? Is There a Fee?

There are two types of e-filing accounts:

1. **Standard:** This is a free account which provides access only to cases on which you are a party or are an attorney of record.
 - a. To sign up:
 1. Print and complete a **standard** User Agreement found [here](#).
 2. Email ALL PAGES of your agreement to eflexsupport@washoecourts.us.
 3. Immediately go to the [eflex-site](#) and click on the 'Request Account' button and enter the requested information.
 4. Once your account is approved you will receive an email and can begin e-filing.
2. **Subscription:** This account has a \$300 annual fee and provides access to all public documents in all public cases.
 - a. To sign up:
 1. Print and complete a **subscription** User Agreement found [here](#).
 2. Send ALL pages of your agreement with your \$300 payment made payable to: Second Judicial District Court, 75 Court Street, Reno, NV 89501.
 - a. NOTE: Only include page 3 (Appendix A) if you're requesting a waiver of fees. If requesting a waiver, please email your completed form to: WebFiling@washoecourts.us
 3. Go to the [eflex-site](#) and click on the 'Request Account' button and enter the requested information.
 4. Once your account is approved you will receive an email.

If you need further assistance, please refer to this [video](#).

How Can I Receive E-Filing Assistance?

Please see our [E-Filing User Guide](#) for documentation. You can also email eflexsupport@washoecourts.us with questions.

You may also sign up for Beginner's eFlex Training held every Tuesday at 10:00 a.m. To register, visit <https://www.washoecourts.com/resourcecenter/Appointments>

What Are The Fees To Start A Case Or File Into An Existing Case?

District Court Filing Fees are outlined in the Nevada Revised Statutes. Please visit our website for the [Official Fee Schedule](#).

How Do I File Documents at the District Court?

Filing by mail is allowed only for cases that are not subject to mandatory electronic filing. Documents may be mailed to 75 Court Street, Reno, Nevada 89501.

Filing in Person may be completed at the Resource Center located on the 3rd floor of the courthouse located at 1 S. Sierra St. Documents may be dropped off at the Second Judicial District Court drop box near security.

Electronic Filing is mandatory for all criminal, civil, probate, juvenile, adult guardianship, and family cases.

Note: For information on the issuance of summons, executions, citations, or letters of testamentary, please see the [Filing Office FAQs](#).

How can I get copies of court documents?

Online:

Use our online payment portal from the convenience of anywhere with an internet connection. You will need:

- A credit or debit card
- [Click here](#) to access the payment portal

By email:

Send an e-mail to our Records Request department at recordreq@washoecourts.us. You will need a filled-out Copy Request form – [get one here](#)

By mail:

Send in a written request to Second Judicial District Court at 75 Court St, Reno, NV 89501. Include the following information with your request:

- Case number and names of the parties in the case;
- Title of the documents you are requesting;
- Date the document was filed (or your best estimate);

- Indicate if you need certified copies (court seal is affixed to the document) or just photocopies
- Your contact info: name, address and telephone number;
- Self-addressed, stamped envelope; and
- Payment must be in the form of a money order or cashier's check made payable to Second Judicial District Court. **Personal checks or cash are not accepted.**

In Person:

You may view court documents on any of our public terminals. Copy requests of court documents may be made at the Resource Center. Payment can be made in person by cash, money order, cashier's check, or credit card. The photo ID of the person presenting the payment by credit card must match the name on the credit card.

Costs:

Divorce decrees are a flat rate of \$6.00 per certified copy, you do not need the number of pages. For other documents, your total cost will be 50 cents per page and \$3 per document certified. If you can't see the document to count the pages, find your case number and then call the Resource Center.

- Total cost – The total cost is the number of pages multiplied by 50 cents plus the cost of any additional fees. For example, a certified document with 5 pages ($5 \times 50 \text{ cents} = 2.50$) would be \$2.50 for the number of pages and then \$3.00 for the certification ($2.50 + 3.00 = 5.50$), for a total of \$5.50.

What Should I Do if I am Going to be Late for Court?

If you are a **plaintiff or defendant** in a case and have an attorney, you should contact your attorney immediately. If you do not have their phone number, you can search by name on the [Nevada State Bar](#) website.

If you are **representing yourself** or are **an attorney of record**, please contact the Resource Center at 775-325-6731 and you will be transferred to the appropriate department.

If you are a **witness**, you must contact the office that subpoenaed you. This information can be found on your subpoena.

If you are a **juror**, please contact the Jury Commissioner's Office at 775-328-3152 as soon as possible.

Is There a Dress Code when I Come to Court?

Yes. The courtroom is a place of business. Dress should reflect the dignity of the courtroom and be **business appropriate**. Please do not wear tanks tops, hats, shorts, sweats, or flip flops.

Sunglasses should be removed from your eyes and head. All cellular devices will need to be turned off or silenced, including vibration notifications. Please know that the temperature of the courtrooms may fluctuate.

For more information about courtroom rules, please see the [Attending Court](#) tab on our website.

How Can I Request an Interpreter?

In accordance with federal mandates and state requirements, the District Court provides free language assistance services to all Limited English Proficient persons who have a case pending in the Court. You may request an interpreter for an upcoming court hearing at these places:

- Court Services
- Family Court Front Counter
- Self Help Center
- Filing Office
- Law Library
- On the Family or Civil Coversheet; and
- During any court proceeding

To learn more about interpreter services, please contact the Interpreter and Jury Manager at 775-328-3152.

How Do I Search for Information About a Case or Person in the District Court?

To search for a case by a person's name or company name:

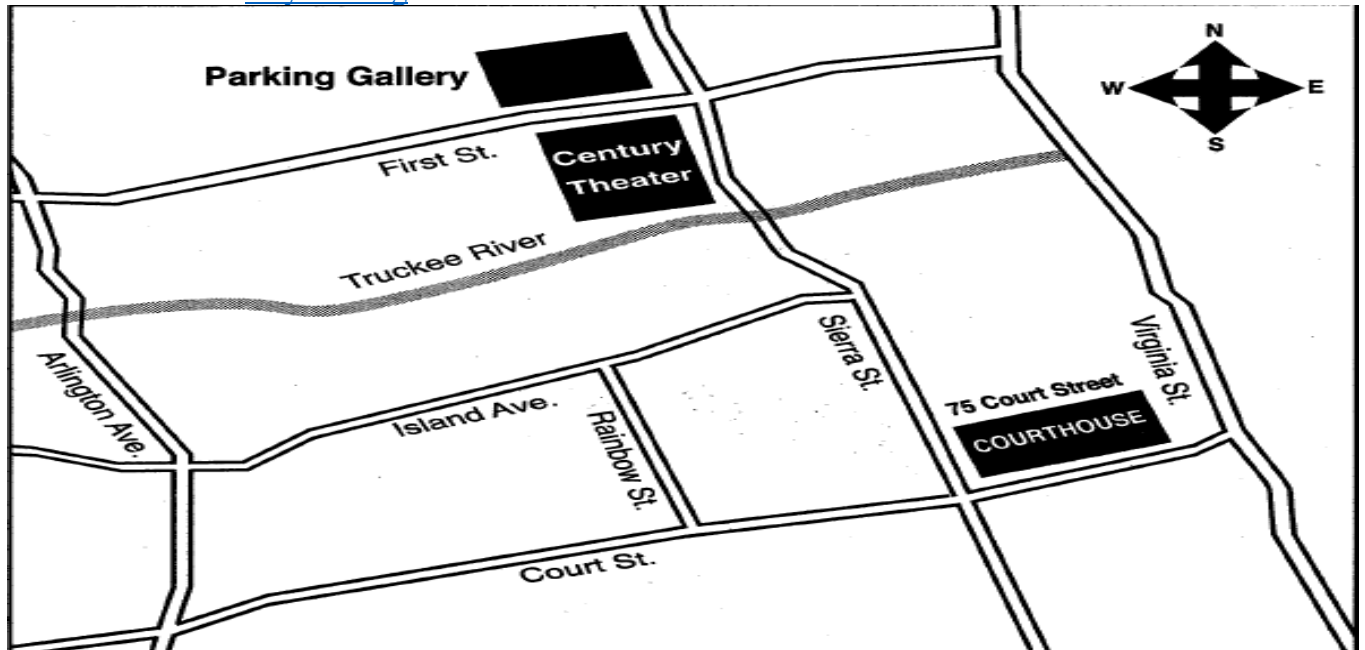
1. Go to <https://www.washoecourts.com>
2. Click on CASE INQUIRY
3. Click on either PERSON, COMPANY, or DETAILED CASE SEARCH
4. Enter the information to be searched, click SUBMIT
5. Click on the desired blue case number
6. To view any scheduled court hearings: Click on the arrow to the left of EVENT INFORMATION and any court hearings will be displayed.
7. To view a list of documents filed: Click on the arrow to the left of DOCKET ENTRY INFORMATION and description and date filed for each filing will be displayed.

How Do I Find Current Job Postings?

Please visit our website for all [Employment Opportunities](#).

Where Can I Park When Visiting the Court?

Parking is available at the Parking Gallery for a fee (see map below). If your visit to the court will be less than 2 hours, metered parking is available along all streets surrounding the court buildings. These meters accept coins and credit/debit cards. If you are a juror, please see information about [Jury Parking](#).



I Have Been Summoned for Jury Service, What Do I Do?

Please see the [Jury Service](#) section of our website to complete your questionnaire and to learn about everything you need to know to serve as a juror: dress code, parking, hours, etc.

Is the Law Library Open to the Public?

Yes, the Law Library is open to the public. For further information, please [click here](#) or call 775-328-3250.

I am Representing Myself in my Family Court Case. Where Can I Get Help?

By contacting the Resource Center at 775-325-6731.

For more information about the Resource Center, please [click here](#).

Does the courthouse offer free Wi-Fi?

Yes. Please visit the [Law Library](#) for more information on access.