

**APPLICATION TO
DOMESTICATE A
FOREIGN JUDGMENT
(OUT-OF-STATE JUDGMENT)**

CV-1

Resource Center
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Reno, NV 89501
775-325-6731

www.washoecourts.com

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**APPLICATION TO DOMESTICATE
A FOREIGN JUDGMENT
(OUT-OF-STATE JUDGMENT)**

PACKET CV-1

Use this packet only if all of the following statements are true:

- You have a judgment for money from a court outside of the State of Nevada.
- The judgment is still valid and enforceable.

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. Application of Foreign Judgment
3. Affidavit of Judgment Creditor
4. Notice of Registration of Foreign Judgment and Affidavit of Judgment Creditor
5. Affidavit of Certified Mailing
6. Index of Exhibits and the Exhibit Cover page

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


If you already have an eFlex account for a different case, you do not need to create another account and can skip this step.

eFlex Account and eFile User Agreement:

To file your documents, you will need to sign up for an eFlex account and have a valid email address. There is no fee to sign up for a standard eFlex account.

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; and
- 3) Request an account at <https://wcefex.washoecourts.com/>.

<p>SECOND JUDICIAL DISTRICT COURT</p>  <p>WASHOE COUNTY STATE OF NEVADA</p> <p>EFILE USER AGREEMENT (Standard)</p> <p>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). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of the year unless the account is renewed. Accounts may be renewed online at www.washoecourts.com.</p> <p>By registering for an eFlex account I agree and consent to the following:</p> <ul style="list-style-type: none">• I will submit court filings electronically through eFlex on court cases for which I am an active party or officer 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 bar number and a list of all pending court matters. Also included must be an acknowledgment that all 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 deactivated, I will no longer be able to electronically eFile any documents using my account. I will have to receive eFlex electronic service. Furthermore, I will not have access to court records through my eFlex account.• Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the eFlex 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 of eFiled documents replacing the need for paper service. Electronic service of documents is limited to documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission. Judgment, petition and other documents 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 Tybera 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 at through "eFlex Account" supersede the court's case management system for the purpose of delivering valid and effective service of eFiled documents. I understand that it is my responsibility to keep my 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 (whatever applies) into each of my cases whenever I depart from an agency, office, 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 designate the Clerk of Court of any employment change which will globally affect all or a majority of my cases. <p>Revised September 26, 2018</p>	<ul style="list-style-type: none">• 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. <p>Attorney or Person Name: _____ If an attorney, Bar ID: _____ Law Firm: _____ If not an attorney, DCB: _____ Interpreter needed: <input type="checkbox"/> Yes or <input type="checkbox"/> 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: _____</p> <p>I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.</p> <p>Date: _____ Signature of Attorney/Person Agency Signatory: _____</p> <p>Check one: <input type="checkbox"/> Renewal of Standard Account. Follow online instructions at http://www.washoecourts.com/index.cfm?page=eFlex <input type="checkbox"/> New Standard Account</p> <p>To become a registered eFlex account holder, you must request an account online at https://wcefex.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 sign with your user name and requested password within three (3) working days.</p> <p>Translated/Interpreted by (if applicable): _____ Print Name _____ Signature _____</p> <p>Revised September 26, 2018</p>
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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 Application of Foreign Judgment as Shown:

You will need to attach an exemplified copy of the Judgment to the application. You can get an exemplified copy of the Judgment from the court that issued the Judgment. Keep in mind that an exemplified copy is different from a certified copy and may take longer to receive from the issuing court.

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

2) Print your name.

3) Print the other party's name.

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

The Resource Center will give you a Case No. and Department No. when you file the documents with the court.

1 Code: _____
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant _____
7
8 IN THE SECOND JUDICIAL DISTRICT C
9 IN AND FOR THE COU
10
11 _____
12 Plaintiff / Petitioner, Case No. _____
13 vs. Dept. No. _____
14 _____
15 Defendant / Respondent
16
17 APPLICATION OF FOREIGN JUDGMENT
18
19 I hereby file my Foreign Judgment and register an exemplified copy of the Judgment, attached
20 as Exhibit 1.
21 This document does not contain the personal information of any person as defined by NRS
22 603A.040.
23 I declare under penalty of perjury under the law of the State of Nevada that the foregoing
24 statements are true and correct.
25 Date: _____ Your Signature: _____
26
27 Print Your Name: _____
28

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INSTRUCTIONS: STEP 3

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

You will need to attach an exemplified copy of the Judgment to the application. You can get an exemplified copy of the Judgment from the court that issued the Judgment. Keep in mind that an exemplified copy is different from a certified copy and may take longer to receive from the issuing court.

To attach the exemplified copy to your documents, you must include an Index of Exhibits and a cover page.

1) You must print the number of pages in the exemplified copy of Judgment. _____

2) You will not need to put any information on the Exhibit Cover Page.

3) The documents must be in the following order:

- the Application of Foreign Judgment
- the Index of Exhibits
- the Exhibit Cover Page
- the exemplified copy of Judgment

INDEX OF EXHIBITS	
Exhibit Number <u>1</u>	Number of Pages <u> </u>
Exhibit Description <u>Exemplified Copy of Judgment</u>	
Exhibit Number <u> </u>	Number of Pages <u> </u>
Exhibit Description <u> </u>	
Exhibit Number <u> </u>	Number of Pages <u> </u>
Exhibit Description <u> </u>	

Exhibit Cover Page

EXHIBIT NUMBER 1

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INSTRUCTIONS: STEP 4

Complete the Affidavit of Judgment Creditor as Shown:

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

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

The Resource Center will give you a Case No. and Department No. when you file the documents with the court.

2) Print your name.

6 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE
 7 IN AND FOR THE COUNTY OF WASHOE

3) Print the other party's name.

8 _____
 9 Plaintiff / Petitioner, Case No. _____
 10 vs. Dept. No. _____
 11 _____
 12 Defendant / Respondent.

4) Print your name.

14 AFFIDAVIT OF JUDGMENT CREDITOR

5) Print the information about the court in which the Judgment was issued, the amount, and the other party.

15 A. _____
 16 I, _____, have filed and registered the Foreign Judgment
 17 (Your name)
 18 entered on _____, in the State of _____, County of _____,
 19 (Date of order) (State of court) (County of court)
 20 for the amount of \$ _____ against _____.
 21 (Amount of judgment) (Name of person who owes the money)

6) Print the amount of money already paid, if any, and the amount still owed.

22 B. The Foreign Judgment that is attached as Exhibit 1 to the Application of Foreign Judgment is
 23 valid, enforceable, not subject to a stay, and the time for appeal has expired.
 24 C.
 25 The Defendant / Respondent has paid \$ _____ of the above-described
 26 (Amount of money already paid, if any)
 27 judgment. An amount of \$ _____ is still due.
 28 (Amount of money still owed)

7) Print the requested information on page 2.

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8) Date, sign, and print your name on page 2.

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INSTRUCTIONS: STEP 5

Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, in the Law Library and the Resource Center.

If you have not done so, you 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.

Sign into your eFlex account using the username and password you created and electronically file the:

- Application of Foreign Judgment and Index of Exhibits;
- Exhibit Cover Page and Exemplified Copy of Judgment (as an exhibit to the Application of Foreign Judgment); and
- Affidavit of Judgment Creditor.

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 the Resource Center.

There may be a filing fee charged when documents are filed. Fee information is available at the Resource Center and online at: www.washoecourts.com.

FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. Fee waivers are available at:

- Resource Center, 1 South Sierra Street, Reno, NV, Third Floor
- Law Library, 75 Court Street, Reno, NV, First Floor
- Online at: www.washoecourts.com (select the “Forms and Packets” tab on the right-hand side of the home screen)

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INSTRUCTIONS: STEP 6

Complete the Notice of Registration of Foreign Judgment and Affidavit of Judgment Creditor as Shown:

1) Print your name, address, telephone number, and email address.	1 Code: 2 Name: _____ 3 Address: _____ 4 Telephone: _____ 5 Email: _____ 6 Self-Represented Litigant	Print the Case No. and Department No. as they appear on your approved efiled documents.
2) Print your name.	7 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA 8 IN AND FOR THE COUNTY OF WASHOE	
3) Print the other party's name.	9 _____ 10 Plaintiff / Petitioner, 11 vs. _____ 12 Defendant / Respondent.	Case No. _____ Dept. No. _____
4) Print your name.	13 14 <u>NOTICE OF REGISTRATION OF FOREIGN JUDGMENT AND AFFIDAVIT OF JUDGMENT CREDITOR</u>	
5) Print the date you filed the documents.	15 TO: Defendant / Respondent _____ 16 You are hereby notified the Judgment Creditor _____, filed 17 an Application of Foreign Judgment and Affidavit of Judgment Creditor on _____ 18 in the Second Judicial District Court in the State of Nevada, County of Washoe. (Date you filed the documents)	
6) Print your address.	19 Attached is a copy of the Application of Foreign Judgment and Affidavit of Judgment Creditor along with all other related documents. 20 21 The mailing address of the Judgment Creditor is _____ 22 _____ 23 (Your address)	
7) Date, sign, and print your name.	24 This document does not contain the personal information of any person as defined by NRS 603A.040. 25 I declare under penalty of perjury under the law of the State of Nevada that the foregoing statements are true and correct. 26 Date: _____ Your Signature: _____ 27 28 Print Your Name: _____	
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INSTRUCTIONS: STEP 7

Serving the Documents

You must send the following filed-stamped documents, certified mail, return receipt requested, to the last-known address of the other party:

- 1) The Notice of Registration of Foreign Judgment and Affidavit of Judgment Creditor;
- 2) The filed-stamped Application of Foreign Judgment;
- 3) The exhibit of the exemplified copy of the Judgment; and
- 4) The file-stamped Affidavit of Judgment Creditor.

INSTRUCTIONS: STEP 8

Complete the Affidavit of Certified Mailing as Shown:

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

2) Print your name.

3) Print the other party's name.

4) Date, sign, and print your name.

1	Code: _____	
2	Name: _____	Print the Case No. and Department No. as they appear on your approved efiled documents.
3	Address: _____	
4	Telephone: _____	
5	Email: _____	
6	Self-Represented Litigant _____	
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA	
8	IN AND FOR THE COUNTY OF WASHINGTON	DA
9	Plaintiff / Petitioner, _____	Case No. _____
10	vs. _____	Dept. No. _____
11	Defendant / Respondent. _____	
12	AFFIDAVIT OF CERTIFIED MAILING	
13	Attached as Exhibit 1 is proof that I mailed a copy of the Notice of Registration of Foreign Judgment and Affidavit of Judgment Creditor along with all other related documents by certified mail, with return receipt requested, to the last-known address of the Defendant / Respondent.	
14	This document does not contain the personal information of any person as defined by NRS 603A.040.	
15	Under penalties of perjury, the undersigned declares they are the Plaintiff / Petitioner named in the foregoing Application of Foreign Judgment and Affidavit of Judgment Creditor and knows the contents thereof; that the pleading is true of their own knowledge, except as to those matters stated on information and belief, and that as to such matters they believe it to be true.	
16	I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.	
17	Date: _____	Your Signature: _____
18		Print Your Name: _____
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
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INSTRUCTIONS: STEP 9

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

To attach the return receipt to your Affidavit of Certified Mailing, you must include an Index of Exhibits and a cover page.

1) You must print the number of pages in the return receipt.

INDEX OF EXHIBITS

Exhibit Number <u>1</u>	Number of Pages <u> </u>
Exhibit Description <u>Return Receipt</u>	
Exhibit Number <u> </u>	Number of Pages <u> </u>
Exhibit Description <u> </u>	
Exhibit Number <u> </u>	Number of Pages <u> </u>
Exhibit Description <u> </u>	

SAMPLE

2) You will not need to put any information on the Exhibit Cover Page.

- 3) The documents must be in the following order:
- the Affidavit of Certified Mailing
 - the Index of Exhibits
 - the Exhibit Cover Page
 - the return receipt

Exhibit Cover Page

SAMPLE

EXHIBIT NUMBER 1

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INSTRUCTIONS: STEP 10

Filing the Notice and Affidavit of Certified Mailing

After service is completed, sign into your eFlex account using the username and password you created and electronically file the:

- Notice of Registration of Foreign Judgment and Affidavit of Judgment Creditor;
- Affidavit of Certified Mailing and Index of Exhibits; and
- Exhibit Cover Page and return receipt
(as an exhibit to the Affidavit of Certified Mailing).

ATTENTION

No execution or other process for enforcement may issue until at least 30 days after the date of mailing the notice of filing.

For more information on how to execute on the judgment, you may seek the advice of a licensed attorney or visit the Resource Center or the Law Library. The Resource Center and the Law Library cannot give legal advice but can give information regarding court procedures.

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>