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# Divorce

## Community Legal Education Class

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### Attendee Manual

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Legal Aid Center of Southern Nevada  
William S. Boyd School of Law  
(Student Volunteers)

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## COMMUNITY LEGAL EDUCATION CLASSES

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We are happy you have chosen to attend this legal education class and hope you will gain valuable information.

- ❖ This class is provided as a community service by the William S. Boyd School of Law and Legal Aid Center of Southern Nevada. The purpose of the class is to provide legal information to the public about court procedures, court rules, and Nevada law, along with tips on how to present a case in court.
- ❖ This class is taught by law students. Law students are not attorneys and cannot offer legal advice. An attorney from the William S. Boyd School of Law or Legal Aid Center of Southern Nevada will be present during the class to assist the law students.
- ❖ Forms are provided to assist you with representing yourself in court. However, the Judge assigned to hear your case may require changes to these forms before the Judge will accept them. A Judge is not required to grant any of the relief requested in a form or discussed in this class. The result in any case will be determined by the Judge, based on the facts and law of that case.
- ❖ ***This class cannot take the place of a private attorney.*** We highly recommend that you consult with a private attorney prior to filing any documents in your case.
- ❖ This class is open to all members of the public. It is possible that both sides to a dispute may attend this class. You should not disclose any confidential personal information to the law students or the supervising attorney during class. Any confidential personal information you disclose in class is not privileged and could be discovered by another party in litigation.

<p><b>NOTE TO PARTICIPANTS:</b> The William S. Boyd School of Law and Legal Aid Center of Southern Nevada will not provide you with legal advice specific to your case in this class and are not offering or agreeing to represent you in any legal matter by agreeing to your participation in this class.</p>
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## PART ONE: LEGAL RESOURCES AVAILABLE TO YOU

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### Family Court

Family Court is a division of the Eighth Judicial District and the Judges are State District Court Judges. Family Court handles the following matters:

- Divorce
- Child Custody, Visitation, & Child Support
- Property and Debt Division
- Spousal Support (i.e. alimony)
- Paternity
- Guardianship
- Domestic Violence Protection Orders
- Juvenile Matters

The Family Court is located at 601 N. Pecos Road (at Bonanza), Las Vegas, Nevada. The phone number is (702) 455-2385. Some Family Court Judges work out of the Regional Justice Center, which is located at 200 Lewis Avenue, Las Vegas, Nevada 89155. The phone number is (702) 671-4528. It is important to determine which building your Judge is in early in the case.

**Family court hearings take place either in person or via video** through the “Blue Jeans” app. Contact your judge’s staff if you need instructions on how to participate in a hearing online.

## Legal Aid Center of Southern Nevada

Legal Aid Center coordinates attorneys willing to volunteer their time to represent low income people with civil legal problems, including divorces. Litigants in Clark County who meet financial guidelines may be eligible for the program and should contact the Legal Aid Center to meet with an Advocate to apply for the program. You will be notified in writing if you meet the program guidelines and attorney resources are available. If accepted, it may take approximately 30 to 90 days to place your case with an attorney. Additional information may be obtained by calling: (702) 386-1070 or toll free at (800) 522-1070, or emailing [info@lacsnsn.org](mailto:info@lacsnsn.org).

### Domestic Violence Cases Prioritized

- Domestic Violence Victims
- Sexual Assault
- Parental Abductions
- LGBTQ victims of violence

\*applicants with a record of committing act(s) of domestic violence are not likely to be accepted.

### Other Program Priorities

- Senior Citizen / Elderly
- Disabled
- Jurisdictional challenges
- Loss of benefits cases
- Limited ability to communicate in court
- Primary caregivers with proof that joint custody or visitation to the other party is not in the best interest of the children.

**PLEASE NOTE** that due to lack of resources, there is no guarantee of case acceptance.

When the Legal Aid Center lacks attorney resources to place cases with lawyers, parties may utilize the **Ask-A-Lawyer Program** to obtain a free one-on-one consultation with a family law attorney for advice, guidance and direction. You can sign up on line at [www.lacsnsn.org/what-we-do/ask-a-lawyer](http://www.lacsnsn.org/what-we-do/ask-a-lawyer) or call (702) 386-1070, ext. 1731.

## Family Court Self-Help Center

The Family Law Self-Help Center provides legal forms and information on court process and procedures. The Self-Help Center provides forms (joint petitions, complaints, answers, counterclaims, motions, etc.) free of charge. Forms can be downloaded free of charge at the Self-Help Center website, [www.familylawselfhelpcenter.org](http://www.familylawselfhelpcenter.org).

The forms are “fill in the blank” forms that do not need to be retyped and can be filled out and printed from a computer. Most of the sample forms in this book are from the Family Law

Self-Help Center. We have chosen only samples in order to illustrate a given situation. The Family Law Self-Help Center has many variations of each form so make sure you choose the ones that are most applicable to your situation.

The Self-Help Center also has several automated interviews where you can answer questions online and have the forms automatically created (similar to TurboTax) that are more accurate and much neater. The interviews can be accessed at <https://nevada.tylertech.cloud/SRL/SRL>. The interviews also help a person with the usually challenging areas of calculating child support and proposing visitation schedules. The following interviews are available (in English only):

- Custody complaint
- Custody answer/counterclaim
- Divorce joint petition
- Divorce complaint
- Divorce answer/counterclaim
- Fee waiver
- Protection Orders

The Family Law Self-Help Center is located in the Family Court at 601 N. Pecos Road, Las Vegas, Nevada, 89101 on the first floor. The Center is open 8:00 a.m. to 4:00 p.m. Monday-Friday. The phone number is (702) 455-1500, or you can email them at [flshcinfo@lacsns.org](mailto:flshcinfo@lacsns.org).

## **State Bar of Nevada Lawyer Referral Service**

The State Bar of Nevada has both a lawyer referral service and a program offering low cost legal consultations. Call (702) 382-0504 for information. In addition, inquire about “**unbundled**” attorneys who represent litigants for specific aspects of cases as opposed to representation throughout the case. Because “unbundled” attorneys are not retained for the duration of the case, they can be more affordable if financial resources for litigation are limited.

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## PART TWO: KNOW THE LAW

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### Jurisdictional and Residency Requirements

**Parties:** One of the parties must be a resident of Nevada for the Court to exercise jurisdiction over the parties. One party must have lived in and been physically present in Nevada for at least SIX WEEKS before filing a Complaint or Counterclaim for Divorce. However, if the other party does not have “minimum contacts” with the State of Nevada, the Court may not have jurisdiction over that person and may not be able to make financial based orders.

**Children:** The parties’ child(ren) must be Nevada residents for at least SIX MONTHS before the filing of the Complaint for Divorce before Nevada can enter orders regarding custody or visitation pursuant to the Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA). There are exceptions to the general rules which should be discussed with an attorney.

#### ***NOTE RE: COURT FEES***

*There is a cost to file any of the court actions described below and/or to Answer court papers filed against you. If you cannot afford the fees, you may apply for a fee waiver by completing the forms known as “In Forma Pauperis” which can be obtained online or at the Self-Help Center.*

### Termination of the Marriage

When a married couple gets a divorce, there are four (4) main issues that the court will decide:

1. Termination of the marriage
2. Parent/Child issues (Child Custody, Child Support and Visitation)
3. Division of community property and debt
4. Alimony (spousal support)

Nevada is a “**no fault**” divorce state. This means the party seeking to obtain the divorce does not have to prove fault of the other party in court in order to be entitled to a divorce.

Parties must allege one of the following grounds for divorce:

- Incompatibility (most common ground).

- Insanity existing for 2 years prior to the commencement of the action; or
- Spouses have lived separate and apart for one (1) year without cohabitation.

A divorce can proceed in one of two ways: it can be contested (the parties do not agree to all of the terms of the divorce such as child custody or how to divide the debts and property) or uncontested (the parties agree to all of the terms of the divorce.).

## **Division of Community Property and Debt**

Nevada is a community property state. This means that the law presumes that all property (assets and debts) acquired or incurred during the marriage is community property and belongs equally to both parties. Community property must be divided in a fair and equal manner.

Community property includes, but is not limited to bank accounts, personal property, businesses, real property (house, commercial buildings, land), stocks, bonds, retirement plans, retirement pensions and plan(s), debts, vehicles, and valuable collections.

Generally, separate property is property or debt acquired before marriage as well as inheritances, personal injury proceeds, and some gifts. Separate property may belong solely to one spouse. Separate property can be transmuted or transferred to community property in some circumstances. It is a good idea to consult with an attorney before agreeing to any significant property division.

## **Alimony (Also known as “Spousal Support”)**

One party may be able to receive financial support from the other spouse after the divorce in certain circumstances. There is no formula for awarding alimony; it is decided on a case-by-case basis. Some factors the Court will consider in deciding whether to award alimony are:

- The financial condition of each spouse;
- The nature and value of the respective property of each spouse;
- The duration of the marriage;
- The income, earning capacity, age and health of each spouse;
- The standard of living during the marriage;
- The existence of specialized education or training;
- The contribution of either spouse as homemaker;

- The award of property granted by the court in the divorce;
- The physical and mental condition of each party; and
- The earning disparity between the parties and future earning disparity.

The complete list of factors can be found in NRS 125.150(9). The Court may award alimony if some of these factors are present.

Alimony can be awarded for a limited period of time, in a lump sum payment, until death, or until the party receiving alimony gets remarried. The Court can also award rehabilitative alimony so that the spouse who earns less money may obtain an education or job skills.

## **Domestic Partnerships**

Domestic Partnerships (codified in NRS 122A) are civil unions between persons which grants the same protections, benefits, duties, responsibilities as would be afforded to parties to any other contract. Although there is a requirement that the parties “have chosen to share one another’s lives in an intimate, committed relationship of mutual caring”, a domestic partnership is not a marriage.

If the partnership is less than five years and there are no children, property, debt, or alimony claims (or, a written agreement resolving issues of children, property, debt and alimony), the partnership may be terminated by filing a Termination of Domestic Partnership. For more information go to Nevada Secretary of State website at: [www.nvsos.gov](http://www.nvsos.gov)

If you do not meet those requirements, you will need to file either a Complaint to Terminate a Domestic Partnership or a Joint Petition to Terminate a Domestic Partnership. The process is the same as if you were filing for divorce. The forms are available at the Family Law Self-Help Center.

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## **CHILD CUSTODY ISSUES**

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Children born during a marriage are presumed to be the parties’ children. Paternity is already established and the court will proceed with custody, visitation and child support issues. Local rules require that all contested child custody issues be resolved by the court prior to the setting of a trial date on property, debt and alimony issues.



The Court will award two types of custody: Legal Custody and Physical Custody.

- 1) **Legal Custody** refers to the ability of a parent to participate in material life decisions that affect children, such as healthcare, religion, education, and the right to receive documentation regarding the children directly from third parties. ***There is a statutory presumption for granting parents joint legal custody over the children.*** A court will grant a party either joint or sole legal custody.
- 2) **Physical custody** refers to the actual physical care and control of children; in other words, the place where the children reside. A parent may be awarded sole, primary, or joint physical custody of a child. There is a statutory preference that joint physical custody is in the best interest of the child under certain circumstances.

**If physical custody is contested, the Court will consider the following factors in determining the best interest of the child:**

- a) wishes of the child if child is of sufficient age and capacity to form an intelligent preference;
- b) any nomination by a parent or guardian for the child;
- c) which parent is likely to allow the child to have frequent associations and a continuing relationship with the noncustodial parent;
- d) the level of conflict between the parties;
- e) the ability of the parents to cooperate to meet the needs of the child;
- f) the mental and physical health of the parents;
- g) the physical, developmental and emotional needs of the child;
- h) the nature of the relationship of the child with each parent;
- i) the ability of the child to maintain a relationship with any sibling of the child;
- j) whether parent has committed an act(s) of domestic violence against the child, parent of the child or person residing with the child; any history of parental abuse or neglect of the child or a sibling of the child; and
- k) whether the parent committed an act of abduction against the child or a sibling of the child.

## **Visitation**

Visitation describes the time or the scheduled period of time that each parent has with the child(ren). When one parent is granted primary or sole physical custody over children, this parent

is called the custodial parent and the other parent is called the noncustodial parent. The court will determine the noncustodial parent's visitation schedule considering what is in the best interest of the child(ren).

There is no correlation between child support and visitation. **A parent may not withhold visitation because the other parent is delinquent on child support.**

## Child Support

### How is the amount of child support determined?

Nevada law contains specific guidelines for the correct amount of child support to be awarded, located in Nevada Administrative Code (NAC) Chapter 425. The easiest way to estimate child support is to use the online calculator by searching "Nevada child support calculator" online

(<https://nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx>).

If one party has sole or primary physical custody, the non-custodial parent pays child support at a percentage of his or her gross monthly income as follows:

	One Child	Two Children	Three Children	Four Children	Add'l Children
First \$6,000 of non-custodial parents GMI	16%	22%	26%	28%	2% for each add'l
Additional percentage for next \$6,000 – 10,000 of non-custodial parents GMI	8%	11%	13%	14%	1%

If the Court orders joint physical custody, child support is calculated at the above percentages for both parents. The parent with the higher income will pay the parent with the lower income the difference.

Child support may be adjusted upwards or downwards according to the specific needs of the child and the economic circumstances of the parties.

The court may adjust child support for low-income payers at 75% to 150% of the Federal Poverty Guidelines. See the "Low Income Child Support Schedule" to see what child support could be calculated at for low-income payers.

The parties may stipulate and agree on each other's gross monthly income subject to certain factors. However, the court may reject the agreement if it is determined it was a product of coercion.

The Court must consider the reasonable costs of child care paid by either party or both parties and make an equitable division of those costs.

## LOW INCOME CHILD SUPPORT SCHEDULE FOR PARENTS WHO EARN LESS THAN \$1823 PER MONTH

Child Support Obligation of Low-Income Payers  
at 75% to 150% of the 2023 Federal Poverty Guidelines

	One Child		Two Children		Three Children		Four Children		Five Children	
Monthly Income Up To	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount
\$911	10.56%	\$96	14.52%	\$132	17.16%	\$156	18.48%	\$168	19.80%	\$180
\$944	10.75%	\$101	14.79%	\$140	17.48%	\$165	18.82%	\$178	20.16%	\$190
\$976	10.95%	\$107	15.05%	\$147	17.79%	\$174	19.16%	\$187	20.53%	\$200
\$1,009	11.14%	\$112	15.32%	\$155	18.11%	\$183	19.50%	\$197	20.89%	\$211
\$1,041	11.34%	\$118	15.59%	\$162	18.42%	\$192	19.84%	\$207	21.26%	\$221
\$1,074	11.53%	\$124	15.86%	\$170	18.74%	\$201	20.18%	\$217	21.62%	\$232
\$1,107	11.73%	\$130	16.12%	\$178	19.05%	\$211	20.52%	\$227	21.99%	\$243
\$1,139	11.92%	\$136	16.39%	\$187	19.37%	\$221	20.86%	\$238	22.35%	\$255
\$1,172	12.11%	\$142	16.66%	\$195	19.69%	\$231	21.20%	\$248	22.71%	\$266
\$1,204	12.31%	\$148	16.92%	\$204	20.00%	\$241	21.54%	\$259	23.08%	\$278
\$1,237	12.50%	\$155	17.19%	\$213	20.32%	\$251	21.88%	\$271	23.44%	\$290
\$1,269	12.70%	\$161	17.46%	\$222	20.63%	\$262	22.22%	\$282	23.81%	\$302
\$1,302	12.89%	\$168	17.73%	\$231	20.95%	\$273	22.56%	\$294	24.17%	\$315
\$1,334	13.09%	\$175	17.99%	\$240	21.26%	\$284	22.90%	\$305	24.54%	\$327
\$1,367	13.28%	\$182	18.26%	\$250	21.58%	\$295	23.24%	\$318	24.90%	\$340
\$1,399	13.47%	\$188	18.53%	\$259	21.90%	\$306	23.58%	\$330	25.26%	\$353
\$1,432	13.67%	\$196	18.79%	\$269	22.21%	\$318	23.92%	\$343	25.63%	\$367
\$1,465	13.86%	\$203	19.06%	\$279	22.53%	\$330	24.26%	\$355	25.99%	\$381
\$1,497	14.06%	\$210	19.33%	\$289	22.84%	\$342	24.60%	\$368	26.36%	\$395
\$1,530	14.25%	\$218	19.60%	\$300	23.16%	\$354	24.94%	\$382	26.72%	\$409
\$1,562	14.45%	\$226	19.86%	\$310	23.47%	\$367	25.28%	\$395	27.09%	\$423
\$1,595	14.64%	\$234	20.13%	\$321	23.79%	\$379	25.62%	\$409	27.45%	\$438
\$1,627	14.83%	\$241	20.40%	\$332	24.11%	\$392	25.96%	\$422	27.81%	\$452
\$1,660	15.03%	\$249	20.66%	\$343	24.42%	\$405	26.30%	\$437	28.18%	\$468
\$1,692	15.22%	\$258	20.93%	\$354	24.74%	\$419	26.64%	\$451	28.54%	\$483
\$1,725	15.42%	\$266	21.20%	\$366	25.05%	\$432	26.98%	\$465	28.91%	\$499
\$1,757	15.61%	\$274	21.47%	\$377	25.37%	\$446	27.32%	\$480	29.27%	\$514
\$1,790	15.81%	\$283	21.73%	\$389	25.68%	\$460	27.66%	\$495	29.64%	\$531
\$1,823	16.00%	\$292	22.00%	\$401	26.00%	\$474	28.00%	\$510	30.00%	\$547

## **Frequently Asked Questions:**

### **How does a custodial parent get child support?**

Every child has the right to support from **both** parents regardless of whether the parents are divorced, separated, or have never been married. Each parent has a legal obligation to provide for the maintenance, health care, education, and support of their minor children (for purposes of child support, generally a child is considered a minor until they reach 18 years of age).

A parent can obtain a court order for child support from the other parent in several different ways:

- Child support may be ordered/agreed to in a Divorce or Separate Maintenance action.
- Child support may be ordered/agreed to in a Paternity or Custody action.
- Child support may be ordered (temporarily) as part of an Extended Protection Order, if paternity has been established.
- Child support may be ordered through an enforcement or establishment action brought by the Clark County District Attorney Family Support unit.

### **What services are provided by the District Attorney Family Support Division (DAFS)?**

DAFS offers Clark County residents a variety of services relating to the support of minor children residing in Clark County, Nevada. DAFS can establish a child's paternity, obtain and enforce child support orders, locate a missing parent, review and modify child support orders, and provide child support payment collection and processing services. Contact DAFS at (702) 671-9200.

### **How long does the obligation to pay child support last?**

Generally, child support must be paid until the child reaches 18 years of age. However, if the child is still in high school, child support will continue until the child's graduation from high school or the child's 19<sup>th</sup> birthday, whichever occurs first.

### **Can an Order for child support be changed?**

**Yes, under the following situations:**

- 1) The court can review child support every 3 years at the request of either parent or legal guardian of the minor child;

- 2) The court may review the child support ordered at any time upon the filing of a motion to modify support. Any modification or adjustment of the child support obligation must be based upon a change in circumstances (*Example: a change of 20% or more in the gross monthly income of a parent or a factual change in circumstances*); or
- 3) The parties stipulate or agree to a modification. However, the court can reject the agreement if it does not comply with the law.

### **How can I enforce an order for child support when the noncustodial parent is not making payments?**

The easiest way to enforce a child support order is to open a case with the District Attorney Family Support division. They can garnish wages and intercept tax refunds, among other things, to ensure payment of past and future child support.

A parent may also seek to enforce the child support order by filing a *Motion for an Order to Show Cause* in their family law case. This motion requires the parent subject to a child support order to explain to the Court why they should not be found in contempt of court for failing to pay child support. This is usually done by showing the Court a log of all child support payments paid and missed. The Court refers to the log as a *Schedule of Arrearages*. If granted, the court will issue an order reducing the amount owed to judgment. It will be up to the custodial parent to pursue collections.

### **Relocation Out Of State with Children**

A parent must obtain court permission or the other parent's written consent before relocating with a child outside of Nevada or to a place within Nevada that would substantially impair the other parent's ability to maintain a meaningful relationship with the child. When a parent with joint physical custody of a child wishes to relocate with the child, the parent must also petition for primary physical custody for the purposes of relocating.

The relocating parent must demonstrate to the court 1) good faith, sensible reasons for the move and that the move is not intended to frustrate the rights of the other parent; 2) show that the best interest of the child are served by allowance of the relocation, and 3) show that the child and the relocating parent will benefit from an actual advantage if the move were permitted. If the

relocating parent prevails on the foregoing considerations, the court will then weigh additional to determine whether to allow the relocation.

Violation of relocation laws will subject a party to a finding of guilt of a category D felony punishable by NRS 193.130. In addition, the non-relocating parent is entitled to recover attorney fees and costs as a result of the violation. If child abduction is proven by clear and convincing evidence after an Evidentiary Hearing (custody trial), then the offending parent may not be awarded sole/primary physical custody, joint physical custody, nor unsupervised visitation of the child unless a compelling reason for doing so is demonstrated to the court.

If it appears to the court that a minor child has been or is likely to be removed without parental or court permission, the court may order that the child and the parent with the child be produced before the court. Law enforcement may be ordered to assist to obtain the child for production before the court and the parent physically having the child could be arrested in order to secure his or her presence before the court so that the court may make disposition of the child's custody.

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## **PART THREE: TYPES OF DIVORCE CASES: UNCONTESTED VS. CONTESTED CASES**

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### **Uncontested Divorce / Joint Petition Process**

If the parties agree to all of the terms of the divorce, then they can file a Joint Petition for Divorce. Uncontested divorce means that both parties are able to reach an agreement concerning every issue in their case, including the desire to get a divorce, custody, visitation, child support, division of community property, debt and whether a party shall receive alimony.

***NOTE:** By filing a Joint Petition, the parties waive their right to written notice of entry of the Decree of Divorce, the right to appeal, the right to request findings of fact and conclusions of law and the right to move for a new trial.*

To use a Joint Petition, both parties must agree to sign the petition and all documents in the package. If there are any disagreements over the terms of the divorce, a joint petition cannot be used. The major advantage of using a Joint Petition is that it takes less time to get a divorce. Generally, the petitioners do not have to appear in Court unless the judge specifically requires it.

#### Information Needed in a Joint Petition:

- The date and the place of the marriage.
- The mailing address of both the spouses.
- Whether either spouse wants to return to a former name restored and, if so, the name to be restored.
- An Affidavit of Resident Witness corroborating that one of the parties has been a resident of the state for at least 6 weeks.
- If applicable, attach and identify any separate marital settlement agreements which the parties want the Court to approve or make a part of the divorce decree.
- Agreements relating to Legal and Physical Custody, Visitation, and Child Support if the parties have children.

#### Documents Filed For a Joint Petition:

- Joint Petition signed and notarized by both parties.
- Affidavit of Resident Witness.
- Proposed Joint Decree of Divorce signed by both parties.
- Family Court Cover Sheet
- Confidential Information Sheet
- \$299 Filing Fee

All these documents are available from the Clark County Family Law Self-Help Center.

[www.familylawselfhelpcenter.org](http://www.familylawselfhelpcenter.org).

You can complete your divorce forms online through a question-and-answer interview located at <https://nevada.tylertech.cloud/SRL/SRL> or you can fill out the pre-printed forms.

### **Contested Divorce – Complaint and Answer Process**

The second way a divorce may be obtained is by the filing of a Complaint for Divorce. A Complaint is filed by only one party. Unlike the Joint Petition, the other party does not need to agree to the terms of the Complaint.

The Plaintiff will request specific terms for the divorce, including child custody, support and visitation, spousal support, if applicable, and how the parties' property and debts should be divided.



The Defendant must be properly served with the Summons (a notice that a Complaint has been filed) and the Complaint. After the Defendant is served, the Defendant must file an Answer with the Court within 21 days. If the Defendant fails to answer, the Plaintiff may enter a default against the Defendant which permits the Plaintiff to take the necessary steps to complete the case and be granted the relief requested in the Complaint.

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## **PART FOUR: HOW TO START A DIVORCE CASE BY THE COMPLAINT AND ANSWER PROCESS**

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### **STEP #1: PREPARE ALL DOCUMENTS TO BE FILED WITH THE COURT.**

You can complete your divorce forms online through a question-and-answer interview located at <https://nevada.tylertech.cloud/SRL/SRL> or you can fill out the pre-printed forms.

### **THE COMPLAINT**

The Complaint uses a fill-in-the-blank or checkbox method to allow you to indicate what you want to propose. Fill out the Complaint with your proposals for what you think the final divorce terms should be.

The Complaint must be “verified.” This means that the Plaintiff must sign a statement that all the facts contained in the Complaint are true and correct under penalty of perjury.

### **THE SUMMONS**

The Summons is required and gives the other party the following information:

- Advises the Defendant that they are being sued;
- Identifies the Court where the case is filed and the case number of the lawsuit;
- Advises the Defendant that they have 21 days to file an Answer to the Complaint.



## FAMILY LAW COVER SHEET

This is a mandatory informational sheet required by the Court. It contains the parties' addresses, telephone numbers, dates of birth, children's names and dates of birth, and type of case. If you are a victim of violence and residing at a confidential location, state "confidential" for physical address. You may also provide an alternative mailing address and telephone number for your safety.

## JOINT PRELIMINARY INJUNCTION *(optional but generally a good idea to file)*

This prohibits both parties from selling or hiding assets, harassing each other, and prohibits them from relocating the child outside of Nevada without prior written consent of the parties or permission of the Court, among other things.

**NOTICE! This injunction is effective upon the requesting party when issued and against the other party when served. This injunction shall remain in effect from the time of its issuance until trial or until dissolved or modified by the court.**

TO: Plaintiff and Defendant:

PURSUANT TO EIGHTH JUDICIAL COURT RULE 5.518, YOU, AND ANY OFFICERS, AGENTS, SERVANTS, EMPLOYEES OR A PERSON IN ACTIVE CONCERT OR PARTICIPATION WITH YOU, ARE HEREBY PROHIBITED AND RESTRAINED FROM:

1. Transferring, encumbering, concealing, selling or otherwise disposing of any of your joint, common or community property of the parties or any property which is the subject of a claim of community interest, except in the usual course of conduct or for the necessities of life or for retention of counsel for the case in which this Injunction is obtained; or cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of:
  - a. Any retirement benefits or pension plan held for the benefit (or election for benefit) of the parties or any minor child; or
  - b. Any insurance coverage, including life, health, automobile, and disability coverage;
2. Molesting, harassing, stalking, disturbing the peace of or committing an assault or battery on the person of the other party or any child, stepchild, other relative or family pet of the parties.
3. Relocating any child of the parties under the jurisdiction of the State of Nevada from the state without the prior written consent of all parties with custodial rights or the permission of the court.

**File the documents with the family court.** You can file in person or online. The court charges \$299 to file the documents. You can request a fee waiver from the Self-Help Center if you cannot afford to pay the filing fee.

## **STEP #2: SERVICE OF THE COMPLAINT, SUMMONS AND JOINT PRELIMINARY INJUNCTION.**

A Defendant must be notified that they is being sued and given an opportunity to respond. The Summons and Complaint must be “served” upon the Defendant, meaning to deliver a copy of the Summons and Complaint to the Defendant. The rules for service are strict and must be properly followed. A court will not take any action in a case unless the judge knows that the Defendant has been properly served. The Defendant must be served within 120 days of filing of the Complaint. If the Plaintiff is unable to effectuate service during that time, then they may request an extension of time to serve the Defendant. The Nevada rules which apply can be found in the Nevada Rules of Civil Procedure 4 and Nevada Revised Statute 14.065.

### **Personal Service**

Personal service is required. Personal service is achieved by serving the papers (Summons and Complaint) in one of three ways:

- 1) On the Defendant personally; or
- 2) By leaving copies at their dwelling house or usual living residence with someone of suitable age and discretion living therein; or
- 3) By delivering them to an authorized agent.

*Note: If the other party will agree to accept the Summons and Complaint, they may sign a Waiver of Service form.*

The Summons and Complaint may be served by:

- 1) Sheriff/Constable of the County where Defendant is found; or
- 2) Any person over the age of 18, who is not an interested party to the lawsuit.

**The Defendant cannot be served by the Plaintiff, relatives, or significant others.**

The Civil Sheriff (702-455-5400) will serve the Summons and Complaint for approximately \$35.00 plus mileage. Private process servers can also perform service. If a sheriff is able to serve the papers on the Defendant, they will complete a Return of Service form and send it to the Plaintiff. The Plaintiff will need to file this document with the Family Court.

## **Affidavit of Service**

The person serving the documents must complete the Affidavit of Service, writing down the location, date and time that the Defendant was served, and sign and date the form. Only the person who served the papers may sign the Affidavit of Service. The completed Affidavit of Service form must be filed to prove that the Defendant was served.

## **Service by Alternate Means**

If the Defendant can be contacted but an address cannot be located after due diligence, or the Defendant is evading service, the Plaintiff may request the Judge's permission to serve by alternate means. This could mean sending the documents by mail, email, social media, texting, etc. If the Judge allows alternate service, the Plaintiff will have to send the documents through every method the Judge identifies on the order. Generally, alternate service is permitted under the following circumstances:

- 1) When the Plaintiff does not have a current address for the Defendant (the Defendant can be served at home, at work, or at any location where you can find him/her);
- 2) When, after due diligence, the Plaintiff cannot get the Defendant served in person, but can contact the Defendant by email, text, social media, or some other way; or
- 3) When the Defendant is concealing themselves to avoid service and has been in contact with the Plaintiff.

## **Service by Publication**

If the Defendant cannot be found after due diligence, the Plaintiff may request the Judge's permission to serve by putting a notice in a newspaper. The person who tried to serve the defendant will need to complete an Affidavit of Due Diligence explaining, in detail, the attempts made to locate the Defendant. The Affidavit of Due Diligence, an Ex Parte Motion for Publication, and a proposed Order for Service by Publication are then submitted for the Judge's signature. Generally, service by publication is permitted under the following circumstances:

- 1) When the Defendant is living outside the state at an unknown address;
- 2) When the Defendant has left the state;
- 3) When, after due diligence, the Defendant cannot be found; or

- 4) When the Defendant is concealing himself or herself to avoid service.

### **STEP #3: Seminar for Separating Parents (“COPE Class”) if required by the court**

If there are minor children of the marriage or relationship, the parents may be required to attend a class called “Seminar for Separating Parents” (also known as “COPE”); however, they do not need to go at the same time. If ordered by the Court, the class must be completed by both parents before the Judge will sign the decree of divorce or final custody order. The COPE class is now optional pursuant to revised court rules. However, the Court may order completion of the class in some cases.

The class is about three and one half hours (3 ½) in length and the cost is approximately \$45.00 per parent, payable by cash, money order or credit card. Class waivers are available if the court approves a fee waiver. If the class is required, parties must file the “Certificate of Completion” provided at the end of the class with the Court to prove the class was attended.

### **STEP #4: IF NO ANSWER AND/OR COUNTERCLAIM WAS FILED, TAKE THE NECESSARY STEPS TO HOLD DEFENDANT IN DEFAULT AND FINISH THE CASE.**

If the Defendant does not answer the Complaint within 21 days after being served, the Plaintiff can request that the court enter a default judgment against the Defendant. If the Court is satisfied that everything has been done properly, it will ultimately enter the order granting the relief requested in your Complaint.

*NOTE: All documents that are filed after the commencement of the lawsuit, (e.g. the Answer) must be served on the opposing party but this may be accomplished by mailing it to the opposing party by first class mail. They do not need to be served in the same manner as the original Complaint. Proof of Service (e.g. a Certificate of Mailing) must be filed with the Court.*

- File the Default with the Clerk Court and it is processed immediately.
- Once the default is entered, the case may be finished by either: 1) summary disposition process; or 2) by going before the Court for a Prove-Up hearing.

- If you choose the summary disposition process, you will not have a hearing. Simply obtain the summary disposition packet from the Self-Help Center and complete the forms (one of which is a Resident Witness Affidavit).
- File the required documents and then email the decree to the judge assigned to your case. If the Court is satisfied with the documents filed, they will sign the Decree of Divorce.
- If you choose to go to Court, you should complete a Setting Slip to request a Prove-Up Hearing. This is an opportunity to orally present your case and answer any questions the court may have about the request that you made in your Complaint.
- You will also have to complete a proposed Decree of Divorce granting you the relief you requested in the Complaint and bring it with you to the Prove-Up hearing.
- Have someone complete the Resident Witness Affidavit and file it with the court before your Prove-Up Hearing. Alternatively, you may bring a witness to testify about your residency in the State of Nevada. This should be someone who saw you at least 3 times per week for the 6 weeks immediately before you filed the Complaint for Divorce and can attest to your bona fide residency in this State.
- Once the Judge signs your Decree, you must complete the form called Notice of Entry. The Notice of Entry is a very important document from which time deadlines run for appeals and set aside motions.
- Serve the Notice of Entry together with a copy of the Divorce Decree (staple the two together) on the defendant by mail and file the document with proof of service with the Court.

### **If you are the Defendant – Filing the Answer / Counterclaim if you are sued for Divorce**

Once a Defendant has been served with a Summons and Complaint for Divorce, they have twenty-one days to file an Answer or Answer and Counterclaim. If no Answer is filed, the Plaintiff may take default and finish the case without the defendant's participation.

There is a filing fee to file the Answer to a Divorce Complaint with the Clerk's office. If the Defendant cannot afford the filing fee, they may also request that the fee be waived by filling out a Request to Proceed In Forma Pauperis.

All documents that are filed after the commencement of the lawsuit, such as the Answer, must be served on the opposing party. This is usually done by mailing them to the opposing party by first class mail. They do not need to be personally served. However, proof of service by a Certificate of Mailing must be filed with the Court.

### **What if Defendant Answers the Complaint?**

If the Defendant files an Answer disagreeing with some or all of the terms in the Complaint then the matter is "contested." All parties in contested divorce actions are encouraged to obtain legal representation if possible. A contested divorce involves complicated procedural matters, discovery, and trial.

If a Defendant wants a different result in the divorce than the terms requested in the Complaint they must file an Answer denying those disputed terms. The Defendant can also file a Counterclaim with their Answer so that they can tell the Court what they wants in the divorce. The Court cannot give a party something that has not been requested. Therefore, even if the Plaintiff does not ultimately get what they requests in the Complaint, if the Defendant has not made their own request for relief (in the form of a Counterclaim), the Court will not know what to grant the Defendant. An Answer and Counterclaim are combined into one document. If a Counterclaim is filed, the Plaintiff must respond by filing a Reply to Counterclaim not later than 5 days before the matter is set for a hearing. There is no filing fee to file a Reply.

#### ***NOTE RE: COURT FEES.***

*There is a cost to file any of the court actions described below and/or to Answer court papers filed against you. If you are unable to pay the fees, you may apply for a fee waiver by completing the forms known as "In Forma Pauperis" which can be obtained online or at the Self-Help Center.*

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## PART FIVE: HOW TO NAVIGATE YOUR CASE THROUGH FAMILY COURT

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Now that you know how to start your case or to defend yourself if a divorce was filed against you, the next section will give you guidance on how to navigate your case through Family Court.

### Financial Disclosure Form

Nevada Rule of Civil Procedure 16.2 requires that a Financial Disclosure Form (FDF) be filed and served no later than thirty (30) days of after the service of a Complaint. If there are significant assets, income or a business, the *Detailed Financial Disclosure Form* may have to be completed rather than the *General Financial Disclosure Form*.

### Mandatory Disclosure

Each party is required to serve the other party with the documents required by NRCP Rule 16.2 within 30 days of service of a Complaint:

Failure to comply with the requirements of Rule 16.2 may subject a party to sanctions, costs, attorney fees to other side, preclusion from introducing evidence on designated matters, or being held in contempt of court.

### Mediation

Whenever there is a child custody or visitation dispute, the parties must participate in mandatory mediation. Mediation can begin:

- 1) Once both parties sign a Stipulation for mediation;
- 2) If one party submits a Request for mediation; or
- 3) If the court requires the parties to do so.

The parties can pick a private mediator or use the court-affiliated Family Mediation Center (FMC) which is on the first floor of the Family Court.

In cases of domestic violence, a party can request domestic violence protocol. This will prevent the victim and perpetrator of domestic violence from being in the same room together. Moreover, the victim is permitted to have a domestic violence advocate attend mediation with

them. Mediation is usually conducted electronically at the beginning and may continue to in-person mediation if the parties cannot come to an agreement.

A party may request an exemption from mediation (for example, if there are issues of child abuse or domestic violence, if a party is out of state, etc.).

If mediation is successful, the parties sign a Parenting Agreement. The Parenting Agreement will bind the parties and the case will be resolved. In the alternative, if mediation does not resolve all of the problems in a case, the case proceeds. The Judge does not learn what happened in mediation, but will be informed as to whether mediation succeeded or failed and whether participation by both parties was in good faith.

## **Discovery**

Each party may serve or be served with traditional forms of discovery request such as interrogatories, demand for production of documents, request for admissions and may also file and serve subpoenas. The Court may issue a “Trial Management Order” which sets dates for discovery, close of discovery, deadlines to file exhibits, witness list, Pre-Trial Memo as well as set dates for Calendar Call and Trial. Discovery can be complicated and it is recommended that parties consult with an attorney.

## **Case Management Conference**

Under the Nevada Rules of Civil Procedure, the judge will set a Case Management Conference within 90 days of the Answer being filed. The parties (and their attorneys) must confer before the conference and attempt to settle the matter or at least arrange for the disclosures pursuant to Rule 16.2. Generally, if the case is not settled after return from Mediation, an Evidentiary Hearing (also known as Trial) may be scheduled to resolve the matter.

## **Motions**

If you want the judge to make orders while the case proceeds through the court process, you have to file a motion. The court will set a specific date and time for the parties to appear to address the issues presented in the motion. The party filing the motion must give notice to the other party. Both the Notice of Motion and Motion can be mailed to the opposing party by first



class mail. The party filing the motion must file proof of service of the motion with the Court before the hearing.

Once the other party receives the Motion, they will have 14 days to respond by filing an opposition to the motion. The opposition should be filed with the court and mailed to the party who filed the motion. Proof of service of the opposition should be filed with the Court prior to the hearing.

Motions can cover many topics, such as a request for paternity testing temporary custody, temporary child support, temporary visitation, and other related matters. Any order issued by the court at that time is deemed temporary and does not serve to resolve the case entirely.

#### *Example - Motion for Temporary Custody, Visitation and/or Child Support*

This motion will set temporary orders for the parties to follow while the case is pending. Once the parties receive their final Decree, the temporary orders are no longer in effect and they will follow the orders in the Decree.

## **Separate Maintenance**

Sometimes, a Separate Maintenance is preferred over a divorce for any number of reasons. In Nevada, there is no action for a Legal Separation. Other states may require married couples to go through a separation before filing for divorce. Nevada does not. You do not need to file a Separate Maintenance before filing for Divorce.

The Self Help Center has the forms to start an action for a Separate Maintenance. The procedures are similar to divorce procedures with one primary difference - the marriage does not end and the parties will continue to accrue community assets and debts. It is important to know that if an action for a separate maintenance is filed and the other party counterclaims for divorce, the Court will grant the divorce.

## **Evidentiary Hearing (Trial)**

If mediation is not successful, the parties will generally have an evidentiary hearing (also known as a trial) to resolve any outstanding custody, visitation or child support issues. The trial date will not be immediate. At trial the parties will have the opportunity to put on evidence and present their case for the Judge. The rules of evidence will govern the trial. The parties may still

try to reach a settlement up until the day of trial. In the event that the parties are able to reach an agreement, the parties will put their agreement on the record on the date of the hearing or submit a “Stipulation and Order” to the Court. Both parties and the Judge will sign the Stipulation and Order.

A Trial may also be set to resolve the remaining issues such as property, debt, and alimony. If the matter proceeds to trial, the Judge will be responsible for deciding all unresolved issues and the Judge’s decision will be both final and binding on the parties, subject to any appeal.

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## **PART SIX: TIPS FOR YOUR FAMILY COURT HEARING**

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If you have a hearing in the Family Court and are representing yourself, you will have a better chance of success if you prepare as much as possible. One of the best methods to prepare yourself for a family court hearing before a certain judge is to observe the Judge and how people behave in the courtroom before your hearing date. Courtroom proceedings are generally open to the public. You may be able to attend a hearing prior to your own court hearing. By attending these open hearings in advance, you will be able to observe the Judge’s reaction to certain arguments and how lawyers, and witnesses, and other individuals represent themselves.

You can attend most hearings online, or you can attend in person. If attending in person, check the monitors at the entrance by the Information Desk. They list each case, the time the case begins, and the number of the Department.

- **Dress appropriately.** Many people do not realize that Court is formal. Business or business casual clothing is suggested.
- **Be on time.** People who are late often lose because they are not there and the Judge assumes they do not wish to contest the case.
- **Become familiar with the technology requirements for Court Hearings.** In 2020, the Court rules changed and now most hearings can take place by video. Contact your Department before any hearing(s) in order to find out how to appear remotely.

- **Order of Speaking.** The person who filed the Complaint or Motion begins. The person should present his case in five minutes or less and start with the most important issues. When the party has finished explaining the reasons why they should be granted the relief requested, the Judge will then allow the other party to speak. Always address the Judge; do not address the other party. This is not the time to argue with the opposing side.
- **Protocol.** If you are going to give the Judge copies of something, you must give a copy to the other party as well. If you want to give the Judge a copy of a document, give it to the Marshal and they will give it to the Judge. Never leave your table.
- **Concluding.** All parties should clearly state what they want at the end of their argument. For example, a party who wants custody of a child should say: “In conclusion, Your Honor, I believe it is in the best interests of the child for me to have more time with our child and request primary physical custody.” Clearly, stating what you want helps the Judge make a decision.
- **Obey all Court Orders.** A Judge’s Orders, unless reversed on appeal, are lawful and must be followed even if you don’t agree with them. If you ignore an Order the Judge could hold you in contempt of court. If you believe an Order needs to be changed, you should file a motion based upon change in circumstances.

## **Litigation and Trial Preparation Class**

Legal Aid Center of Southern Nevada offers a free Litigation and Trial Preparation Class for people who represent themselves through the discovery and trial phase of their case. It covers how to conduct discovery, how to prepare for trial, the trial itself, and general courtroom expectations. Visit [lacs.nv.org](http://lacs.nv.org) for the current class schedule. The class is offered online or in person at Legal Aid Center of Southern Nevada located at 725 E. Charleston Blvd., Las Vegas, Nevada 89104.

## Community Resources

### **Bankruptcy Court**

Foley Federal Building  
300 Las Vegas Blvd., South  
[www.nvb.uscourts.gov](http://www.nvb.uscourts.gov)  
702-527-7000

### **Center for Individual, Couple and Family**

Counseling (UNLV)  
McDermott Physical Education complex (MPE),  
4505 Maryland Pkwy, Box 453049, Bldg A, 2<sup>nd</sup> Fl  
[www.unlv.edu/cicfc](http://www.unlv.edu/cicfc)  
702-895-3106

### **Civil Law Self-Help Center**

200 Lewis Ave.  
[www.civillawselfhelpcenter.org](http://www.civillawselfhelpcenter.org)

### **Clark County Bar Association**

725 South Eighth Street  
[www.clarkcountybar.org](http://www.clarkcountybar.org)  
702-387-6011

### **Clark County Civil Sheriff**

301 E. Clark Avenue, Suite 100  
[www.clarkcountynv.gov/depts/sheriff\\_civil](http://www.clarkcountynv.gov/depts/sheriff_civil)  
702-455-5400

### **Clark County Constable (Las Vegas Township)**

302 E. Carson, 5<sup>th</sup> Floor  
[www.clarkcountynv.gov/depts/constable](http://www.clarkcountynv.gov/depts/constable)  
702-455-3404

### **Clark County Dept. of Family Services**

121 S. Martin Luther King Blvd.  
[www.clarkcountynv.gov/depts/family\\_services](http://www.clarkcountynv.gov/depts/family_services)  
702-455-7200 (central office)

### **Clark County District Attorney**

**Family Support Division**  
1900 E. Flamingo Road, Ste. 100  
[www.clarkcountynv.gov/depts/district\\_attorney/fs](http://www.clarkcountynv.gov/depts/district_attorney/fs)  
702-671-9200

### **Clark County Law Library**

309 South Third, 4<sup>th</sup> Floor (at Bridger)  
[www.clarkcountynv.gov/lawlibrary/pages/default.aspx](http://www.clarkcountynv.gov/lawlibrary/pages/default.aspx)  
702-455-4696

### **Clark County Neighborhood Justice Center**

330 S. 3<sup>rd</sup> Street, Suite 600  
<http://www.lasvegasjusticecourt.us/services/>  
702-455-3898

### **Clark County Public Guardian's Office**

515 Shadow Lane  
[www.clarkcountynv.gov/depts/public\\_guardian](http://www.clarkcountynv.gov/depts/public_guardian)  
702-455-4332

### **Clark County Recorder's Office**

500 South Grand Central Pkwy, 2<sup>nd</sup> Floor  
[www.clarkcountynv.gov/depts/recorder](http://www.clarkcountynv.gov/depts/recorder)  
702-455-4336

### **Clark County School District**

5100 W. Sahara Avenue  
[www.ccsd.net](http://www.ccsd.net)  
702-799-5000

### **Clark County Social Services, main office**

1600 Pinto Lane  
[www.clarkcountynv.gov/depts/social\\_service](http://www.clarkcountynv.gov/depts/social_service)  
702-455-4270

### **Child Care and Development Fund, Child Care Program**

628 Belrose Street  
[dwss.nv.gov](http://dwss.nv.gov)  
702-486-1432

### **Family Courthouse**

601 North Pecos Road  
[www.clarkcountycourts.us/departments/judicial/family-division/](http://www.clarkcountycourts.us/departments/judicial/family-division/)  
702-455-2385

### **Family Law Self-Help Center/Protection Orders**

601 North Pecos Road  
[www.familylawselfhelpcenter.org](http://www.familylawselfhelpcenter.org)  
702-455-1500

### **Family Mediation Program**

Family Courthouse  
601 North Pecos Road, Ste. ADG -450  
[www.clarkcountycourts.us/departments/fmc/](http://www.clarkcountycourts.us/departments/fmc/)  
702-455-4186

### **Financial Guidance Center**

**(Money Management International)**  
2650 South Jones Blvd.  
[www.financialguidancecenter.org](http://www.financialguidancecenter.org)  
702-364-0344

### **HELP of Southern Nevada**

1640 E. Flamingo Road #100  
[www.helpsonv.org](http://www.helpsonv.org)  
702-369-4357

<p><b>Latin Chamber of Commerce</b> 300 N. 13<sup>th</sup> Street <a href="http://www.lvcc.com">www.lvcc.com</a> 702-385-7367</p> <p><b>Las Vegas Rescue Mission</b> (Shelter for men, women, children) 480 W. Bonanza (between D and F Streets) <a href="http://www.vegasrescue.org">www.vegasrescue.org</a> 702-382-1766</p> <p><b>Legal Aid Center of Southern Nevada</b> 725 E. Charleston Blvd. <a href="http://www.lacsn.org">www.lacsn.org</a> 702-386-1070</p> <p><b>National Guardianship Association</b> 174 Crestview Drive Bellefonte PA 16823 <a href="http://www.guardianship.org">www.guardianship.org</a> 877-326-5992</p> <p><b>Nevada 211</b> <a href="http://www.Nevada211.org">www.Nevada211.org</a> Phone: 211</p> <p><b>Nevada Legal Services</b> 530 South Sixth Street <a href="http://www.nlslaw.net">www.nlslaw.net</a> 702-386-0404</p> <p><b>Nevada State Welfare</b> (welfare, needy and non-needy caretaker benefits and food stamps, Medicaid) <a href="http://dwss.nv.gov">dwss.nv.gov</a> 702-486-5000 (Henderson) or 486-9400 (Flamingo)</p> <p><b>PEP (Parents Encouraging Parents)</b> 2101 S. Jones Blvd., Ste. 120 <a href="http://www.nvpep.org">www.nvpep.org</a> 702-388-8899</p> <p><b>Safe House Inc.</b> (Shelter for women/children) <a href="http://www.safehousenv.org">www.safehousenv.org</a> 702-451-4203 (Main) or 702-564-3227 (24 hour)</p>	<p><b>Safe Nest</b> (Shelter and Crisis Hotline Counseling) <a href="http://www.safenest.org">www.safenest.org</a> 702-646-4981 702-877-0133</p> <p><b>Salvation Army</b> (Day Resource Center - Shelter for Men) West Owens <a href="http://www.salvationarmysouthernnevada.org">www.salvationarmysouthernnevada.org</a> 702-639-0277</p> <p><b>Southern Nevada Senior Law Program</b> <a href="http://www.snslp.org">www.snslp.org</a> 702-229-6596</p> <p><b>Shade Tree</b> (Women/children shelter) 1 West Owens (at Main) <a href="http://www.theshadetree.org">www.theshadetree.org</a> 702-385-0072</p> <p><b>Southern Nevada Adult Mental Health Services</b> 6161 W. Charleston Blvd. <a href="http://mhds.nv.gov">mhds.nv.gov</a> 702-486-6000</p> <p><b>Southern Nevada Health District Immunization Project</b> <a href="http://www.southernnevadahealthdistrict.org/immunizations">www.southernnevadahealthdistrict.org/immunizations</a> 702-759-0850</p> <p><b>State Bar of Nevada's Lawyer Referral Service</b> 600 East Charleston Blvd. <a href="http://www.nvbar.org">www.nvbar.org</a> 702-382-0504</p> <p><b>William S. Boyd School of Law Library (at UNLV)</b> 4505 S. Maryland Pkwy. <a href="http://www.law.unlv.edu/Library">www.law.unlv.edu/Library</a> 702-895-2400</p> <p><b>YMCA Parent Education Classes</b> 4141 Meadows Lane <a href="http://www.lasvegasyymca.org">www.lasvegasyymca.org</a> 702-877-9622</p>
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#### Nevada Law Websites:

<p>Clark County Law Library <a href="http://www.clarkcountynv.gov/lawlibrary/pages/default.aspx">www.clarkcountynv.gov/lawlibrary/pages/default.aspx</a></p> <p>Clark County Records Inquiry <a href="http://www.clarkcountycourts.us/anonymous/default.aspx">www.clarkcountycourts.us/anonymous/default.aspx</a></p> <p>Constitution: Nevada State <a href="http://www.leg.state.nv.us/Const/NVConst.html">www.leg.state.nv.us/Const/NVConst.html</a></p> <p>Legislative Session Information <a href="http://www.leg.state.nv.us/session">www.leg.state.nv.us/session</a></p>	<p>Nevada Index <a href="http://www.nevadaindex.com">www.nevadaindex.com</a></p> <p>Nevada Law Library <a href="http://www.leg.state.nv.us/law1.cfm">www.leg.state.nv.us/law1.cfm</a></p> <p>Nevada Supreme Court <a href="http://www.nevadajudiciary.us">www.nevadajudiciary.us</a></p> <p>William S. Boyd School of Law library <a href="http://www.law.unlv.edu">www.law.unlv.edu</a></p>
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Filing Code: PIFP

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

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

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

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

Email: \_\_\_\_\_

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**Application to Proceed in Forma Pauperis**

I am unable to pay the costs of prosecuting or defending this action. I request permission to proceed without paying costs or fees pursuant to NRS 12.015 based on the following:

☐ **Public Assistance.** I receive federal and/or state public assistance benefits: (☒ *check all that you receive*)

- ☐ Medicaid / Nevada Check Up
- ☐ SNAP (food stamp assistance)
- ☐ TANF (temporary assistance for needy families)
- ☐ Low-income energy assistance
- ☐ Child care subsidy / Child Care & Development Fund assistance
- ☐ Public housing
- ☐ SSI (supplemental security income)
- ☐ Other federal and/or state public assistance: \_\_\_\_\_

*If you checked one of the above, you do not need to fill out the rest of this form. Sign and date page 3.*

- ☐ **Low income.** My household net income is equal to or below 150% of the federal poverty guidelines. *Fill out the information below.*

In my household there are \_\_\_\_\_ adults (over 18) and \_\_\_\_\_ children (under 18) for a total of \_\_\_\_\_ people.

My monthly income (*all numbers should be after taxes are taken out*):

Employment (include tip/overtime)	\$
Unemployment	\$
Retirement / Pension	\$
Social Security	\$
Child Support	\$
<b>YOUR TOTAL</b>	\$

For each adult in the home, list their name and net monthly income (*after taxes*):

My total income ( <i>your total from above</i> ):	\$
Adult's name:	\$
Adult's name:	\$
Adult's name:	\$
Adult's name:	\$
<b>HOUSEHOLD TOTAL</b>	\$

- ☐ **My basic expenses are more than my income.** *Fill out the charts below.*

My monthly income:

Employment (include tip/overtime)	\$
Unemployment	\$
Retirement / Pension	\$
Social Security	\$
Child Support	\$
<b>TOTAL</b>	\$

My basic monthly expenses:

Rent / Mortgage	\$
Utilities (electric, gas, water, phone, other utilities)	\$
Food	\$
Child care	\$
Medical expenses (health insurance, co-pays, out of pocket expenses)	\$
Transportation (bus fare, car, gas, insurance)	\$
<b>TOTAL</b>	\$



☐ **Other Compelling Reason.** Explain why you cannot pay the filing fee.

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I understand that if approved, the order allowing me to proceed in forma pauperis will be valid for one year. I will have to file a new application to proceed in forma pauperis if I need filing fees and court costs waived after one year.

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

DATED \_\_\_\_\_, 20\_\_.

Submitted By: (*Signature*) ▶ \_\_\_\_\_

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

Filing Code: OIFP

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

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

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

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

Email: \_\_\_\_\_

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**Order to Proceed in Forma Pauperis**

Upon consideration of the movant's Application to Proceed in Forma Pauperis, the Court finds that the movant may proceed as an indigent litigant.

**IT IS HEREBY ORDERED** that (*your name*) \_\_\_\_\_ shall be permitted to proceed in forma pauperis with this action pursuant to the terms of this Order.

**IT IS FURTHER ORDERED** that if the above-named party prevails in this action, the Court shall enter an order pursuant to NRS 12.015 requiring the opposing party to pay the Court, within five (5) days, the costs which would have been incurred by the prevailing party, and those costs must then be paid as provided by law.

**IT IS FURTHER ORDERED** that the above-named party shall be permitted to commence or defend the action without costs. The Clerk of Court shall file or issue any necessary writ, process, pleading, or paper without charge.

**IT IS FURTHER ORDERED** that the Sheriff or other appropriate officer within this State shall make personal service of any necessary writ, pleading, or paper without charge.

**IT IS FURTHER ORDERED** that this Order shall not apply to costs for transcripts or recordings of court proceedings. A separate application and order shall be required to waive any such fees.

**IT IS FURTHER ORDERED** that this Order shall expire one year from the date the Order is filed. The party shall be required to reapply for any further waiver after this Order expires.

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JUDGE

Respectfully Submitted:

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

(Printed Name) \_\_\_\_\_

Case Number: \_\_\_\_\_  
(to be assigned by the Clerk's Office)

## CLARK COUNTY, NEVADA FAMILY COURT COVER SHEET

**PARTIES:**

Plaintiff/Petitioner		Defendant/Respondent/Co-Petitioner/Protected Person	
Last Name:		Last Name:	
First Name:	Middle Name:	First Name:	Middle Name:
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Phone #:	Date of Birth:	Phone #:	Date of Birth:
Email Address:		Email Address:	
<b>Attorney Information</b> <input type="checkbox"/> not applicable		<b>Attorney Information</b> <input type="checkbox"/> not applicable	
Name:	Bar No.:	Name:	Bar No.:
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone #:		Phone #:	

**CASE TYPE:** (Check **only one box** only for the **primary** type of case you are filing)

DISSOLUTION	MISC. DOMESTIC RELATIONS PETITIONS	GUARDIANSHIP	OTHER
<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"/> Child Custody (non-divorce) <input type="checkbox"/> Child Support (private party) <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 (private party) <input type="checkbox"/> Termination of Parental Rights (State initiated) <input type="checkbox"/> Visitation (non-divorce) <input type="checkbox"/> Other (identify) _____	<b>Guardianship of an Adult</b> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate  <b>Guardianship of a Minor</b> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate  <input type="checkbox"/> <b>Guardianship Trust</b>	<b>DA Child Support</b> <input type="checkbox"/> DA – UIFSA <input type="checkbox"/> DA – Child Support In State  <b>DA Child Dependency</b> <input type="checkbox"/> DA – Abuse/Neglect <input type="checkbox"/> DA – No Fault <input type="checkbox"/> DA – Other (identify) _____  <b>Juvenile</b> <input type="checkbox"/> Emancipation

**CHILDREN INVOLVED IN THIS CASE** (if applicable)

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

**Does this family have any other current or past case(s) in the Clark County Family Court or Juvenile Court?**

☐ YES      ☐ NO

\_\_\_\_\_  
**Your Printed Name**

\_\_\_\_\_  
**Your Signature**

\_\_\_\_\_  
**Date**

DVJ

Spouse's Name: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
First Joint Petitioner (*Spouse Name*),

And

\_\_\_\_\_  
Second Joint Petitioner (*Spouse Name*).

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**JOINT PETITION FOR DIVORCE (No Children)**

Petitioners, in proper person, hereby petition this Court pursuant to the terms of Chapter 125 of the Nevada Revised Statutes, to grant them a divorce. Petitioners respectfully show, and under oath, state to the Court that every condition of NRS 125.181 has been met and further state as follows:

1. **Residency.** The following spouse has been a resident of the State of Nevada for at least six weeks prior to filing this Complaint and intends to make Nevada his/her home for an indefinite period of time: (*name of Nevada resident*) \_\_\_\_\_.
2. **Marriage.** The parties were married on (*date*) \_\_\_\_\_ in (*city*) \_\_\_\_\_, (*state*) \_\_\_\_\_. The parties are incompatible.

3. The current addresses of the Petitioners are:

First Petitioner:

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

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

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

Second Petitioner:

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

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

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

4. **Children.** There are no minor children in common born to or adopted by the Petitioners. (☒ *check one*)

☐ Neither spouse is pregnant.

☐ The following spouse is pregnant: (*name of pregnant spouse*) \_\_\_\_\_.

The other spouse ☐ is / ☐ is not the parent of the unborn child. The child is due to be born on (*date*): \_\_\_\_\_.

☐ It is unknown whether either spouse is currently pregnant.

5. **Division of Community Property.** (☒ *check one*)

☐ There is no community property to divide.

☐ Any community property has already been divided.

☐ The community property should be divided as follows:

(*Name of spouse*) \_\_\_\_\_ shall receive:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

(*Name of spouse*) \_\_\_\_\_ shall receive:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

6. **Division of Community Debt.** (☒ *check one*)

- ☐ There is no community debt to divide.
- ☐ Any community debt has already been divided.
- ☐ The community debt should be divided as follows:

(*Name of spouse*) \_\_\_\_\_ shall be liable for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(*Name of spouse*) \_\_\_\_\_ shall be liable for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

7. **Alimony.** (☒ *check one*)

- ☐ Neither petitioner should be awarded alimony.
- ☐ (*Name of spouse who will pay alimony*) \_\_\_\_\_  
should pay (*amount*) \$\_\_\_\_\_ per month in alimony for the next (*number*)  
\_\_\_\_\_ years. Spousal support should begin on (*date*) \_\_\_\_\_ and  
end on (*date*) \_\_\_\_\_.

8. **Name Change.** (☒ *check all that apply*)

- ☐ Neither party changed their name or neither party wishes to have a former or maiden name restored.
- ☐ The name of (*spouse's name*) \_\_\_\_\_ should be  
restored to his / her former or maiden name of (*write the full name the person wants  
to go back to*) \_\_\_\_\_.
- ☐ The name of (*spouse's name*) \_\_\_\_\_ should be  
restored to his / her former or maiden name of (*write the full name the person wants  
to go back to*) \_\_\_\_\_.

9. Petitioners certify that they have disclosed all community assets and debts and that there are no other community assets or debts for this Court to divide.
10. Petitioners hereby request that this Court enter a Decree of Divorce, incorporating into that Decree the provisions made in this Joint Petition.
11. It is understood by the Petitioners that entry of a Decree of Divorce constitutes a final adjudication of the rights and obligations of the parties with respect to the status of the marriage. Petitioners each expressly give up their respective rights to receive written notice of entry of any judgment or decree of divorce, and Petitioners give up their right to request formal findings of fact and conclusions of law. Petitioners waive their right to appeal the Decree of Divorce, and the right to move for a new trial.
12. It is further understood by the Petitioners that a final Decree of Divorce entered by this summary procedure does not prejudice or prevent the rights of either Petitioner to bring an action to set aside the final decree for fraud, duress, accident, mistake, or the grounds recognized at law or in equity.

**Petitioners request:**

1. That they be granted a Decree of Divorce and that each of the Petitioners be restored to the status of a single, unmarried person;
2. That the terms agreed upon in this Joint Petition be included in the Decree.

Date: \_\_\_\_\_

► \_\_\_\_\_  
(First Petitioner's signature)

\_\_\_\_\_  
(First Petitioner's printed name)

Date: \_\_\_\_\_

► \_\_\_\_\_  
(Second Petitioner's signature)

\_\_\_\_\_  
(Second Petitioner's printed name)



**FIRST PETITIONER'S VERIFICATION**

STATE OF NEVADA       )  
  )  
COUNTY OF CLARK     )

(*Spouse's name*) \_\_\_\_\_ being first duly sworn under penalties of perjury, deposes and says:

I am the Petitioner herein, and I have read the foregoing Joint Petition for Divorce and know the contents thereof; that the pleading is true to the best of my own knowledge, except as to those matters therein stated upon information and belief, and as to those matters, I believe them to be true.

▶ \_\_\_\_\_  
(Spouse's signature)

Signed and sworn to (or affirmed) before me on  
(*date*) \_\_\_\_\_ by (*name*) \_\_\_\_\_

\_\_\_\_\_  
Signature of notarial officer

STATE OF NEVADA       )  
  )  
COUNTY OF CLARK     )

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, personally appeared before me, a Notary Public, (*Spouse's name*) \_\_\_\_\_, known or proved to me to be the person who executed the foregoing Joint Petition for Divorce, and who acknowledged to me that he/she did so freely and voluntarily and for the uses and purposes herein stated.

\_\_\_\_\_  
Signature of notarial officer

**SECOND PETITIONER'S VERIFICATION**

STATE OF NEVADA       )  
  )  
COUNTY OF CLARK     )

(*Spouse's name*) \_\_\_\_\_ being first duly sworn under penalties of perjury, deposes and says:

I am the Petitioner herein, and I have read the foregoing Joint Petition for Divorce and know the contents thereof; that the pleading is true to the best of my own knowledge, except as to those matters therein stated upon information and belief, and as to those matters, I believe them to be true.

▶ \_\_\_\_\_  
(Spouse's signature)

Signed and sworn to (or affirmed) before me on  
(*date*) \_\_\_\_\_ by (*name*) \_\_\_\_\_

\_\_\_\_\_  
Signature of notarial officer

STATE OF NEVADA       )  
  )  
COUNTY OF CLARK     )

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, personally appeared before me, a Notary Public, (*Spouse's name*) \_\_\_\_\_, known or proved to me to be the person who executed the foregoing Joint Petition for Divorce, and who acknowledged to me that he/she did so freely and voluntarily and for the uses and purposes herein stated.

\_\_\_\_\_  
Signature of notarial officer

1 DECD

2 Spouse's Name: \_\_\_\_\_

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

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

5 Phone: \_\_\_\_\_

6 Email: \_\_\_\_\_

7 Spouse's Name: \_\_\_\_\_

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

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

10 Phone: \_\_\_\_\_

11 Email: \_\_\_\_\_

12 Self-Represented

13 **DISTRICT COURT**

14 **CLARK COUNTY, NEVADA**

15 \_\_\_\_\_

16 First Joint Petitioner (*Spouse Name*),

17 And

18 \_\_\_\_\_

19 Second Joint Petitioner (*Spouse Name*).

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

20 **DECREE OF DIVORCE**

21 The above entitled cause, having been submitted to this Court for decision pursuant to

22 Chapter 125 of the Nevada Revised Statutes, and based upon the Joint Petition by the

23 Petitioners, and all of the papers and pleadings on file, the Court finds as follows:

- 24 1. That all of the allegations contained in the documents on file are true;
- 25 2. That all of the requirements of NRS 125.181 and NRS 125.182 have been met;
- 26 3. That (*name of party who lives in Nevada*) \_\_\_\_\_ is
- 27 now and has been an actual bona fide resident of the State of Nevada and has been
- 28 actually domiciled in the State of Nevada for more than six weeks immediately prior to
- the commencement of this action.

1 4. That Petitioners were married on (date) \_\_\_\_\_ in the city of  
2 \_\_\_\_\_, State of \_\_\_\_\_ and have since  
3 remained married. The parties have become, and continue to be, incompatible in  
4 marriage, and no reconciliation is possible. The Petitioners are entitled to a Decree of  
5 Divorce.

6 5. **Pregnancy.** (☒ check one)

7 ☐ Neither spouse is pregnant.

8 ☐ The following spouse is pregnant: (name of pregnant spouse) \_\_\_\_\_.

9 The other spouse ☐ is / ☐ is not the parent of the unborn child. The child is due to be  
10 born on (date): \_\_\_\_\_.

11 6. That the Petitioners have no minor children in common who are either biological or  
12 adopted.

13 7. That the Petitioners have entered into an equitable agreement settling all issues  
14 regarding the division and distribution of assets and debts which is outlined in the Joint  
15 Petition, a filed copy of which is attached as Exhibit A. The Petitioners request that this  
16 agreement be ratified, confirmed, and incorporated into this Decree as though fully set  
17 forth.

18 8. That the Petitioners have entered into an equitable agreement settling the issue of  
19 spousal support which is outlined in the Joint Petition, a filed copy of which is attached  
20 as Exhibit A. The Petitioners request that this agreement be ratified, confirmed, and  
21 incorporated into this Decree as though fully set forth.

22 9. That this Court has complete jurisdiction to enter this Decree and the orders regarding  
23 the distribution of assets and debts.

24 10. That the Petitioners waive their rights to a written notice of entry of decree or judgment,  
25 to request findings of fact and conclusions of law, to appeal, and to move for a new trial.

26 11. That any other necessary findings of fact are attached and incorporated herein.

27 **NOW THEREFORE, IT IS HEREBY ORDERED** that the bonds of matrimony now  
28 existing between the parties are hereby wholly dissolved, and an absolute Decree of Divorce is  
hereby granted to the parties, and each of the parties are hereby restored to the status of a single,  
unmarried person.

1 **IT IS FURTHER ORDERED** that the terms, as stated in the Petitioner's Joint Petition,  
2 regarding the division of assets and debts are hereby ratified, confirmed and incorporated into  
this Decree as though fully set forth.

3 **IT IS FURTHER ORDERED** that the terms, as stated in the Petitioner's Joint Petition,  
4 regarding the issue of spousal support are hereby ratified, confirmed and incorporated into this  
Decree as though fully set forth.

5 **IT IS FURTHER ORDERED that** (☒ *check all that apply*)

6 ☐ Neither party changed their name or neither party wishes to have a former or maiden  
7 name restored.

8 ☐ The name of (*spouse's name*) \_\_\_\_\_ should be  
9 restored to his / her former or maiden name of (*write full name the person wants to*  
10 *go back to*) \_\_\_\_\_.

11 ☐ The name of (*spouse's name*) \_\_\_\_\_ should be  
12 restored to his / her former or maiden name of (*write full name the person wants to*  
*go back to*) \_\_\_\_\_.

13 **NOTICE IS HEREBY GIVEN** that each party shall submit the information required in  
14 NRS 125.130 on a separate form to the Court. Such information shall be maintained by the  
Clerk in a confidential manner and not part of the public record.

15 **NOTICE IS HEREBY GIVEN** that you have an affirmative duty to update any changes in  
16 your personal information by filing a Notice of Change of Address form, which can be found at  
17 the following link: [https://www.familylawselfhelpcenter.org/images/forms/misc/address-](https://www.familylawselfhelpcenter.org/images/forms/misc/address-change-pdf-fillable.pdf)  
18 [change-pdf-fillable.pdf](https://www.familylawselfhelpcenter.org/images/forms/misc/address-change-pdf-fillable.pdf)

19  
20  
21 JUDGE

22  
23  
24 Respectfully Submitted By:

25 ▶ \_\_\_\_\_  
26 (*First Spouse's signature*)

▶ \_\_\_\_\_  
(*Second Spouse's signature*)

27 \_\_\_\_\_  
(*First Spouse's printed name*)

\_\_\_\_\_ (*Second Spouse's printed name*)

28 **(Attach a filed copy of the Petitioner's Joint Petition for Divorce as Exhibit A)**

FILING CODE: COMD

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

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

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

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

Email: \_\_\_\_\_

Self-Represented Plaintiff

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**COMPLAINT FOR DIVORCE AND UCCJEA DECLARATION (With Children)**

Plaintiff (*your name*) \_\_\_\_\_ respectfully states:

- 1. Residency.** Which spouse has been a resident of the State of Nevada for at least six weeks prior to filing this Complaint? ☐ Me / ☐ Defendant.
- 2. Marriage.** The parties were married on (*date*) \_\_\_\_\_ in (*city*) \_\_\_\_\_, (*state*) \_\_\_\_\_. The parties are incompatible.
- 3. Pregnancy.** (☒ *check one*)
  - ☐ Neither spouse is pregnant.
  - ☐ The following spouse is pregnant: (*name of pregnant spouse*) \_\_\_\_\_.  
The other spouse ☐ is / ☐ is not the parent of the unborn child. The child is due to be born on (*date*): \_\_\_\_\_.
  - ☐ It is unknown whether either spouse is currently pregnant.

- 4. Children.** There are (*number*) \_\_\_\_\_ minor children in common born to or adopted by the parties. The name(s) and information is listed below:

Child's Name	Date of Birth	State of Residence	How long child lived in the state	Disability

- 5. UCCJEA Declaration.** Have the children lived in Nevada the last six months, or since birth? (☒ *check all that apply*)

☐ Yes, the child(ren) have lived in Nevada for the past six months, or since birth.

☐ No, the child(ren) have NOT lived in Nevada for the past six months.

- a. Living Arrangements Last 5 Years.** The children have lived with the following persons in the following places within the last five years:

Time Period (mo/yr – mo/yr)	Name of Person the Child(ren) Lived With	City and State	Child's Name (if not all children)
_____ - present			
_____ - _____			
_____ - _____			
_____ - _____			
_____ - _____			

The names and current addresses of each non-parent the children lived with during the last five years are: \_\_\_\_\_

\_\_\_\_\_

**b. Participation in Other Cases.** Have you ever participated in any case concerning these children as a party, witness, or in some other capacity? (☒ *check one*)

☐ No.

☐ Yes, I have participated in the following cases concerning these children (*provide all specifics including the state, the court name, children involved, the case number and the date of the child custody order, if any*): \_\_\_\_\_

\_\_\_\_\_

**c. Knowledge of Other Cases.** Do you know of any other case that could affect this case, such as other custody cases, domestic violence cases, protection order cases, or adoptions/terminations? (☒ *check one*)

☐ No.

☐ Yes, the following cases that could affect this case (*give all specifics including the state, the court name, the parties involved, the case number and the type of case*):

\_\_\_\_\_

\_\_\_\_\_

**d. Person(s) Who Claim Custody / Visitation.** Is there anyone other than yourself or other parties to this case who has custody of the children or who can claim a right to custody or visitation with the children? (☒ *check one*)

☐ No.

☐ Yes, the following people have custody or can claim custody/visitation of the children: (*list names and addresses of anyone who claims custody/visitation rights*): \_\_\_\_\_

\_\_\_\_\_

**6. Legal Custody.** *Legal custody refers to the ability to make major decisions about the child, such as medical care, education, and religious upbringing.* (☒ *check one*)

☐ The parties should share joint legal custody of the child(ren).

☐ Plaintiff should have sole legal custody of the child(ren).

☐ Defendant should have sole legal custody of the child(ren).

☐ Nevada is not the “home state” of the child(ren) and cannot enter custody orders.



**7. Physical Custody.** *Physical custody refers to the amount of time the child spends with each parent. (☒ check one)*

- ☐ **Joint Custody.** The parties should share joint physical custody of the child(ren) (each parent must have the child(ren) roughly 40% of the time, or 146 days per year). A proposed parenting timeshare and holiday schedule is attached as Exhibit 1.
- ☐ **Primary Custody.** The (☒ check one) ☐ Plaintiff / ☐ Defendant should have primary physical custody of the child(ren). A proposed parenting timeshare and holiday schedule is attached as Exhibit 1.
- ☐ **Sole Custody.** The (☒ check one) ☐ Plaintiff / ☐ Defendant should have sole physical custody of the child(ren).
- ☐ Nevada is not the “home state” of the child(ren) and cannot enter custody orders.

**8. Other Considerations.** The Court should consider the following issues in determining custody: (☒ check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Domestic Violence   | <input type="checkbox"/> State of Residency |
| <input type="checkbox"/> CPS Involvement     | <input type="checkbox"/> Other: _____       |
| <input type="checkbox"/> Military Deployment |   |

**9. Public Assistance.** Has either party ever received public assistance? (☒ check one)

- ☐ No, the parties in this case have never received public assistance.
- ☐ Yes, one or more parties now receives or has received public assistance.

**10. Parties' Incomes.** *The court needs to know both parties' gross monthly incomes to make sure child support is set correctly.*

*Gross monthly income includes money received from work, social security, unemployment, pension/retirement, interest/investments, veteran's benefits, military allowances, etc.*

*It does not include SSI, SNAP, TANF, cash benefits from the county, or child support received.*

My gross monthly income is (insert amount): \$\_\_\_\_\_ / OR ☐ unknown.

The other parent's gross monthly income is (insert amount): \$\_\_\_\_\_ / OR ☐ unknown.

**11. Child Support.** Use the attached worksheet to figure out how much child support the court should order. **Complete the worksheet before filling out this section.** (☒ check one)

☐ Child support should be paid by (name of parent who should pay child support) \_\_\_\_\_ in the amount of \$\_\_\_\_\_ per month.

This is based on: (☒ check one)

☐ The Child Support Worksheet calculation attached.

☐ The amount already established by the District Attorney, Family Support Division, case (insert case number) R\_\_\_\_\_.

☐ No child support is requested. (Explain why not): \_\_\_\_\_

☐ I'm not sure how much child support should be paid, and ask the court to set support.

**12. Wage Withholding.** Should child support be paid through a wage garnishment? (☒ check one)

☐ Yes, a wage withholding order should be entered to secure payment of support.

☐ No, a wage withholding order should not be entered.

**13. Back Child Support.** Should back child support ("arrear") be ordered? (☒ check one)

☐ No, no back child support or arrears are requested.

☐ Child support arrears are being handled by the District Attorney, Family Support Division, case (insert case number) R\_\_\_\_\_ and should continue as ordered in that case.

☐ Yes, back child support should be paid by (name of parent who should pay back child support) \_\_\_\_\_ from (date back child support should begin) \_\_\_\_\_ to present.

**14. Child Care.** Are there child care expenses? (☒ check one)

☐ No, there are no child care costs for either parent.

☐ Yes, the monthly child care costs for the child(ren) are: \$\_\_\_\_\_. This amount should be paid by ☐ me only ☐ the other parent only ☐ both parents equally.

**15. Medical Coverage.** Medical support (medical, vision, and/or dental) must be provided for the child(ren). How will the children get medical support/insurance?

☐ Medicaid.

☐ Private / Employer Insurance. The monthly premium should be paid by ☐ me only

☐ the other parent only ☐ both parents equally.

☐ Other: \_\_\_\_\_

**16. Unreimbursed Medical Expenses.** How will medical expenses get paid if insurance does not cover a medical cost? (☒ *check one*)

☐ Any expenses not covered by insurance should be paid equally by both parties.

☐ Any expenses not covered by insurance should be paid by (*name of parent*)

\_\_\_\_\_ due to the following extraordinary circumstances:

(*explain*) \_\_\_\_\_

**17. “30/30 Rule.”** The “30/30 Rule” provides that if a parent pays a medical or dental expense for a child that is not paid by insurance, that parent must send proof of payment of the expense to the other parent within 30 days of paying the expense. The other parent then has 30 days to reimburse the paying parent ½ the cost. Do you want the 30/30 rule ordered in your case? (☒ *check one*)

☐ Yes, the Court should order the 30/30 Rule for payment of all unreimbursed medical / dental expenses.

☐ No, the Court should not order the 30/30 Rule for payment of unreimbursed medical / dental expenses.

**18. Tax Deduction.** *IRS rules state that the custodial parent usually has the right to claim the child on their taxes. The custodial parent can waive this right by filling out IRS Form 8332. Talk to a tax professional if you are not sure what to do.* (☒ *check all that apply*)

☐ Plaintiff should claim the following children as dependents for tax purposes every year: (*insert child(ren)’s names*): \_\_\_\_\_

☐ Defendant should claim the following children as dependents for tax purposes every year: (*insert child(ren)’s names*): \_\_\_\_\_

☐ The tax deduction should alternate, with Plaintiff claiming the child(ren) in (☒ *check one*) ☐ even / ☐ odd years, and Defendant claiming the child(ren) the other years.

☐ The tax deduction should be allocated per federal law.

**19. Community Property.** (☒ *check one*)

- ☐ There is no community property to divide.
- ☐ Any community property has already been divided.
- ☐ I do not know the full extent of the community property.
- ☐ The community property should be divided as follows:

**Property to Plaintiff:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Property to Defendant:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**20. Community Debt.** (☒ *check one*)

- ☐ There is no community debt to divide.
- ☐ Any community debt has already been divided.
- ☐ I do not know the full extent of the community debt.
- ☐ The community debt should be divided as follows:

**Debts to Plaintiff:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Debts to Defendant:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**21. Alimony.** (☒ *check one*)

- ☐ No spousal support is requested.
- ☐ Plaintiff should pay \$\_\_\_\_\_ per month in spousal support for the next (*number*) \_\_\_\_\_ years.
- ☐ Defendant should pay \$\_\_\_\_\_ per month in spousal support for the next (*number*) \_\_\_\_\_ years.

**22. Name Change.** (☒ *check one*)

- ☐ Plaintiff does not request a name change.
- ☐ Plaintiff would like to be restored to his/her former name of (*insert former name you would like to go back to*) \_\_\_\_\_.

**23.** If Plaintiff is able to hire counsel, attorney's fees and costs are requested.

**Plaintiff requests:**

1. That the marriage existing between Plaintiff and Defendant be dissolved and that Plaintiff be granted an absolute Decree of Divorce and that each of the parties be restored to the status of a single, unmarried person;
2. That the Court grant the relief requested in this Complaint; and
3. For such other relief as the Court finds to be just and proper.

DATED (*month*) \_\_\_\_\_ (*day*) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) ▶ \_\_\_\_\_  
(*print your name*) \_\_\_\_\_

**VERIFICATION**

Under penalty of perjury, I declare that I am the Plaintiff in the above-entitled action; that I have read the foregoing Complaint and know the contents thereof; that the pleading is true of my own knowledge, except for those matters therein contained stated upon information and belief, and that as to those matters, I believe them to be true.

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

DATED (*month*) \_\_\_\_\_ (*day*) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) ▶ \_\_\_\_\_  
(*print your name*) \_\_\_\_\_

## EXHIBIT 1: Parenting Timeshare and Holiday Schedule

☐ No Visitation Requested Because: (explain) \_\_\_\_\_

<p>Regular Schedule:  <b><i>Be very specific. Include the times and days of the week for each parent's timeshare.</i></b>          (ex.: <u>Mom</u>: Saturday 7pm – Wednesday 3pm,  <u>Dad</u>: Wednesday 3pm – Saturday 7pm)</p>	
<p>Summer Schedule:</p>	<p><input type="checkbox"/> Same as the regular schedule.  <input type="checkbox"/> Other: _____</p>
<p>Mother's Day and Mother's Birthday:</p>	<p><input type="checkbox"/> Mother every year from 9am – 7pm.  <input type="checkbox"/> Other: _____</p>
<p>Father's Day and Father's Birthday:</p>	<p><input type="checkbox"/> Father every year from 9am – 7pm.  <input type="checkbox"/> Other: _____</p>
<p>Child's Birthday:</p>	<p><input type="checkbox"/> <u>Even years</u> with (parent) _____.  <u>Odd years</u> with (parent) _____.          *Time shall be from 9am – 7pm.*  <input type="checkbox"/> Other: _____</p>
<p>3 Day Weekends:</p>	<p><input type="checkbox"/> <u>Even Years</u>: MLK Jr. Day, Memorial Day, Labor Day with (parent) _____, President's Day, Independence Day, Nevada Admissions Day with the other parent.  <u>Odd Years</u>: MLK Jr. Day, Memorial Day, Labor Day with (parent) _____, President's Day, Independence Day, Nevada Admissions Day with the other parent.          *Time begins when school lets out the day before the holiday weekend (or 3pm if no school), and ends the day following the holiday weekend when school resumes (or 9am).*          **If Independence Day falls on a Tuesday, Wednesday, or Thursday, the time shall be from July 3 at 9am until July 5 at 9am.**  <input type="checkbox"/> Other: _____</p>

Easter / Spring Break:	<input type="checkbox"/> Even years with <i>(parent)</i> _____. Odd years with the other parent. *Time shall begin the day school lets out until noon the day before school resumes.* <input type="checkbox"/> Other: _____
Thanksgiving:	<input type="checkbox"/> Odd years with <i>(parent)</i> _____. Even years with the other parent. *Time shall begin the day school lets out until noon the day before school resumes.* <input type="checkbox"/> Other: _____
Winter Break / Christmas:	<input type="checkbox"/> Segment 1 (Christmas) consists of the day school lets out until December 26 at noon. Segment 2 (New Year's) consists of December 26 at noon until noon the day before school resumes. <u>Even years:</u> segment 1 with <i>(parent)</i> _____, segment 2 with the other parent. <u>Odd years:</u> segment 1 with <i>(parent)</i> _____, segment 2 with the other parent. <input type="checkbox"/> Other: _____ _____
Other Holidays:	_____ _____ _____ _____
Vacation:	<input type="checkbox"/> The parents will not establish a formal vacation plan, and will instead mutually agree on vacation days and times with the child(ren). <input type="checkbox"/> Each parent may have up to <i>(number)</i> _____ vacation days per year with the child(ren). The parent shall notify the other parent of the vacation and provide a general vacation itinerary at least <i>(number)</i> _____ days before the planned vacation. <b>Vacation time is not allowed during a holiday allotted to the other parent.</b>



# Child Support Worksheet

## ① The Other Parent's Information

**How much money does the other parent make every month?** (Estimate if you do not know. A GMI worksheet is attached if you need help.)

*Figure out the other parent's gross monthly income. This includes money received from employment, social security, unemployment, pension/retirement, interest/investments, etc.*

*It does not include SSI, SNAP, TANF, cash benefits from the county, or child support received.*

**I believe the other parent makes \$\_\_\_\_\_ per month** (this is "Gross Monthly Income")

*\*If this number is more than \$6000, STOP. This worksheet will not apply.*

Visit [nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx](https://nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx) to find the appropriate amount.

**Determine what the other parent's child support obligation would be:**

Gross Monthly Income (from above) **x**  $\begin{matrix} .16 \text{ (for 1 child)} \\ .22 \text{ (for 2 children)} \\ .26 \text{ (for 3 children)} \\ .28 \text{ (for 4 children)} \end{matrix}$  =  
\$ \_\_\_\_\_  
Add .02 for each additional child

**Regular Child Support:**

\$ \_\_\_\_\_

**Does this parent earn less than \$1823 per month?**

- ☐ No. (skip to ②)  
☐ Yes. The court may use the low-income child support schedule instead. (check the attached chart to find the right number to enter. Use this number in steps ③④ & ⑤)

**Low Income Child Support:**

\$ \_\_\_\_\_

## ② Your Information (complete this section even if you expect the other parent to pay child support)

**How much money do you make every month?** (A GMI worksheet is attached if you need help.)

*Include money you get from employment, social security, unemployment, pension/retirement, interest / investments, etc. Do not include SSI, SNAP, TANF, cash benefits from the county, or child support received.*

**I make \$\_\_\_\_\_ per month** (this is "Gross Monthly Income")

*\*If this number is more than \$6000, STOP. This worksheet will not apply.*

Visit [nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx](https://nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx) to find the appropriate amount.

**Determine what your child support obligation would be:**

Gross Monthly Income (from above) **x**  $\begin{matrix} .16 \text{ (for 1 child)} \\ .22 \text{ (for 2 children)} \\ .26 \text{ (for 3 children)} \\ .28 \text{ (for 4 children)} \end{matrix}$  =  
\$ \_\_\_\_\_  
Add .02 for each additional child

**Regular Child Support:**

\$ \_\_\_\_\_

**Do you earn less than \$1823 per month?**

- ☐ No. (skip to ③)  
☐ Yes. The court may use the low-income child support schedule instead. (check the attached chart to find the right number to enter. Use this number in steps ③④ & ⑤)

**Low Income Child Support:**

\$ \_\_\_\_\_

- ③ **Joint Custody.** Only fill out this section if you are asking for Joint Physical Custody.  
Skip to ④ if you are asking for primary custody, sole custody, or visitation only.

**Subtract** the lower earning parent's amount of child support from the higher earning parent's amount.

Higher \$ _____	-	Lower \$ _____	=	Child Support Obligation \$ _____	paid by	Name of higher income parent: _____
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④ **Adjustments.**

- If you want primary or sole physical custody, the court uses the number in ① as the standard amount of child support the other parent would pay.
- If you want the other parent to have primary or sole physical custody, the court uses the number in ② as the standard amount of child support you would pay.
- If you want both parents to have joint physical custody, the court uses the number in ③ as the standard amount of child support.

You can ask for more or less child support than the amount in ① ② or ③ if you think any of the following factors apply. (☒ *check all that apply, or skip to ⑤ if none of these reasons apply*)

- |   |  |
|---|--|
| <input type="checkbox"/> Special educational needs                          | <input type="checkbox"/> Cost of transportation to and from visitation             |
| <input type="checkbox"/> A parent's legal responsibility to support others  | <input type="checkbox"/> The relative income of both households                    |
| <input type="checkbox"/> The value of services contributed by either parent | <input type="checkbox"/> Any other necessary expenses for the benefit of the child |
| <input type="checkbox"/> Public assistance paid to support the child        | <input type="checkbox"/> The obligor's ability to pay                              |

➤ Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

⑤ **Final Child Support Amount Requested:**

\$ \_\_\_\_\_ paid by (*name*) \_\_\_\_\_

## TO DETERMINE A PARENT'S GROSS MONTHLY INCOME ("GMI") FROM EMPLOYMENT

<b>Annual Income</b>	\$
÷ by 12 months = <b>GMI</b>	\$

<b>Biweekly Income</b>	\$
X 26 pay periods per year	
÷ by 12 months = <b>GMI</b>	\$

<b>Weekly Income</b>	\$
X 52 pay periods per year	
÷ by 12 months = <b>GMI</b>	\$

<b>Hourly Wage</b>	\$
# of hours worked per week	
Subtotal = hourly wage X # of hours per week	\$
X 52 pay periods per year	
÷ by 12 months = <b>GMI</b>	\$

## LOW INCOME CHILD SUPPORT SCHEDULE FOR PARENTS WHO EARN LESS THAN \$1823 PER MONTH

Child Support Obligation of Low-Income Payers  
at 75% to 150% of the 2022 Federal Poverty Guidelines

	One Child		Two Children		Three Children		Four Children		Five Children	
Monthly Income Up To	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount
\$911	10.56%	\$96	14.52%	\$132	17.16%	\$156	18.48%	\$168	19.80%	\$180
\$944	10.75%	\$101	14.79%	\$140	17.48%	\$165	18.82%	\$178	20.16%	\$190
\$976	10.95%	\$107	15.05%	\$147	17.79%	\$174	19.16%	\$187	20.53%	\$200
\$1,009	11.14%	\$112	15.32%	\$155	18.11%	\$183	19.50%	\$197	20.89%	\$211
\$1,041	11.34%	\$118	15.59%	\$162	18.42%	\$192	19.84%	\$207	21.26%	\$221
\$1,074	11.53%	\$124	15.86%	\$170	18.74%	\$201	20.18%	\$217	21.62%	\$232
\$1,107	11.73%	\$130	16.12%	\$178	19.05%	\$211	20.52%	\$227	21.99%	\$243
\$1,139	11.92%	\$136	16.39%	\$187	19.37%	\$221	20.86%	\$238	22.35%	\$255
\$1,172	12.11%	\$142	16.66%	\$195	19.69%	\$231	21.20%	\$248	22.71%	\$266
\$1,204	12.31%	\$148	16.92%	\$204	20.00%	\$241	21.54%	\$259	23.08%	\$278
\$1,237	12.50%	\$155	17.19%	\$213	20.32%	\$251	21.88%	\$271	23.44%	\$290
\$1,269	12.70%	\$161	17.46%	\$222	20.63%	\$262	22.22%	\$282	23.81%	\$302
\$1,302	12.89%	\$168	17.73%	\$231	20.95%	\$273	22.56%	\$294	24.17%	\$315
\$1,334	13.09%	\$175	17.99%	\$240	21.26%	\$284	22.90%	\$305	24.54%	\$327
\$1,367	13.28%	\$182	18.26%	\$250	21.58%	\$295	23.24%	\$318	24.90%	\$340
\$1,399	13.47%	\$188	18.53%	\$259	21.90%	\$306	23.58%	\$330	25.26%	\$353
\$1,432	13.67%	\$196	18.79%	\$269	22.21%	\$318	23.92%	\$343	25.63%	\$367
\$1,465	13.86%	\$203	19.06%	\$279	22.53%	\$330	24.26%	\$355	25.99%	\$381
\$1,497	14.06%	\$210	19.33%	\$289	22.84%	\$342	24.60%	\$368	26.36%	\$395
\$1,530	14.25%	\$218	19.60%	\$300	23.16%	\$354	24.94%	\$382	26.72%	\$409
\$1,562	14.45%	\$226	19.86%	\$310	23.47%	\$367	25.28%	\$395	27.09%	\$423
\$1,595	14.64%	\$234	20.13%	\$321	23.79%	\$379	25.62%	\$409	27.45%	\$438
\$1,627	14.83%	\$241	20.40%	\$332	24.11%	\$392	25.96%	\$422	27.81%	\$452
\$1,660	15.03%	\$249	20.66%	\$343	24.42%	\$405	26.30%	\$437	28.18%	\$468
\$1,692	15.22%	\$258	20.93%	\$354	24.74%	\$419	26.64%	\$451	28.54%	\$483
\$1,725	15.42%	\$266	21.20%	\$366	25.05%	\$432	26.98%	\$465	28.91%	\$499
\$1,757	15.61%	\$274	21.47%	\$377	25.37%	\$446	27.32%	\$480	29.27%	\$514
\$1,790	15.81%	\$283	21.73%	\$389	25.68%	\$460	27.66%	\$495	29.64%	\$531
\$1,823	16.00%	\$292	22.00%	\$401	26.00%	\$474	28.00%	\$510	30.00%	\$547

COURT FILING CODE: **SEI**  
Plaintiff's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,  
  
vs.  
  
\_\_\_\_\_  
Defendant.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**SUMMONS**

**NOTICE! YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT YOUR BEING HEARD UNLESS YOU RESPOND IN WRITING WITHIN 21 DAYS. READ THE INFORMATION BELOW VERY CAREFULLY.**

To the Defendant named above:

The Plaintiff has filed a civil complaint or petition against you. Read that document (or get a copy at the court listed above) to find out the specific relief requested. The subject of this case is: (☒ *check one*)

☐ Divorce.

☐ Annulment.

☐ Legal Separation.

☐ Custody, Paternity, Visitation, and/or Child Support.

☐ Other: \_\_\_\_\_



FILING CODE: AOS

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

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

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

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

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

<p>_____ Plaintiff,  vs.  _____ Defendant.</p>	<p>CASE NO.: _____  DEPT: _____</p>
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**AFFIDAVIT OF SERVICE**

*A copy of the filed documents can be **personally served** on another party.*

*A neutral person who is 18 or older and not involved in this case or related to the parties can personally serve a summons and complaint directly to the person. (NRCP 4(c)(3)). If that is not possible, the server can personally serve the summons and complaint on someone of suitable age and discretion who lives with the person. (NRCP 4.2(a)(2)).*

**Family members and significant others cannot serve papers.**

*Whoever serves the documents must complete this form. **File this completed form at court.***

I, (name of person who served the documents) \_\_\_\_\_, declare  
**(complete EVERY SECTION below):**

1. I am not a party to or interested in this action and I am over 18 years of age.
2. I was asked to serve legal documents by (name of the party who asked you to serve the documents) \_\_\_\_\_. (☒ check one)
  - ☐ I know this person because (describe how you know the person, for example, "we work together," "roommates" etc.) \_\_\_\_\_.
  - ☐ I do not know the person above.
3. **What Documents You Served.** I served a copy of the (☒ check all that apply)
  - ☐ Complaint for \_\_\_\_\_
  - ☐ Summons
  - ☐ Joint Preliminary Injunction
  - ☐ Other: \_\_\_\_\_

4. **Who You Served.** I served the (☒ *check one*)

☐ Plaintiff

☐ Defendant

5. **When You Served.** I personally served the documents on (*date you served the documents*) (*month*) \_\_\_\_\_ (*day*) \_\_\_\_\_, 20\_\_\_\_ at the hour of (*time*) \_\_\_\_:\_\_\_\_ ☐ a.m. ☐ p.m.

6. **Where You Served.** I personally delivered and left the documents with (☒ *check one*)

☐ **The Party to the Case.** I served the documents on the party at the location below. (*complete the details below*)

\_\_\_\_\_  
Name of Person Served

\_\_\_\_\_  
Address Where Served

\_\_\_\_\_  
City, State, Zip Code

☐ **A Person Who Lives with the Party.** This is a person of suitable age and discretion who lives with the party. (*complete the details below*)

\_\_\_\_\_  
Name of Person Served

\_\_\_\_\_  
Address Where Served

\_\_\_\_\_  
City, State, Zip Code

7. I am not a licensed process server; I am a natural person serving legal process without compensation, not more than three times per year, on behalf of a litigant who is a natural person, and therefore I am not required to be licensed pursuant to NRS 648.063(2) (2017 Nevada Laws Ch. 126 (A.B. 128)).

**I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAW OF THE STATE OF NEVADA THAT THE FOREGOING IS TRUE AND CORRECT.**

DATED (*month*) \_\_\_\_\_ (*day*) \_\_\_\_\_, 20\_\_\_\_.

Server's Signature: ▶ \_\_\_\_\_

Server's Printed Name: \_\_\_\_\_

Residential / Business Address: \_\_\_\_\_

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

Server's Phone Number: \_\_\_\_\_

FILING CODE: RPRI

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

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

\_\_\_\_\_

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

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

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**REQUEST FOR ISSUANCE OF JOINT PRELIMINARY INJUNCTION**

I respectfully request that the Court issue a Joint Preliminary Injunction in the above-entitled action pursuant to EDCR 5.703.

DATED \_\_\_\_\_, 20\_\_\_\_

Submitted By: ► \_\_\_\_\_

*(print your name)* \_\_\_\_\_



JPI

DISTRICT COURT  
CLARK COUNTY, NEVADA

\*\*\*\*

[REDACTED], PLAINTIFF. CASE NO: [REDACTED]  
VS.  
[REDACTED], DEFENDANT. DEPARTMENT [REDACTED]

**JOINT PRELIMINARY INJUNCTION**

**Notice: This injunction is effective upon the requesting party when issued and against the other party when served. This injunction shall remain in effect from the time of its issuance until trial or until dissolved or modified by the court.**

**TO: Plaintiff and Defendant:**

PURSUANT TO EIGHTH JUDICIAL COURT RULE 5.518, YOU, AND ANY OFFICERS, AGENTS, SERVANTS, EMPLOYEES OR A PERSON IN ACTIVE CONCERT OR PARTICIPATION WITH YOU, ARE HEREBY PROHIBITED AND RESTRAINED FROM:

1. Transferring, encumbering, concealing, selling or otherwise disposing of any of your joint, common or community property of the parties or any property which is the subject of a claim of community interest, except in the usual course of conduct or for the necessities of life or for retention of counsel for the case in which this Injunction is obtained; or cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of;
    - a. Any retirement benefits or pension plan held for the benefit (or election for benefit) of the parties or any minor child; or
    - b. Any insurance coverage, including life, health, automobile, and disability coverage;
- without the written consent of the parties or the permission of the court.

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28

- 2. Molesting, harassing, stalking, disturbing the peace of or committing an assault or battery on the person of the other party or any child, stepchild, other relative or family pet of the parties.
- 3. Relocating any child of the parties under the jurisdiction of the State of Nevada from the state without the prior written consent of all parties with custodial rights or the permission of the court.

DATED [REDACTED]

[REDACTED]

Presiding Judge, Family Division

**FILING CODE:** ACDAS

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

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

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

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

Email: \_\_\_\_\_

Self-Represented Defendant

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

_____ Plaintiff,  vs.  _____ Defendant.	CASE NO.: _____ DEPT: _____
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**ANSWER AND COUNTERCLAIM FOR DIVORCE  
AND UCCJEA DECLARATION  
(With Children)**

Defendant (*your name*) \_\_\_\_\_, respectfully states:

1. Defendant admits the following allegations: (*write the paragraph numbers from the Complaint you agree with*) \_\_\_\_\_.
2. Defendant denies the following allegations: (*write the paragraph numbers from the Complaint you disagree with*) \_\_\_\_\_.
3. Defendant is without sufficient knowledge to admit or deny the following allegations: (*write the paragraph numbers you are unsure about*) \_\_\_\_\_.

### AFFIRMATIVE DEFENSES

- ☐ Neither party is a Nevada resident.
- ☐ Nevada is not the home state of the child(ren).
- ☐ There is another case concerning these parties in another state.
- ☐ Other: \_\_\_\_\_.

### COUNTERCLAIM FOR DIVORCE

- 1. Residency.** Which spouse has been a resident of the State of Nevada for at least six weeks prior to filing this Complaint? ☐ Me / ☐ Plaintiff.
- 2. Marriage.** The parties were married on *(date)* \_\_\_\_\_ in *(city)* \_\_\_\_\_, *(state)* \_\_\_\_\_. The parties are incompatible.
- 3. Pregnancy.** (☒ *check one*)
  - ☐ Neither spouse is pregnant.
  - ☐ The following spouse is pregnant: *(name of pregnant spouse)* \_\_\_\_\_.  
The other spouse ☐ is / ☐ is not the parent of the unborn child. The child is due to be born on *(date)*: \_\_\_\_\_.
  - ☐ It is unknown whether either spouse is currently pregnant.

- 4. Children.** There are (*number*) \_\_\_\_\_ minor children in common born to or adopted by the parties.

Child's Name	Date of Birth	State of Residence	How long child lived in the state	Disability

- 5. UCCJEA Declaration.** Have the children lived in Nevada the last six months, or since birth? (☒ *check all that apply*)

- ☐ Yes, the child(ren) have lived in Nevada for the past six months, or since birth.  
☐ No, the child(ren) have NOT lived in Nevada for the past six months.

- a. Living Arrangements Last 5 Years.** The children have lived with the following persons in the following places within the last five years:

Time Period (mo/yr – mo/yr)	Name of Person the Child(ren) Lived With:	City and State	Child's Name (if not all children)
_____ - present			
_____ - _____			
_____ - _____			
_____ - _____			
_____ - _____			

The names and current addresses of each non-parent the children lived with during the last five years are: \_\_\_\_\_

\_\_\_\_\_

**b. Participation in Other Cases.** Have you ever participated in any case concerning these children as a party, witness, or in some other capacity? (☒ *check one*)

☐ No.

☐ Yes, I have participated in the following cases concerning these children (*provide all specifics including the state, the court name, children involved, the case number and the date of the child custody order, if any*): \_\_\_\_\_

\_\_\_\_\_

**c. Knowledge of Other Cases.** Do you know of any other case that could affect this case, such as other custody cases, domestic violence cases, protection order cases, or adoptions/terminations? (☒ *check one*)

☐ No.

☐ Yes, the following cases that could affect this case (*give all specifics including the state, the court name, the parties involved, the case number and the type of case*):

\_\_\_\_\_

\_\_\_\_\_

**d. Person(s) Who Claim Custody / Visitation.** Is there anyone other than yourself or other parties to this case who has custody of the children or who can claim a right to custody or visitation with the children? (☒ *check one*)

☐ No.

☐ Yes, the following people have custody or can claim custody/visitation of the children: (*list names and addresses of anyone who claims custody/visitation rights*): \_\_\_\_\_

\_\_\_\_\_

**6. Legal Custody.** *Legal custody refers to the ability to make major decisions about the child, such as medical care, education, and religious upbringing.* (☒ *check one*)

☐ The parties should share joint legal custody of the child(ren).

☐ Plaintiff should have sole legal custody of the child(ren).

☐ Defendant should have sole legal custody of the child(ren).

☐ Nevada is not the “home state” of the child(ren) and cannot enter custody orders.

**7. Physical Custody.** *Physical custody refers to the amount of time the child spends with each parent. (☒ check one)*

- ☐ **Joint Custody.** The parties should share joint physical custody of the child(ren) (each parent must have the child(ren) roughly 40% of the time, or 146 days per year). A proposed parenting timeshare and holiday schedule is attached as Exhibit 1.
- ☐ **Primary Custody.** The (☒ check one) ☐ Plaintiff / ☐ Defendant should have primary physical custody of the child(ren). A proposed parenting timeshare and holiday schedule is attached as Exhibit 1.
- ☐ **Sole Custody.** The (☒ check one) ☐ Plaintiff / ☐ Defendant should have sole physical custody of the child(ren).
- ☐ Nevada is not the “home state” of the child(ren) and cannot enter custody orders.

**8. Other Considerations.** The Court should consider the following issues in determining custody: (☒ check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Domestic Violence   | <input type="checkbox"/> State of Residency |
| <input type="checkbox"/> CPS Involvement     | <input type="checkbox"/> Other: _____       |
| <input type="checkbox"/> Military Deployment |   |

**9. Public Assistance.** Has either party ever received public assistance? (☒ check one)

- ☐ No, the parties in this case have never received public assistance.
- ☐ Yes, one or more parties now receives or has received public assistance.

**10. Parties' Incomes.** *The court needs to know both parties' gross monthly incomes to make sure child support is set correctly.*

Gross monthly income includes money received from work, social security, unemployment, pension/retirement, interest/investments, veteran's benefits, military allowances, etc.

It does not include SSI, SNAP, TANF, cash benefits from the county, or child support received.

My gross monthly income is (insert amount): \$\_\_\_\_\_ / OR ☐ unknown.

The other parent's gross monthly income is (insert amount): \$\_\_\_\_\_ / OR ☐ unknown.

**11. Child Support.** Use the attached worksheet to figure out how much child support the court should order. **Complete the worksheet before filling out this section.** (☒ check one)

☐ Child support should be paid by (name of parent who should pay child support)  
\_\_\_\_\_ in the amount of \$\_\_\_\_\_ per month.

This is based on: (☒ check one)

- ☐ The Child Support Worksheet calculation attached.
- ☐ The amount already established by the District Attorney, Family Support Division, case (insert case number) R\_\_\_\_\_.

☐ No child support is requested. (Explain why not): \_\_\_\_\_  
\_\_\_\_\_

☐ I'm not sure how much child support should be paid, and ask the court to set support.

**12. Wage Withholding.** Should child support be paid through a wage garnishment? (☒ check one)

- ☐ Yes, a wage withholding order should be entered to secure payment of support.
- ☐ No, a wage withholding order should not be entered.

**13. Back Child Support.** Should back child support ("arrear") be ordered? (☒ check one)

- ☐ No, no back child support or arrears are requested.
- ☐ Child support arrears are being handled by the District Attorney, Family Support Division, case (insert case number) R\_\_\_\_\_ and should continue as ordered in that case.
- ☐ Yes, back child support should be paid by (name of parent who should pay back child support) \_\_\_\_\_ from (date back child support should begin) \_\_\_\_\_ to present.

**14. Child Care.** Are there child care expenses? (☒ check one)

- ☐ No, there are no child care costs for either parent.
- ☐ Yes, the monthly child care costs for the child(ren) are: \$\_\_\_\_\_. This amount should be paid by ☐ me only ☐ the other parent only ☐ both parents equally.



**15. Medical Coverage.** Medical support (medical, vision, and/or dental) must be provided for the child(ren). How will the children get medical support/insurance?

☐ Medicaid.

☐ Private / Employer Insurance. The monthly premium should be paid by ☐ me only

☐ the other parent only ☐ both parents equally.

☐ Other: \_\_\_\_\_

**16. Unreimbursed Medical Expenses.** How will medical expenses get paid if insurance does not cover a medical cost? (☒ *check one*)

☐ Any expenses not covered by insurance should be paid equally by both parties.

☐ Any expenses not covered by insurance should be paid by (*name of parent*)

\_\_\_\_\_ due to the following extraordinary circumstances:

(*explain*) \_\_\_\_\_

**17. “30/30 Rule.”** The “30/30 Rule” provides that if a parent pays a medical or dental expense for a child that is not paid by insurance, that parent must send proof of payment of the expense to the other parent within 30 days of paying the expense. The other parent then has 30 days to reimburse the paying parent ½ the cost. Do you want the 30/30 rule ordered in your case? (☒ *check one*)

☐ Yes, the Court should order the 30/30 Rule for payment of all unreimbursed medical / dental expenses.

☐ No, the Court should not order the 30/30 Rule for payment of unreimbursed medical / dental expenses.

**18. Tax Deduction.** *IRS rules state that the custodial parent usually has the right to claim the child on their taxes. The custodial parent can waive this right by filling out IRS Form 8332. Talk to a tax professional if you are not sure what to do.* (☒ *check all that apply*)

☐ Plaintiff should claim the following children as dependents for tax purposes every year: (*insert child(ren)’s names*): \_\_\_\_\_

☐ Defendant should claim the following children as dependents for tax purposes every year: (*insert child(ren)’s names*): \_\_\_\_\_

☐ The tax deduction should alternate, with Plaintiff claiming the child(ren) in (☒ *check one*) ☐ even / ☐ odd years, and Defendant claiming the child(ren) the other years.

☐ The tax deduction should be allocated per federal law.

**19. Community Property.** (☒ *check one*)

- ☐ There is no community property to divide.
- ☐ Any community property has already been divided.
- ☐ I do not know the full extent of the community property.
- ☐ The community property should be divided as follows:

**Property to Plaintiff:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Property to Defendant:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**20. Community Debt.** (☒ *check one*)

- ☐ There is no community debt to divide.
- ☐ Any community debt has already been divided.
- ☐ I do not know the full extent of the community debt.
- ☐ The community debt should be divided as follows:

**Debts to Plaintiff:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Debts to Defendant:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**21. Alimony.** (☒ *check one*)

- ☐ No spousal support is requested.
- ☐ Plaintiff should pay \$\_\_\_\_\_ per month in spousal support for the next (*number*) \_\_\_\_\_ years.
- ☐ Defendant should pay \$\_\_\_\_\_ per month in spousal support for the next (*number*) \_\_\_\_\_ years.

**22. Name Change.** (☒ *check one*)

- ☐ Defendant does not request a name change.
- ☐ Defendant would like to be restored to his/her former name of (*insert former name you would like to go back to*) \_\_\_\_\_.

**23.** If Defendant is able to hire counsel, attorney's fees and costs are requested.

**Defendant requests:**

1. That the marriage existing between Plaintiff and Defendant be dissolved and that Defendant be granted an absolute Decree of Divorce and that each of the parties be restored to the status of a single, unmarried person;
2. That the Court grant the relief requested in this Counterclaim; and
3. For such other relief as the Court finds to be just and proper.

DATED (*month*) \_\_\_\_\_ (*day*) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) ► \_\_\_\_\_  
(*print your name*) \_\_\_\_\_

**VERIFICATION**

Under penalties of perjury, I declare that I am the Defendant in the above-entitled action; that I have read the foregoing Answer and Counterclaim and know the contents thereof; that the pleading is true of my own knowledge, except for those matters therein contained stated upon information and belief, and that as to those matters, I believe them to be true.

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

DATED (*month*) \_\_\_\_\_ (*day*) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) ▶ \_\_\_\_\_  
(*print your name*) \_\_\_\_\_

## EXHIBIT 1: Parenting Timeshare and Holiday Schedule

☐ No Visitation Requested Because: (explain) \_\_\_\_\_

<p>Regular Schedule:  <b><i>Be very specific. Include the times and days of the week for each parent's timeshare.</i></b>          (ex.: <u>Mom</u>: Saturday 7pm – Wednesday 3pm,  <u>Dad</u>: Wednesday 3pm – Saturday 7pm)</p>	
<p>Summer Schedule:</p>	<p><input type="checkbox"/> Same as the regular schedule.  <input type="checkbox"/> Other: _____</p>
<p>Mother's Day and Mother's Birthday:</p>	<p><input type="checkbox"/> Mother every year from 9am – 7pm.  <input type="checkbox"/> Other: _____</p>
<p>Father's Day and Father's Birthday:</p>	<p><input type="checkbox"/> Father every year from 9am – 7pm.  <input type="checkbox"/> Other: _____</p>
<p>Child's Birthday:</p>	<p><input type="checkbox"/> <u>Even years</u> with (parent) _____.  <u>Odd years</u> with (parent) _____.          *Time shall be from 9am – 7pm.*  <input type="checkbox"/> Other: _____</p>
<p>3 Day Weekends:</p>	<p><input type="checkbox"/> <u>Even Years</u>: MLK Jr. Day, Memorial Day, Labor Day with (parent) _____, President's Day, Independence Day, Nevada Admissions Day with the other parent.  <u>Odd Years</u>: MLK Jr. Day, Memorial Day, Labor Day with (parent) _____, President's Day, Independence Day, Nevada Admissions Day with the other parent.          *Time begins when school lets out the day before the holiday weekend (or 3pm if no school), and ends the day following the holiday weekend when school resumes (or 9am).*          **If Independence Day falls on a Tuesday, Wednesday, or Thursday, the time shall be from July 3 at 9am until July 5 at 9am.**  <input type="checkbox"/> Other: _____</p>

Easter / Spring Break:	<input type="checkbox"/> Even years with <i>(parent)</i> _____. Odd years with the other parent. *Time shall begin the day school lets out until noon the day before school resumes.* <input type="checkbox"/> Other: _____
Thanksgiving:	<input type="checkbox"/> Odd years with <i>(parent)</i> _____. Even years with the other parent. *Time shall begin the day school lets out until noon the day before school resumes.* <input type="checkbox"/> Other: _____
Winter Break / Christmas:	<input type="checkbox"/> Segment 1 (Christmas) consists of the day school lets out until December 26 at noon. Segment 2 (New Year's) consists of December 26 at noon until noon the day before school resumes. <u>Even years:</u> segment 1 with <i>(parent)</i> _____, segment 2 with the other parent. <u>Odd years:</u> segment 1 with <i>(parent)</i> _____, segment 2 with the other parent. <input type="checkbox"/> Other: _____ _____
Other Holidays:	_____ _____ _____ _____
Vacation:	<input type="checkbox"/> The parents will not establish a formal vacation plan, and will instead mutually agree on vacation days and times with the child(ren). <input type="checkbox"/> Each parent may have up to <i>(number)</i> _____ vacation days per year with the child(ren). The parent shall notify the other parent of the vacation and provide a general vacation itinerary at least <i>(number)</i> _____ days before the planned vacation. <b>Vacation time is not allowed during a holiday allotted to the other parent.</b>

# Child Support Worksheet

## ① The Other Parent's Information

**How much money does the other parent make every month?** (Estimate if you do not know. A GMI worksheet is attached if you need help.)

*Figure out the other parent's gross monthly income. This includes money received from employment, social security, unemployment, pension/retirement, interest/investments, etc.*

*It does not include SSI, SNAP, TANF, cash benefits from the county, or child support received.*

**I believe the other parent makes \$\_\_\_\_\_ per month** (this is "Gross Monthly Income")

*\*If this number is more than \$6000, STOP. This worksheet will not apply.*

Visit [nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx](https://nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx) to find the appropriate amount.

**Determine what the other parent's child support obligation would be:**

Gross Monthly Income (from above) **X**  $\begin{matrix} .16 \text{ (for 1 child)} \\ .22 \text{ (for 2 children)} \\ .26 \text{ (for 3 children)} \\ .28 \text{ (for 4 children)} \end{matrix}$  **=**  
\$ \_\_\_\_\_  
Add .02 for each additional child

**Regular Child Support:**

\$ \_\_\_\_\_

**Does this parent earn less than \$1823 per month?**

- ☐ No. (skip to ②)
- ☐ Yes. The court may use the low-income child support schedule instead. (check the attached chart to find the right number to enter. Use this number in steps ③④ & ⑤)

**Low Income Child Support:**

\$ \_\_\_\_\_

## ② Your Information (complete this section even if you expect the other parent to pay child support)

**How much money do you make every month?** (A GMI worksheet is attached if you need help.)

*Include money you get from employment, social security, unemployment, pension/retirement, interest / investments, etc. Do not include SSI, SNAP, TANF, cash benefits from the county, or child support received.*

**I make \$\_\_\_\_\_ per month** (this is "Gross Monthly Income")

*\*If this number is more than \$6000, STOP. This worksheet will not apply.*

Visit [nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx](https://nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx) to find the appropriate amount.

**Determine what your child support obligation would be:**

Gross Monthly Income (from above) **X**  $\begin{matrix} .16 \text{ (for 1 child)} \\ .22 \text{ (for 2 children)} \\ .26 \text{ (for 3 children)} \\ .28 \text{ (for 4 children)} \end{matrix}$  **=**  
\$ \_\_\_\_\_  
Add .02 for each additional child

**Regular Child Support:**

\$ \_\_\_\_\_

**Do you earn less than \$1823 per month?**

- ☐ No. (skip to ③)
- ☐ Yes. The court may use the low-income child support schedule instead. (check the attached chart to find the right number to enter. Use this number in steps ③④ & ⑤)

**Low Income Child Support:**

\$ \_\_\_\_\_

- ③ **Joint Custody.** Only fill out this section if you are asking for Joint Physical Custody.  
Skip to ④ if you are asking for primary custody, sole custody, or visitation only.

**Subtract** the lower earning parent's amount of child support from the higher earning parent's amount.

Higher \$ _____	-	Lower \$ _____	=	Child Support Obligation \$ _____	paid by	Name of higher income parent: _____
--------------------	---	-------------------	---	--------------------------------------	---------	--

④ **Adjustments.**

- If you want primary or sole physical custody, the court uses the number in ① as the standard amount of child support the other parent would pay.
- If you want the other parent to have primary or sole physical custody, the court uses the number in ② as the standard amount of child support you would pay.
- If you want both parents to have joint physical custody, the court uses the number in ③ as the standard amount of child support.

You can ask for more or less child support than the amount in ① ② or ③ if you think any of the following factors apply. (☒ *check all that apply, or skip to ⑤ if none of these reasons apply*)

- |   |  |
|---|--|
| <input type="checkbox"/> Special educational needs                          | <input type="checkbox"/> Cost of transportation to and from visitation             |
| <input type="checkbox"/> A parent's legal responsibility to support others  | <input type="checkbox"/> The relative income of both households                    |
| <input type="checkbox"/> The value of services contributed by either parent | <input type="checkbox"/> Any other necessary expenses for the benefit of the child |
| <input type="checkbox"/> Public assistance paid to support the child        | <input type="checkbox"/> The obligor's ability to pay                              |

➤ Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

⑤ **Final Child Support Amount Requested:**

\$ \_\_\_\_\_ paid by (*name*) \_\_\_\_\_



## TO DETERMINE A PARENT'S GROSS MONTHLY INCOME ("GMI") FROM EMPLOYMENT

<b>Annual Income</b>	\$
÷ by 12 months = <b>GMI</b>	\$

<b>Biweekly Income</b>	\$
X 26 pay periods per year	
÷ by 12 months = <b>GMI</b>	\$

<b>Weekly Income</b>	\$
X 52 pay periods per year	
÷ by 12 months = <b>GMI</b>	\$

<b>Hourly Wage</b>	\$
# of hours worked per week	
Subtotal = hourly wage X # of hours per week	\$
X 52 pay periods per year	
÷ by 12 months = <b>GMI</b>	\$

## LOW INCOME CHILD SUPPORT SCHEDULE FOR PARENTS WHO EARN LESS THAN \$1823 PER MONTH

Child Support Obligation of Low-Income Payers  
at 75% to 150% of the 2022 Federal Poverty Guidelines

	One Child		Two Children		Three Children		Four Children		Five Children	
Monthly Income Up To	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount	Percent	Child Support Amount
\$911	10.56%	\$96	14.52%	\$132	17.16%	\$156	18.48%	\$168	19.80%	\$180
\$944	10.75%	\$101	14.79%	\$140	17.48%	\$165	18.82%	\$178	20.16%	\$190
\$976	10.95%	\$107	15.05%	\$147	17.79%	\$174	19.16%	\$187	20.53%	\$200
\$1,009	11.14%	\$112	15.32%	\$155	18.11%	\$183	19.50%	\$197	20.89%	\$211
\$1,041	11.34%	\$118	15.59%	\$162	18.42%	\$192	19.84%	\$207	21.26%	\$221
\$1,074	11.53%	\$124	15.86%	\$170	18.74%	\$201	20.18%	\$217	21.62%	\$232
\$1,107	11.73%	\$130	16.12%	\$178	19.05%	\$211	20.52%	\$227	21.99%	\$243
\$1,139	11.92%	\$136	16.39%	\$187	19.37%	\$221	20.86%	\$238	22.35%	\$255
\$1,172	12.11%	\$142	16.66%	\$195	19.69%	\$231	21.20%	\$248	22.71%	\$266
\$1,204	12.31%	\$148	16.92%	\$204	20.00%	\$241	21.54%	\$259	23.08%	\$278
\$1,237	12.50%	\$155	17.19%	\$213	20.32%	\$251	21.88%	\$271	23.44%	\$290
\$1,269	12.70%	\$161	17.46%	\$222	20.63%	\$262	22.22%	\$282	23.81%	\$302
\$1,302	12.89%	\$168	17.73%	\$231	20.95%	\$273	22.56%	\$294	24.17%	\$315
\$1,334	13.09%	\$175	17.99%	\$240	21.26%	\$284	22.90%	\$305	24.54%	\$327
\$1,367	13.28%	\$182	18.26%	\$250	21.58%	\$295	23.24%	\$318	24.90%	\$340
\$1,399	13.47%	\$188	18.53%	\$259	21.90%	\$306	23.58%	\$330	25.26%	\$353
\$1,432	13.67%	\$196	18.79%	\$269	22.21%	\$318	23.92%	\$343	25.63%	\$367
\$1,465	13.86%	\$203	19.06%	\$279	22.53%	\$330	24.26%	\$355	25.99%	\$381
\$1,497	14.06%	\$210	19.33%	\$289	22.84%	\$342	24.60%	\$368	26.36%	\$395
\$1,530	14.25%	\$218	19.60%	\$300	23.16%	\$354	24.94%	\$382	26.72%	\$409
\$1,562	14.45%	\$226	19.86%	\$310	23.47%	\$367	25.28%	\$395	27.09%	\$423
\$1,595	14.64%	\$234	20.13%	\$321	23.79%	\$379	25.62%	\$409	27.45%	\$438
\$1,627	14.83%	\$241	20.40%	\$332	24.11%	\$392	25.96%	\$422	27.81%	\$452
\$1,660	15.03%	\$249	20.66%	\$343	24.42%	\$405	26.30%	\$437	28.18%	\$468
\$1,692	15.22%	\$258	20.93%	\$354	24.74%	\$419	26.64%	\$451	28.54%	\$483
\$1,725	15.42%	\$266	21.20%	\$366	25.05%	\$432	26.98%	\$465	28.91%	\$499
\$1,757	15.61%	\$274	21.47%	\$377	25.37%	\$446	27.32%	\$480	29.27%	\$514
\$1,790	15.81%	\$283	21.73%	\$389	25.68%	\$460	27.66%	\$495	29.64%	\$531
\$1,823	16.00%	\$292	22.00%	\$401	26.00%	\$474	28.00%	\$510	30.00%	\$547

**NEVADA STATE DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
CHILD SUPPORT ENFORCEMENT**

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

**CONFIDENTIAL FAMILY COURT INFORMATION SHEET**

\_\_\_\_\_  
Plaintiff/Petitioner  
vs.

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

\_\_\_\_\_  
Defendant/Respondent

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

**Mother/Wife Information**

☐ Custodial Parent ☐ Non-Custodial Parent

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

Social Security Number: \_\_\_\_\_

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

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

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

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

Telephone No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Ethnicity: ☐ White (Non Hispanic) ☐ Hispanic  
☐ African-American ☐ Asian or Pacific Islander  
☐ Native American/Alaskan Native ☐ Other

Are you employed? ☐ YES ☐ NO

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

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

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

Telephone No.: \_\_\_\_\_

**Father/Husband Information**

☐ Custodial Parent ☐ Non-Custodial Parent

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

Social Security Number: \_\_\_\_\_

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

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

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

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

Telephone No.: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_

Ethnicity: ☐ White (Non Hispanic) ☐ Hispanic  
☐ African-American ☐ Asian or Pacific Islander  
☐ Native American/Alaskan Native ☐ Other

Are you employed? ☐ YES ☐ NO

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

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

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

Telephone No.: \_\_\_\_\_

**CHILDREN OF THE PARTIES**

				<b>Gender</b>
Name: _____	SSN: _____	DOB: _____	<input type="checkbox"/> M <input type="checkbox"/> F	
Name: _____	SSN: _____	DOB: _____	<input type="checkbox"/> M <input type="checkbox"/> F	
Name: _____	SSN: _____	DOB: _____	<input type="checkbox"/> M <input type="checkbox"/> F	
Name: _____	SSN: _____	DOB: _____	<input type="checkbox"/> M <input type="checkbox"/> F	
Name: _____	SSN: _____	DOB: _____	<input type="checkbox"/> M <input type="checkbox"/> F	

If there are more than five (5) children, list their information on a separate sheet of paper and attach.

Does this case involve Family Violence: ☐ YES ☐ NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

COURT CODE: DFLT

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

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

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

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

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

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

_____ Plaintiff,  vs.  _____ Defendant.	CASE NO.: _____  DEPT: _____  <b>DEFAULT</b>
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It appearing from the files and records in the above entitled action that Defendant  
(*Defendant's name*), \_\_\_\_\_, was duly served  
with a copy of the Complaint on:

(*month*) \_\_\_\_\_ (*day*) \_\_\_\_\_, 20\_\_\_\_.

(*date the Defendant was served with the Summons & Complaint or  
date the Notice of Lawsuit and Request for Waiver of Summons was sent*)

It appearing further that more than (*check one*):

- ☐ 21 days, exclusive of the date of service, if the Defendant was personally served with the Complaint and Summons;
- ☐ 60 days from the date the Notice of a Lawsuit and Request to Waive Service of Summons was sent, exclusive of the date of the notice, if the Defendant was sent the notice in the United States and the Defendant signed a Waiver of Summons within the time allowed under NRCP Rule 4.1;



RSDD

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

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

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

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

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

_____	CASE NO.: _____
Plaintiff,	
vs.	DEPT: _____
_____	
Defendant.	

**REQUEST FOR SUMMARY DISPOSITION OF DECREE**

☐ Plaintiff / ☐ Defendant (*your name*) \_\_\_\_\_  
requests this Court for a summary disposition for a Decree without a hearing.

DATED \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) \_\_\_\_\_  
(*print your name*) \_\_\_\_\_

FILING CODE: AFFT

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

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

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

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

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

<p>_____ Plaintiff,</p> <p>vs.</p> <p>_____ Defendant.</p>	<p>CASE NO.: _____</p> <p>DEPT: _____</p>
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**AFFIDAVIT IN SUPPORT OF REQUEST FOR SUMMARY DISPOSITION OF DECREE  
(Divorce/Separation – With Children)**

1. I, (*your name*) \_\_\_\_\_, am the  
(☒ *check one*) ☐ Plaintiff / ☐ Defendant in this case.

2. I live at (*your street address*) \_\_\_\_\_  
(*city*) \_\_\_\_\_, (*state*) \_\_\_\_\_, (*zip*) \_\_\_\_\_.  
(☒ *check one*)

☐ I am a Nevada resident and have lived in Nevada since (*date you first started living in Nevada*) \_\_\_\_\_. I intend to live in Nevada for the foreseeable future.

☐ The other party has been a Nevada resident and has lived in Nevada since (*date the other party first started living in Nevada*) \_\_\_\_\_, and intends to live in Nevada for the foreseeable future.

3. I have read the (☒ *check one*) ☐ Complaint / ☐ Counterclaim filed in this case and can testify that the allegations in that document are true and correct to the best of my knowledge.

4. I request a final: (☒ *check one*)

☐ Divorce for the reasons stated in the Complaint/Counterclaim.

☐ Separation for the reasons stated in the Complaint/Counterclaim.

5. **Marriage.** My spouse and I were married on *(date of marriage)* \_\_\_\_\_.  
We have been separated since *(date of separation)* \_\_\_\_\_.

6. **Children.** My spouse and I have *(number)* \_\_\_\_\_ minor children together. The provisions regarding custody, visitation, child support, and medical insurance outlined in the proposed Decree are fair, are in the child(ren)'s best interest, and meets the child(ren)'s financial needs.

7. **Children's Residence / Contact With Parents.** For the last six months, the child(ren) lived with (☒ *check one*) ☐ Me / ☐ My Spouse / ☐ Both of Us / ☐ Someone Else:  
*(name)* \_\_\_\_\_

The child(ren) had the following contact with each parent in the last six months:

Me: *(list how often you saw the children in the last six months)*

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

Other Parent: *(list how often the other parent saw the children in the last six months)*

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

8. **Other Parent's Proposed Custody/Visitation.** The final decree proposes the following custody and visitation schedule for the other parent: *(explain what contact the other parent will have with the children if the decree is approved. If there will be no contact at all or restricted/supervised contact, explain why)*

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



9. **Community Property:** (☒ *check one*)

- ☐ There is no community property for the Court to divide.
- ☐ The community property division in the Decree is fair and is an equal distribution to the extent practicable.

10. **Community Debt:** (☒ *check one*)

- ☐ There is no community debt for the Court to divide.
- ☐ The community debt division in the Decree is fair and is an equal distribution to the extent practicable.

11. **Spousal Support:** (☒ *check one*)

- ☐ Neither party should receive spousal support.
- ☐ Spousal support should be awarded as outlined in the Decree. That award is fair and equitable.

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

DATED \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*your signature*) \_\_\_\_\_

(*print your name*) \_\_\_\_\_

AFFT

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

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

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

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

In Proper Person

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**AFFIDAVIT OF RESIDENT WITNESS**

I, (*resident witness' name*) \_\_\_\_\_, swear under penalty of perjury that the following statements are true and correct.

1. I am over the age of eighteen (18) and competent to testify of my own knowledge to the following.

2. I have lived in the State of Nevada for (*number*) \_\_\_\_\_ years and currently live at (*street, city, state*) \_\_\_\_\_.

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

3. To my personal knowledge, (*name of spouse whose residency is being established*) \_\_\_\_\_ lives at (*street, city, state*) \_\_\_\_\_

\_\_\_\_\_ and has been physically living within the State of Nevada on a daily basis for at least six (6) weeks prior to the filing of this action.

4. To my personal knowledge, *(name of spouse whose residency is being established)*  
\_\_\_\_\_ has physically lived in the State of Nevada  
since *(date)* \_\_\_\_\_.
5. I see the named party an average of *(number)* \_\_\_\_\_ times per week.
6. I know the named party because *(explain how you know the spouse)*  
\_\_\_\_\_  
\_\_\_\_\_.
7. 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.

**Pursuant to NRS 53.045, I declare under penalty of perjury that the foregoing is true and correct.**

Executed on *(date)* \_\_\_\_\_.

*(Signature)* ▶ \_\_\_\_\_

*(Printed Name)* \_\_\_\_\_

1 DECD

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

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

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

5 Phone: \_\_\_\_\_

6 Email: \_\_\_\_\_

7 Self-Represented

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**DISTRICT COURT  
CLARK COUNTY, NEVADA**

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

DATE OF HEARING: \_\_\_\_\_

TIME OF HEARING: \_\_\_\_\_

Plaintiff,

vs.

Defendant.

**DECREE OF DIVORCE  
(WITH CHILDREN)**

This Decree was submitted (☒ *check one*) ☐ after a hearing ☐ without a hearing before the above-entitled court, and after a review of the pleadings and papers on file and the testimony given, if any, this Court finds as follows:

1. That Plaintiff or Defendant is now and has been an actual bona fide resident of the State of Nevada and has been actually domiciled in the State of Nevada for more than six weeks immediately prior to the commencement of this action.
2. That Plaintiff and Defendant were married on *(date)* \_\_\_\_\_ in the city of \_\_\_\_\_, State of \_\_\_\_\_ and have since remained married. The parties have become, and continue to be, incompatible in marriage, and no reconciliation is possible.

3. **Pregnancy.** (☒ *check one*)

☐ Neither spouse is pregnant.

☐ The following spouse is pregnant: (*name of pregnant spouse*) \_\_\_\_\_.

The other spouse (☒ *check one*) ☐ is / ☐ is not the parent of the unborn child. The child is due to be born on (*date*): \_\_\_\_\_.

4. That Plaintiff and Defendant have (*number*) \_\_\_\_\_ minor children in common who are either biological or adopted. The names and dates of birth are:

Child's Name:	Date of Birth

5. **Child Residency.** (☒ *check one*)

☐ The children are residents of Nevada and have lived here for at least the past 6 months. Nevada is the habitual residence of the child, and this Court has the necessary UCCJEA jurisdiction to enter orders regarding custody and visitation.

☐ The children are not residents of Nevada or have not lived here for at least the past 6 months. The children live in (*state*) \_\_\_\_\_ which is the habitual residence of the child, and this Court does not have the necessary UCCJEA jurisdiction to enter orders regarding custody and visitation.

6. That any custody and visitation orders made herein are in the best interest of the children.

7. That the amount of child support ordered herein is in compliance with the guidelines established by the Administrator of the Division of Welfare and Supportive Services or has been stipulated to by the parties with the required certifications and disclosures required by the guidelines.

1  
2 8. That this Court has complete jurisdiction to enter this Decree and the orders regarding  
3 the distribution of assets and debts.

4  
5 9. That the Plaintiff or Defendant should be granted a Decree of Divorce for the reasons set  
6 forth in the Complaint or Counterclaim.

7 10. That any other necessary findings of fact are attached and incorporated herein.  
8

9 **NOW THEREFORE, IT IS HEREBY ORDERED** that the bonds of matrimony now  
10 existing between the parties are hereby wholly dissolved, and an absolute Decree of Divorce is  
11 hereby granted to the parties, and each of the parties are hereby restored to the status of a single,  
12 unmarried person.

13 **IT IS FURTHER ORDERED that** (☒ *check one*)

- 14 ☐ The parties are granted joint legal custody of the minor child(ren).  
15 ☐ The Plaintiff is granted sole legal custody of the minor child(ren).  
16 ☐ The Defendant is granted sole legal custody of the minor child(ren).  
17 ☐ Nevada is not the home state of the child(ren) and does not have jurisdiction.  
18

19 **IT IS FURTHER ORDERED that** (☒ *check one*)

- 20 ☐ The parties shall share joint physical custody of the minor child(ren). The parties  
21 shall exercise a regular and/or holiday timeshare as outlined in Exhibit 1 which is  
22 incorporated herein.  
23 ☐ Primary physical custody of the minor child(ren) shall be awarded to (☒ *check one*)  
24 ☐ Plaintiff / ☐ Defendant. The parties shall exercise a regular and/or holiday  
25 timeshare as outlined in Exhibit 1 which is incorporated herein.  
26 ☐ Sole physical custody of the minor child(ren) shall be awarded to (☒ *check one*)  
27 ☐ Plaintiff / ☐ Defendant.  
28 ☐ Nevada is not the home state of the child(ren) and does not have jurisdiction.

**COURT FINDS** that Plaintiff's gross monthly income is \$\_\_\_\_\_ and Defendant's gross monthly income is \$\_\_\_\_\_. Under the guidelines, child support would be paid by (*parent name*) \_\_\_\_\_ in the amount of \$\_\_\_\_\_ per month. (☒ *check one*)

☐ Child support should be set at the above amount that complies with the guidelines established by the Administrator of the Division of Welfare and Supportive Services.

☐ Court finds that child support should be set at \$\_\_\_\_\_ based on the following adjustments from the guidelines: \_\_\_\_\_

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

**ACCORDINGLY, IT IS HEREBY ORDERED** that child support is set at (☒ *check one*)

☐ \$0 per month / ☐ \$\_\_\_\_\_ per month paid by (*parent who will pay*)

\_\_\_\_\_ based on: (☒ *check one*)

☐ The worksheet calculation and/or the guidelines established by the Administrator of the Division of Welfare and Supportive Services.

☐ The amount already established by the District Attorney, Family Support Division, case (*insert case number*) R\_\_\_\_\_.

☐ The amount determined by the court.

**IT IS FURTHER ORDERED** that (☒ *check one*)

☐ A wage withholding is entered against the obligor parent to secure payment of child support.

☐ A wage withholding is not entered against the obligor parent, as good cause exists to postpone the withholding of income for child support.

1 **IT IS FURTHER ORDERED** that (☒ *check one*)

- 2 ☐ There are no child support arrearages or the entitled custodial parent waived his/her
- 3 right to child support arrearages.
- 4 ☐ Child support arrears are being handled by the District Attorney, Family Support
- 5 Division, case (*insert case number*) R\_\_\_\_\_ and shall continue as
- 6 ordered in that case.
- 7 ☐ Back child support shall be paid by (*name of parent who will pay back child*
- 8 *support*) \_\_\_\_\_ in the total amount of
- 9 \$\_\_\_\_\_, which amount is reduced to judgment.

10

11 **IT IS FURTHER ORDERED** that (☒ *check one*)

- 12 ☐ There are no child care costs for either parent.
- 13 ☐ The monthly child care costs for the child(ren) are: \$\_\_\_\_\_. The monthly
- 14 amount should be paid by ☐ Plaintiff ☐ Defendant ☐ both parents equally.

15

16 **IT IS FURTHER ORDERED** that medical support for the child(ren) shall be provided

17 through(☒ *check one*)

- 18 ☐ Medicaid.
- 19 ☐ Private / Employer insurance. The monthly premium should be paid by ☐ Plaintiff
- 20 ☐ Defendant ☐ both parents equally.
- 21 ☐ Other: \_\_\_\_\_

22 **IT IS FURTHER ORDERED** that (☒ *check one*)

- 23 ☐ Any medical expenses not covered by insurance shall be paid equally by both
- 24 parties.
- 25 ☐ Any medical expenses not covered by insurance shall be paid by (*name of parent*)
- 26 \_\_\_\_\_ due to the following extraordinary
- 27 circumstances (*explain*): \_\_\_\_\_
- 28



1 **IT IS FURTHER ORDERED** that (☒ *check one*)

- 2 ☐ The 30/30 Rule shall apply to all unreimbursed medical and dental expenses.<sup>1</sup>
- 3 ☐ The 30/30 Rule shall NOT apply to unreimbursed medical and dental expenses.

4 **IT IS FURTHER ORDERED** that (☒ *check one*)

- 5 ☐ The Plaintiff shall claim the following children as dependents for tax purposes every
- 6 year: (*insert child(ren)*'s names): \_\_\_\_\_
- 7 ☐ The Defendant shall claim the following children as dependents for tax purposes
- 8 every year: (*insert child(ren)*'s names): \_\_\_\_\_
- 9 ☐ The tax deduction shall alternate, with Plaintiff claiming the child(ren) in (☒ *check*
- 10 *one*) ☐ even / ☐ odd years, and Defendant claiming the child(ren) the other years.
- 11 ☐ The tax deduction shall be allocated per federal law.

12 *\*IRS rules state that the custodial parent usually has the right to claim the child on their*

13 *taxes regardless of what the Decree says. The custodial parent can waive this right by*

14 *filling out IRS Form 8332. Talk to a tax professional if you are not sure what to do.*

15 **THE COURT FINDS AND THEREFORE ORDERS** that (☒ *check one*)

- 16 ☐ There is no community property to divide or the property has already been divided.
- 17 ☐ There is community property which shall be equally divided as follows:

18 **Property To Plaintiff:**

- 19 1. \_\_\_\_\_
- 20 2. \_\_\_\_\_
- 21 3. \_\_\_\_\_
- 22 4. \_\_\_\_\_

23 **Property To Defendant:**

- 24 1. \_\_\_\_\_
- 25 2. \_\_\_\_\_
- 26 3. \_\_\_\_\_
- 27 4. \_\_\_\_\_

28 <sup>1</sup> The "30/30 Rule:" If a parent pays a medical or dental expense for a child that is not paid by insurance, that parent must send proof of the expense to the other parent within 30 days of incurring the expense. The other parent then has 30 days to reimburse the paying parent ½ the cost.

1 **THE COURT FINDS AND THEREFORE ORDERS** that (☒ *check one*)

- 2 ☐ There is no community debt to divide or the debt has already been divided.  
3 ☐ There are community debts which shall be equally divided as follows:

4 **Debts To Plaintiff:**

- 5 1. \_\_\_\_\_  
6 2. \_\_\_\_\_  
7 3. \_\_\_\_\_  
8 4. \_\_\_\_\_

9 **Debts To Defendant:**

- 10 1. \_\_\_\_\_  
11 2. \_\_\_\_\_  
12 3. \_\_\_\_\_  
13 4. \_\_\_\_\_

14 **THE COURT FINDS AND THEREFORE ORDERS** that (☒ *check one*)

- 15 ☐ There is no spousal support awarded.  
16 ☐ The Plaintiff shall pay \$\_\_\_\_\_ per month in spousal support for (*number*)  
17 \_\_\_\_\_ years. This amount is just and equitable.  
18 ☐ The Defendant shall pay \$\_\_\_\_\_ per month in spousal support for (*number*)  
19 \_\_\_\_\_ years. This amount is just and equitable.

20 **IT IS FURTHER ORDERED that** (☒ *check all that apply*)

- 21 ☐ Neither party changed their name or neither party wishes to have a former or maiden  
22 name restored.  
23 ☐ The name of (*spouse's name*) \_\_\_\_\_ should be  
24 restored to his / her former or maiden name of (*write full name the party wants to go*  
25 *back to*) \_\_\_\_\_.  
26 ☐ The name of (*spouse's name*) \_\_\_\_\_ should be  
27 restored to his / her former or maiden name of (*write full name the party wants to go*  
28 *back to*) \_\_\_\_\_.

1 **NOTICE IS HEREBY GIVEN** that pursuant to NRS 125C.0045(6):  
2 **PENALTY FOR VIOLATION OF ORDER:** THE ABDUCTION, CONCEALMENT OR  
3 DETENTION OF A CHILD IN VIOLATION OF THIS ORDER IS PUNISHABLE AS A  
4 CATEGORY D FELONY AS PROVIDED IN NRS 193.130. NRS 200.359 provides that  
5 every person having a limited right of custody to a child or any parent having no right of  
6 custody to the child who willfully detains, conceals or removes the child from a parent,  
7 guardian or other person having lawful custody or a right of visitation of the child in  
8 violation of an order of this court, or removes the child from the jurisdiction of the court  
9 without the consent of either the court or all persons who have the right to custody or  
10 visitation is subject to being punished for a category D felony as provided in NRS 193.130.

11 **NOTICE IS HEREBY GIVEN** that pursuant to NRS 125C.0045(7)(8):

12 The terms of the Hague Convention of October 25, 1980, adopted by the 14th Session of  
13 the Hague Conference on Private International Law, apply if a parent abducts or wrongfully  
14 retains a child in a foreign country as follows:

15 If a parent of the child lives in a foreign country or has significant commitments in a  
16 foreign country:

17 (a) The parties may agree, and the court shall include in the order for custody of the  
18 child, that the United States is the country of habitual residence of the child for the purposes  
19 of applying the terms of the Hague Convention as set forth in subsection 7.

20 (b) Upon motion of one of the parties, the court may order the parent to post a bond if  
21 the court determines that the parent poses an imminent risk of wrongfully removing or  
22 concealing the child outside the country of habitual residence. The bond must be in an  
23 amount determined by the court and may be used only to pay for the cost of locating the  
24 child and returning the child to his or her habitual residence if the child is wrongfully  
25 removed from or concealed outside the country of habitual residence. The fact that a parent  
26 has significant commitments in a foreign country does not create a presumption that the  
27 parent poses an imminent risk of wrongfully removing or concealing the child.

28 **NOTICE IS HEREBY GIVEN** that the parties are subject to the relocation requirements  
of NRS 125C.006 & NRS 125C.0065. If joint or primary physical custody has been established  
pursuant to an order, judgment or decree of a court and one parent intends to relocate his or her  
residence to a place outside of this State or to a place within this State that is at such a distance  
that would substantially impair the ability of the other parent to maintain a meaningful  
relationship with the child, and the relocating parent desires to take the child with him or her,  
the relocating parent shall, before relocating: (a) attempt to obtain the written consent of the  
non-relocating parent to relocate with the child; and (b) if the non-relocating parent refuses to  
give that consent, petition the court for permission to move and/or for primary physical custody  
for the purpose of relocating. A parent who desires to relocate with a child has the burden of  
proving that relocating with the child is in the best interest of the child. The court may award  
reasonable attorney's fees and costs to the relocating parent if the court finds that the non-  
relocating parent refused to consent to the relocating parent's relocation with the child without  
having reasonable grounds for such refusal, or for the purpose of harassing the relocating  
parent. A parent who relocates with a child pursuant to this section without the written consent  
of the other parent or the permission of the court is subject to the provisions of NRS 200.359.

**NOTICE IS HEREBY GIVEN** that pursuant to NRS 125C.010(1)(b), for purposes of visitation rights of a child, the State of Nevada or the state where the child resides within the United States of America is the habitual residence of the child.

**NOTICE IS HEREBY GIVEN** that the parent having the child support obligation is subject to NAC 425.025 and NRS 31A.010 through 31A.350, inclusive, regarding the immediate withholding or assignment of wages, commissions or bonuses for payment of child support, whether current or delinquent.

**NOTICE IS HEREBY GIVEN** that pursuant to NRS 125B.145 and NAC 425.170, either party may request that the Court review the child support obligation every three years or upon changed circumstances.

**NOTICE IS HEREBY GIVEN** that pursuant to NAC 425.165 and NRS 425.620, if the order pertains to more than one child and does not allocate a specific amount of the total child support obligation to each child, and if you want to adjust the amount of child support established in this order, you **MUST** file a motion to modify the order with or submit a stipulation to the court. If a motion to modify the order is not filed or a stipulation is not submitted, the child support obligation established in this order will continue until such time as all children who are the subject of this order reach 18 years of age or, if the youngest child who is subject to this order is still in high school when he or she reaches 18 years of age, when the child graduates from high school or reaches 19 years of age, whichever comes first. Unless the parties agree otherwise in a stipulation, any modification made pursuant to a motion to modify the order will be effective as of the date the motion was filed.

**NOTICE IS HEREBY GIVEN** that each party shall submit the information required in NRS 125B.055, NRS 125.130, and 125.230 on a separate form to the Court and the Welfare Division of the Department of Human Resources within ten days from the date this Decree is filed. Such information shall be maintained by the Clerk in a confidential manner and not part of the public record. The parties shall update the information filed with the Court and the Welfare Division of the Department of Human Resources within ten days should any of that information become inaccurate.

**NOTICE IS HEREBY GIVEN** that you have an affirmative duty to update any changes in your personal information by filing a Notice of Change of Address form, which can be found at the following link: <https://www.familylawselfhelpcenter.org/images/forms/misc/address-change-pdf-fillable.pdf>

JUDGE

Respectfully Submitted By:

► \_\_\_\_\_  
(Plaintiff's signature)

► \_\_\_\_\_  
(Defendant's signature)

\_\_\_\_\_  
(Plaintiff's printed name)

\_\_\_\_\_  
(Defendant's printed name)

## EXHIBIT 1: Parenting Timeshare and Holiday Schedule

☐ No Visitation Requested Because: (*explain*) \_\_\_\_\_

Regular Schedule: <b><i>Be very specific. Include the times and days of the week for each parent's timeshare.</i></b> (ex.: <u>Mom</u> : Saturday 7pm – Wednesday 3pm, <u>Dad</u> : Wednesday 3pm – Saturday 7pm)	
Summer Schedule:	<input type="checkbox"/> Same as the regular schedule. <input type="checkbox"/> Other: _____
Mother's Day and Mother's Birthday:	<input type="checkbox"/> Mother every year from 9am – 7pm. <input type="checkbox"/> Other: _____
Father's Day and Father's Birthday:	<input type="checkbox"/> Father every year from 9am – 7pm. <input type="checkbox"/> Other: _____
Child's Birthday:	<input type="checkbox"/> <u>Even years</u> with ( <i>parent</i> ) _____. <u>Odd years</u> with ( <i>parent</i> ) _____. *Time shall be from 9am – 7pm.* <input type="checkbox"/> Other: _____
3 Day Weekends:	<input type="checkbox"/> <u>Even Years</u> : MLK Jr. Day, Memorial Day, Labor Day with ( <i>parent</i> ) _____, President's Day, Independence Day, Nevada Admissions Day with the other parent. <u>Odd Years</u> : MLK Jr. Day, Memorial Day, Labor Day with ( <i>parent</i> ) _____, President's Day, Independence Day, Nevada Admissions Day with the other parent. *Time begins when school lets out the day before the holiday weekend (or 3pm if no school), and ends the day following the holiday weekend when school resumes (or 9am).* **If Independence Day falls on a Tuesday, Wednesday, or Thursday, the time shall be from July 3 at 9am until July 5 at 9am.** <input type="checkbox"/> Other: _____

Easter / Spring Break:	<input type="checkbox"/> Even years with <i>(parent)</i> _____. Odd years with the other parent. *Time shall begin the day school lets out until noon the day before school resumes.* <input type="checkbox"/> Other: _____
Thanksgiving:	<input type="checkbox"/> Odd years with <i>(parent)</i> _____. Even years with the other parent. *Time shall begin the day school lets out until noon the day before school resumes.* <input type="checkbox"/> Other: _____
Winter Break / Christmas:	<input type="checkbox"/> Segment 1 (Christmas) consists of the day school lets out until December 26 at noon. Segment 2 (New Year's) consists of December 26 at noon until noon the day before school resumes. <u>Even years:</u> segment 1 with <i>(parent)</i> _____, segment 2 with the other parent. <u>Odd years:</u> segment 1 with <i>(parent)</i> _____, segment 2 with the other parent. <input type="checkbox"/> Other: _____ _____
Other Holidays:	_____ _____ _____ _____
Vacation:	<input type="checkbox"/> The parents will not establish a formal vacation plan, and will instead mutually agree on vacation days and times with the child(ren). <input type="checkbox"/> Each parent may have up to <i>(number)</i> _____ vacation days per year with the child(ren). The parent shall notify the other parent of the vacation and provide a general vacation itinerary at least <i>(number)</i> _____ days before the planned vacation. <b>Vacation time is not allowed during a holiday allotted to the other parent.</b>

NEJ

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

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

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

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

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

**NOTICE OF ENTRY  
OF ORDER / JUDGMENT**

PLEASE TAKE NOTICE that an Order and/or Judgment was entered in this matter on  
(*date order was filed-on the upper right corner of the order*) \_\_\_\_\_, 20\_\_\_\_,  
a copy of which is attached.

DATED (*today's date*) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*Your signature*) ► \_\_\_\_\_

**CERTIFICATE OF MAILING**

I, (*your name*) \_\_\_\_\_ declare under penalty of perjury  
under the law of the State of Nevada that I served this *Notice of Entry of Order/Judgment* on  
(*date of mailing: month*) \_\_\_\_\_ (*day*) \_\_\_\_\_, 20\_\_\_\_, by depositing a copy  
in the U.S. Mail in the State of Nevada, postage prepaid, addressed to:

Name of Person Served: \_\_\_\_\_

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

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

DATED (*today's date*) \_\_\_\_\_, 20\_\_\_\_.

Submitted By: (*Your signature*) ► \_\_\_\_\_

**ATTACH A FILED COPY OF THE COURT'S ORDER TO THIS NOTICE**

FILING CODE: CSERV

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

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

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

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

Email: \_\_\_\_\_

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,  
vs.

CASE NO.: \_\_\_\_\_

DEPT: \_\_\_\_\_

\_\_\_\_\_  
Defendant.

**CERTIFICATE OF SERVICE**

I served the: (☒ *check all that apply*)

- ☐ Motion    ☐ Clerk's Notice of Hearing    ☐ Opposition    ☐ Answer  
☐ Exhibit Appendix    ☐ Financial Disclosure Form    ☐ Other: \_\_\_\_\_

In the following manner: (☒ *check one*)

- ☐ **By Mail** on (*date you mailed it*) \_\_\_\_\_, 20\_\_\_\_ pursuant to NRCP 5(b) and EDCR 5.511 by depositing a copy in the U.S. Mail, postage prepaid, addressed to:

<p><b>Address on file with the Court:</b></p> <p>_____ Name</p> <p>_____ Address</p> <p>_____ City, State, Zip Code</p>	<p><b>Current Address:</b> <i>(leave blank if it is the same as the address on file with the Court)</i></p> <p>_____ Name</p> <p>_____ Address</p> <p>_____ City, State, Zip Code</p> <p><input type="checkbox"/> I do not know the other party's current address</p>
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If the address on file with the court is not the current address, I also emailed the same documents on the same date to: (*other party's known email address*) \_\_\_\_\_  
**or** ☐ I do not know the other party's current email address.

- ☐ The other party is registered for eservice and was served through the Court's electronic service system on (*date*) \_\_\_\_\_.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your printed name

\_\_\_\_\_  
Your signature



MISC

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

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

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

Email: \_\_\_\_\_

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

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

\_\_\_\_\_ Judicial District Court

\_\_\_\_\_, Nevada

<p>_____</p> <p style="text-align: center;"><b>Plaintiff,</b></p> <p><b>vs.</b></p> <p>_____</p> <p style="text-align: center;"><b>Defendant.</b></p>	<p><b>Case No.</b> _____</p> <p><b>Dept.</b> _____</p>
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### GENERAL FINANCIAL DISCLOSURE FORM

#### A. Personal Information:

1. What is your full name? (*first, middle, last*) \_\_\_\_\_
2. How old are you? \_\_\_\_\_
3. What is your date of birth? \_\_\_\_\_
4. What is your highest level of education? \_\_\_\_\_

#### B. Employment Information:

1. Are you currently employed/ self-employed? (☒ *check one*)

☐ No

☐ Yes If yes, complete the table below. Attached an additional page if needed.

Date of Hire	Employer Name	Job Title	Work Schedule (days)	Work Schedule (shift times)

2. Are you disabled? (☒ *check one*)

☐ No

☐ Yes

If yes, what is your level of disability? \_\_\_\_\_

What agency certified you disabled? \_\_\_\_\_

What is the nature of your disability? \_\_\_\_\_

#### C. Prior Employment: If you are unemployed or have been working at your current job for less than 2 years, complete the following information.

Prior Employer: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Monthly Personal Income Schedule

### A. Year-to-date Income.

As of the pay period ending \_\_\_\_\_ my gross year to date pay is \_\_\_\_\_.

### B. Determine your Gross Monthly Income.

Hourly Wage

	×		=		×	52 Weeks	=		÷	12 Months	=	
Hourly Wage		Number of hours worked per week		Weekly Income				Annual Income				Gross Monthly Income

Annual Salary

	÷	12 Months	=	
Annual Income				Gross Monthly Income

### C. Other Sources of Income.

Source of Income	Frequency	Amount	12 Month Average
Annuity or Trust Income			
Bonuses			
Car, Housing, or Other allowance:			
Commissions or Tips:			
Net Rental Income:			
Overtime Pay			
Pension/Retirement:			
Social Security Income (SSI):			
Social Security Disability (SSD):			
Spousal Support			
Child Support			
Workman's Compensation			
Other: _____			
<b>Total Average Other Income Received</b>			

<b>Total Average Gross Monthly Income (add totals from B and C above)</b>	
---	--

## D. Monthly Deductions

	Type of Deduction	Amount
1.	Court Ordered Child Support (automatically deducted from paycheck)	
2.	Federal Health Savings Plan	
3.	Federal Income Tax	
4.	Health Insurance Amount for you: _____ For Opposing Party: _____ For your Child(ren): _____	
5.	Life, Disability, or Other Insurance Premiums	
6.	Medicare	
7.	Retirement, Pension, IRA, or 401(k)	
8.	Savings	
9.	Social Security	
10.	Union Dues	
11.	Other: (Type of Deduction) _____	
<b>Total Monthly Deductions (Lines 1-11)</b>		

## Business/Self-Employment Income & Expense Schedule

### A. Business Income:

What is your average gross (pre-tax) monthly income/revenue from self-employment or businesses?  
\$ \_\_\_\_\_

### B. Business Expenses: Attach an additional page if needed.

Type of Business Expense	Frequency	Amount	12 Month Average
Advertising			
Car and truck used for business			
Commissions, wages or fees			
Business Entertainment/Travel			
Insurance			
Legal and professional			
Mortgage or Rent			
Pension and profit-sharing plans			
Repairs and maintenance			
Supplies			
Taxes and licenses (include est. tax payments)			
Utilities			
Other: _____			
<b>Total Average Business Expenses</b>			

### Personal Expense Schedule (Monthly)

A. Fill in the table with the amount of money **you** spend each month on the following expenses and check whether you pay the expense for you, for the other party, or for both of you.

Expense	Monthly Amount I Pay	For Me <input type="checkbox"/>	Other Party <input type="checkbox"/>	For Both <input type="checkbox"/>
Alimony/Spousal Support				
Auto Insurance				
Car Loan/Lease Payment				
Cell Phone				
Child Support (not deducted from pay)				
Clothing, Shoes, Etc...				
Credit Card Payments (minimum due)				
Dry Cleaning				
Electric				
Food (groceries & restaurants)				
Fuel				
Gas (for home)				
Health Insurance (not deducted from pay)				
HOA				
Home Insurance (if not included in mortgage)				
Home Phone				
Internet/Cable				
Lawn Care				
Membership Fees				
Mortgage/Rent/Lease				
Pest Control				
Pets				
Pool Service				
Property Taxes (if not included in mortgage)				
Security				
Sewer				
Student Loans				
Unreimbursed Medical Expense				
Water				
Other: _____				
<b>Total Monthly Expenses</b>				

## Household Information

- A.** Fill in the table below with the name and date of birth of each child, the person the child is living with, and whether the child is from this relationship. Attached a separate sheet if needed.

	Child's Name	Child's DOB	Whom is this child living with?	Is this child from this relationship?	Has this child been certified as special needs/disabled?
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					
4 <sup>th</sup>					

- B.** Fill in the table below with the amount of money you spend each month on the following expenses for each child.

Type of Expense	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child
Cellular Phone				
Child Care				
Clothing				
Education				
Entertainment				
Extracurricular & Sports				
Health Insurance (if not deducted from pay)				
Summer Camp/Programs				
Transportation Costs for Visitation				
Unreimbursed Medical Expenses				
Vehicle				
Other: _____				
<b>Total Monthly Expenses</b>				

- C.** Fill in the table below with the names, ages, and the amount of money contributed by all persons living in the home over the age of eighteen. If more than 4 adult household members attached a separate sheet.

Name	Age	Person's Relationship to You (i.e. sister, friend, cousin, etc...)	Monthly Contribution

### Personal Asset and Debt Chart

A. Complete this chart by listing all of your assets, the value of each, the amount owed on each, and whose name the asset or debt is under. If more than 15 assets, attach a separate sheet.

Line	Description of Asset and Debt Thereon	Gross Value		Total Amount Owed		Net Value	Whose Name is on the Account? You, Your Spouse/Domestic Partner or Both
1.		\$	-	\$	=	\$	
2.		\$	-	\$	=	\$	
3.		\$	-	\$	=	\$	
4.		\$	-	\$	=	\$	
5.		\$	-	\$	=	\$	
6.		\$	-	\$	=	\$	
7.		\$	-	\$	=	\$	
8.		\$	-	\$	=	\$	
9.		\$	-	\$	=	\$	
10.		\$	-	\$	=	\$	
11.		\$	-	\$	=	\$	
12.		\$	-	\$	=	\$	
13.		\$	-	\$	=	\$	
14.		\$	-	\$	=	\$	
15.		\$	-	\$	=	\$	
<b>Total Value of Assets (add lines 1-15)</b>		\$	-	\$	=	\$	

B. Complete this chart by listing all of your unsecured debt, the amount owed on each account, and whose name the debt is under. If more than 5 unsecured debts, attach a separate sheet.

Line #	Description of Credit Card or Other Unsecured Debt	Total Amount owed	Whose Name is on the Account? You, Your Spouse/Domestic Partner or Both
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
<b>Total Unsecured Debt (add lines 1-6)</b>		\$	

## CERTIFICATION

**Attorney Information:** *Complete the following sentences:*

1. I (*have/have not*) \_\_\_\_\_ retained an attorney for this case.
2. As of the date of today, the attorney has been paid a total of \$\_\_\_\_\_ on my behalf.
3. I have a credit with my attorney in the amount of \$\_\_\_\_\_.
4. I currently owe my attorney a total of \$\_\_\_\_\_.
5. I owe my prior attorney a total of \$\_\_\_\_\_.

**IMPORTANT:** Read the following paragraphs carefully and initial each one.

\_\_\_\_\_ I swear or affirm under penalty of perjury that I have read and followed all instructions in completing this Financial Disclosure Form. I understand that, by my signature, I guarantee the truthfulness of the information on this Form. I also understand that if I knowingly make false statements I may be subject to punishment, including contempt of court.

\_\_\_\_\_ **I have attached a copy of my 3 most recent pay stubs to this form.**

\_\_\_\_\_ **I have attached a copy of my most recent YTD income statement/P&L statement to this form, if self-employed.**

\_\_\_\_\_ **I have not attached a copy of my pay stubs to this form because I am currently unemployed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CERTIFICATE OF SERVICE

I hereby declare under the penalty of perjury of the State of Nevada that the following is true and correct:

That on *(date)* \_\_\_\_\_, service of the General Financial Disclosure Form was made to the following interested parties in the following manner:

☐ Via 1<sup>st</sup> Class U.S. Mail, postage fully prepaid addressed as follows:

\_\_\_\_\_

☐ Via Electronic Service, in accordance with the Master Service List, pursuant to NEFCR 9, to:

\_\_\_\_\_

☐ Via Facsimile and/or Email Pursuant to the Consent of Service by Electronic Means on file herein to: \_\_\_\_\_

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

\_\_\_\_\_  
Signature