

**PREPARING AND FILING AN ORDER FROM A COURT HEARING**  
**WHEN THE JUDGE DID NOT MAKE ANY ORDERS**  
**ABOUT CHILDREN**

**WHAT IS AN ORDER?**

An Order is a document that puts the judge's instructions into written form.

**WHY DO I NEED TO PREPARE A WRITTEN ORDER?**

An order must be in written form before it can be enforced. Therefore, it is important that an order be prepared for every hearing in your case. Either party can prepare the order. Many times, the judge will tell a party to prepare the order.

**YOU CAN USE THIS FORM IF:**

- You have had a hearing in front of a judge.
- Your hearing did not have anything to do with children.

INSTRUCTIONS FOR PREPARING AND FILING AN  
ORDER FROM A COURT HEARING- NO ORDERS  
ABOUT CHILDREN

\* \* \* IMPORTANT DISCLOSURE \* \* \*

THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. CLARK COUNTY, THE EIGHTH JUDICIAL DISTRICT COURT, THE SELF-HELP CENTER AND THEIR EMPLOYEES SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.

MANY FAMILY LAW MATTERS INVOLVE COMPLEX AND VALUABLE LEGAL RIGHTS. THESE FORMS AND INSTRUCTIONS ARE BASIC, GENERAL FORMS, AND MAY NOT FIT ALL SITUATIONS. SOME RIGHTS CANNOT BE ADEQUATELY PROTECTED WITHOUT THE ASSISTANCE OF AN ATTORNEY. YOU SHOULD CONSULT WITH AN ATTORNEY BEFORE YOU ATTEMPT TO USE SELF-HELP.

\* \* \* \* \*

I. EXPLANATION OF AN ORDER

A. WHAT IS AN ORDER?

An Order is a document that puts the judge's instructions into written form.

B. WHY DO I NEED TO PREPARE A WRITTEN ORDER?

An order must be in written form before it can be enforced. Therefore, it is important that an order be prepared for every hearing in your case. Either party can prepare the order. Many times, the judge will tell a party to prepare the order.

C. You can use this Order if:

- You have had a hearing in front of a judge.
- Your hearing did not have anything to do with children.

D. This package should contain the following documents:

- Instructions for Preparing and Filing an Order from a Court Hearing-No Orders About Children;
- Order;
- Notice of Entry of Order;
- Certificate of Mailing;
- List of telephone numbers for the judges' staffs and the Court Clerks;
- Customer survey;
- Affirmation.

## II. STEP 1: PREPARE YOUR PAPERWORK

**NOTE: WHEN FILLING OUT ANY FORM, YOU MUST USE BLACK INK. PRINT CLEARLY. THE CLERK'S OFFICE WILL NOT FILE YOUR DOCUMENT IF THE HANDWRITING IS HARD TO READ.**

### A. ORDER A COPY OF THE MINUTES FROM THE CLERK'S OFFICE:

1. "Minutes" are the Court Clerk's type-written notes from the hearing. It usually takes about one week for the Clerk to prepare the minutes from a hearing.
2. Go to the "Records" window of the Clerk's Office and tell that Clerk that you would like to order minutes from your hearing. There may be a small fee per page. The Clerk will print them for you while you wait.

### B. THE CAPTION:

1. The "caption" is the portion of your document which assists the Court in identifying your particular case. It is the part of the page that has the blanks above the words "Plaintiff" and "Defendant." Generally, this caption will be the same throughout the entire case and will be on every document filed in the case. In this package, the caption is on the: (a) Order, (b) Notice of Entry of Order, (c) Certificate of Mailing, and (d) Affirmation.

### C. THE ORDER:

1. Insert your name, address, and phone number on the

first page, upper left-hand corner.

2. Insert the name of the Plaintiff on the blank above the word "Plaintiff" in the caption and insert the name of the Defendant on the blank above the word "Defendant" in the caption. You can determine who the Plaintiff is and who is the Defendant by reviewing other papers that have been filed in your case.
3. Insert the case number on the line after the words "CASE NO." on your documents. You can find the case number by looking at other documents that have been filed in your case. The case number will start with a "D".
4. Insert the department letter on the line after the words "DEPT. NO." You can find the department letter by looking at other documents that have been filed in your case.
5. Insert the date that you had your hearing after the words "DATE OF HEARING:"
6. Insert the time that you had your hearing after the words "TIME OF HEARING:"
7. The Order uses a fill-in-the-blank format. The Order will tell you what information you need to put into the blank. If the Order tells you to check a box, check the box that applies to you (i.e., check the box next to either "Plaintiff" or "Defendant" if the Order has "Plaintiff/Defendant").
  - a. Use the minutes to fill in the lines after "IT IS HEREBY ORDERED." The Clerk will return your Order for corrections if your Order does not say the same thing as the minutes.
  - b. If you believe that the Clerk made a mistake in the minutes, either because something was left out or because the judge ordered something different, you will need to call the Clerk that typed the minutes and tell her that you believe a mistake has been made. The name of the Court Clerk that you need to call will be on the minutes. A list of telephone numbers for the judges' Court Clerks is included in this package.

If you do not use all of the blank lines, you

will need to cross through the lines that you do not use.

D. THE NOTICE OF ENTRY OF ORDER:

**NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED YOUR ORDER.**

1. The Notice of Entry of Order is the document that tells the other party that the Order has been filed. It also effects the timing for rights for both parties (i.e., to appeal the judge's decision, to ask the judge to reconsider his/her decision, etc.).
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the name of the Plaintiff on the blank above the word "Plaintiff" in the caption and insert the name of the Defendant on the blank above the word "Defendant" in the caption.
4. Insert the case number on the line after the words "CASE NO." on your documents and insert the department letter on the line after the words "DEPT. NO."
5. The Notice of Entry of Order uses a fill-in-the-blank format. The Notice of Entry of Order will tell you what information you need to put into the blank.

E. THE CERTIFICATE OF MAILING:

**NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED YOUR ORDER. PART OF THIS DOCUMENT WILL HAVE TO**

**BE COMPLETED BY SOMEONE ELSE. (PLEASE SEE NEXT PARAGRAPH AND SECTION V, BELOW.)**

1. The Certificate of Mailing is a document to show the Court that the other party received a copy of the papers you have just filed. Someone who is not related to you by blood or marriage and who is over 18 years old will need to complete part of this document. This other person is called a "third party". (Please see Section V, below, for more information.)
2. Insert your name, address, and phone number on the first page, upper left-hand corner.

3. Insert the name of the Plaintiff on the blank above the word "Plaintiff" in the caption and insert the name of the Defendant on the blank above the word "Defendant" in the caption.
4. Insert the case number on the line after the words "CASE NO." and insert the department letter on the line after the words "DEPT. NO."
5. The Certificate of Mailing uses a fill-in-the-blank format and will tell you what information you need to put into the blank.
  - a. The third party will need to fill in the date that he/she mailed the documents to the other side and sign the document.

F. THE AFFIRMATION:

**NOTE: You will need to file an Affirmation each time you file documents. You may want to make a few copies of the form before completing it.**

1. Beginning January 1, 2007, most documents should not contain parties' Social Security Numbers. If certain documents are required to have this information, the Clerk's Office and/or the Court must take steps to ensure that the information is kept in a confidential manner. The Affirmation lets the Clerk's Office and the Court know whether the documents you file contain Social Security Numbers.
2. Insert your name, address, and phone number on the first page, upper left-hand corner. The form uses a "fill-in-the-blank" format. Write the information requested on each line in the caption.
3. If you or the other party has already filed paperwork, fill in the "Case No." and "Dept. No." lines to the right of the caption. You can find this information by looking at other documents that have been filed in the in the case, leave the lines blank. The Clerk's Office will give you a case number and department number when you file the paperwork.
4. Check the boxes next to the documents you are filing. If you are filing document that is not listed, check the "other" box and state the name of the document on the line next to the box.

5. Sign and date the form.

### **III. PREPARE YOUR DOCUMENTS FOR THE JUDGE'S REVIEW**

- A. Make three copies of the Order and one copy of the Affirmation.
- B. You need to use a two-hole punch on the top of the original documents and also stamp or write "original" on them. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Paper clip the original documents, two of the copies of the Order and one copy of the Affirmation together. Keep the other copy of the Order for your records.

### **III. STEP 2: THE COURT'S REVIEW OF THE ORDER**

- A. Take the elevator to the third floor of the Courthouse. Go to the reception area by "chambers". You will see brown boxes against the wall. Each box is marked with a department letter. Put the judge's package into the box belonging to that judge's department.
- B. The Court Clerk who was in court for your hearing will review your Order. If you need to make some corrections, the Court Clerk will put a note on your Order to tell you how to correct it. It usually takes one-to-two weeks from the time that you give your papers to the department until the Court Clerk has reviewed them.
- C. The Clerk's Office will mail the forms to you after they have been reviewed by the judge. Please give the clerk a blank 10x13 envelope when you file your documents. The Clerk's Office will pay the postage. After one week, you can call the Clerks Office at 455-2590 to ask if your paperwork has been mailed. If the paperwork has not been mailed after two weeks, you may call the judge's office to make sure that they have received your paperwork.
- D. If the judge signed your Order, the Clerk's Office will automatically file the Order for you.
- E. If your paperwork comes back with a note from the Court Clerk, you will need to follow the instructions from the Court Clerk and go through steps A-D again after you have made the corrections.

### **IV. STEP 3: PREPARE AND FILE THE NOTICE OF ENTRY OF ORDER**

- A. Prepare the Notice of Entry of Order and the Affirmation.

(please see II, above)

- B. Make two copies of the Notice of Entry of Order and one copy of the Affirmation.
- C. You need to use a two-hole punch on the top of the original documents and also stamp or write "original" on them. The Self-Help Center has a two-hole punch and a stamp that you can use.
- D. Go to the filing counter at the Clerk's Office. The Clerk will file the original documents and will return the file-stamped copies to you.

V. **STEP 4: SERVE THE DOCUMENTS ON THE OPPOSING PARTY AND FILE THE CERTIFICATE OF MAILING**

- A. As a general rule, you must give the other party a copy of any document that you file with the Court. If that party is represented by an attorney, you must give the documents to the attorney instead of the other party. The way of giving the documents to the other party (or the attorney) is called "service of process" or "service". For this packet, you must serve the Order and the Notice of Entry of Order on the other party.
  - 1. Any document that is "served" must be mailed or delivered by someone who is not related to you by blood or marriage and who is over 18 years old. This person is called a "third party".
- B. There are several ways of serving the other party. This packet contains a "Certificate of Mailing." This is the most common method of serving an Order and a Notice of Entry of Order.
  - 1. If the other party does not have an attorney, the third party should mail the documents to the other side's last known address (the address you put in the Certificate of Mailing).
  - 2. If the other party has an attorney, the third party must mail the documents to the attorney at the attorney's business address.
- C. After the third party has mailed the Order and Notice of Entry of Order to the other side (or that side's attorney) he/she should complete their portion of the Certificate of Mailing and you should prepare an Affirmation. (See II, above)
  - 1. Make one copy of the Certificate of Mailing and one

copy of the Affirmation.

2. You need to use a two-hole punch on the top of the original Certificate of Mailing and Affirmation and also stamp or write "original" on the original documents. The Self-Help Center has a two-hole punch and a stamp that you can use.
3. Go to the filing counter at the Clerk's Office. The Clerk will file the original documents and will return the file-stamped copies to you. Keep these copies for your records.

**CLARK COUNTY FAMILY LAW  
SELF-HELP CENTER  
SURVEY**

**8/1/05**

**Please help us help you. If you complete this brief survey, we will be able to better determine your needs and how to serve you better.**

Date \_\_\_\_\_ Zip Code \_\_\_\_\_

How many times have you visited the Center? . . . .  First visit  2  3  4  5 or more

What is the general description of your legal actions: (Check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Adoption              | <input type="checkbox"/> Divorce without children      | <input type="checkbox"/> Order for protection against domestic violence |
| <input type="checkbox"/> Annulment             | <input type="checkbox"/> Guardianship of a child       | <input type="checkbox"/> Paternity                                      |
| <input type="checkbox"/> Child support         | <input type="checkbox"/> Guardianship of an adult      | <input type="checkbox"/> Visitation                                     |
| <input type="checkbox"/> Custody               | <input type="checkbox"/> Modification of child support |   |
| <input type="checkbox"/> Divorce with children | <input type="checkbox"/> Name change                   |   |
| <input type="checkbox"/> Other: _____          |  |   |

Are you starting or responding to a legal action?

- Starting  Responding  
 Other: \_\_\_\_\_

What services are you seeking from the Self-Help Center? (Check all that apply)

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Information about forms/procedures  | <input type="checkbox"/> Information about other legal and community resources | <input type="checkbox"/> Listing of attorneys willing to accept family law cases | <input type="checkbox"/> Classes or clinics about family court procedures |
| <input type="checkbox"/> Assistance with completion of forms |  |  | <input type="checkbox"/> Notary services                                  |
| <input type="checkbox"/> Other: _____                        |  |  |   |

How did you hear about the Self-Help Center? (Check all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Judge, court employee, or court program | <input type="checkbox"/> Law Library                | <input type="checkbox"/> Lawyer referral service |
| <input type="checkbox"/> Legal services provider                 | <input type="checkbox"/> Attorney                   | <input type="checkbox"/> Walk-in                 |
| <input type="checkbox"/> Social services provider                | <input type="checkbox"/> District Attorney's Office | <input type="checkbox"/> Family member or friend |
| <input type="checkbox"/> Other: _____                            | <input type="checkbox"/> Bar Association            | <input type="checkbox"/> Website                 |

Are you aware that our forms are available on the internet? . . . . .  Yes  No

Do you already have your documents? . . . . .  Yes  No

If yes, where did you get your documents?

- |   |                                      |  |
|---|--------------------------------------|--|
| <input type="checkbox"/> Self-Help Center Office  | <input type="checkbox"/> Attorney    | <input type="checkbox"/> Office supply store |
| <input type="checkbox"/> Self-Help Center Website | <input type="checkbox"/> Law Library |  |
| <input type="checkbox"/> Other website            | <input type="checkbox"/> Paralegal   |  |
| <input type="checkbox"/> Other: _____             |                                      |  |

Have you consulted an attorney regarding your case? . . . . .  Yes  No

If no, why did you not hire an attorney? (Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Cost                        | <input type="checkbox"/> Could not find an attorney who spoke my language |
| <input type="checkbox"/> Prefer to self-represent    | <input type="checkbox"/> I do not know any attorneys                      |
| <input type="checkbox"/> Case refused by an attorney |   |
| <input type="checkbox"/> Other: _____                |   |

Have you consulted a paralegal regarding your case? . . . . .  Yes  No

If no, why did you not hire a paralegal? (Check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Cost                        | <input type="checkbox"/> Could not find a paralegal who spoke my language | <input type="checkbox"/> I do not know any paralegals |
| <input type="checkbox"/> Case refused by a paralegal |   |   |
| <input type="checkbox"/> Other: _____                |   |   |

**Please complete other side...**

**Please tell us a little about yourself...**

Age ....  Under 18  18 - 30  31 - 40  41 - 50  51 - 59  60 or older

Sex ....  Male  Female

**Race: (Check the one that primarily applies)**

- White  American-Indian  Asian  
 African-American  Hispanic  
 Other: \_\_\_\_\_

**What language is spoken in your home?**

- English  Spanish  
 Other: \_\_\_\_\_

**How many children under the age of 18 live in your home?**  0  1 - 2  3 - 4  5 or more

**Your gross monthly income is:**

- Below \$500  \$1000 - \$1,999  \$3,000 - \$3,999  \$5,000 or more  
 \$500 - \$999  \$2,000 - \$2,999  \$4,000 - \$4,999

**Are you currently receiving public assistance?** .....  Yes  No

**If yes, what type of assistance are you receiving?**

- SSI  TANF  Medicare  Medicaid  Food stamps  
 Other: \_\_\_\_\_

**What is your highest level of education?**

- No high school  High school graduate  Post graduate work  
 Some high school  Some college  
 GED certificate  College graduate

**Do you feel more able to represent yourself than before you visited the Self-Help Center?** .....  Yes  No

**Were you treated courteously at the Self-Help Center?** .....  Yes  No

**How would you evaluate the services offered by the Center?**

	very helpful	Somewhat helpful	Not helpful	Did not use
Customer Assistance: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms Packets / Instructions: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notarizations / Typewriters: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Area: .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please tell us how we can improve our services or any other comments.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank You for Your Feedback!**

1 ORDR  
2 (Your name) \_\_\_\_\_  
3 (Address) \_\_\_\_\_  
4 \_\_\_\_\_  
5 (Telephone) \_\_\_\_\_

6 IN PROPER PERSON

7 **DISTRICT COURT**  
8 **CLARK COUNTY, NEVADA**

9  
10 \_\_\_\_\_ )  
11 Plaintiff, ) CASE NO.: \_\_\_\_\_  
12 vs ) DEPT. NO.: \_\_\_\_\_  
13 \_\_\_\_\_ ) DATE OF HEARING: \_\_\_\_\_  
14 Defendant. ) TIME OF HEARING: \_\_\_\_\_  
15 \_\_\_\_\_ )

16 **ORDER**

17 This matter having come on for Hearing on the \_\_\_\_\_ day of (month) \_\_\_\_\_,  
18 (year) \_\_\_\_\_, in the Family Division, Department \_\_\_\_\_, of the Eighth Judicial District  
19 Court, County of Clark; and Plaintiff, being (circle one) present in Proper Person/not present, and  
20 Defendant, being (circle one) present in Proper Person/not present and the Court being fully advised  
21 in the premises, both as to subject matter as well as the parties thereto, and that jurisdiction is proper  
22 in Nevada, and good cause appearing therefore;

23 **IT IS HEREBY ORDERED** that: (fill in the judge's orders below)

24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 \_\_\_\_\_  
28 \_\_\_\_\_

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

---

---

---

---

---

---

---

---

---

---

---

---

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

\_\_\_\_\_  
DISTRICT COURT JUDGE

Respectfully submitted:

(Your signature) \_\_\_\_\_

(Your name) \_\_\_\_\_  
Plaintiff In Proper Person

(Your signature) \_\_\_\_\_

(Your name) \_\_\_\_\_  
Defendant In Proper Person

1 NEOJ  
2 (Your name) \_\_\_\_\_  
3 (Address) \_\_\_\_\_  
4 (Telephone) \_\_\_\_\_  
5 (Check one)  Plaintiff/  Defendant In Proper Person

6 DISTRICT COURT  
7 CLARK COUNTY, NEVADA

8 \_\_\_\_\_ ) CASE NO.: \_\_\_\_\_  
9 Plaintiff, ) DEPT. NO.: \_\_\_\_\_  
10 vs. )  
11 \_\_\_\_\_ )  
12 Defendant. )

13 **NOTICE OF ENTRY OF ORDER**

14 TO: (Other party's name) \_\_\_\_\_;  
15 (Check one)  Plaintiff/  Defendant  
16 TO: (Other party's attorney) \_\_\_\_\_;  
17 (Check one)  Plaintiff's/  Defendant's Attorney

18 **PLEASE TAKE NOTICE** that an Order was duly entered in the above-referenced case on  
19 the (day) \_\_\_\_\_ day of (month) \_\_\_\_\_, (year) \_\_\_\_\_.

20 DATED this (day) \_\_\_\_\_ day of (month) \_\_\_\_\_, (year) \_\_\_\_\_.

21 (Your signature) By: \_\_\_\_\_  
22 \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25  Plaintiff/  Defendant In Proper Person

1 CERT  
2 (Your Name) \_\_\_\_\_  
3 (Address) \_\_\_\_\_  
4 \_\_\_\_\_  
5 (Telephone) \_\_\_\_\_

In Proper Person

DISTRICT COURT  
CLARK COUNTY, NEVADA

8 )  
9 \_\_\_\_\_, ) Case No. \_\_\_\_\_  
10 Plaintiff, )  
11 vs. ) Dept No. \_\_\_\_\_  
12 \_\_\_\_\_, )  
13 Defendant. )  
14 \_\_\_\_\_)

**CERTIFICATE OF MAILING**

15 I HEREBY CERTIFY that service of the (name of document) \_\_\_\_\_  
16 \_\_\_\_\_ was made on (date) \_\_\_\_\_ pursuant to  
17 NRCP 5(b) by depositing a copy of same in the United States Mail in Las Vegas, Nevada,  
18 postage prepaid, addressed as follows:

19 (Other party's name) \_\_\_\_\_  
20 (Other party's address) \_\_\_\_\_  
21 (Address) \_\_\_\_\_  
22 (Address) \_\_\_\_\_

23 DATED this \_\_\_\_\_ day of \_\_\_\_\_, (year) \_\_\_\_\_.

24 (Signature of person who mailed document) \_\_\_\_\_  
25 (Name of person who mailed document) \_\_\_\_\_

26 **If signed in Nevada: I declare under penalty of perjury that the foregoing is true and**  
27 **correct.**

28 Signed on..... (date) ..... (signature)

**If signed outside Nevada: I declare under penalty of perjury under the law of the State of**  
**Nevada that the foregoing is true and correct.**

Signed on..... (date) ..... (signature)

**EIGHTH JUDICIAL DISTRICT COURT  
CLARK COUNTY, NEVADA  
FAMILY COURT COVER SHEET**

CASE NO. \_\_\_\_\_ (To be assigned by the Clerk's Office)

**Do you or any other party in this case (including any minor child) have any other current case(s) or past case(s) in the Family Court or Juvenile Court in Clark County?**

YES       NO

**If yes, complete the other side of this form**

PARTY INFORMATION (Please Print)

Plaintiff/Petitioner		Defendant/Respondent/Co-Petitioner	
Last Name:		Last Name:	
First Name:	Middle Name:	First Name:	Middle Name:
Home Address:		Home Address:	
City, State, Zip:		City, State, Zip:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Phone #:	Date of Birth:	Phone #:	Date of Birth:
Attorney Information		Attorney Information	
Name:	Bar No.:	Name:	Bar No.:
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone #:		Phone #:	

(Check one box only for the type of case being filed with this cover sheet)

DOMESTIC	MISC. DOMESTIC RELATIONS PETITIONS	GUARDIANSHIP
<p align="center"><b>Marriage Dissolution</b></p> <input type="checkbox"/> Annulment <input type="checkbox"/> Divorce –No minor child(ren) <input type="checkbox"/> Divorce –With minor child(ren) <input type="checkbox"/> Foreign Decree <input type="checkbox"/> Joint Petition –No minor child(ren) <input type="checkbox"/> Joint Petition – With minor child(ren) <input type="checkbox"/> Separate Maintenance	<input type="checkbox"/> Adoption –Minor <input type="checkbox"/> Adoption –Adult <input type="checkbox"/> Mental Health <input type="checkbox"/> Name Change <input type="checkbox"/> Paternity <input type="checkbox"/> Permission to Marry <input type="checkbox"/> Temporary Protective Order (TPO) <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Child Support/Custody <input type="checkbox"/> Other (identify) _____	<p align="center"><b>Guardianship of an Adult</b></p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate  <p align="center"><b>Guardianship of a Minor</b></p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate  <input type="checkbox"/> Guardianship Trust
MISC. JUVENILE PETITIONS	DA CHILD SUPPORT PETITIONS	
<input type="checkbox"/> Emancipation	<input type="checkbox"/> DA – UIFSA <input type="checkbox"/> DA - Child Support In State	

List children involved in this case (If more than 3 children, please enter the information on the reverse side)

Last Name	First Name	Middle Name	Date of Birth	Relationship
1.				
2.				
3.				

Printed Name of Preparer

Signature of Preparer

Date

Supply the following information about any other proceeding (check all that apply):

- Divorce     Temporary Protective Orders (TPO)     Custody/Child Support
- UIFSA/URESAs     Paternity     Juvenile Court     Other

Please Print

List full name of all adult parties involved			Case number of other proceeding(s)	Approximate date of last order in other proceeding(s)
Last Name	First Name	Middle Name		
1.				
2.				
3.				
4.				

If children were involved (other than those listed on front page), please provide:

Last Name	First Name	Middle Name	Date of Birth	Relationship
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Children involved in this case (continuation from front page)

Last Name	First Name	Middle Name	Date of Birth	Relationship
4.				
5.				
6.				
7.				
8.				

**THIS INFORMATION IS REQUIRED BY**  
**NRS 3.025, NRS 3.223, NRS 3.227, NRS 3.275,**  
**NRS 125.130, NRS 125.230,**  
**And will be kept in a confidential manner by the Clerk's Office.**

# New Policy at the Clerk's Office

Please....

*bring a blank 10X13 envelope when you file your documents.* The clerk will mail your documents to you after they are reviewed by the judge. The clerk's office will pay the postage.