

# **COMPLAINT FOR SEPARATE MAINTENANCE**

**WITH NO MINOR CHILDREN**

**D – 19**

The District Court Filing Office  
is located on the first floor at  
**75 Court Street**  
**Reno, NV 89501**

## **ATTENTION**

### **THIS PACKET IS NOT A SUBSTITUTE FOR THE ADVICE OF AN ATTORNEY**

#### **IMPORTANT**

If either party is in the military, special rules may apply and it is recommended you seek the advice of an attorney.

#### ***Counsel Is Always Recommended For Legal Matters***

The law allows any person to represent himself or herself in a legal action. However, filing papers with the court and representing yourself in the courtroom can involve complicated legal issues. This packet does not address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, The Rules of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

***Before filling in any portion of the following documents, read all the materials included in this packet including the definitions of terms.***

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# **COMPLAINT FOR SEPARATE MAINTENANCE** **WITH NO MINOR CHILDREN**

## **PACKET D-19**

The procedure for a “legal separation” or “decree of separate maintenance” is the same as for a divorce.

The division of assets and debts are all addressed in this action just as they would be addressed in a divorce action.

This packet is to be used only when the following circumstances exist:

1. There are no minor children of the marriage, either natural or adopted; and,
2. Wife is not pregnant with a child of the marriage; and,
3. One party is a resident of Nevada for a period of not less than six weeks.

This packet **CANNOT BE USED** if **ANY** of the following circumstances exist:

1. There are minor children of the parties, whether natural or adopted;
2. Wife is pregnant with a child of the marriage;
3. One of the parties has not been a resident of Nevada for at least six weeks.

**COMPLAINT FOR SEPARATE MAINTENANCE**  
**WITH NO MINOR CHILDREN**

**PACKET D-19**

CAREFULLY READ THROUGH ALL OF THE INSTRUCTIONS BEFORE  
FILLING OUT ANY OF THE FORMS.

*Use black ink only to fill out the forms and neatly  
print the information requested.*

*Do not use Wite-Out or other correction fluid/tape on the forms. They will not be accepted  
by the Filing Clerk's Office if correction fluid/tape is used.*

**GENERAL INFORMATION**

Included in this packet are the following documents:

1. A Civil Cover Sheet
2. A Family Court Information Sheet
3. A Financial Disclosure Form
4. A Complaint for Separate Maintenance
5. A Declaration of Resident Witness
6. Two (2) Summons forms

<p><b>The penalty for making a false statement in a declaration that is made under penalty of perjury is a minimum of 1 year and a maximum of 4 years in prison, with the possibility of an additional fine of \$5000 or more if authorized or required by statute. See N.R.S. §199.145</b></p>
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## INSTRUCTIONS FOR FILLING OUT FORMS

### The Civil Cover Sheet

Starting at the top, leave the Case No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Fill in your name address and telephone number in the space for Plaintiff. Fill in the name, address and telephone number of the other party in the space for Defendant. If you do not know the address and telephone number of the Defendant, write “unknown” in the space provided.

Check the box next to **Legal Separation - LS** under heading of “Marriage Dissolution Case” on the left-side of the form.

You must sign and date the document at the bottom of the page.

### The Family Court Information Sheet

Print your name on the line for Plaintiff and the other party’s name on the line for Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Fill in both parties names, Social Security numbers, and dates of birth where indicated in the body of the form. If you or the other party does not have a Social Security Number, print “do not have” on the line for the number.

### The Financial Disclosure Form

Fill in your name, address and telephone number in the upper left hand corner.

Print your name on the line for Plaintiff and the other party’s name on the line for Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Review the document carefully prior to attempting to answer the questions. This form focuses on your employment, income and expenses as they are *at this moment in time*. This is a snapshot of your financial status as you fill out this form, not your financial status as it was in the past or what it will be in the future.

The income and expenses are based on your *monthly* income and expenses. Those items that you pay every few months should be averaged as to their monthly cost. For instance, if you pay your car

insurance every six months, your monthly expense for the insurance would be 1/6th of your payment.

If you do not know the approximate value of such things as a vehicle or a house, state “unknown”. Do not guess as to values of major property. It is important to remember that the value of such things as furniture and clothes is not the replacement value or the original cost. The value is what one would pay for such things in a second hand store or a thrift store.

### **The Complaint for Separate Maintenance**

Fill in your name, address and telephone number in the upper left hand corner.

Print your name on the line for Plaintiff and the other party’s name on the line for Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Follow the directions printed on the Complaint for Separate Maintenance carefully. If the information is not complete, the court cannot grant the separation.

Be sure you are familiar with the terms and the definitions regarding community assets and debts. Pensions and bank accounts are assets and should be listed as such. If there are vehicles, include the VIN numbers on the vehicles. Credit cards should be listed as debts and the last four numbers on the accounts should be included if you know them.

### **The Declaration of Resident Witness**

Fill in your name, address and telephone number in the upper left hand corner.

Print your name on the line for Plaintiff and the other party’s name on the line for Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

**Do not fill in any other part of the Declaration. The Declaration must be filled in by the person who is going to declare you have been in the State of Nevada for at least six (6) weeks prior to filing any of the documents. YOU CANNOT BE YOUR OWN RESIDENT WITNESS.**

### **The Two Summons Forms**

On both copies of the Summons:

1. Print your name as the Plaintiff and the other party's name as the Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.
2. Fill in "Legal Separation" as the object of this action on the line provided in the middle of the form.
3. Print your name, address and telephone number in the space on the bottom left side of the Summons
4. On the second page of the Summons, at item number 2, list any other documents that will be served to the other party along with the Summons and Complaint. **Do not fill in any other lines/information at this time. Leave all other spaces blank.**

### **Copying And Filing The Documents**

Make two (2) copies of all documents *except* the Summons forms. You do not need to make copies of the Summons forms.

There are no facilities for making copies at the filing clerk's office. The filing clerks, if they have time, may make your copies, but they must charge you \$1.00 *per page* for any copies made.

Take all of the originals **and the copies** of the documents, as well as both of the Summons forms to the filing clerk's office to be "filed in." The filing clerk's office is located on the first floor of the courthouse located at 75 Court Street, Reno, NV.

There may be a filing fee payable when you file the documents. Check with the filing clerk's office to verify the filing fee. Their number is (775) 328-3110.

## **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 found in the **F6** or **F6JP** fee waiver packet.

The **F6** and **F6JP** fee waiver packets may be obtained in the following locations:

- Family Court Self Help Center, 1 South Sierra Street, Reno, NV
- Filing Clerk's Office, 75 Court Street, Reno, NV
- [www.washoecourts.com](http://www.washoecourts.com)

The filing clerk will keep the original documents and return the file-stamped copies of the documents to you. The filing clerk will "issue" the Summons and place a raised stamp on one of the copies of the Summons, making this copy the **original Summons**. The second copy of the Summons will not have a raised stamp and will be considered a **copy** of the original Summons.

### **Serving The Documents**

Once the documents have been filed by the Filing Clerk's Office, the document must be served by personal service or by publication. **The documents cannot be served by mail.**

#### **Personal Service**

Staple the **copy** of the Summons to a **copy** of the Complaint.

**Someone other than you must make service on the other party.** Service may be made:

1. By the Civil Division of the Sheriff's Office in the county in which the Defendant resides or works.
2. By a responsible adult over the age of 18 years, such as a friend or relative.
3. By a private process service.

After service is completed on the other party, the person who performed the service must fill out the Declaration of Service which is attached to the **original Summons**. The **original Summons** and Declaration of Service must then be filed with the Filing Clerk.

If service is accomplished by the Sheriff's Office or a private process service, they will either fill out the Declaration of Service attached to the **original Summons** and file it with the filing clerk or they may return the completed **original Summons** to you and you must file it with the filing clerk.

If you choose to have a friend or another adult over the age of 18 serve the documents, that person must fill out the Declaration of Service and it is your responsibility to file the **original Summons** with the Filing Clerk.

Without proof of service on the Defendant, the Court cannot grant a Decree of Annulment.

The Defendant has twenty (20) days **after** the date of service in which to file a formal, written Answer to the Complaint.

### **If You Do Not Know Where To Find Defendant**

If you do not know where the Defendant is, you may serve by “publication” in the newspaper but you must get an Order from the Court allowing such service. The supplemental packet **E-4 Ex Parte Motion For Publication of Summons** is the packet used for this purpose.

**IMPORTANT** : Service on the other party, either in person or by publication, **MUST BE MADE** within ONE HUNDRED TWENTY DAYS (120) days after the Complaint is filed or the action may be dismissed.

### **After Service Is Completed**

How your case will be handled after service of the Complaint and Summons is completed on the Defendant will depend entirely on whether an Answer or Answer and Counterclaim is filed by the Defendant.

***Nothing happens automatically in a divorce case. It is your responsibility to keep the case moving.***

It is strongly recommended that you seek the advice, counsel and representation of a private attorney. The Family Court Self-Help Center, located in the Courthouse at 1 South Sierra Street on the first floor, can give you general guidance on procedure.

## **GENERAL INFORMATION**

***This packet DOES NOT contain all the documents needed to complete your legal separation. The necessary documents AND THE PROCEDURE to complete your legal separation will depend upon the following circumstances:***

1. Whether the other party files any kind of an "Answer" to the Complaint and Summons within the 20 day period after it is served on them. **\*\*NOTE:** If the Summons and Complaint is personally served on the other party, the 20 day period starts to run on the day after personal service. If the Summons is served by publication, the 20 day period for the other party to answer the Complaint starts to run on the day after the last date of publication. For more information on service by publication, see the Ex Parte Motion For Service By Publication packet.
2. If the other party does file a document, whether that document is just a formal "Answer" or an "Answer and Counterclaim".

### **IF THE OTHER PARTY DOES NOT FILE A FORMAL "ANSWER" WITHIN 20 DAYS AFTER BEING SERVED WITH THE COMPLAINT AND SUMMONS**

If the Defendant does not file a formal "Answer" of any kind after the 20 days following service, you must then fill out one of the supplemental "Default" packets and submit the documents to the Court for a final review and decision by the Judge. ***Without these documents, your legal separation will not become final and will eventually be dismissed for lack of follow-up on your part.***

Prior to filing the Default documents, you must check with the filing clerk's office to see if the Defendant has filed some kind of an "Answer" and has just not provided you with a copy of it. The Court cannot grant a default legal separation if the other party has filed an Answer.

### **IF THE OTHER PARTY FILES JUST A FORMAL "ANSWER" WITHIN THE 20 DAY PERIOD**

If the Defendant does file a formal "Answer" within the 20 day answering period, the other party, or their attorney if they have one, should serve you with a copy of the document either by mail or by personal service. If the Defendant is also trying to represent themselves in the action, however, they may not send you a copy of the Answer. Therefore, it is very important that you check with the filing clerk's office to see if an Answer has been filed prior to filing any kind of Default documents.

When a Defendant files a formal "Answer" to the Complaint, the case is put on what is called a "trial track". In other words, since the legal separation is a contested action, the ultimate result may be that the issues are going to be heard and decided at a full trial in front of the judge. ***It is your responsibility, as the Plaintiff, to keep the action moving. However, if an attorney is representing the other party, the attorney may take the lead and steer the procedure.***

Depending upon whether there are assets and debts to be divided and just how many and how much they are worth, and whether there will be a legal fight over the custody, visitation and child support of children involved, will govern what kind of formal "discovery" should be conducted, and how it will be conducted. *It is your responsibility to be aware of the rules that govern such aspects of a divorce as discovery, and the time limits and procedures of discovery.*

For purposes of these self-help documents, your rights and obligations regarding the discovery process are not addressed and you are strongly advised to seek the advice and counsel of a private attorney regarding the procedures and time lines. Discovery is addressed in the Nevada Rules of Civil Procedure and the Rules of the Second Judicial District Court as well as in the pre-trial orders of the court to which your case is assigned. Your case may be seriously compromised if you do not know and follow the Rules.

If minor children are involved in the legal separation with custody and visitation issues to be decided, unless unusual circumstances are present, you and the other party may be ordered to attend mediation to see if you can formulate a Parenting Plan for the children. If mediation is unsuccessful, the judge will make the final decision regarding custody and visitation. If there are serious claims that one parent is not fit to be the custodian of the children, the court may appoint an advocate for the children through the Court Appointed Special Advocate program.

You can file your own Request For Mediation through the use of the supplemental packet of the same name. This will shorten the time it takes for an Order For Mediation to issue through the court.

Either party may file a motion to be exempt from mediation if there has been domestic violence in the relationship or if other circumstances exist of which the court should be aware. Usually, the only exemption is granted for domestic violence reasons. The packet to be used to request an exemption is the **General Motion** packet.

### **Additional Motions**

If there are minor children involved and the child support issue has not been addressed through any legal way, such as through the District Attorney's Family Support Division, this may be the time additional motions should be filed for such things as temporary child support, temporary spousal support, preliminary attorney's fees, etc. For more information regarding these additional motions, you should consult a private attorney or talk with the Family Court Facilitator's Office regarding your options.

### **Setting The Case For Hearing**

It is up to you, as the Plaintiff, to actually set the case for a hearing in front of the judge. *A hearing is not automatically set.* The court to which your case has been assigned may issue an Order directing you to set the case for hearing, but it still remains your obligation to initiate the setting of the case, whether the court issues such an order, or not.

To set the case for a hearing you will need the **Notice To Set** packet.

### **IF THE OTHER PARTY FILES AN "ANSWER AND COUNTERCLAIM"**

All of the above instructions apply, **but there is one additional step you must take.** You must file a "Reply To Counterclaim" and to do that, you must use the supplemental packet entitled "**Reply To Counterclaim**". Follow the instructions within that packet carefully.

The Reply to Counterclaim must be filed within 20 days of receipt if the counterclaim was personally served on you and within 23 days from the postmarked date if it was served on you by mail. *If you do not reply to the counterclaim, the other party may be granted what they ask in the counterclaim.*

### **If Your Case Goes To Trial Before A Judge**

It is important to remember that if your case goes to trial before a judge, you will be held responsible for knowing the court rules and court etiquette. Legal separation cases are highly emotional and each has unique factors to be brought before the court in a manner governed by specific Rules of Procedure. Therefore, it is strongly recommended you seek the advice, counsel and representation of a private attorney.

## SOME DEFINITIONS and EXPLANATIONS OF TERMS USED IN FAMILY CASES

***The following definitions and explanations are only to be used as general guidance. In no way are they intended to cover all the legal significance and importance of the terms. You are advised to seek a full explanation of the terms, definitions, and explanations, from a private attorney licensed to practice law in the State of Nevada.***

Alimony or Spousal Support: Alimony, or Spousal Support is the amount paid to one spouse by the other for a period of time after the marriage is over, usually to assist the spouse in being able to maintain a lifestyle to which that spouse is accustomed, until that spouse can get back on firm financial footing. Spousal support may be for a limited amount of time, such as months or years, until remarriage, or may be permanent until remarriage. If the spouse that is receiving support remarries, unless otherwise agreed upon, and ordered by the court, the spousal support stops at the time of remarriage. There is no formula for spousal support and either party may receive spousal support. The factors governing spousal support are complicated and if you have any questions regarding spousal support, ***they should be discussed with a private attorney.***

Answer to Complaint or Petition: When a defendant or respondent is “served” with a complaint or petition, a ***formal, written, “answer”*** must be filed with the court by the “defendant” or “respondent” within twenty (20) days of the date the Complaint was served, either agreeing with, or opposing, the requests of the plaintiff or petitioner. If the defendant or respondent does not file a written, formal, answer to the claims, the other party (the plaintiff or petitioner) may take a “default” and receive all that they request in the complaint or petition. Very often, when a person receives a copy of the “complaint” or “petition”, they wait for some kind of a notice of a hearing. No hearing is automatically scheduled. Unless the defendant or respondent actually, formally, answers the complaint or petition, in writing, and files it with the court, the court will, most likely, automatically grant the plaintiff or petitioner everything they request.

If the defendant or respondent wants something different than is stated in the Complaint, the defendant or respondent may file a “counterclaim” with the answer.

Complaint: The document filed to start a case. Also may be known as a “Petition”. The “complaint” or “petition” sets out the claims of the “plaintiff” or “petitioner” and tells the court what they want the court to order, as well as the basis for why the court should enter an order granting them what they want. The Complaint, or Petition, is then served on the Defendant, or Respondent, with a Summons notifying the Defendant, or Respondent, that a suit has been filed against them.

Counterclaim While the Complaint or Petition sets out the claims of the “plaintiff” or “petitioner”, a counterclaim sets out the claims of the “defendant” or “respondent”. The counterclaim is included within the answer to the Complaint that defendant or respondent files. For example, if plaintiff asks for a specific asset or debt to be divided and defendant does not agree with the division, defendant can use the counterclaim to ask that it be divided the way he/she wants it divided.

**Debts:** Generally, any bills or debts acquired during the marriage are considered community debts and are equally divided at the time of the divorce. ***There are exceptions.*** Debts that are incurred for such things as gambling or for purchasing things that are not for the benefit of the community, may be considered sole and separate debts. ***Such debts should be discussed with a private attorney.***

**Default:** When a party does not formally, ***in writing***, answer or respond to legal documents served on them, the party that filed the documents can request that the court grant them everything they ask for in the documents. The party upon whom the documents were served is said to have “defaulted” and, because they did not file something saying they disagreed with what is being requested, it is assumed they agree with the requests and the court enters a “default” order. The “default” is most commonly used when a party is served with a divorce complaint and does not file any kind of answer or response and the court grants the divorce on “default”. ***It is important to remember that there are legal time frames in which an answer or response must be filed.***

**Defendant:** The party that answers or “defends” an action brought against them by the Plaintiff or Petitioner. The Defendant may also be labeled as the Respondent.

**Motion:** A request to the court, by one party, to enter an order requiring the other party to do something, or, to prevent the other party from doing something, or, for a clarification or reconsideration of an order that has already issued from the court. For example, the motion may request the court to:

1. Order the other party to do something
2. Prevent the other party from doing something
3. To review and/or change child support
4. To allow the custodial parent to relocate with the children
5. To change provisions of the custody and visitation order or agreement
6. Make the terms of a prior order clearer or easier to understand

This list is only an ***example*** of those things that can be addressed in a motion. Unless the motion is an ***ex parte motion***, the motion must be served on the other party and the other party must have an opportunity to file a “response” or “opposition” to the motion.

***An ex parte motion*** is one that is presented to the court without notice to the other party that it is being filed and requests that an immediate order issue from the court without any notice to the other party and without the other party being able to respond to the motion before the order is entered. Usually, the ex parte motion is used only when there is an immediate, physical, danger to children. However, an ex parte motion may also be used in a disputed divorce to protect the assets of the community by preventing both parties from selling, or hiding, or transferring, or giving the assets away. Ex parte motions are extremely rare.

Moving Party:	The person who files a motion or brings an action against another party. The moving party may be either the plaintiff or the defendant, or the petitioner or the respondent. For instance, a defendant may file a motion against the plaintiff in an action.
Order To Show Cause Regarding Contempt:	When one party is not obeying a court order, the other party may bring a contempt charge against that party. The court will issue the order directing the party charged with not obeying the order to appear and “show cause” why they should not be held in contempt. The moving party, or the one bringing the contempt must prove three things: (1) that there exists a valid court order regarding the issue; (2) that the other party has the ability to obey the order; and, (3) the other party simply chooses not to obey the order. If the party is found in contempt of the court order, the party can be punished. Punishment may range from a fine to jail time.
Petitioner: or Plaintiff:	A party that starts or “brings” an action against another party. The party who answers the action, or against whom the action is brought, is termed the Defendant.
Property:	Following are terms associated with property.

**Assets:** Generally, *anything* acquired or purchased during the time of the marriage is considered a community asset and, therefore, community property, and it usually does not matter if one name is on the property or both names are on the property. Nevada is a “community property” State and the law in Nevada is that community assets are equally divided at the time of a divorce. *There are some exceptions, and those should be discussed with a private attorney.* The term “community assets” includes: the income of both parties during the marriage and anything purchased with either income, any interest acquired in real property, any retirement funds earned during the marriage, vehicles purchased during the marriage (even if in only one name), furniture purchased during the marriage, etc. In many cases, it does not matter in whose name these things are purchased. Sole and separate property is not *usually* considered “community property” *unless* it was given as a gift to the community or the community has acquired an interest in it in another way. If one party “wastes” community assets or give community assets away without the other party’s knowledge or consent, that party may have to reimburse the community for the “wasting” of assets. If there is a question of wasted assets, *those should be discussed with a private attorney.*

**Community Property:** Any assets acquired or purchased during the marriage are usually considered “community property”, no matter whose name they are in. That is the starting point for the division of property of the marriage. Nevada is a community property State and it is the law that the division of community property start with an equal division. *However*, there are important deviations and exceptions to equal community property distribution. See “Assets” above. *A private attorney should be consulted regarding division and distribution of community property.*

**Sole and Separate Property:** Sole and separate property are those things Husband and Wife owned prior to the marriage, and it *may* also include a personal injury settlement received during the marriage by one of the parties, or money or property

inherited by a party *if* the proceeds were kept entirely separate from the community, during the marriage. Sole and separate property remains the property of the individual who owned it prior to the marriage. *There are exceptions, such as a home or other real property.* The “community” may acquire an interest in a home or real property during the time of the marriage even if it belonged to one party prior to the marriage. If there is a question regarding such an interest, and what percentage the community may have acquired, *you are urged to see a private attorney.*

Reply to Counterclaim      When defendant or respondent files and serves their answer and counterclaim on the plaintiff or petitioner, the plaintiff or petitioner then has the opportunity to respond to the counterclaim by filing a Reply to Counterclaim. Within that Reply, plaintiff can tell the court what parts of the counterclaim he/she agrees with and what part of the counterclaim she/he disagrees with. Plaintiff or petitioner has 20 days from the date the counterclaim is served on them to file and serve the Reply. If plaintiff does not file a Reply to Counterclaim within that 20 days, the defendant or respondent has the right to take a default against the plaintiff. If a default is granted, the defendant may get everything she/he asked for in the counterclaim.

Reply to Response or Reply to Opposition:      The person who files a motion with the court, has an opportunity to “reply” to the formal “response” or “opposition” to their motion, if one is filed by the opposing party. This “reply” is filed by the “moving party”.

Residency Requirement:      One of the parties must be a resident of the State of Nevada and that person is known as the “resident”. In order to establish residency in the State of Nevada, that person must have physically lived and physically been here in the State for at least six (6) weeks immediately prior to filing the Complaint or Petition. If both people are residents of the State of Nevada, only one is actually designated as the “resident” for purposes of the filling out and filing of the Declaration of Resident Witness Form.

***A child, or the children, MUST be a resident, or residents, of the State of Nevada for a period in excess of six (6) MONTHS before the State of Nevada can enter any orders regarding custody, or visitation, of the child or children. This is FEDERAL LAW. If the child, or children, are not residents of the State of Nevada for a period of more than six (6) months immediately prior to the filing of the Petition or Complaint, the State of Nevada has no jurisdiction over orders regarding the children. THERE ARE EXCEPTIONS, but those should be discussed with a private attorney.*** The parties ***cannot*** automatically agree to waive the jurisdiction issue.

Resident Witness:      A person that will swear under oath or on the Declaration of Resident Witness that one of the parties has been physically present in the State of Nevada for a period of at least six (6) weeks immediately prior to the filing of the Complaint or Petition. The Resident Witness may be a friend, a family member or a co-employee.

Response or Opposition:      An answer to a motion that has been filed and served. The person upon whom the motion has been served has ten (10) days to file a formal “response” or “opposition”

to the motion if the motion is personally served on them and thirteen (13) days from the date of mailing in which to file a formal “response” or “opposition” if the motion is mailed to them. If no formal “response” or “opposition” is filed, in some counties, the person making the motion may then request to have their motion submitted to the judge for a decision and the judge can grant the person everything they asked for in the motion. See also “default”.

**Summons:** Notice to a party that a complaint or petition has been filed against them in court. The Summons is a court document which is “issued” by the court clerk at the time the complaint or petition is filed in. It must be served on the other party, with a copy of the complaint or petition, **usually by personal service by a third, independent, party, but there are some other methods of service by court order.** The party upon which it is served, has twenty days (not counting the day of service) in which to file a **written** response, or answer, with the court. A copy of the written response, or answer, must be served by the party filing it, on the other party.

**IMPORTANT**  
**BEFORE**  
**YOU START**

READ **ALL** INSTRUCTIONS  
CAREFULLY

DO NOT use Wite-Out®

or other correction fluid/tape on the documents.  
The Filing Office will not accept documents with  
Wite-Out® or other correction fluid/tape on them.

Use Black Ink

**PRINT** all information neatly

# CIVIL (FAMILY-RELATED) COVER SHEET

Washoe County, Nevada

Case No. \_\_\_\_\_  
(Assigned by Clerk's Office)

## I. Party Information (provide both home and mailing addresses if different)

Plaintiff/Petitioner (name/address/phone):

Defendant/Respondent/Co-Petitioner (name/address/phone):

Date of Birth (DOB): \_\_\_\_\_  
Attorney (name/address/phone):

Date of Birth (DOB): \_\_\_\_\_  
Attorney (name/address/phone):

## II. Nature of Controversy (Place X in applicable bold category and another in applicable subcategory, if available)

### Family-Related Cases

#### Domestic Relations

- ☐ **Marriage Dissolution Case**
  - ☐ Annulment - AN
  - ☐ Divorce – With children - DC
  - ☐ Divorce – Without children - DO
  - ☐ Foreign Decree - FD
  - ☐ Joint Petition – With children - JC
  - ☐ Joint Petition – Without children - JN
  - ☐ Separate Maintenance – LS
- ☐ **Support/Custody/Visitation – CU**
- ☐ **UIFSA Case (formerly URESA) – UF**
- ☐ **Adoptions**
  - ☐ Adult - AA
  - ☐ Minor – AM
- ☐ **Paternity - PY**
- ☐ **Termination of Parental Rights**
  - ☐ State - TS
  - ☐ Private – TV
- ☐ **Miscellaneous Domestic Relations**
  - ☐ Name Change – Minor - NM
  - ☐ Permission to Marry - MM
  - ☐ Other Family – OF

#### Guardianship

- ☐ **Guardianship of an Adult - GA**
- ☐ **Guardianship of a Minor - GB**
- ☐ **Guardianship Trust - OG**

#### Other Family-Related Case Filing Types

- ☐ **Mental Health – IC**
- ☐ **Request for Temporary Protective Order**
  - ☐ Children - TC
  - ☐ No Children - TP
- ☐ **Miscellaneous Juvenile**
  - ☐ Emancipation - EM

### Children involved in this case:

Name: \_\_\_\_\_

Date of Birth (DOB): \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth (DOB): \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth (DOB): \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Preparer

*For Clark and Washoe Counties, please use their family court cover sheet  
for family-related case filings. Please see the Family Court Clerk  
in those counties for copies of their forms.*

1 IN THE FAMILY DIVISION  
2 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
3 IN AND FOR THE COUNTY OF WASHOE

3 **CONFIDENTIAL**  
4 **FAMILY COURT INFORMATION SHEET**

4 \_\_\_\_\_,  
Plaintiff/Petitioner,

5 vs.

6 \_\_\_\_\_,  
7 Defendant/Respondent.

Case No. \_\_\_\_\_

Dept. No. \_\_\_\_\_

8 Name: \_\_\_\_\_

9 Social Security #: \_\_\_\_\_

10 Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

11 **IF THIS CASE INVOLVES CHILDREN, PLEASE COMPLETE THE FOLLOWING:**

12 Residential Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

13 Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

14 City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

15 Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Are you employed? YES [ ] NO [ ]

Are you employed? YES [ ] NO [ ]

Name of Employer: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

16 Business Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

17 City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

18 Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

19 Driver's License #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

20 Ethnicity: [ ] White (Not Hispanic)

Ethnicity: [ ] White (Not Hispanic)

[ ] African-American [ ] Hispanic

[ ] African-American [ ] Hispanic

[ ] Asian or Pacific Islander

[ ] Asian or Pacific Islander

[ ] Native American/Alaskan Native [ ] Other

[ ] Native American/Alaskan Native [ ] Other

22 **CHILDREN INVOLVED IN THIS CASE**

23 Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

24 Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

25 Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

26 If there are more than five children, list their names on a separate sheet of paper and attach.

27 Does this case involve family violence: [ ] Yes [ ] No

Are you requesting Child Support Enforcement Services

28 from the District Attorney's Office (IV-D) Services? [ ] Yes [ ] No

Court Personnel Only: [ ] Custodial Parent [ ] Non-Custodial Parent

**This document contains the social security number of a person as required by NRS 123.130, NRS 125, 230, and NRS 125B.055**

CODE: \_\_\_\_\_

Nevada Bar No. \_\_\_\_\_

Attorney for \_\_\_\_\_

IN THE FAMILY DIVISION  
OF THE \_\_\_\_\_ JUDICIAL DISTRICT COURT  
IN AND FOR THE COUNTY OF \_\_\_\_\_, STATE OF NEVADA

\_\_\_\_\_  
Plaintiff or Petitioner

Case No. \_\_\_\_\_

Dept. No. \_\_\_\_\_

\_\_\_\_\_  
Defendant or Respondent

**FINANCIAL DISCLOSURE FORM**

Financial Statement of: \_\_\_\_\_

First name Middle Last name

Occupation: \_\_\_\_\_

Employed by: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Previously Employed by: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Age & Date of Birth: \_\_\_\_\_

Level of Education: \_\_\_\_\_

Level of Disability, If Any: \_\_\_\_\_

Marriage Date, If Applicable: \_\_\_\_\_

Present Home Address: \_\_\_\_\_

How many adults (over 18) live with you? \_\_\_\_\_

How much do you receive from each of them each month? \_\_\_\_\_

I have paid my attorney a retainer of \$ \_\_\_\_\_; and his/her hourly rate is \$ \_\_\_\_\_

I am the \_\_\_\_\_ Plaintiff/Petitioner \_\_\_\_\_ Defendant/Respondent in the above action. I swear under penalty of perjury, that the contents of this Financial Declaration are true to the best of my knowledge as of this date. I understand that by my signature I verify the material accuracy of the contents. I also understand that any willful misstatements may be contemptuous and could result in my punishment by the Court. I understand I have a duty to supplement this form upon discovering additional assets or debts or upon changed circumstances within 10 days of discovery.

I declare under penalty of perjury that the foregoing and following are true and correct.

Executed on \_\_\_\_\_ Signature \_\_\_\_\_

Case No. \_\_\_\_\_

Dept No. \_\_\_\_\_

**PERSONAL INCOME SCHEDULE****IF SELF-EMPLOYED OR BUSINESS OWNER PLEASE FILL IN THE BUSINESS INCOME/EXPENSE SCHEDULE**

YOUR OWN INCOME		AMOUNT
<b>EMPLOYMENT INCOME</b> (if paid weekly multiply by 52 and divide by 12; if paid every two weeks, multiply by 26 and divide by 12)		NOTE: ATTACH COPIES OF YOUR THREE MOST RECENT PAY STUBS.
1	Average Gross Monthly Income from Employment (all employment income including salary \$ _____ + bonuses \$ _____ + overtime \$ _____ + commissions \$ _____ + tips \$ _____ + other \$ _____) =	
2	Average Monthly Paycheck Deduction-Income Taxes	
3	Average Monthly Paycheck Deduction-Social Security	
4	Average Monthly Paycheck Deduction-Medicare	
5	Average Monthly Paycheck Deduction-Health Insurance	
6	Average Monthly Paycheck Deduction-Retirement Plan or 401(k)	
7	Average Monthly Paycheck Deduction-Savings Account	
8	Average Monthly Paycheck Deduction(s)-Other	
9	Total Paycheck Deductions per Month (Add lines 2-8 above)	
10	Average Net Monthly Income from Employment (Subtract line 9 from line 1)	
<b>OTHER INCOME</b>		
11	Monthly Spousal Support/Alimony Awarded by a Court	
12	Monthly Child Support: court ordered \$ _____ + other/voluntary child support \$ _____ =	
13	Investment Income (Dividends, interest and capital gains)	
14	Rental Income (Enter the Amount of Depreciation Claimed in Computing Rental Income Here: \$ _____)	
15	Retirement Income Including Defined-Benefit Distributions, 401(k) Distributions, military retirement	
16	Social Security Retirement	
17	Social Security Disability/military disability	
18	Supplemental Security Income (SSI)	
19	Unemployment Benefits	
20	Workers Compensation Payments	
21	Other Sources of Income (Describe: such as direct contributions from roommates or indirect payment of expenses by roommates)	
22	Total Other Income Per Month (Add lines 11-21)	
23	<b>TOTAL INCOME PER MONTH</b> (Add lines 10 and 22)	

Case No. \_\_\_\_\_  
 Dept. No. \_\_\_\_\_

**PERSONAL EXPENSE SCHEDULE (NOTE: ALL EXPENSES LISTED BELOW SHOULD BE ON AN AVERAGE MONTHLY BASIS: annual payments divided by 12; semiannual payments divided by 6, and quarterly payments divided by 3)**

**TOTAL AMOUNT**

1	<b>Mortgage or Rent:</b> 1st Mtg. \$ _____ + 2nd Mtg. \$ _____ + line of credit \$ _____ + taxes \$ _____ + insurance \$ _____ =	
2	<b>Utilities:</b> Gas/Oil \$ _____ + electricity \$ _____ + TV/cable \$ _____ + water \$ _____ + garbage \$ _____ =	
3	<b>Telephone:</b> landline \$ _____ + cellular \$ _____ + Internet \$ _____ + fax \$ _____ + other \$ _____ =	
4	<b>Food, Groceries &amp; Incidentals</b> (not including entertainment or dining out)	
5	<b>Transportation:</b> monthly payment/lease \$ _____ + gas and oil \$ _____ + repairs and maintenance, tires \$ _____ + insurance \$ _____ + license/registration \$ _____ + parking \$ _____ + public transportation \$ _____ + other \$ _____ =	
6	<b>House Maintenance:</b> housekeeping \$ _____ + garden/lawn care \$ _____ + snow removal \$ _____ + repairs & maintenance \$ _____ + other \$ _____ =	
7	<b>Entertainment:</b> dining out \$ _____ + movies, shows \$ _____ + music/videos \$ _____ + other \$ _____ =	
8	<b>Dues, Memberships, Fees:</b> Professional \$ _____ + memberships (health club country club) \$ _____ + homeowners \$ _____ + fraternal \$ _____ + business \$ _____ + other \$ _____ =	
9	<b>Health/exercise:</b> clothing/shoes \$ _____ + fees/passes (health clubs etc.) \$ _____ + other \$ _____ =	
10	<b>Clothing:</b> self \$ _____ + children \$ _____ + cleaning \$ _____ =	
11	<b>Vacations</b>	
12	<b>Pets:</b> Food \$ _____ + boarding \$ _____ + healthcare \$ _____ + grooming \$ _____ + other \$ _____ =	
13	<b>Healthcare:</b> Insurance \$ _____ + unreimbursed; medical \$ _____ + dental \$ _____ + orthodontic \$ _____ + medications \$ _____ + counseling \$ _____ + physical therapy \$ _____ + chiropractic \$ _____ + other \$ _____ =	
14	<b>Appearance:</b> hair \$ _____ + nails \$ _____ + facials/massage \$ _____ + cosmetics \$ _____ + other \$ _____ =	
15	<b>Insurance:</b> life \$ _____ + disability \$ _____ + other \$ _____ =	
16	<b>Books, Newspapers &amp; Magazines</b>	
17	<b>Church/Charitable</b>	
18	<b>Accounting &amp; Tax Preparation</b>	
19	<b>Support of Others:</b> Ordered Child Support \$ _____ + voluntary child support \$ _____ + court ordered spousal support \$ _____ + eldercare \$ _____ =	
20	<b>Miscellaneous:</b> Gifts \$ _____ + storage \$ _____ + flowers \$ _____ + savings \$ _____ + Lawyers fees \$ _____ + Other \$ _____ =	
21	<b>Education:</b> Tuition, Books & Fees \$ _____ + extracurricular \$ _____ + sports \$ _____ + music \$ _____ + other \$ _____ =	
22	<b>Childcare:</b> day care \$ _____ + preschool \$ _____ + other \$ _____ =	
23	<b>Minimum Charge Card Payments and other consumer/installment debt:</b> credit card #1 \$ _____ + credit card #2 \$ _____ + credit card #3 \$ _____ + credit card #4 \$ _____ + other debt \$ _____ =	
24	<b>TOTAL MONTHLY EXPENSES (Add lines 1-23 above)</b>	

Case No. \_\_\_\_\_

Dept. No. \_\_\_\_\_

**INCOME/EXPENSE SUMMARY SCHEDULE**

Total Monthly Income from Personal Income Schedule Line  
23

Add: Total Average Net Monthly Income from Self-  
Employment or Business Schedule Line 30

Less: Total Monthly Expenses from Personal Expense  
Schedule line 24

Net Monthly Income or (Loss)

### ASSET AND DEBT SCHEDULE

NOTE: PLEASE USE ADDITIONAL ASSET AND DEBT SCHEDULES, AND CARRY TOTALS TO THIS SCHEDULE IF YOU NEED TO LIST ADDITIONAL ASSETS AND DEBTS BEYOND THE LINES PROVIDED ON THIS SCHEDULE.		PROPERTY VALUE (List all assets and debts @ current values)			
Note: In general, Separate Property is defined as that acquired before marriage, or after marriage by gift or inheritance		COMMUNITY		SEPARATE	
		TOTAL		HUSBAND	WIFE
<b>ASSETS:</b>					
<b>CASH:</b> Include the last four numbers of the account, and the name and location including the branch of the institution, including CDs.					
1					
2					
3					
4	Subtotal				
<b>INVESTMENTS:</b> Include mutual funds, stocks, bonds, brokerage accounts, and other investment accounts. Provide the last four numbers of the account, and the name and location including the branch of the institution.					
5					
6					
7					
8	Subtotal				
<b>BUSINESS INTERESTS:</b> If you own all or part include. Indicate percentage of ownership here.					
9					
10					
11	Subtotal				
<b>RECEIVABLES, &amp; DEPOSITS</b>					
12					
13	Subtotal				
<b>REAL PROPERTY:</b> Provide common address and type of property e.g. condominium, townhouse, single-family residence, commercial or retail.					
14					
15					
16					
17					
18	Subtotal				
<b>AUTOS &amp; RECREATIONAL VEHICLES:</b> Provide make, model, mileage, and vehicle identification number.					
19					
20					
21					
22					
23					
24	Subtotal				
<b>PERSONAL PROPERTY:</b> Provide information on furniture, electronics, household goods, tools, computers, artwork, precious metals and jewelry having a value of \$500 or greater.					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35	Subtotal				

**ASSET AND DEBT SCHEDULE**

NOTE: PLEASE USE ADDITIONAL ASSET AND DEBT SCHEDULES, AND CARRY TOTALS TO THIS SCHEDULE IF YOU NEED TO LIST ADDITIONAL ASSETS AND DEBTS BEYOND THE LINES PROVIDED ON THIS SCHEDULE.		PROPERTY VALUE (List all assets and debts @ current values)			
Note: In general, Separate Property is defined as that acquired before marriage, or after marriage by gift or inheritance			COMMUNITY	SEPARATE	
		TOTAL		HUSBAND	WIFE
<b>CASH VALUE OF LIFE INSURANCE.</b> Provide information on any loans against the cash surrender value of a life insurance policy.					
36					
37					
38	Subtotal				
<b>RETIREMENT ACCOUNTS.</b> Provide the name of the account, account number, an administrator. Provide any information on loans against retirement assets.					
39					
40					
41					
42					
43	Subtotal				
44	<b>TOTAL ASSETS</b> (add lines 4,8,11,13,18,24,35,38, and 43)				
<b>DEBT</b>					
<b>LONG TERM DEBT.</b> Provide information on mortgages, notes & deeds of trust, home equity loans and lines of credit, and automobile, recreational vehicle loans and leases.					
45					
46					
47					
48					
49					
50	Subtotal				
<b>OTHER DEBT.</b> Charge Accounts, Credit Cards, medical debts, and other short-term debts. Provide the name of the lender, and the last four numbers of the account.					
51					
52					
53					
54					
55					
56					
57					
58					
59	Subtotal				
60	<b>TOTAL DEBT</b> (add lines 50 and 59)				
61	<b>NET WORTH</b> (TOTAL ASSETS, line 44 MINUS TOTAL DEBT, line 60)				

Case No. \_\_\_\_\_

Dept. No. \_\_\_\_\_

<b>BUSINESS INCOME/EXPENSE SCHEDULE</b> (Skip this schedule if you are not self-employed or do not own a business.)		<b>AMOUNT PER MONTH</b>
1	Average Monthly Gross Receipts from Self-Employment, Business or Businesses	
2	Cost of Sales or Cost of Goods Sold (if applicable)	
3	Gross Profit (Subtract Line 2 from Line 1)	
4	Advertising	
5	Car and truck	
6	Commissions and fees	
7	Deductible meals	
8	Depletion	
9	Depreciation and section 179	
10	Employee benefit programs	
11	entertainment	
12	Insurance (other than health)	
13	Interest	
14	Legal and professional	
15	Mortgage on building or office space (paid to banks, etc.)	
16	Office expense	
17	Other	
18	Pension and profit-sharing plans	
19	Rent	
20	Repairs and maintenance	
21	Supplies	
22	Taxes and licenses	
23	Travel	
24	Meals	
25	Utilities	
26	Wages	
27	Total Business Expenses Per Month Including Cost of Sales (Add Lines 4-26)	
28	Average Gross Monthly Income from Self-Employment or Business (Subtract Line 27 from line 3)	
29	Average Estimated Tax Payments on a Monthly Basis (Estimated Tax Payments are made on a quarterly basis. As a result, the required quarterly payment would be divided by three to calculate the average monthly estimated tax payment).	
30	<b>Average Net Monthly Income from Self-Employment or Business</b> (Subtract Line 29 from Line 28)	

1 Code: \$1442

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone No. \_\_\_\_\_

5 Appearing in Proper Person

6 IN THE FAMILY DIVISION  
7 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
8 IN AND FOR THE COUNTY OF WASHOE  
9

10 \_\_\_\_\_  
11 Plaintiff,

Case No. \_\_\_\_\_

11 vs.

12 Dept. No. \_\_\_\_\_

13 \_\_\_\_\_  
14 Defendant.

15 **COMPLAINT FOR SEPARATE MAINTENANCE**  
16 **(Also known as a Legal Separation)**  
17 **(No Children)**

18 Plaintiff, \_\_\_\_\_, in proper person, and for a cause of  
19 action, alleges as follows:  
20 (Your Name)

20 I.

21 Plaintiff is a resident of the State of Nevada, County of \_\_\_\_\_,  
22 (County in which you live)  
23 and for a period of more than six weeks immediately preceding the commencement of this action,  
24 has resided in, been physically present in, and is a resident of the State of Nevada, and intends to  
25 continue to make the State of Nevada his/her home for an indefinite period of time.

26 The Defendant is a resident of the State of \_\_\_\_\_,  
27 (State where Defendant lives)  
28 the County of \_\_\_\_\_.  
(County where Defendant lives)

II.

The parties were married on \_\_\_\_\_ in \_\_\_\_\_,  
(Date of marriage) (City or County of marriage)

State of \_\_\_\_\_ and ever since that day have been, and now are, husband and wife.  
(State of marriage)

III.

Wife \_\_\_\_\_ pregnant at this time.  
(is or is not)

*If wife is pregnant at this time, answer the following questions.  
If wife is not pregnant, print "N/A" in the spaces.*

Husband \_\_\_\_\_ the father of the unborn child. The unborn child is due to be born  
(is or is not)  
on \_\_\_\_\_.  
(Date of expected birth)

IV.

There are no minor children born to or adopted through this union.

V.

**Division of Assets**  
***Initial ONLY ONE of the three statements below. Print "N/A" in the spaces you do not use.***

1. \_\_\_\_\_ All of the community assets and property have been previously divided and each is to keep the property each has in his or her possession at this time.
2. \_\_\_\_\_ There is no community property to be divided.
3. \_\_\_\_\_ The community property should be divided as follows:  
(Include retirement and pension benefits)

///

///

///

**WIFE SHALL RECEIVE THE FOLLOWING ASSETS**


**HUSBAND SHALL RECEIVE THE FOLLOWING ASSETS**


(If more room is needed, attach additional pages. Write on only one side of the paper and make sure the pages are clearly identified as a continuation of the division of assets. Each additional page must be initialed.)

There may be additional community assets of the parties, the exact amounts and descriptions of which are unknown to Plaintiff at this time. Plaintiff asks permission of the Court to amend this Complaint to insert that information when it becomes known to Plaintiff, or at the time of trial.

## VI.

### Division of Debts

***Initial ONLY ONE of the paragraphs below. Print “N/A” in the spaces you do not use.***

\_\_\_\_\_ All of the community debts have been previously divided and each is to keep those debts assigned to them and hold the other party harmless from those debts.

\_\_\_\_\_ There are no community debts to be divided.

\_\_\_\_\_ The community debts should be divided as follows:  
(List the **specific** debts with the last four numbers of the account, if known)

**WIFE SHALL RECEIVE THE FOLLOWING DEBTS**

[illegible]

**HUSBAND SHALL RECEIVE THE FOLLOWING DEBTS**


(If more room is needed, attach additional pages. Write on only one side of the paper and make sure the pages are clearly identified as a continuation of the division of assets. Each additional page must be initialed.)

There may be additional community debts of the parties, the exact amounts and descriptions of which are unknown to Plaintiff at this time. Plaintiff asks permission of the Court to amend this Complaint to insert that information when it becomes known to Plaintiff, or at the time of trial.

VII.

**Spousal Support (Alimony)**  
***Initial ONE of the following statements. If you initial one of the statements that makes a provision for spousal support, be sure to fill in all the spaces in that statement. DO NOT LEAVE ANY SPACES BLANK. Print "N/A" in all spaces that don't apply to you. Spousal support automatically ceases upon remarriage of the recipient or the death of either party.***

\_\_\_\_\_ Alimony is not appropriate in this case.

\_\_\_\_\_ Wife shall receive spousal support in the amount of \$\_\_\_\_\_ (Amount to be received)

per \_\_\_\_\_, due and payable on \_\_\_\_\_ (Date Amount Due)  
(Week or Month)

of each \_\_\_\_\_ for a period of \_\_\_\_\_ (Number of weeks, months or years)  
(Week or Month)

The spousal support shall begin on \_\_\_\_\_ (Date spousal support to begin)

and end on \_\_\_\_\_ (Date last spousal support payment will be made)

\_\_\_\_\_ Husband shall receive spousal support in the amount of \$ \_\_\_\_\_  
(Amount to be received)

per \_\_\_\_\_, due and payable on \_\_\_\_\_  
(Week or Month) (Date Amount Due)

of each \_\_\_\_\_ for a period of \_\_\_\_\_  
(Week or Month) (Number of weeks, months or years)

The spousal support shall begin on \_\_\_\_\_  
(Date spousal support to begin)

and end on \_\_\_\_\_.  
(Date last spousal support payment will be made)

VIII.

**Former Name**  
***If Wife is filing, Wife should initial ONLY ONE of the following three statements and print "N/A" in the spaces that do not apply to you.***  
***If Husband is filing, Husband should print "N/A" in all spaces.***

\_\_\_\_\_ Wife does not wish to return to her former name.

\_\_\_\_\_ Wife wishes to return to her former name of \_\_\_\_\_.

\_\_\_\_\_ Wife never changed her name so does not request restoration of a former name.

## IX.

The parties are incompatible in marriage.

X.

The Plaintiff should be awarded attorney's fees and costs.

WHEREFORE, Plaintiff prays for judgment against Defendant as follows:

1. That the Court enter a Decree of Legal Separation thereby judicially bringing to a conclusion the community aspects of the marriage and the legal responsibilities of one party to and for the other for all purposes heretofore and now existing between the Plaintiff and Defendant, except as set forth in this Complaint.

2. That the assets and debts be divided as set forth in this Complaint.
3. That spousal support be addressed as state above.
4. That Wife's former name be addressed and ordered as stated above.
5. That Plaintiff be granted reasonable attorney's fees and costs if Defendant objects to this Complaint for Separate Maintenance in any manner.
6. For other and further relief as the Court may deem just and proper in this action.

This document does not contain the Social Security Number of any person.

I declare, under penalty of perjury under the Law of the State of Nevada, that the foregoing is true and correct.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Your Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone Number)

Code: 1521

Your name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Appearing in Proper Person

IN THE FAMILY DIVISION  
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE

\_\_\_\_\_, Case No. \_\_\_\_\_

Plaintiff / Petitioner / Joint Petitioner

Dept. No. \_\_\_\_\_

vs.

\_\_\_\_\_  
Defendant / Respondent / Joint Petitioner

\_\_\_\_\_/

DECLARATION OF RESIDENT WITNESS

I, \_\_\_\_\_, do hereby declare under penalty of perjury  
(Name of Resident Witness)

that the assertions of this Declaration are true.

1. I am over the age of eighteen and competent to testify of my own knowledge to the following.

2. I have lived in the State of Nevada for \_\_\_\_\_ years and presently live at

\_\_\_\_\_, City of \_\_\_\_\_, State of Nevada.  
(Street address of Resident Witness)

I intend to live in the State of Nevada for the foreseeable future.

3. To my personal knowledge, \_\_\_\_\_, lives at  
(Name of person whose residency is being established)

\_\_\_\_\_, State of Nevada and has  
(Street address of person whose residency is being established)

lived at that address since \_\_\_\_\_ and has been physically living within the State of  
(Date)

Nevada on a daily basis for at least six (6) weeks prior to the filing of this Complaint -or- Petition  
-or- Joint Petition on \_\_\_\_\_.  
(Date Complaint/Petition/Joint Petition was filed)

4. To my personal knowledge, \_\_\_\_\_ has  
(Name of person whose residency is being established)  
physically lived in the State of Nevada since \_\_\_\_\_.  
(State the date you know the person has lived in Nevada)

5. I see the Petitioner on the average of \_\_\_\_\_ times a week. The Petitioner is  
(State how often you actually see the person in a week.)

\_\_\_\_\_  
(Fill in how you know the Petitioner, such as friend, relative, co-worker, etc.)

6. I know of my own personal knowledge that \_\_\_\_\_  
(Name of person whose residency is being established)  
is a bona fide resident of the State of Nevada.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

This document does not contain the Social Security Number of any person.

I declare under penalty of perjury, under the law of the State of Nevada, that the foregoing  
statements are true and correct.\*

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\* The penalty for making a false statement in a declaration that is made under penalty of perjury is a minimum of 1 year and a maximum of 4 years in prison, with the possibility of an additional fine of \$5000 or more if authorized or required by statute. See N.R.S. §199.145.

1 CODE 4085

2  
3  
4  
5 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
6 IN AND FOR THE COUNTY OF WASHOE

7 \_\_\_\_\_,  
8 Plaintiff(s),

9 vs.

Case No. \_\_\_\_\_

10 Defendant(s).  
11 \_\_\_\_\_/

Dept. No. \_\_\_\_\_

12 **SUMMONS**

13 **TO THE DEFENDANT: YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU**  
14 **WITHOUT YOUR BEING HEARD UNLESS YOU RESPOND IN WRITING WITHIN 20 DAYS.**  
15 **READ THE INFORMATION BELOW VERY CAREFULLY.**

16 A civil complaint or petition has been filed by the plaintiff(s) against you for the relief as set forth in that  
17 document (see complaint or petition). When service is by publication, add a brief statement of the object of the  
18 action. See Nevada Rules of Civil Procedure, Rule 4(b).

The object of this action is: \_\_\_\_\_.

- 19 1. If you intend to defend this lawsuit, you must do the following within 20 days after service of  
20 this summons, exclusive of the day of service:

- 21 a. File with the Clerk of the Court, whose address is shown below, **a formal written**  
22 **answer** to the complaint or petition, along with the appropriate filing fees, in  
23 accordance with the rules of the Court, and;  
24 b. Serve a copy of your answer upon the attorney or plaintiff(s) whose name and address  
25 is shown below.

- 26 2. Unless you respond, a default will be entered upon application of the plaintiff(s) and this Court may  
27 enter a judgment against you for the relief demanded in the complaint or petition.

28 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Issued on behalf of Plaintiff(s):

HOWARD W. CONYERS  
CLERK OF THE COURT

Name: \_\_\_\_\_

By: \_\_\_\_\_

Address: \_\_\_\_\_

Deputy Clerk

Phone Number: \_\_\_\_\_

Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501

**DECLARATION OF PERSONAL SERVICE**

(To be filled out and signed by the person who served the Defendant or Respondent)

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, declare:

(Name of person who completed service)

1. That I am not a party to this action and I am over 18 years of age:

2. That I personally served a copy of the Summons, the Complaint, and the

following documents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

upon \_\_\_\_\_, at the following

(Name of Defendant or Respondent who was served)

location: \_\_\_\_\_

\_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Month)

(Year)

This document does not contain the Social Security Number of any person.

I declare, under penalty of perjury under the law of then State of Nevada, that the foregoing is true and correct.

\_\_\_\_\_  
(Signature of person who completed service)

1 CODE 4085

2  
3  
4  
5 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
6 IN AND FOR THE COUNTY OF WASHOE

7 \_\_\_\_\_,  
8 Plaintiff(s),

9 vs.

Case No. \_\_\_\_\_

10 Defendant(s).  
11 \_\_\_\_\_/

Dept. No. \_\_\_\_\_

12 **SUMMONS**

13 **TO THE DEFENDANT: YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU**  
14 **WITHOUT YOUR BEING HEARD UNLESS YOU RESPOND IN WRITING WITHIN 20 DAYS.**  
15 **READ THE INFORMATION BELOW VERY CAREFULLY.**

16 A civil complaint or petition has been filed by the plaintiff(s) against you for the relief as set forth in that  
17 document (see complaint or petition). When service is by publication, add a brief statement of the object of the  
18 action. See Nevada Rules of Civil Procedure, Rule 4(b).

The object of this action is: \_\_\_\_\_.

- 19 1. If you intend to defend this lawsuit, you must do the following within 20 days after service of  
20 this summons, exclusive of the day of service:

- 21 a. File with the Clerk of the Court, whose address is shown below, **a formal written**  
22 **answer** to the complaint or petition, along with the appropriate filing fees, in  
23 accordance with the rules of the Court, and;  
24 b. Serve a copy of your answer upon the attorney or plaintiff(s) whose name and address  
25 is shown below.

- 26 2. Unless you respond, a default will be entered upon application of the plaintiff(s) and this Court may  
27 enter a judgment against you for the relief demanded in the complaint or petition.

28 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Issued on behalf of Plaintiff(s):

HOWARD W. CONYERS  
CLERK OF THE COURT

Name: \_\_\_\_\_

By: \_\_\_\_\_

Address: \_\_\_\_\_

Deputy Clerk

Phone Number: \_\_\_\_\_

Second Judicial District Court  
75 Court Street  
Reno, Nevada 89501

**DECLARATION OF PERSONAL SERVICE**

(To be filled out and signed by the person who served the Defendant or Respondent)

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, declare:

(Name of person who completed service)

1. That I am not a party to this action and I am over 18 years of age:

2. That I personally served a copy of the Summons, the Complaint, and the

following documents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

upon \_\_\_\_\_, at the following

(Name of Defendant or Respondent who was served)

location: \_\_\_\_\_

\_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Month)

(Year)

This document does not contain the Social Security Number of any person.

I declare, under penalty of perjury under the law of then State of Nevada, that the foregoing is true and correct.

\_\_\_\_\_  
(Signature of person who completed service)