



Second Judicial District Court

Department Title: Self Help Center

Manager: Emily B. Reed, Esq.

Hours of Operation: Monday – Thursday, 8:00 a.m. – 4:30 p.m., Friday 8:00 a.m. – 12:00 p.m.

Department Description: The Self Help Center provides citizens of Washoe County with general information about court process and procedures, provides educational material and information regarding legal resources in the community, and creates packets and forms for divorce, legal separation, custody, motions, name changes, annulments and guardianships. Staff works directly with citizens in person or over the telephone. We are located in the Family Court building at 1 S. Sierra Street.

Accessible Services and Support: The Self Help Center has a complete collection of Second Judicial District Court approved forms and packets for sale. Staff assists with answering procedural questions and explaining Court processes. We regularly refer citizens to the Washoe County Law Library's Lawyer in the Library program and to programs offered by various legal and social service providers in our area.

Each year, the Self Help Center celebrates Pro Bono Week and Law Day with free special events targeted to assist citizens of Washoe County with their legal needs.

The Self Help Center provides a public access computer on site which provides access to the court record through Contexte. There is also internet access available. Users may also receive assistance with signing up for the Court's e-filing system, E-Flex.

Staff can notarize Court approved packets and forms for no additional fee.

Summary of Services:

- **Assisted 10,294 persons** in the Self-Help Center in 2016.
- Can assist patrons in **240 different languages**.
- **79 packets** available.

Contact us: Self Help Center (775) 325-6731.

The mission of the Washoe County Law Library and Self-Help Center is to enhance access to justice (1) providing legal information, education, resources, tools and materials, in print and digital formats, to those engaged with the justice system, and (2) partnering with the courts, bar associations, legal clinics, civil organizations, and government entities to help insure the legal needs of the community are addressed.