

JOINT APPLICATION AND DECLARATION TO WAIVE FEES AND COSTS

F-6JP

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

www.washoecourts.com

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**JOINT APPLICATION AND
DECLARATION TO WAIVE FEES
AND COSTS**

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

- Both parties cannot afford filing fees and costs.

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. Joint Application and Declaration to Waive of Fees and Costs
2. Request for Submission
3. Order Regarding Waiver of Fees and Costs

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

Complete the Joint Application and Declaration to Waive Fees and Costs as Shown:

1) Print your names, addresses, telephone numbers, and email addresses.

2) Print your names in the same order as you have put them on all other documents.

The Resource Center will assign you a case number and department number when you file the documents.

3) Complete the application following the instructions on each page.

1	Code: 1524
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	Name: _____
8	Address: _____
9	Telephone: _____
10	Email: _____
11	Self-Represented Litigant
12	
13	
14	IN THE FAMILY DIVISION
15	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
16	IN AND FOR THE COUNTY OF WASHOE
17	_____
18	Petitioner 1, Case No. _____
19	and Dept. No. _____
20	_____
21	Petitioner 2.
22	_____
23	<u>JOINT APPLICATION AND DECLARATION TO WAIVE FEES AND COSTS</u>
24	We declare that, pursuant to NRS 12.015, we are requesting permission from this Court to
25	proceed without paying court costs or other costs and fees because we cannot afford to pay such
26	expenses.
27	//
28	//
	REV 6/2021 ER 1 F6JP APPLICATION

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INSTRUCTIONS: STEP 2

Only one person applying to waive the fees and costs needs to fill out this form.

Complete the Request for Submission as Shown:

You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Request for Submission and the Index of Exhibits as one PDF.

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

2) Print your names in the same order as you have put them on all other documents.

The Resource Center will assign you a case number and department number when you file the documents.

3) Print the date that you file the documents.

4) Date, sign, and print your name.

1 Code: 3860
2 Name: _____
3 Address: _____
4 Telephone: _____
5 Email: _____
6 Self-Represented Litigant

7 IN THE FAMILY DIVISION
8 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9 IN AND FOR THE COUNTY OF WASHOE

10
11 _____
12 Petitioner 1, Case No. _____
13 and Dept. No. _____
14 _____
15 Petitioner 2.
16 _____

17
18 REQUEST FOR SUBMISSION

19
20 I request that the Joint Application and Declaration to Waive Fees and Costs filed on
21 _____ be submitted to the Court for decision.
22 (Date the form was filed)

23 This document does not contain the personal information of any person as defined by NRS
24 603A.040.

25
26 Date: _____ Your Signature: _____
27
28 Print Your Name: _____

REV 6/2021 JCB 1 REQUEST FOR SUBMISSION

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INSTRUCTIONS: STEP 3

Prepare the Order Regarding Waiver of Fees and Costs as Shown:

You will attach the Order to the Request for Submission using the Index of Exhibits and Exhibit Cover Page. When you upload your documents to eFlex you will upload the Exhibit Cover Page and Order as one PDF.

1) Print your names in the same order as you have put them on all other documents.

The Resource Center will assign you a case number and department number when you file the documents.

You do not need to complete any of the other information on this page.

1	Code: <input type="checkbox"/> 3359 / <input type="checkbox"/> 3359D
2	
3	IN THE FAMILY DIVISION
4	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
5	IN AND FOR THE COUNTY OF WASHOE
6	
7	_____ Petitioner 1,
8	and Case No. _____
9	_____ Dept. No. _____
10	Petitioner 2.
11	
12	<u>ORDER REGARDING WAIVER OF FEES AND COSTS</u>
13	
14	Upon consideration of the parties' declaration of insufficient income, property, or resources to
15	pay Court costs and fees in this case, and other good cause appearing,
16	<input type="checkbox"/> IT IS HEREBY ORDERED that pursuant to NRS 12.015, the Clerk of the Court shall
17	allow the applicant to proceed with the filing of documents without costs and fees and issue any
18	necessary writ, process, pleading or paper without charge, and that the Sheriff or any other
19	appropriate public officer within the State make personal service of any necessary writ, process,
20	pleading or paper without charge for the said applicant. <i>This Order waives fees until a final order</i>
21	<i>is entered in this case, unless the Court rules otherwise.</i>
22	<input type="checkbox"/> The Waive of Fees and Costs is DENIED for the following reason:
23	<input type="checkbox"/> The applicant does not qualify.
24	<input type="checkbox"/> Other: _____
25	
26	Date: _____
27	_____
28	DISTRICT JUDGE
	REV 10/2018 JCB 1 F-6JP ORDER

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INSTRUCTIONS: STEP 4

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.

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

- Joint Application for Waiver of Fees and Costs;
- Request for Submission and Exhibit Index; and
- Order Waiving Fees and Costs
(as an exhibit **continuation 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 the Resource Center.

There is no fee for filing this document.

INSTRUCTIONS: STEP 5

After Filing Your Documents

If your fee waiver was approved, the Resource Center will finish processing your paperwork. If the fee waiver is denied, the filing fee will need to be paid before the Resource Center can finish processing your case.

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>