

**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

*** Both petitioners must initial, otherwise the divorce will not be granted.**

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

Use this packet only if all 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

Carefully read all instructions before starting to fill out any of the forms.

Use **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
3. Joint Petition for Summary Decree of Divorce
4. Request for Submission
5. Exhibit Index and Exhibit Cover Page
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

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INSTRUCTIONS: STEP 1

EFile 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 eflexsupport@washoecourts.us;
- 3) Request an account at <https://wceflex.washoecourts.com/>.

SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY
STATE OF NEVADA

**EFILE USER AGREEMENT
(Standard)**

This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit eFiling of court case documents using the eFlex Electronic Filing System (eFlex account). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of 1 year unless the account is renewed. Accounts may be renewed online at www.washoecourts.com.

By registering for an eFlex account I agree and consent to the following:

- I will submit court filings electronically through eFlex on court cases for which I am an active party or attorney of record, or an officer of the Court filing documents in my official capacity.
- As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Notice of Intent to change my email address with the District Court. This Written Notice of Intent must include my name, bar number and a list of all pending court matters. Also included must be an acknowledgment that all parties and attorneys of record on those pending matters have been notified of my new email address. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I understand that once my eFlex account is inactivated, I will no longer be able to electronically eFile or view any documents using my account. I will no longer receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.
- Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the e-File E-Flex account (See Nevada Electronic Filing and Conversion Rules, Rule 11).
- I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service for eFiled documents replacing the original paper service. Electronic service of documents is limited to the documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission, complaint, petition or other document that must be served with a summons, and summons or a subpoena cannot be served electronically.
- I agree to the terms of the license agreement as stated by Tbyera on the court's eFlex website under "terms of use" and "privacy policy" when registering for an eFlex account and pressing the submit button.
- I understand that email addresses supplied by the registered user via the username/password access through "eFlex Account" supersedes the court's case management system for the purpose of determining valid and effective service of eFiled documents. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I agree to file the proper motion to withdraw notice of change/substitution of counsel/notice of termination of employment (whichever applies) into each of my cases whenever I depart from an agency, office, or law firm or cease to represent a party in any case, or cease to be an eFlex user **within 10 days of any such change**. If known, I will designate the new attorney and/or e-File contact on each case. Further, I will separately notify the Clerk of Court of any employment change which will globally affect all or a majority of my cases.

Revised September 26, 2018

- I acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (EFCR).
- I understand if a party submits a proposed Order and the Order is eFiled by the Court, **ONLY** eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.
- I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court, presiding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.
- I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.

Attorney or Person Name: _____
If an attorney, Bar ID: _____ Law Firm: _____
If not an attorney, DOB: _____ Interpreter needed: Yes or No Language: _____
If not an attorney, Case number(s): _____
eFlex Email Address: _____
1st Alternate eFlex Email Address: _____
2nd Alternate eFlex Email Address: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Phone Number: _____ Fax Number: _____
Designated eFlex contact person: _____

I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.

Date: _____ Signature of Attorney/Person Agency Signatory: _____

Check one:
 Renewal of Standard Account, follow online instructions at <http://www.washoecourts.com/index.cfm?page=eeflex>
 New Standard Account

To become a registered eFlex account holder, you must request an account online at <https://wceflex.washoecourts.com> and click on the "Request an Account" button. Next, print out this form, complete and sign it and deliver the ink signed copy to the Second Judicial District Court Filing Office, 75 Court Street, Reno, NV 89501. Upon completion of your account request **AND receipt of the signed eFile User Agreement**, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.

Translated/Interpreted by (if applicable): _____ Print Name _____ Signature _____

Revised September 26, 2018

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

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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.

1) Print your name, address, telephone number, and email.

1 Code: 3870
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant

4) Print the Case No. and Dept. No. just as they appear on all other documents in this case.

2) Print your name.

6 IN THE FAMILY
7 OF THE SECOND JUDICIAL DISTRICT
8 IN AND FOR THE COUNTY OF WASHOE

3) Print your spouse's name.

9 _____
10 Plaintiff / Petitioner 1, Case No. _____
11 and Dept. No. _____
12 _____
13 Defendant / Petitioner 2.

5) Print your reasoning for requesting a conversion.

14
15 REQUEST TO CONVERT COMPLAINT TO JOINT PETITION
16
17 I request that this Court convert the original Complaint in this matter to a Joint Petition based
18 upon the following:
19 _____
20 _____
21 _____

6) Print the date, sign, and print your name.

22 This document does not contain the personal information of any person as defined by NRS
23 603A.040.

24 I declare under penalty of perjury under the law of the State of Nevada that the foregoing
25 statements are true and correct.

26 Date: _____ Your Signature: _____
27
28 Print Your Name: _____

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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.

1) Print your name, address, telephone number, and email.

2) Print or have your spouse print their name, address, telephone number, and email.

3) Print your names, Case No. and Department No. just as they appear on all other documents in this case.

4) Complete pages 1-6, following the instructions on each page.

1	Code: \$1841
2	Name: _____ Address: _____
3	Telephone: _____ Email: _____
4	Self-Represented Litigant
5	Name: _____ Address: _____
6	Telephone: _____ Email: _____
7	Self-Represented Litigant
8	
9	IN THE FAMILY DIVISION
10	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
11	IN AND FOR THE COUNTY OF WASHOE
12	
13	
14	In the Matter of the Marriage of:
15	_____ Case No. _____
16	Petitioner 1, Dept. No. _____
17	and
18	_____
19	Petitioner 2, Joint Petitioners.
20	_____
21	
22	<u>JOINT PETITION FOR SUMMARY DECREE OF DIVORCE</u>
23	
24	Petitioners ask this Court to grant them a divorce.
25	A. <input type="checkbox"/> <u>PETITIONER 1</u> -AND/OR- <input type="checkbox"/> <u>PETITIONER 2</u> have/has resided in and been physically
26	present in the State of Nevada, for the last six weeks, and intend(s) to continue to make the State
27	of Nevada their home for an indefinite period of time.
28	We were married on _____, in _____
	(Month, day, and year of marriage) (City and State in which married)
	1
	REV 4/2018 JCB D-2 JOINT DIV. NO MINOR

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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.

2) Print your names, Case No. and Department No. just as they appear on all other documents in this case.

3) Print the date the documents were filed.

4) Print the date, sign, and print your name.

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

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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

INDEX OF EXHIBITS	
Exhibit Number <u>1</u>	Number of Pages <u>1</u>
Exhibit Description <u>Proposed Order</u>	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

Exhibit Cover Page
<p style="text-align: center;">EXHIBIT NUMBER 1</p>

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INSTRUCTIONS: STEP 6

Complete the Decree of Divorce as Shown:

1) Print your names, Case No. and Department No. just as they appear on all other documents in this case.

2) On page 2, place an "X" in the correct box regarding each person returning to a former name.

<p>1 Select only one of the statements below.</p> <p>2 3. <input type="checkbox"/> Petitioner 1 is hereby restored to their former name of:</p> <p>3 _____</p> <p>4 (Print Full Name, First, Middle, and Last)</p> <p>5 -OR-</p> <p>6 <input type="checkbox"/> Petitioner 1 shall retain their present name.</p> <p>7</p> <p>8 Select only one of the statements below.</p> <p>9 4. <input type="checkbox"/> Petitioner 2 is hereby restored to their former name of:</p> <p>10 _____</p> <p>11 (Print Full Name, First, Middle, and Last)</p> <p>12 -OR-</p> <p>13 <input type="checkbox"/> Petitioner 2 shall retain their present name.</p> <p>14</p> <p>15</p> <p>16 THIS IS A FINAL DECREE.</p> <p>17</p> <p>18</p> <p>19 Dated: _____</p> <p>20 _____ DISTRICT JUDGE</p> <p>21 Respectfully Submitted</p> <p>22 Date: _____ Petitioner 1's Signature: _____</p> <p>23 _____</p> <p>24 Petitioner 1 Print Name: _____ ←</p> <p>25</p> <p>26 Date: _____ Petitioner 2's Signature: _____</p> <p>27 _____</p> <p>28 Petitioner 2 Print Name: _____ ←</p> <p>REV 12/2017 JCB</p> <p style="text-align: center;">2</p> <p style="text-align: right;">D2 DECREE OF DIVORCE</p>	<p>1 Code: 1540</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>7</p> <p>8 IN THE FAMILY DIVISION</p> <p>9 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA</p> <p>10 IN AND FOR THE COUNTY OF WASHOE</p> <p>11</p> <p>12 In the Matter of the Marriage of:</p> <p>13 _____ Case No. _____</p> <p>14 _____ Petitioner 1, Dept. No. _____</p> <p>15 and</p> <p>16 _____</p> <p>17 _____ Petitioner 2,</p> <p>18 _____ Joint Petitioners.</p> <p>19</p> <p>20 DECREE OF DIVORCE</p> <p>21 The Court has considered the Joint Petition for Divorce filed by the parties and finds this Court</p> <p>22 has jurisdiction to enter this Decree.</p> <p>23 THEREFORE, IT IS ORDERED, ADJUDGED AND DECREED:</p> <p>24 1. The agreements stated in the Joint Petition for Divorce are ratified, confirmed and</p> <p>25 incorporated into this Decree of Divorce.</p> <p>26 2. Petitioners are granted a divorce and restored to the status of unmarried persons.</p> <p>27 //</p> <p>28 //</p> <p>REV 12/2017 JCB</p> <p style="text-align: center;">1</p> <p style="text-align: right;">D2 DECREE OF DIVORCE</p>
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3) Do not sign or date here. The judge will sign and date the decree if it is granted.

4) Petitioner 1 must date, sign, and print their name.

5) Petitioner 2 must date, sign, and print their name.

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INSTRUCTIONS: STEP 7

Electronically Filing the Documents

One party will need to upload the original documents to eFlex. EFlex is available online at <https://wceflex.washoecourts.com/>, 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 eflexsupport@washoecourts.us.

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.

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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., 1st Floor
Reno, NV 89501

775-321-2062 – leave a message, if
necessary

<https://nnlegalaid.org>