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# Paternity/Custody 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 he or she 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.

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| <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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## 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 custody. 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 Victims
- LGBTQ Victims of Violence
- Parental Abductions

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

**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.lacsn.org/what-we-do/ask-a-lawyer](http://www.lacsn.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 you 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@lacs.nv.gov](mailto:flshcinfo@lacs.nv.gov).

### **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 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.

### **Clark County District Attorney, Family Support Division**

The Clark County District Attorney Family Support Division assists with establishing and collecting child support. They are located at 1900 East Flamingo Road, Suite 100, Las Vegas, NV. To seek assistance from the Family Support Division, you may call (702) 671-9200 or you can apply online.

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## **DOCUMENT PREPARATION SERVICES**

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### **What is a Document Preparation Service?**

The document preparation service is a person or business who, for compensation and at the direction of a client, provides assistance to the client in a legal matter. Document Preparation Services are not lawyers or law firms. They cannot give legal advice.

Document preparation services include preparing documents for any will or trust; any proceeding, filing or action affecting the immigration or citizenship status of a person; or any proceeding filing or action otherwise affecting the legal rights, duties, obligations or liabilities of a person. (NRS 240A.040)

## **What Consumers Can Expect?**

This new law provides consumers with some protections as customers or clients that utilize preparation services.

- Evidence that a document preparation service is registered with the State of Nevada;
- Public posted notices including Certificate of Registration, business licenses and disclosure notices;
- Disclosure of specific information such as that the person serving as a document preparation service is not an attorney prior to the customer contracting or making a payment for service;
- A written contract in English and if different, the language in which the document preparation services transacts the business with the client for the services to be provided;
- Explanation of the fees to be charged for services and a receipt for payment;
- A complaint process for violations;
- Restitution if the client suffers a pecuniary loss as result of a violation;
- Award of damages against the bond by a court;
- A private right of action; and
- A public search function will be available on the Secretary of State's website, [www.nvsos.gov](http://www.nvsos.gov), to verify that a document preparation service is registered with the state.

***REMEMBER: Before doing business with a document preparation service, please do the following: Check their registration and disclosures, make sure their fees are disclosed, and obtain a written contract. Always read before you sign.***

## Addressing Grievances

The Secretary of State's office has a toll-free telephone number for any person to make a complaint about a registrant or an alleged violation. Anyone who believes a document preparer has committed a violation is encouraged to call (800) 450-8594, option 6 or visit the Secretary of State's website at [www.NVSOS.gov](http://www.NVSOS.gov).

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## STAGE ONE: KNOW THE LAW

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### Jurisdiction

Before a case can be heard by the Family Court in the 8<sup>th</sup> Judicial District, the court must have jurisdiction over the parties and the subject matter. One party must have lived in and been physically present in Nevada for at least SIX WEEKS before filing a Complaint. The state will have jurisdiction over the children if Nevada is the "home state" of the children, meaning that the children have lived in Nevada for at least SIX MONTHS prior to the commencement of an action.

#### **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 to pay the fees, you may apply for a fee waiver by completing the form known as "In Forma Pauperis" which can be obtained from the Self-Help Center.*

#### **4. UCCJEA Declaration.** (☒ check all that apply)

- ☐ The child(ren) have lived in Nevada for the past six months, or since birth.
- ☐ The child(ren) have NOT lived in Nevada for the past six months.

If neither party nor the children meet the basic residency and jurisdiction requirements to file a case in Nevada, you should consult with an attorney on the issue as there are some exceptions to the basic rule.

## Paternity

Paternity refers to a man being designated as the father of a child under the law. When a man and a woman are married and have a child, there are usually no legal questions regarding paternity. The husband is “presumed” to be the father. When the couple is not married, and the father does not acknowledge paternity, only the court can decide the identity of the father.

**5. Paternity.** Paternity is not disputed. Plaintiff believes that the father of the children is (father’s name) because (☒ check all that apply):

- ☐ Birth Certificate. The man named above is the father listed on the birth certificate(s).
- ☐ Court Order. Paternity was already established by a court order through (name of court) \_\_\_\_\_ in case number (case number) \_\_\_\_\_ on (date) \_\_\_\_\_.
- ☐ DNA Test. A DNA test shows who is the biological father; a copy is attached.
- ☐ Parents Lived Together. The parties lived together at least 6 months before conception and lived together through the period of conception.
- ☐ Admission. The man named above openly holds out the child as his own and

## Presumptions of Paternity

- a) The man and the child’s natural mother are or have been married to each other and the child is born during the marriage or within 285 days after the marriage is terminated.
- b) The man and the child’s natural mother lived together for at least 6 months prior to the child being conceived and continued to cohabitate through the possible period of conception.
- c) Before the child’s birth, the man and the child’s natural mother have attempted to marry each other by a marriage solemnized in apparent compliance with the law although the attempted marriage was invalid or could be declared invalid, and:
  - i. If the attempted marriage could be declared invalid by a court, the child is born during the attempted marriage, or within 285 days after the marriage is terminated by a death, annulment, declaration of invalidity or divorce; or
  - ii. If the attempted marriage is invalid without court order, the child is born within 285 days after the termination of cohabitation of the man and child’s natural mother.
- d) The man who has received the child into his home and openly holds the child out as his while the child is a minor.
- e) Results from genetic (DNA) testing.



## Establishing Paternity

Generally, there are three different ways in which an unmarried parent may establish who is the father of a child. These are:

**1. Voluntary Acknowledgment of Paternity:** Both parents must go to the Southern Nevada Health District to sign this form in front of an agency representative. It is not available to the public.

**2. Complaint to Establish Paternity**

There are four people who may ask the court to establish the paternity of a child:

- a) The mother of the child;
- b) An individual who believes they are the father of the child;
- c) An interested third party (such as the District Attorney); and
- d) The child, if they are an adult, but less than 21 years old.

**3. District Attorney – Child Support Division.** The District Attorney Family Support Division can establish paternity if one parents asks the District Attorney to collect child support. This is done at no cost to either party.

A paternity case is started by filing a Complaint to Establish Paternity, Summons, and Family Court Cover Sheet. These forms are available at the Self-Help Center. The Complaint primarily addresses paternity, but can include requests for custody, visitation, child support, and a name change for the child. The person who fills out the Complaint is called the Plaintiff. The other parent is the Defendant.

Establishing paternity does not automatically entitle a parent to change the child's name. Any parent who wants the child's name changed must ask the court in the initial papers or in a subsequent filing. If the request is not made, the parent will have to file a separate case for a name change. The court will consider many factors including the age of the child, the desires of an older child, hyphenating the name or changing a middle name. If the parties cannot agree to change the child's name, the judge will decide the issue at trial.

## Custody

Once paternity is established, the court will then proceed with resolving custody, visitation and child support issues. If paternity is not an issue, then your case will begin with a Complaint for Custody and UCCJEA Declaration. In making decisions concerning the custody of children, the primary consideration of the Court is the *best interest of the child*. See NRS 125C.0035(4).

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 the material life decisions that affect children, such as healthcare, religion, education, and the right to receive documentation regarding the children directly from third parties. When a court is making a determination regarding the legal custody of a child, there is a presumption that joint legal custody would be in the best interest of a minor child if the parents:
  - (a) Have agreed to an award of joint legal custody or so agree in open court at a hearing for the purpose of determining the legal custody of the minor child; or
  - (b) A parent has demonstrated, or has attempted to demonstrate an intent to establish a meaningful relationship with the minor child, but has had his or her efforts frustrated by the other parent.

The court may award joint legal custody without awarding joint physical custody. A court will grant a party either joint or sole legal custody.

**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).
- ☐ The Plaintiff should have sole legal custody of the child(ren).
- ☐ The Defendant should have sole legal custody of the child(ren).

- 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 physical, primary physical or joint physical custody of a child. There is a preference that joint physical custody is in the best interest of the minor child if:
  - a) The parents have agreed to an award of joint physical custody; or

- b) A parent has demonstrated or attempted to demonstrate that his or her efforts to establish a meaningful relationship with the minor child have been frustrated by the other parent.

**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).

An award of joint physical custody is presumed to not be in the best interest of the child if:

- a) The court determines by substantial evidence that a parent is unable to adequately care for a minor child for at least 146 days of the year;
- b) A child is born out of wedlock, the mother is not married to the father of the child, and paternity has not been established; or
- c) A child is born out of wedlock, the child resides with the father and has been under the father's sole care and custody, and has been abandoned by the mother.

**If physical custody is contested, then the party seeking custody must demonstrate that their request is in the best interest of the child. NRS 125C.0035(4) lists those factors the court considers when determining the best interest of the child such as:**

- 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.

The parent and child relationship extends equally to every child and to every parent, regardless of the marital status of the parents.

Notwithstanding, the mother of a child born out of wedlock has primary physical custody of the child if the mother has not married the father of the child AND a judgment or order of a court, or a judgment or order entered pursuant to an expedited process, determining the paternity of the child has not been entered.

The father of a child born out of wedlock has primary physical custody of the child if the mother has abandoned the child and left child in the custody of the father AND the father has provided sole care and custody of the child in her absence.

Moreover, NRS 125C.0035(5) provides that where one parent has committed domestic violence against the other parent, child or any other person residing with the child, a rebuttable presumption is created that sole or joint physical custody of the child by the perpetrator of the domestic violence is not in the best interest of the child.

## **Visitation**

Visitation describes the period of time that each parent has with the child(ren) on a pre-arranged schedule. Where one parent is granted primary or sole physical custody over the child(ren), the noncustodial parent is usually granted visitation rights. The court will look to see what visitation schedule with the noncustodial parent is in the best interest of the child(ren).

The visitation schedule needs to include specific days and times of child exchanges. Specificity is important in visitation schedules, particularly in the event enforcement of the schedule is required.

Failure to pay child support does not affect a parent's visitation. **A parent may not withhold visitation because the other parent is delinquent on child support.**

## **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.

## Child Support

### 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.

#### 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<br>Income<br>Up To | Percent   | Child<br>Support<br>Amount | Percent      | Child<br>Support<br>Amount | Percent        | Child<br>Support<br>Amount | Percent       | Child<br>Support<br>Amount | Percent       | Child<br>Support<br>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                      |

### 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.

## **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.

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## STAGE TWO: GUIDANCE ON HOW TO NAVIGATE YOUR CASE THROUGH FAMILY COURT

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Cases to establish paternity, custody, visitation and child support are started by filing a Complaint to Establish Paternity. If paternity is not an issue, then the action is initiated by filing a Complaint for Custody and UCCJEA Declaration.

\*Beginning October 1, 2023, Parents can file a Joint Petition for Custody. These forms can be used when parties have an agreement on all issues: Legal and Physical Custody, Visitation, Child Support, and whether to change the child's name.

### **Step #1: Prepare and file all necessary pleadings and documents to be filed with the court.**

You can complete your 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 custody order 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 . . .
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 \$259 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 are 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.

## What to do if you are served with a Complaint and Summons?

If you have been served with the Summons and Complaint:

1. You can file an Answer, within 21 days of service, admitting the allegations are true and agreeing to the terms set forth in the Complaint. You and the other parent can write your agreement in a Custody Decree and submit it to the judge for approval; or
2. You can file an Answer, within 21 days of service, stating which allegations in the Complaint you agree and disagreeing with. You can also file a Counterclaim stating the terms that you want in the case. If the Defendant chooses this option, the Plaintiff will have an opportunity to respond by filing a Reply to Counterclaim; or
3. The Defendant can do nothing under these circumstances. The Plaintiff can then request a default judgment that grants all the relief requested in the Complaint.

The Defendant can request a filing fee waiver from the Self-Help Center if the Defendant cannot afford to pay the filing fee.

**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.

## 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.

- 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.
- 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.
- 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.

## **Step #5: If the Defendant files an Answer and Counterclaim, the following requirements and procedures should be followed**

### **Financial Disclosure Form**

Nevada Rule of Civil Procedure 16.205 requires that a Financial Disclosure Form (FDF) be filed and served no later than thirty (30) days after service of the Complaint. The asset and debt schedule is not required for Custody and Paternity Cases. If there is significant income or a business, the *Detailed Financial Disclosure Form* may have to be completed rather than the *General Financial Disclosure Form*.

### **Mandatory Disclosures**

Each party is required to serve the other party with the documents required by NRCP Rule 16.205 within 30 days of service of a Complaint:

Failure to comply with the requirements of Rule 16.205 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.

## **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 16.205. 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.

## **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.

## **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.

## **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 evidentiary hearing date will not be immediate. At the evidentiary hearing the parties will have the opportunity to put on evidence and present their case for the Judge. The rules of evidence will govern the evidentiary hearing. 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.

If the matter proceeds to evidentiary hearing, the Judge will be responsible for deciding all unresolved issues, and the Judge’s decision will be final and binding on the parties, subject to any appeal.

## **TIPS FOR YOUR FAMILY COURT HEARING**

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 Ave., 6<sup>th</sup> Fl.  
[www.clarkcountynv.gov/depts/sheriff\\_civil](http://www.clarkcountynv.gov/depts/sheriff_civil)  
702-671-5822

**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)

**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

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

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| <p>Clark County Law Library<br/><a href="http://www.clarkcountynv.gov/lawlibrary/pages/default.aspx">www.clarkcountynv.gov/lawlibrary/pages/default.aspx</a></p> <p>Clark County Records Inquiry<br/><a href="http://www.clarkcountycourts.us/anonymous/default.aspx">www.clarkcountycourts.us/anonymous/default.aspx</a></p> <p>Constitution: Nevada State<br/><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<br/><a href="http://www.leg.state.nv.us/session">www.leg.state.nv.us/session</a></p> | <p>Nevada Index<br/><a href="http://www.nevadaindex.com">www.nevadaindex.com</a></p> <p>Nevada Law Library<br/><a href="http://www.leg.state.nv.us/law1.cfm">www.leg.state.nv.us/law1.cfm</a></p> <p>Nevada Supreme Court<br/><a href="http://www.nevadajudiciary.us">www.nevadajudiciary.us</a></p> <p>William S. Boyd School of Law library<br/><a href="http://www.law.unlv.edu">www.law.unlv.edu</a></p> |
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## **Paternity/Custody Forms**

|   |           |
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| <b>Financial Disclosure Form .....</b>  | <b>56</b> |
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## Overview of Custody Process

### File A Complaint for Custody, Paternity, Visitation, and Child Support

Either parent can file a Complaint for Custody, Paternity, Visitation, and Child Support.

### File for Paternity / Child Support Only

The District Attorney Family Support Division handles cases where paternity and child support are the only things that need to be ordered. They do not get involved in custody or visitation disputes. You can get more information at (702) 671-9200.

#### Serving Defendant

Plaintiff must have someone over 18 who is not involved in the case serve Defendant with a copy of the Complaint and Summons. Defendant has 20 days to file a response.

#### Publication

If Defendant cannot be found, Plaintiff can ask the Court's permission to serve by publishing a notice in a newspaper.

#### If Defendant Files An Answer:

The Court will set an "Early Case Evaluation" within 90 days. Both parties must attend the hearing. At the hearing, the judge will find out what the parties agree and disagree on.

#### If Defendant Does Nothing:

Plaintiff can ask the Court to issue a "default" against the Defendant. If a default is issued, Plaintiff can ask the Court to issue a final Custody Decree without the Defendant's signature.

#### Motions for Temporary Orders

Either party may file a motion for temporary custody, visitation, and child support orders pending the final court orders.

#### Family Mediation Center

The Court refers the parents to FMC to try and work out a parenting plan with a mediator.

#### Settlement Conferences

A judge may have the parties meet with a senior judge or a private mediator to try and reach an agreement.

#### If the parties settle:

They can submit a Custody Decree to the judge for approval. Once signed by the judge and filed with the Court, the order is enforceable.

#### If the parties do not settle:

The judge will set a trial date. At trial, the judge will decide any issues that the parties are not able to resolve.



FILING CODE: CMPS

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

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

\_\_\_\_\_

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

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

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

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

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

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

\_\_\_\_\_  
Defendant(s).

**COMPLAINT FOR PATERNITY**

Plaintiff (*your name*) \_\_\_\_\_ is the (☒ *check one*) ☐ mother /

☐ alleged father of the children named below, and respectfully states:

1. (*Name of parent who is a Nevada resident*) \_\_\_\_\_ has been  
a resident of the State of Nevada for at least six weeks prior to filing this Complaint.

2. The parties (☒ *check one*) ☐ have / ☐ have not been married.

3. **Children.** There are (*number*) \_\_\_\_\_ minor children at issue:

| Child's Name | Date of Birth | State of Residence | How long child lived in the state | Paternity Disputed (put 'X' if paternity uncertain) |
|--------------|---------------|--------------------|-----------------------------------|---|
|              |               |                    |                                   |   |
|              |               |                    |                                   |   |
|              |               |                    |                                   |   |
|              |               |                    |                                   |   |

**4. UCCJEA Declaration.** (☒ *check all that apply*)

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

☐ 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<br>(mo/yr – mo/yr) | Name of Person the<br>Child(ren) Lived With: | City and State | Child's Name (if<br>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:** (☒ *check one*)

I ☐ have / ☐ have not participated as a party or witness or in some other capacity in any other case involving the child(ren): *(if you have, provide all specifics including the state, the court, children involved, the case number and the date of the child custody order, if any)*: \_\_\_\_\_

\_\_\_\_\_

- c. **Knowledge of Other Cases:** (☒ *check one*)

I ☐ do / ☐ do not know of a different case that could affect the current case: *(if you do, provide all specifics including the state, the court, parties involved, the case number and the nature of the proceeding)*: \_\_\_\_\_

\_\_\_\_\_

- d. **Person(s) Who Claim Custody / Visitation:** (☒ *check one*)

I ☐ do / ☐ do not know of anyone other than the parents who has physical custody of the child(ren) or who claims custody/visitation rights to the child(ren). *(if so, list names and addresses of anyone who claims custody/visitation rights)* \_\_\_\_\_

\_\_\_\_\_

**5. Paternity.** Paternity is disputed and/or needs to be established for the children indicated above. (☒ *check one*)

☐ **No father is named on the birth certificate.** I believe the father is (*name of who you believe is the father*) \_\_\_\_\_

because: (☒ *check all that apply*)

☐ *DNA Test Requested.* The judge should order a DNA test to determine if this is the biological father.

☐ *DNA Test Completed.* The parties already took a DNA test which shows the man above is the biological father; a copy is attached.

☐ *Parents Lived Together.* The parties lived together at least 6 months before conception and lived together through the period of conception.

☐ *Admission.* The man named above openly holds out the child as his own and has accepted the child into his home.

☐ *Other (explain):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **The wrong man is named as the father on the birth certificate.** The birth certificate incorrectly says that the father is (*name of father on birth certificate*) \_\_\_\_\_. Instead, the father should be (*name of true father*) \_\_\_\_\_.

☐ **The Declaration of Paternity was signed due to fraud, duress, or material mistake of fact** because (*explain the fraud, duress, or mistake*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Birth Certificate.** If the alleged father is determined to be the legal father of the child(ren), Plaintiff requests any necessary changes be made to the birth certificate(s).

**7. Name Change.** Once paternity is determined: (☒ *check one*)

- ☐ The child's name should not be changed.
- ☐ The child's name should be changed to (*write the complete first, middle, and last name the child should have*) \_\_\_\_\_  
because (*explain why you want to change the child's name*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The child has not been convicted of a felony. Any child age 14 or older will file a separate consent agreeing to the requested name change. The other parent's name is (*name of the other parent*) \_\_\_\_\_ and I believe he/she lives at (*other parent's address*) \_\_\_\_\_

This request is made pursuant to NRS 41.298.

**8. Custody.** If the alleged father is determined to be the legal father of the child(ren):

(☒ *check one*)

- ☐ The Court SHOULD establish legal and physical custody orders, child support orders, and appropriate health insurance orders.
- ☐ The Court SHOULD NOT establish legal and physical custody orders, child support orders, and appropriate health insurance orders.

**Plaintiff requests:**

1. That the Court grant the relief requested in this Complaint; and
2. 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*) \_\_\_\_\_

FILING CODE: COMC

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

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

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

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

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

Self-Represented Plaintiff

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

|  |   |
|--|---|
| <p>_____<br/>Plaintiff,</p> <p>vs.</p> <p>_____<br/>Defendant.</p> | <p>CASE NO.: _____</p> <p>DEPT: _____</p> |
|--|---|

**COMPLAINT FOR CUSTODY AND UCCJEA DECLARATION**

Plaintiff (*your name*) \_\_\_\_\_ is the (☒ *check one*) ☐ mother / ☐ father of the children named below, and respectfully states:

1. Which parent has been a resident of the State of Nevada for at least six weeks prior to filing this Complaint? (☒ *check one*) ☐ Me / ☐ Defendant.
2. Have you ever been married to the other party? (☒ *check one*) ☐ Yes / ☐ No.
3. **Children.** There are (*number*) \_\_\_\_\_ minor children at issue:

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

**4. 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<br>(mo/yr – mo/yr) | Name of Person the<br>Child(ren) Lived With: | City and State | Child's Name (if<br>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*):

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---

**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)*: \_\_\_\_\_

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

**5. Paternity.** Paternity is not disputed. Plaintiff believes that the father of the children is *(father's name)* \_\_\_\_\_ because (☒ *check all that apply*):

☐ **Birth Certificate.** The man named above is the father listed on the birth certificate(s).

☐ **Court Order.** Paternity was already established by a court order through *(name of court)* \_\_\_\_\_ in case number *(case number)* \_\_\_\_\_ on *(date)* \_\_\_\_\_.

☐ **DNA Test.** A DNA test shows who is the biological father; a copy is attached.

☐ **Parents Lived Together.** The parties lived together at least 6 months before conception and lived together through the period of conception.

☐ **Admission.** The man named above openly holds out the child as his own and has accepted the child into his home.

**6. Legal Custody.** *Legal custody refers to the ability to access information and make major decisions about the children, 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).



**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).

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

☐ Domestic Violence

☐ State of Residency

☐ CPS Involvement

☐ Other: \_\_\_\_\_

☐ 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*)

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

☐ The 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. Birth Certificate / Name Change.** (☒ *check all that apply*)

- ☐ The child's birth certificate should not be changed.
- ☐ The child's birth certificate should be changed to state that the father of the minor child is (*name of father*) \_\_\_\_\_.
- ☐ The child's name should be changed to (*write the complete first, middle, and last name the child should have*) \_\_\_\_\_  
because (*explain why you want to change the child's name*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The child has not been convicted of a felony. Any child age 14 or older will file a separate consent agreeing to the requested name change. The other parent's name is (*name of the other parent*) \_\_\_\_\_ and I believe he/she lives at (*other parent's address*) \_\_\_\_\_  
This request is made pursuant to NRS 41.298

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

**Plaintiff requests:**

1. That the Court grant the relief requested in this Complaint; and
2. 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 UCCJEA Declaration 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) \_\_\_\_\_

|  |   |
|--|---|
| Regular Schedule:<br><b><i>Be very specific. Include the times and days of the week for each parent's timeshare.</i></b><br>(ex.: <u>Mom</u> : Saturday 7pm – Wednesday 3pm,<br><u>Dad</u> : Wednesday 3pm – Saturday 7pm) |   |
| Summer Schedule:   | <input type="checkbox"/> Same as the regular schedule.<br><input type="checkbox"/> Other: _____   |
| Mother's Day and Mother's Birthday:  | <input type="checkbox"/> Mother every year from 9am – 7pm.<br><input type="checkbox"/> Other: _____   |
| Father's Day and Father's Birthday:  | <input type="checkbox"/> Father every year from 9am – 7pm.<br><input type="checkbox"/> Other: _____   |
| Child's Birthday:  | <input type="checkbox"/> <u>Even years</u> with (parent) _____.<br><u>Odd years</u> with (parent) _____.<br>*Time shall be from 9am – 7pm.*<br><input type="checkbox"/> Other: _____  |
| 3 Day Weekends:  | <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.<br><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.<br>*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).*<br>**If Independence Day falls on a Tuesday, Wednesday, or Thursday, the time shall be from July 3 at 9am until July 5 at 9am.**<br><input type="checkbox"/> Other: _____ |

|                           |   |
|---------------------------|---|
| Easter / Spring Break:    | <input type="checkbox"/> Even years with <i>(parent)</i> _____.<br>Odd years with the other parent.<br>*Time shall begin the day school lets out until noon the day before school resumes.*<br><input type="checkbox"/> Other: _____  |
| Thanksgiving:             | <input type="checkbox"/> Odd years with <i>(parent)</i> _____.<br>Even years with the other parent.<br>*Time shall begin the day school lets out until noon the day before school resumes.*<br><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.<br>Segment 2 (New Year's) consists of December 26 at noon until noon the day before school resumes.<br><u>Even years:</u> segment 1 with <i>(parent)</i> _____,<br>segment 2 with the other parent.<br><u>Odd years:</u> segment 1 with <i>(parent)</i> _____,<br>segment 2 with the other parent.<br><input type="checkbox"/> Other: _____<br>_____  |
| Other Holidays:           | _____<br>_____<br>_____<br>_____  |
| 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).<br><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.<br><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](http://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](http://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<br>\$ _____ | - | Lower<br>\$ _____ | = | Child Support Obligation<br>\$ _____ | paid by | Name of higher income parent:<br>_____ |
|--------------------|---|-------------------|---|--------------------------------------|---------|--|

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                |

1 COURT FILING CODE: **SEI**  
Plaintiff's Name: \_\_\_\_\_  
2 Address: \_\_\_\_\_  
\_\_\_\_\_  
3 Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
4

5  
6 **DISTRICT COURT**  
**CLARK COUNTY, NEVADA**

7  
8 \_\_\_\_\_  
Plaintiff,

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

9 vs.

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

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

**SUMMONS**

11  
12  
13 **NOTICE! YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU**  
14 **WITHOUT YOUR BEING HEARD UNLESS YOU RESPOND IN WRITING WITHIN**  
15 **21 DAYS. READ THE INFORMATION BELOW VERY CAREFULLY.**

16 To the Defendant named above:

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

19 ☐ Divorce.

20 ☐ Annulment.

21 ☐ Legal Separation.

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

23 ☐ Other: \_\_\_\_\_  
24

**If you want to defend this lawsuit, you must do all of the following within 21 days after this summons is served on you (not counting the day of service):**

1. File a formal written answer to the complaint or petition with the Clerk of Court (*whose address is listed below*).
2. Pay the required filing fee to the court, or request a fee waiver by filing an Application to Proceed *In Forma Pauperis*.
3. Serve a copy of your answer on the Plaintiff whose name and address is shown below.

If you do not respond, Plaintiff can request a default against you. The court can then enter a judgment against you for the relief demanded in the complaint or petition.

STEVEN D. GRIERSON  
CLERK OF COURT

By: \_\_\_\_\_  
Deputy Clerk Date

Family Courts and Services Center  
601 North Pecos Road  
Las Vegas, Nevada 89155

Regional Justice Center  
200 Lewis Avenue  
Las Vegas, Nevada 89155

Issued on Behalf of Plaintiff:

Plaintiff's Name: \_\_\_\_\_

Address:

City, State, Zip

Forms are available, free of charge, at the Family Law Self-Help Center at the Family Courts and Services Center, 601 N. Pecos Road, Las Vegas, Nevada, and on the center's website at [www.familylawselfhelpcenter.org](http://www.familylawselfhelpcenter.org).

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<br><input type="checkbox"/> Divorce –No minor child(ren)<br><input type="checkbox"/> Divorce –With minor child(ren)<br><input type="checkbox"/> Foreign Decree<br><input type="checkbox"/> Joint Petition –No minor child(ren)<br><input type="checkbox"/> Joint Petition – With minor child(ren)<br><input type="checkbox"/> Separate Maintenance | <input type="checkbox"/> Adoption –Minor<br><input type="checkbox"/> Adoption –Adult<br><input type="checkbox"/> Child Custody (non-divorce)<br><input type="checkbox"/> Child Support (private party)<br><input type="checkbox"/> Mental Health<br><input type="checkbox"/> Name Change<br><input type="checkbox"/> Paternity<br><input type="checkbox"/> Permission to Marry<br><input type="checkbox"/> Temporary Protective Order (TPO)<br><input type="checkbox"/> Termination of Parental Rights (private party)<br><input type="checkbox"/> Termination of Parental Rights (State initiated)<br><input type="checkbox"/> Visitation (non-divorce)<br><input type="checkbox"/> Other (identify) _____ | <b>Guardianship of an Adult</b><br><input type="checkbox"/> Person<br><input type="checkbox"/> Estate<br><input type="checkbox"/> Person and Estate<br><br><b>Guardianship of a Minor</b><br><input type="checkbox"/> Person<br><input type="checkbox"/> Estate<br><input type="checkbox"/> Person and Estate<br><br><input type="checkbox"/> <b>Guardianship Trust</b> | <b>DA Child Support</b><br><input type="checkbox"/> DA – UIFSA<br><input type="checkbox"/> DA – Child Support In State<br><br><b>DA Child Dependency</b><br><input type="checkbox"/> DA – Abuse/Neglect<br><input type="checkbox"/> DA – No Fault<br><input type="checkbox"/> DA – Other (identify) _____<br><br><b>Juvenile</b><br><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**

AOS

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

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

\_\_\_\_\_

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

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

Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

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

**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 \_\_\_\_\_
  - ☐ Joint Preliminary Injunction
  - ☐ Summons
  - ☐ 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*) \_\_\_\_\_



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> |
|---|--|

### 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<br>(days) | Work Schedule<br>(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<br>Weeks | = |                  | ÷ | 12<br>Months | = |                         |
| Hourly<br>Wage |   | Number of hours<br>worked per week |   | Weekly<br>Income |   |             |   | Annual<br>Income |   |              |   | Gross Monthly<br>Income |

Annual Salary

|                  |   |              |   |                         |
|------------------|---|--------------|---|-------------------------|
|                  | ÷ | 12<br>Months | = |                         |
| Annual<br>Income |   |              |   | Gross Monthly<br>Income |

### C. Other Sources of Income.

| Source of Income                           | Frequency | Amount | 12 Month<br>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<br>Amount for you: _____<br>For Opposing Party: _____<br>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<br>(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<br><input type="checkbox"/> | Other Party<br><input type="checkbox"/> | For Both<br><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<br>DOB | Whom is this<br>child living<br>with? | Is this child<br>from this<br>relationship? | Has this child been<br>certified as special<br>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<br>(i.e. sister, friend, cousin, etc...) | Monthly<br>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?<br>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<br/>(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?<br>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



FILING CODE: ACCC

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

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

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

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

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

Self-Represented Defendant

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

|                            |                                |
|----------------------------|--------------------------------|
| _____<br>Plaintiff,<br>vs. | CASE NO.: _____<br>DEPT: _____ |
| _____<br>Defendant.        |                                |

**ANSWER AND COUNTERCLAIM FOR CUSTODY AND UCCJEA DECLARATION**

Defendant (*your name*) \_\_\_\_\_, is the (☒ *check one*)

☐ mother / ☐ father in this case and 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

1. Which parent has been a resident of the State of Nevada for at least six weeks prior to filing this Complaint? (☒ *check one*) ☐ Me / ☐ Plaintiff.
2. Have you ever been married to the other party? (☒ *check one*) ☐ Yes / ☐ No.
3. **Children.** There are (*number*) \_\_\_\_\_ minor children at issue:

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

4. **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<br>(mo/yr – mo/yr) | Name of Person the<br>Child(ren) Lived With: | City and State | Child's Name (if<br>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)*: \_\_\_\_\_

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

**5. Paternity.**

☐ Paternity is not disputed. Defendant believes that the father of the children is *(father's name)* \_\_\_\_\_ because (☒ *check all that apply*):

☐ The man named above is the father listed on the birth certificate(s).

☐ Paternity was already established by a court order through *(name of court)* \_\_\_\_\_ in case number *(case number)* \_\_\_\_\_ on *(date)* \_\_\_\_\_.

☐ A DNA test shows who is the biological father; a copy is attached.

☐ The parties lived together at least 6 months before conception and lived together through the period of conception.

☐ The man named above holds out the child as his own and has accepted the child into his home.

☐ Paternity is disputed.

**6. Legal Custody.** *Legal custody refers to the ability to access information and make major decisions about the children, 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).

**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).

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

☐ Domestic Violence

☐ State of Residency

☐ CPS Involvement

☐ Other: \_\_\_\_\_

☐ 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*)

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

☐ The 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. Birth Certificate / Name Change.** (☒ *check all that apply*)

- ☐ The child's birth certificate should not be changed.
- ☐ The child's birth certificate should be changed to state that the father of the minor child is (*name of father*) \_\_\_\_\_.
- ☐ The child's name should be changed to (*write the complete first, middle, and last name the child should have*) \_\_\_\_\_  
because (*explain why you want to change the child's name*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The child has not been convicted of a felony. Any child age 14 or older will file a separate consent agreeing to the requested name change. The other parent's name is (*name of the other parent*) \_\_\_\_\_ and I believe he/she lives at (*other parent's address*) \_\_\_\_\_

This request is made pursuant to NRS 41.298

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

**Defendant requests:**

1. That the Court deny the relief requested in the Complaint; and
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 penalty 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) \_\_\_\_\_

|  |   |
|--|---|
| Regular Schedule:<br><b><i>Be very specific. Include the times and days of the week for each parent's timeshare.</i></b><br>(ex.: <u>Mom</u> : Saturday 7pm – Wednesday 3pm,<br><u>Dad</u> : Wednesday 3pm – Saturday 7pm) |   |
| Summer Schedule:   | <input type="checkbox"/> Same as the regular schedule.<br><input type="checkbox"/> Other: _____   |
| Mother's Day and Mother's Birthday:  | <input type="checkbox"/> Mother every year from 9am – 7pm.<br><input type="checkbox"/> Other: _____   |
| Father's Day and Father's Birthday:  | <input type="checkbox"/> Father every year from 9am – 7pm.<br><input type="checkbox"/> Other: _____   |
| Child's Birthday:  | <input type="checkbox"/> <u>Even years</u> with (parent) _____.<br><u>Odd years</u> with (parent) _____.<br>*Time shall be from 9am – 7pm.*<br><input type="checkbox"/> Other: _____  |
| 3 Day Weekends:  | <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.<br><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.<br>*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).*<br>**If Independence Day falls on a Tuesday, Wednesday, or Thursday, the time shall be from July 3 at 9am until July 5 at 9am.**<br><input type="checkbox"/> Other: _____ |

|                           |   |
|---------------------------|---|
| Easter / Spring Break:    | <input type="checkbox"/> Even years with <i>(parent)</i> _____.<br>Odd years with the other parent.<br>*Time shall begin the day school lets out until noon the day before school resumes.*<br><input type="checkbox"/> Other: _____  |
| Thanksgiving:             | <input type="checkbox"/> Odd years with <i>(parent)</i> _____.<br>Even years with the other parent.<br>*Time shall begin the day school lets out until noon the day before school resumes.*<br><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.<br>Segment 2 (New Year's) consists of December 26 at noon until noon the day before school resumes.<br><u>Even years:</u> segment 1 with <i>(parent)</i> _____,<br>segment 2 with the other parent.<br><u>Odd years:</u> segment 1 with <i>(parent)</i> _____,<br>segment 2 with the other parent.<br><input type="checkbox"/> Other: _____<br>_____  |
| Other Holidays:           | _____<br>_____<br>_____<br>_____  |
| 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).<br><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.<br><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](http://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**   
 \$ \_\_\_\_\_

.16 (for 1 child)  
.22 (for 2 children)  
.26 (for 3 children)  
.28 (for 4 children)  
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](http://nvchildsupportguidelinescalculator.azurewebsites.net/getobligation.aspx) to find the appropriate amount.

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

Gross Monthly Income (from above) **x**   
 \$ \_\_\_\_\_

.16 (for 1 child)  
.22 (for 2 children)  
.26 (for 3 children)  
.28 (for 4 children)  
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<br>\$ _____ | - | Lower<br>\$ _____ | = | Child Support Obligation<br>\$ _____ | paid by | Name of higher income parent:<br>_____ |
|--------------------|---|-------------------|---|--------------------------------------|---------|--|

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                |

RCCM

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

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

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

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

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

Self-Represented Plaintiff

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

|   |                                |
|---|--------------------------------|
| _____<br>Plaintiff,<br><br>vs.<br><br>_____<br>Defendant. | CASE NO.: _____<br>DEPT: _____ |
|---|--------------------------------|

**REPLY TO COUNTERCLAIM**

Plaintiff respectfully states:

1. Plaintiff admits the following allegations: *(write the paragraph numbers from the Counterclaim that you agree with)* \_\_\_\_\_.
2. Plaintiff denies the following allegations: *(write the paragraph numbers from the Counterclaim that you disagree with)* \_\_\_\_\_.
3. Plaintiff is without sufficient knowledge to admit or deny the following allegations: *(write the paragraph numbers from the Counterclaim that you are not sure about)*  
\_\_\_\_\_.

**Plaintiff requests:**

1. That the Counterclaim be dismissed with prejudice and that Defendant take nothing therefrom;
2. For such other relief as the Court finds to be just and proper.

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

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



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) \_\_\_\_\_