EX PARTE MOTION TO OPEN ADOPTION FILE

PROCEDURE FOR REQUESTING INFORMATION FROM ADOPTION FILE

Because adoption files are "sealed" in Nevada, the file cannot be "unsealed" without a very specific order from the Court.

When someone files a request for information or copies of documents from an adoption file, a judge will review the request and the reasons for the request. If the judge decides there is a valid reason to unseal the file, the judge will issue an order to unseal it and appoint someone from the Court to review the file, and, if the information is in the file, to retrieve the information and give it to the Court. The Court will then forward the information to the person requesting it.

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 or type the information requested.

Do not use correction fluid/tape on the forms.

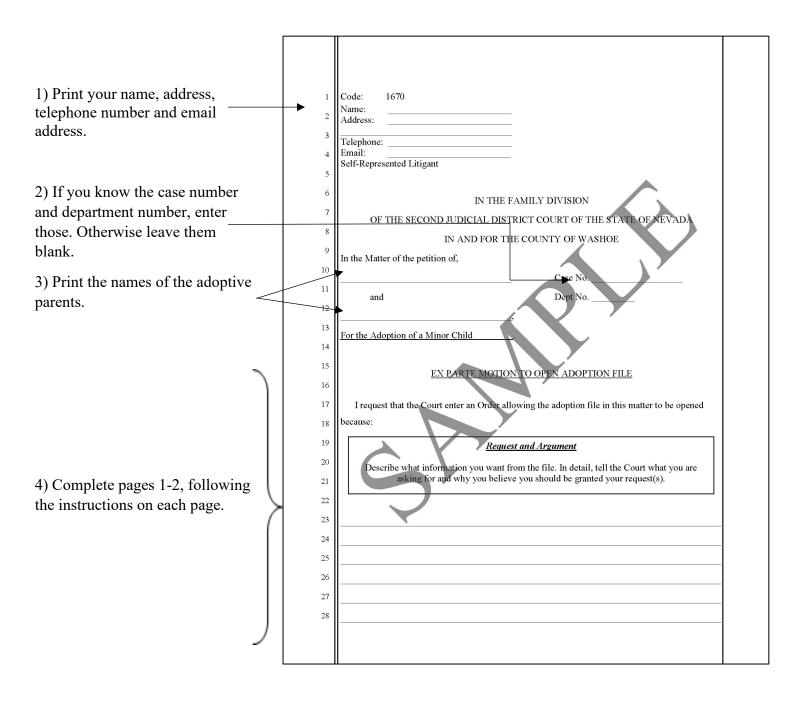
This packet contains the following forms:

- 1. Ex Parte Motion to Open Adoption File
- 2. Request for Submission

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.

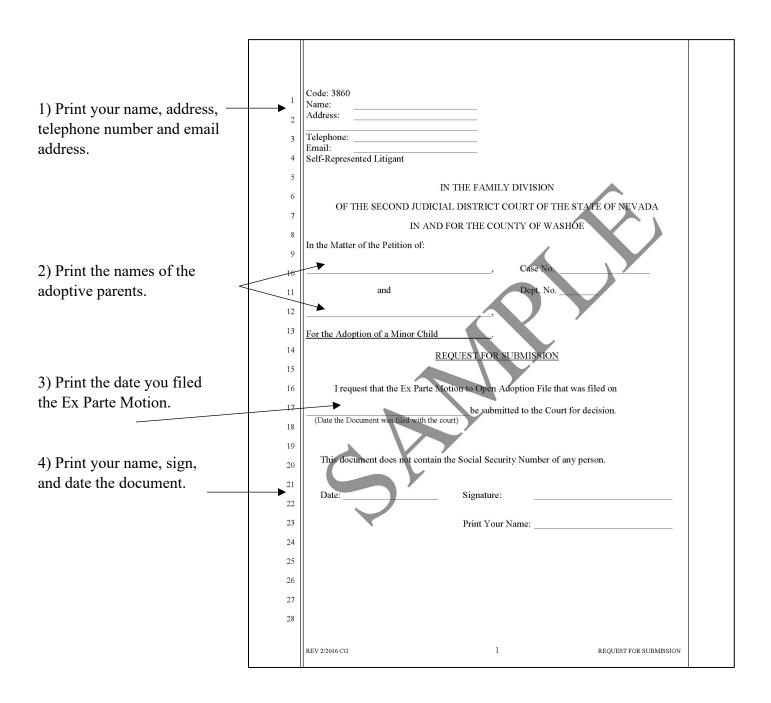
INSTRUCTIONS: STEP 1

Complete the Ex Parte Motion as Shown:



INSTRUCTIONS: STEP 2

Complete the Request for Submission as Shown:



INSTRUCTIONS: STEP 3

Filing Documents

If you **do not have** the case number:

Take the Ex Parte Motion to Open Adoption File and the Request for Submission to the Resource Center located on the Third Floor of 1 South Sierra Street, Reno, NV 89501, or mail the Ex Parte Motion to Open Adoption File, and Request for Submission to:

Second Judicial District Court Filing Office 75 Court Street, Reno, NV 89501

If you have the case number:

You can either electronically file the Ex Parte Motion to Open Adoption File and the Request for Submission yourself, using your eFlex account, or you can bring it to the Resource Center located on the Third Floor of 1 South Sierra Street, Reno, NV 89501 for help with electronic filing.

To file yourself:

- Log into your eFlex account: https://wceflex.washoecourts.com/.
- Click "Existing Cases."
- Type in the case number for the case you are filing into, click the blue "eFile" box.
- To file your documents, select the applicable Document Type, and click "Choose File." Locate the document file on your computer, then click "Add."

Note: The Document Category field can be left blank.

- Ex Parte Motion to Open Adoption File (Document Type: "Ex-Parte Mtn")
- Request for Submission
 (Document Type: "Request for Submission")

When all the documents have been uploaded, review each one by clicking on the hyperlinked file name in the "View Document" column. When you have confirmed everything is correct, click "Next."

When you are ready to submit your documents to the court, click "Submit the Filing."

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