

DECREE OF DIVORCE - HEARING

YOU AND THE OTHER PARTY DO NOT HAVE CHILDREN TOGETHER

**YOU MAY OR MAY NOT HAVE COMMUNITY PROPERTY
AND/OR COMMUNITY DEBTS**

AND

**ONE PARTY MAY OR MAY NOT PAY SPOUSAL SUPPORT
TO THE OTHER PARTY**

EXPLANATION OF DECREE OF DIVORCE

A Decree of Divorce is the document that puts the terms of your divorce into writing. Either side can prepare the Decree of Divorce. If your case had a trial, the judge may tell one party to prepare the Decree. **YOU ARE NOT DIVORCED UNTIL THE JUDGE SIGNS THE DECREE OF DIVORCE AND THE CLERK'S OFFICE HAS FILED THAT DECREE.**

YOU CAN USE THIS DECREE OF DIVORCE IF:

- # You are going to have or have had a divorce hearing before a judge. This hearing can be either a "prove-up" hearing or a trial. (A "prove-up" hearing is a short hearing before the judge when a case is ready for divorce.)
- # You and the other party do not have children together.

INSTRUCTIONS FOR DECREE OF DIVORCE - HEARING

YOU AND THE OTHER PARTY DO NOT HAVE CHILDREN TOGETHER

YOU MAY OR MAY NOT HAVE COMMUNITY PROPERTY
AND/OR COMMUNITY DEBTS

AND

ONE PARTY MAY OR MAY NOT PAY SPOUSAL SUPPORT
TO THE OTHER PARTY

* * * 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 DECREE OF DIVORCE

A. A Decree of Divorce is the document that puts the terms of your divorce into writing. Either side can prepare the Decree of Divorce. If your case had a trial, the judge may tell one party to prepare the Decree. **YOU ARE NOT DIVORCED UNTIL THE JUDGE SIGNS THE**

DECREE OF DIVORCE AND THE CLERK'S OFFICE HAS FILED THAT DECREE.

1. There are several ways to ask a judge to sign a Decree of Divorce if your case is uncontested. However, if you have already filed a Complaint for Divorce, you only have two options: (a) a "prove-up" hearing or b) a Request for Summary Disposition. You can learn more about these options by reading the hand-out "How To Get A Decree of Divorce If Your Case Is Uncontested", which is available at the Self-Help Center and on the Center's Web site at http://www.co.clark.nv.us/district_court/self_help_center.htm. Use this package only if you had or are going to have the "prove-up" hearing or a trial.
 2. A "prove-up" hearing is a short hearing before the judge when a case has settled. If you decide to have a "prove-up" hearing and have not gone to Court for that hearing yet, you may want to read the handout "What You Should Do And Say At Your Uncontested ("Prove-Up") Hearing", which is available at the Self-Help Center and on the Center's Web site.
- B. By local court rule, a Decree of Divorce must be given to the Court to review within 10 days from the date of the hearing unless the Court gives you extra time to prepare it.
- C. You can use this Decree of Divorce if:
- You are going to have or have had a divorce hearing before a judge. This hearing can be either a "prove-up" hearing or a trial.
 - You and the other party do not have children together.
- D. This package should contain the following documents:
- Instructions for Decree of Divorce - Hearing - You And The Other Party Do Not Have Children Together, You May or May Not Have Community Property (items or land/houses that either party bought during the marriage) And/Or Community Debts, One Party May Or May Not Pay Spousal Support To The Other Party.
 - Default
 - Decree of Divorce

- Notice of Entry of Decree of Divorce
- Child Support and Welfare Party Identification Sheet
- Certificate of Mailing
- List of telephone numbers for the judges' staffs and Court Clerks.
- Court information class flyer
- Information about classes taught by UNLV law students
- 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. IF YOU HAD A TRIAL, ORDER A COPY OF THE MINUTES FROM THE CLERK'S OFFICE:

NOTE: You only need to order minutes if you had a trial. If you had an uncontested "prove-up" hearing, you can skip this section and go to section "B", below.

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:

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 word "Plaintiff" under a line and the word "Defendant" under another line. Generally, this caption will remain the same throughout the entire case and will be on every

document filed in this action. In this package, the caption is on the: (a) Decree of Divorce, (b) Default, (c) Notice of Entry of Order, (d) Certificate of Mailing, (e) Affirmation, and (f) Child Support and Welfare Party Identification Sheet.

C. THE DEFAULT:

NOTE: ONLY COMPLETE THIS FORM IF DEFENDANT DID NOT FILE AN ANSWER OR OTHER APPROPRIATE DOCUMENT WITHIN 20 DAYS FROM THE DAY HE/SHE WAS SERVED WITH THE COMPLAINT FOR DIVORCE.

1. If Defendant did not timely file his/her Answer (or other appropriate document), then he/she is in "default". Generally, when the Defendant is in default, you can go ahead with the divorce and the judge will usually give you what you asked for in the Complaint for Divorce. However, the Clerk must "enter" a Default against the Defendant before you can ask the judge to sign your Decree of Divorce. You ask the Clerk to enter a Default by completing the Default form

and returning it to the Clerk's Office so that the Clerk can review it.

2. Insert Plaintiff's name in the space above the word "Plaintiff" in the caption and insert the name of the Defendant in the space above the word "Defendant" in the caption. You can determine who is the Plaintiff and who is the Defendant by looking at other documents 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. The Default uses a fill-in-the-blank format. On the line after the words "in the above entitled action", insert Defendant's name. On the line after the words "Complaint on the", fill in the date that Defendant was served. You can find that information on the Affidavit of Service.

D. THE DECREE OF DIVORCE:

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 line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption. You can determine who is the Plaintiff and who is the Defendant by looking at other documents 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 or will have your hearing after the words "DATE OF HEARING:".
6. Insert the time that you had or will have your hearing after the words "TIME OF HEARING:".
7. The Decree of Divorce uses a fill-in-the-blank format. The Decree will tell you what information you need to put into the blank. If the Decree tells you to check an item, check the box next to the item that applies (i.e., check the box next to either "Plaintiff" or "Defendant" if the Decree of Divorce has "Plaintiff/Defendant")
 - a. If you had a trial, you should use the minutes to fill in the details of the judge's Orders from the hearing. The Court Clerk will return your Decree of Divorce for correction if it does not say the same thing as the minutes.
 - i. If you believe that the Court Clerk made a mistake in the minutes, either because something was left out or because the judge ordered something different, you will need to contact the Clerk that typed the minutes and tell him/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. The Court Clerk will tell you what steps you will need to take to ask for a correction to the minutes. You may contact the Court Clerk by either going to the Clerk's Office in person or by calling the Court Clerk. A list of telephone numbers for the judges' Court Clerks is included in this package. You should be aware that a Court Clerk spends about one-half of his/her time in the courtroom and you will not be able to speak to the Clerk while he/she is in the courtroom. Therefore, it may take a few days before the Court Clerk can return your call or see you in person.
 - b. The last page of the Decree has room for both parties' signatures. Both parties need to sign the Decree unless:
 - i. A Default has been entered (See Section

III, below.) or

- ii. You have had a hearing and the judge told you that the other party did not need to sign the Decree.

E. THE NOTICE OF ENTRY OF DECREE OF DIVORCE:

NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE DECREE OF DIVORCE HAS BEEN FILED.

1. The Notice of Entry of Decree of Divorce is the document that tells the other party that the Decree 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 line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption.
4. Insert the case number on the line after the words "CASE NO."
5. Insert the department letter on the line after the words "DEPT. NO."
6. Insert the date that you had or will have your hearing after the words "DATE OF HEARING:".
7. Insert the time that you had or will have your hearing after the words "TIME OF HEARING:".
8. 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.

F. THE CERTIFICATE OF MAILING:

NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED YOUR DECREE OF DIVORCE. PART OF THIS DOCUMENT WILL HAVE TO BE COMPLETED BY SOMEONE ELSE. (PLEASE SEE NEXT PARAGRAPH AND SECTION VII, 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 line above the word "Plaintiff" in the caption and

insert the name of the Defendant on the line above the word "Defendant" in the caption.
4. Insert the case number on the line after the words "CASE NO." on your documents.
5. Insert the department letter on the line after the words "DEPT. NO."
6. 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.
 - b. The third party will need to sign the Certificate of Mailing before a Public. The Self-Help Center has a Notary available. **Do not make any copies until the document is notarized.**

G. THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET:

1. Nevada law states that the State of Nevada's Welfare Department and the Court must have a record of each party's Social Security Number whenever a decree of divorce is filed. You do this by filing the Child Support and Welfare Party Identification Sheet with the Court and mailing a file-stamped copy of the form to the welfare department.

Note: Each party should complete a Child Support and Welfare Party Identification Sheet using their own information. Additional Child Support and

Welfare Party Identification Sheets are available at the Self-Help Center or at the Clerk's Office's filing counter.

2. Insert the name of the Plaintiff on the line above the words "Plaintiff/Petitioner" in the caption and insert the name of the Defendant on the line above the words "Defendant/Respondent" in the caption.
3. Insert the case number on the line after the words "CASE NO."
4. Insert the department letter on the line after the words "DEPT. NO."
5. The Child Support and Welfare Party Identification Sheet uses a fill-in-the-blank format and will tell you what information you need to put into the blank.
 - a. Do not check either box regarding custody
 - b. Only complete the lines through the information about your Social Security Number. (Do not complete the information about your driver's license, etc.)

H. 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. STEP 2: ASK THE CLERK'S OFFICE TO ENTER THE DEFAULT (IF NECESSARY)

NOTE: DO THIS STEP ONLY IF THE DEFENDANT HAS NOT FILED AN ANSWER OR OTHER DOCUMENT. OTHERWISE, PLEASE SKIP THIS SECTION AND GO TO SECTION IV.

NOTE: IF THE OTHER SIDE HAS MADE ANY ATTEMPT TO RESPOND TO YOUR COMPLAINT (OR COUNTERCLAIM, IF YOU ARE THE DEFENDANT), YOU SHOULD SPEAK TO AN ATTORNEY BEFORE YOU ASK THE CLERK TO ENTER A DEFAULT. The rules and law for entering a Default in this situation are very complicated. The Self-Help Center has a listing of attorneys who are willing to take domestic law cases.

- A. As mentioned above, the Clerk generally must enter a "Default" against the Defendant before the judge will sign a Decree of Divorce.
- B. Make three copies of the Default and one copy of the Affirmation. Then use a two-hole punch on the top of the original documents and also stamp or write "original" on them in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Take the original and the copies of the Default and the Affirmation to the filing counter at the Clerk's Office. That Clerk will take your paperwork and give it to the Clerk who reviews this type of document. That Clerk will review your file to make sure that Defendant was properly served, that Defendant has not

filed an Answer (or other appropriate document), and that the Default paperwork is completed correctly. If everything is in order, the Clerk will "enter" the Default. This process usually takes about two days.

1. 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.
2. If the Clerk entered the Default, the Clerk's Office will keep the original Default and stamp the copies to indicate that the original Default has been filed. These copies are called "file-stamped" copies and they are the documents you will receive when you receive your papers from the Clerk's Office.
3. If your paperwork needs correction, the Clerk who reviewed the paperwork will attach a note to it. You will need to correct the papers and go through steps A through C of this section again.

IV. STEP 3: PREPARE YOUR DOCUMENTS FOR THE JUDGE'S REVIEW:

- A. Make three copies of the Decree of Divorce.
- B. You need to use a two-hole punch on the top of the original Decree of Divorce and also stamp or write "original" on the original Decree in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.

V. STEP 4: THE COURT'S REVIEW OF THE DECREE OF DIVORCE:

- A. If you are going to have a "prove-up" hearing, take the Decree of Divorce and a file-stamped copy of the Default to that hearing. The judge will usually sign the Decree while you wait.
 1. After the judge gives the signed Decree to you, you will need to file it at the Clerk's Office. **YOU ARE NOT DIVORCED UNTIL YOU HAVE FILED THE DECREE AT THE CLERK'S OFFICE.** Take the original

Decree and at least two copies to the filing counter at the Clerk's Office. Also take an original and one copy of an Affirmation. The Clerk will keep the originals and return the file-stamped copies to you.

- a. You may want to bring extra copies of the Decree with you to the Clerk's Office because it is faster to get certified copies at the time that you file your Decree than if you have to order them later. If you have copies of the Decree ready for the Clerk to certify, the charge is \$3.00 per certified copy. If the Court Clerk has to make copies of the Decree, there is an additional charge of \$1.00 per page.
- B. If you had a trial or did not take the Decree of Divorce with you to the "prove-up" hearing, you will need to do the following:
1. Take the original Decree of Divorce and at least two copies of the Decree to the courthouse. Take the original and one copy of the Affirmation to the courthouse. (Keep the other copy of the Decree for your records.) Take the papers to the filing counter at the Clerk's Office and tell the Court Clerk that you would like him/her to give the papers to the Clerk that was in court for your hearing.
 - a. You may want to get certified copies of the Decree of Divorce. It is faster to get certified copies at the time that you submit your paperwork for review than if you have to order them later. If you have copies of the Decree ready for the Clerk to certify, the charge is \$3.00 per certified copy. If the Court Clerk has to make the copies of the Decree, there is an additional charge of \$1.00 per page.
 2. The Court Clerk who was in court for your hearing will review your Decree of Divorce. If you need to make corrections, the Clerk will put a note on your Decree to tell you how to correct it. It usually takes between one-to-two weeks from the time that you give your Decree to the Court Clerk

until it is ready to be picked up.

3. 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.
4. If the judge signed your Decree of Divorce, the Clerk's Office will automatically file the Decree for you. Once the file-stamp is on the Decree, you are divorced.
5. If your paperwork comes back with a note from the Court Clerk, you will need to follow those instructions and go through steps 1-3 again after you have made the corrections.

VI. STEP 5: PREPARE AND FILE THE NOTICE OF ENTRY OF DECREE OF DIVORCE

- A. Bring the Notice of Entry of Decree of Divorce and an Affirmation with you when you pick up your file-stamped copies of the Decree from the Clerk's Office.
- B. Prepare the Notice of Entry of Decree and the Affirmation. (Please see Section II, above.)
- C. Make two copies of the Notice of Entry of Decree of Divorce and one copy of the Affirmation.
- D. You need to use a two-hole punch on the top of the original documents and also stamp or write "original" in between the two holes on the original documents. The Self-Help Center has a two-hole punch and a stamp that you can use.
- E. 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.

VII. STEP 6: SERVE THE DOCUMENTS ON THE ON THE OPPOSING PARTY

- 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 Decree of Divorce, the Default (if used) and the Notice of Entry of Decree of Divorce 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 Decree of Divorce, a Default, and a Notice of Entry of Decree of Divorce.
1. If the other party does not have an attorney, the third party should mail the documents to the other party'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.

VIII. STEP 7: FILE THE CERTIFICATE OF MAILING AND FILE AND MAIL THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET

- A. After the third party has mailed the Decree of Divorce, Default (if used) and Notice of Entry of Decree of Divorce 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)
- B. Make one copy of the Certificate of Mailing, one copy of the Affirmation, and three copies of the Child Support and Welfare Party Identification Sheet.
- C. You need to use a two-hole punch on the top of the original documents and also stamp or write "original" on the original of both documents. 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. Keep one copy of each document for your records.
- E. Mail one return-stamped copy the Child Support and Welfare Party Identification Sheet to:

State of Nevada
Child Support Enforcement and Human Resources Division
3120 East Desert Inn Rd.
Las Vegas, NV 89121

**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 DECD
(Your name) _____
2
(Address) _____
3 _____
4
(Telephone) _____
5 In Proper Person

6 DISTRICT COURT

7
8 CLARK COUNTY, NEVADA

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

15 **DECREE OF DIVORCE**

16 This cause coming on for hearing before the above-entitled court, and Plaintiff appearing in
17 Proper Person, and Defendant (check one) [] not appearing/ [] appearing in Proper Person, and
18 after reviewing the pleadings and papers on file and hearing the testimony presented this date, the
19 Court finds as follows:

- 20 1. That the Court has complete jurisdiction in the premises, both as to the subject matter
21 thereof as well as the parties hereto;
- 22 2. That (check one) [] Plaintiff/ [] Defendant is now and has been an actual bona fide
23 resident of Clark County, Nevada and has been actually domiciled therein for more than six weeks
24 immediately preceding the commencement of this action;
- 25 3. That the parties were married on (date of wedding) _____ in (city and state)
26 _____;

1 4. That there are no minor children the issue of this marriage, none adopted, and []
2 Plaintiff/ [] Defendant is not currently pregnant ;

3 5. **(CHECK ONLY ONE BOX)**

4 [] That there is no community property to be adjudicated by the Court;

5 **OR**

6 [] That the property division set forth below is, to the extent possible, an equal
7 distribution of the community property;

8 6. **(CHECK ONLY ONE BOX)**

9 [] That there are no community debts to be adjudicated by the Court;

10 **OR**

11 [] That the division of community debts set forth below is, to the extent possible, an
12 equal distribution of the community debts;

13 7. **(CHECK ONLY ONE BOX)**

14 [] That neither party should be awarded spousal support;

15 **OR**

16 [] That the Court should award spousal support as set forth below;

17 8. **(CHECK ONLY ONE BOX)**

18 [] That [] Plaintiff/ [] Defendant should not have her former or maiden name
19 restored.

20 **OR**

21 [] That [] Plaintiff/ [] Defendant should have her former or maiden name of
22 _____ restored to her.

23 **OR**

24 [] that [] Plaintiff/ [] Defendant never changed her name and therefore should
25 retain her current name.

1 9. That (check one) [] Plaintiff/ [] Defendant should be granted a Decree of Divorce
2 for the reasons set forth in the (check one) [] Complaint/ [] Counterclaim;

3 Therefore, **IT IS ORDERED, ADJUDGED AND DECREED** that the bonds of matrimony
4 now and heretofore existing between the parties are hereby wholly dissolved, set aside and forever
5 held for naught, and an absolute Decree of Divorce is hereby granted to the parties, and each of the
6 parties are hereby restored to the status of a single, unmarried person.

7 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that Plaintiff shall be
8 awarded the following community property: (If no community property write “NOT APPLICABLE”
9 on the first blank. If there is community property but Plaintiff will not receive any property, write
10 “NONE” on the first blank.)

- 11 a. _____
- 12 b. _____
- 13 c. _____
- 14 d. _____

15 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that Defendant shall be
16 awarded the following community property:(If no community property write “NOT APPLICABLE”
17 on the first blank. If there is community property but Defendant will not receive any property, write
18 “NONE” on the first blank.)

- 19 a. _____
- 20 b. _____
- 21 c. _____
- 22 d. _____

23 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that Plaintiff shall pay the
24 following community debts: (If no community debts write “NOT APPLICABLE” on the first blank.
25 If there are community debts but Plaintiff will not receive any debts, write “NONE” on the first
26 blank.)

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

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that Defendant shall pay the following community debts: (If no community debts, write "NOT APPLICABLE" on the first blank. If there are community debts but Defendant will not receive any debts, write "NONE" on first blank.)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that (check party that will pay spousal support) Plaintiff/ Defendant shall pay to (check party who will receive spousal support) Plaintiff/ Defendant spousal support in the amount of (amount - if none will be paid, write "NONE") \$_____ per month for ___ (check one) months/ years.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that Plaintiff/ Defendant's name shall (check one) change to/ stay as name of (full name wife wants to have)_____.

///
///
///

1 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that each party shall
2 provide their social security numbers on a separate form to the Court and to the Welfare Division of
3 the Department of Human Resources pursuant to NRS 125.130. Such information shall be
4 maintained by the Clerk in a confidential manner and not part of the public record.

5

6 DATED this ____ day of (month)_____,(year)_____.

7

8

DISTRICT COURT JUDGE

9

10 Respectfully Submitted:

11

(Plaintiff's signature) _____

12

13

14

15

Plaintiff In Proper Person

16

17

(Defendant's signature) _____

18

19

(Address)

20

21

(Telephone)

22

Defendant in Proper Person

23

///

24

///

25

///

26

27

28

1 **DFLT**

Name: _____

2 Address: _____

3 Telephone No.: _____

4
5 DISTRICT COURT
6 CLARK COUNTY, NEVADA
7

8
9 _____
Plaintiff(s),

10 -vs-

11
12 _____
Defendant(s).

CASE NO. _____

DEPT. NO. _____

13
14 **DEFAULT**

15 It appearing from the files and records in the above entitled action that (name of
16 Defendant(s)) _____, Defendant(s) herein,
17 being duly served with a copy of the Summons and Complaint on the _____ day of
18 _____, 20____; that more than 20 days, exclusive of the day of service, having
19 expired since service upon the Defendant(s); that no answer or other appearance
20 having been filed and no further time having been granted, the default of the above-
21 named Defendant(s) for failing to answer or otherwise plead to Plaintiff's Complaint is
22 hereby entered.

23 STEVEN D. GRIERSON, CLERK OF COURT

24
25 By: _____
26 Deputy Clerk Date

27 Submitted By:

28 _____
Signature Date

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 _____)
9 Plaintiff,)
10 vs.)
11 _____)
12 Defendant.)

CASE NO.: _____
DEPT. NO.: _____

13 **NOTICE OF ENTRY OF DECREE OF DIVORCE**

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 Decree of Divorce was duly entered in the above-
19 referenced case on the ____ day of _____, _____.

20 DATED this ____ day of _____, _____.

21
22 By: _____
23 _____
24 _____
25 _____

26 (Check one) 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

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

17 (Other party's name) _____
18 (Other party's address) _____
19 (Address) _____
20 (Address) _____

20 DATED this _____ day of _____, (year) _____.

21 (Signature of person who mailed document) _____
22 (Name of person who mailed document) _____

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

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

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

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

NEVADA STATE DIVISION OF WELFARE AND SUPPORTIVE SERVICES

WITH CHILD SUPPORT

CHILD SUPPORT ENFORCEMENT

WITHOUT CHILD SUPPORT

CASE NO. _____
DEPT. NO. _____

IN THE _____ JUDICIAL DISTRICT COURT
OF THE STATE OF NEVADA
IN AND FOR _____

_____)
_____)
vs. _____)
_____)

**COURT ORDER
INFORMATION SHEET**

CUSTODIAN

Name: _____
(First) (Middle) (Last)

Residential Address: _____ Apt. #: _____

Mailing Address: _____ Apt. #: _____

City: _____ State: _____ ZIP: _____ Telephone Number (____) _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Driver's License No.: _____ State: _____

Are you employed? YES NO Domestic Violence? YES NO (Check "YES" if this person's identifying information should be kept confidential.)

Name of Employer: _____

Business Address: _____

City: _____ State: _____ ZIP: _____ Employer Telephone No. (____) _____

NONCUSTODIAL PARENT

Name: _____
(First) (Middle) (Last)

Residential Address: _____ Apt. #: _____

Mailing Address: _____ Apt. #: _____

City: _____ State: _____ ZIP: _____ Telephone Number (____) _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

Driver's License No.: _____ State: _____

Are you employed? YES NO Domestic Violence? YES NO (Check "YES" if this person's identifying information should be kept confidential.)

Name of Employer: _____

Business Address: _____

City: _____ State: _____ ZIP: _____ Employer Telephone No. (____) _____

CHILD(REN) INVOLVED IN THIS CASE: (Place an X by each child's name under DV if identifying information should be kept confidential.)

Name: _____ SSN _____/_____/_____ DOB _____/_____/_____ DV _____

Name: _____ SSN _____/_____/_____ DOB _____/_____/_____ DV _____

Name: _____ SSN _____/_____/_____ DOB _____/_____/_____ DV _____

Name: _____ SSN _____/_____/_____ DOB _____/_____/_____ DV _____

Name: _____ SSN _____/_____/_____ DOB _____/_____/_____ DV _____

If more than 5 children's names are applicable, please list their names on a separate sheet of paper and attach.

Signature

Date

The information captured on this form will be forwarded to the Federal Case Registry as required by federal law. If you do not want your identifying information shared with other states because of domestic violence, please check YES to the question on domestic violence.

Nevada's Division of Welfare and Supportive Services (DWSS), Child Support Enforcement Program (CSEP) is required by Chapter 42 of the United States Codes, federal regulations and state laws to obtain the Social Security Numbers (SSNs) of participants in cases involving child support orders. The CSEP will use these SSNs only for the purposes outlined in the federal law, federal regulations, state laws and state regulations that govern the CSEP. Social Security Numbers will be maintained in a confidential manner.

Within ten (10) days after a Nevada court issues a child support order, each party listed in the order must file the following information with the court that issued the order and the Division of Welfare and Supportive Services:

1. Social Security Number;
2. Residential and mailing address;
3. Telephone number;
4. Driver's License number, and
5. Name, address and telephone number of employer.

Each party shall update the information filed with the court and the Division of Welfare and Supportive Services (DWSS) within ten (10) days after the information becomes inaccurate. Information directed to DWSS should be mailed to:

- Nevada State Division of Welfare and Supportive Services
Child Support Enforcement Program
1470 College Parkway
Carson City, Nevada 89706-7924

This requirement can be found in Nevada Revised Statutes 125B.055 and 125.230.

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.