# CONVERSION TO JOINT PETITION FOR DIVORCE (WITHOUT MINOR CHILDREN)

# **C-1**

Resource Center
1 South Sierra St., Third Floor
Reno, NV 89501
775-325-6731

www.washoecourts.com

<sup>\*</sup> Both petitioners must initial, otherwise the divorce will not be granted.

# **CONVERSION TO JOINT PETITION** FOR DIVORCE (WITHOUT MINOR CHILDREN) PACKET C-1

	Use this packet only if <u>all</u> of the following statements are true:
	You and your spouse now agree to the terms of the divorce.
	A divorce complaint without minor children has been filed.
	You and your spouse are currently married.
	You and your spouse want to divorce.
	You and your spouse have no minor children together, either natural-born or adopted.
	INSTRUCTIONS FOR COMPLETING FORMS
Caı	refully read all instructions before starting to fill out any of the forms.
U	Ise black or blue ink only. Neatly print the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

- 1. EFile User Agreement (Standard)
- 2. Request to Convert Divorce Complaint to Joint Petition
- Joint Petition for Summary Decree of Divorce 3.
- 4. Request for Submission
- Exhibit Index and Exhibit Cover Page 5.
- 6. Decree of Divorce

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00. N.R.S. §199.145

**INSTRUCTIONS: STEP 1** 

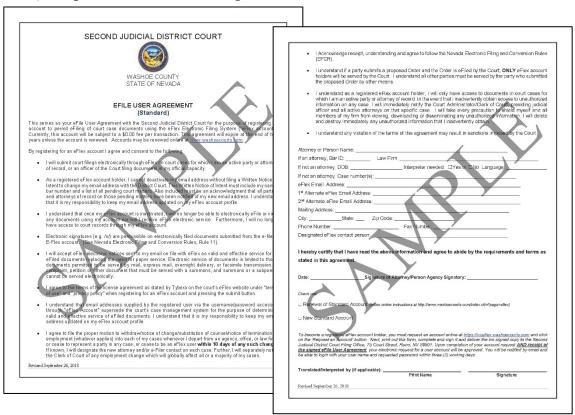
#### **EFlex Account and EFile User Agreement:**

# If both parties already have eFlex accounts, skip this step and move on to INSTRUCTIONS: STEP 2.

If the defendant has not already responded to the initial petition, they will need to sign up for an eFlex account. There is no fee to sign up for a standard eFlex account. If the defendant already has an eFlex account for a different case, they do not need to create another account and can skip this step.

#### To sign up:

- 1) Carefully read and complete the eFile User Agreement (Standard) by filling in as much information as possible, signing, and dating page two;
- 2) Return the eFile User Agreement (Standard) to the Second Judicial District Court or email it to <a href="mailto:eflexsupport@washoecourts.us">eflexsupport@washoecourts.us</a>;
- 3) Request an account at <a href="https://wceflex.washoecourts.com/">https://wceflex.washoecourts.com/</a>.

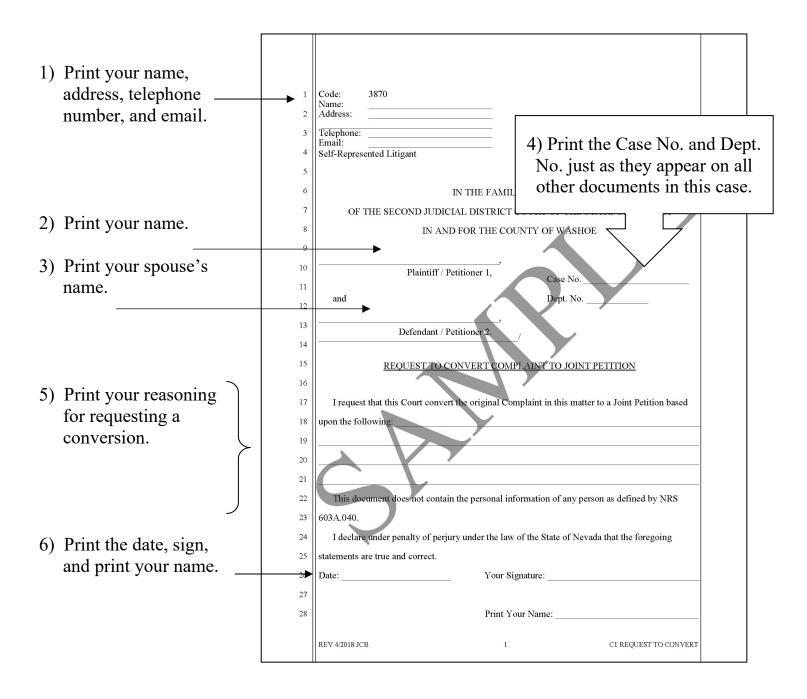


If you need further assistance signing up for an account, please call the Resource Center at 775-325-6731.

**INSTRUCTIONS: STEP 2** 

#### Complete the Request to Convert Complaint to Joint Petition as Shown:

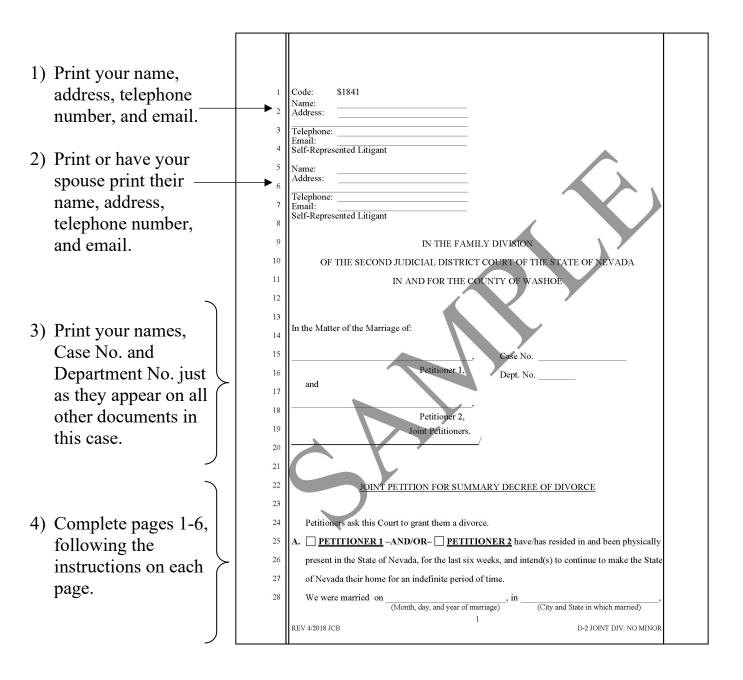
The plaintiff, the person who filed for divorce, must fill out this form.



**INSTRUCTIONS: STEP 3** 

#### Complete the Joint Petition for Divorce as Shown:

You and your spouse will need to initial each section and sign this form.



**INSTRUCTIONS: STEP 4** 

# Complete the Request for Submission as Shown:

You or your spouse may fill out this form.

1)	Print your name, address, telephone number, and email.		1 2 3 4 5	Code: 3860 Name: Address:  Telephone: Email: Self-Represented Litigant
2)	Print your names, Case No. and Department No. just as they appear on all other documents in this case.		6 7 8 9 10 11 12 13 14 15	IN THE FAMILY DIVISION  OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  IN AND FOR THE COUNTY OF WASHOE  Plaintiff / Petitioner 1,
3)	Print the date the documents were filed.		17 18 19 20 21 22 23	I request that the Joint Petition for Summary Divorce and all related documents that were filed on  be submitted to the Court for decision.  (Date the document was filed)  This document does not contain the personal information of any person as defined by  NRS 603A.040.  I declare under penalty of perjury under the law of the State of Nevada the foregoing is true and correct.
4)	Print the date, sign, and print your name.	}	24 25 26 27 28	Date: Your Signature  Print Your Name  REV 4/2018 JCB 1 C-1 REQUEST FOR SUBMISSION

**INSTRUCTIONS: STEP 5** 

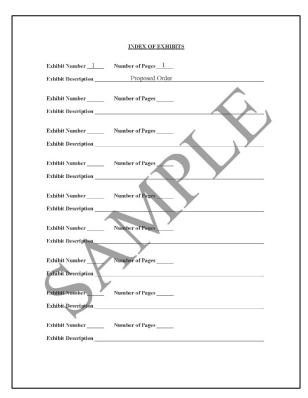
### Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

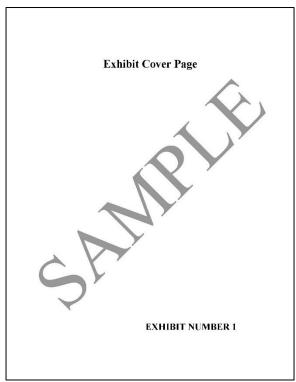
You will need to attach the Decree of Divorce as an exhibit to the Request for Submission in order to electronically file it.

You do not need to write anything on these pages.

The documents should be in the following order:

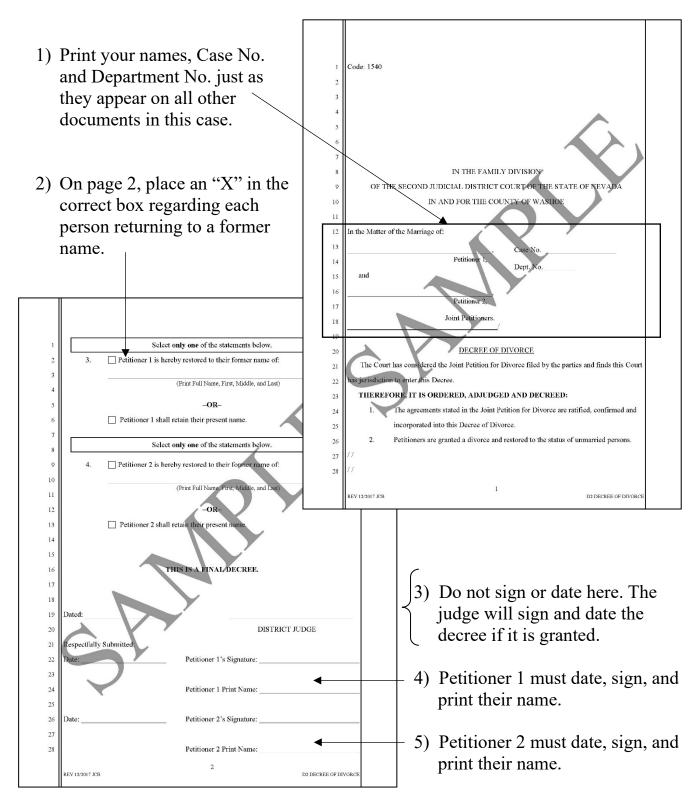
- Request for Submission
- the Index of Exhibits
- the Exhibit Cover Page
- the Decree of Divorce





**INSTRUCTIONS: STEP 6** 

#### Complete the Decree of Divorce as Shown:



INSTRUCTIONS: STEP 7

#### **Electronically Filing the Documents**

One party will need to upload the original documents to eFlex. EFlex is available online at <a href="https://wceflex.washoecourts.com/">https://wceflex.washoecourts.com/</a>, in the Law Library and Resource Center.

If they either party has not done so, they will need to sign up for an eFlex account and turn in the EFile User Agreement (*see INSTRUCTIONS: STEP 1*), to the Second Judicial District Court, or email to <a href="mailto:eflexsupport@washoecourts.us">eflexsupport@washoecourts.us</a>.

One party will sign into their eFlex account using the username and password they created and electronically file the:

- Request to Convert Divorce Complaint to Join Petition;
- Joint Petition for Summary Decree of Divorce;
- Request for Submission and Exhibit Index; and
- Decree of Divorce (as an exhibit to the Request for Submission).

Make sure to keep the original documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available at the Law Library and Resource Center.

#### **NOW WHAT HAPPENS?**

After you have completed all the forms and submitted them to the Court, you must wait for the Judge to make a decision. This could take up to 60 days.

If the Judge denies the separate maintenance, you will receive an order indicating such.

All orders can be reviewed and printed from you eFlex account. Certified copies are available at the Resource Center.

#### **Legal Assistance Information**

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or contact the Resource Center or the Law Library. **The Resource Center and the Law Library staff cannot give legal advice** but can give information regarding court procedures.

You may wish to speak with a lawyer at no cost through the Law Library's Lawyer in the Library program. The Lawyer in the Library program is held via Zoom; you must register ahead of time to participate. No walk-ins accepted as space is limited.

#### LAWYER IN THE LIBRARY

Sign up on our website:

https://www.washoecourts.com/LawLibrary/LawyerInLibrary
For questions, contact the Law Library at 775-328-3250

To seek assistance from other free or reduced-cost legal resources in the area, please contact:

#### NEVADA LEGAL SERVICES

449 S. Virginia St.
Reno, NV 89501
775-284-3491 – leave a message, if
necessary
https://nevadalegalservices.org

#### NORTHERN NEVADA LEGAL AID

1 S. Sierra St., 1<sup>st</sup> Floor Reno, NV 89501 775-321-2062 – leave a message, if necessary https://nnlegalaid.org