

**PETITION FOR CHILD
VISITATION BY CERTAIN
RELATIVES OR OTHER
PERSONS**

(NOT FOR USE BY PARENTS)

D-21

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

**PETITION FOR CHILD VISITATION
BY VISITATION BY CERTAIN
RELATIVE OR OTHER PERSONS**

PACKET D-21

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

- The minor child(ren) live in Washoe County.
- The minor child(ren) are unmarried.
- The parent(s) or agency in custody of the minor child(ren) has/have denied or unreasonably restricted your visits with the minor child(ren).

–AND–

- You are the grandparent, great-grandparent, step-parent, or sibling; and a parent of the minor child(ren) is deceased –OR– the parents are divorced or separated –OR– the parents were never married, but lived together, and are now separated or deceased.

–OR–

- You are someone other than the parent, grandparent, great-grandparent, or sibling, and the child(ren) has/have previously resided with you and the child(ren) established a meaningful relationship with you.

ATTENTION

If a parent's rights are being terminated or an adoption is occurring; please contact the Resource Center, attend Lawyer in the Library, or meet with a licensed attorney for further information.

If none of the above apply, you may not be eligible for visitation. Please attend Lawyer in the Library or meet with a licensed attorney for further information.

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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. Family Court Information Sheet
3. Petition for Child Visitation
4. Summons
5. Declaration of Personal Service

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@washocourts.us; and
- 3) Request an account at <https://wceflex.washocourts.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). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of two years unless the account is renewed. Accounts may be renewed online at www.washocourts.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 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 and will 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 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 a 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. 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 Tjbers on the court's eFlex website under "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 activation through "eFlex Account" supersede the court's case management system for the purpose of data 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 (whichever applies) into each of my cases when ever I depart from an agency, office, or I 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 separate 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, the 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.washocourts.com/index.cfm?page=eFlex>
 New Standard Account

To become a registered eFlex account holder, you must request an account online at <https://wceflex.washocourts.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 Family Court Information Sheet as Shown:

1) Print your name.

2) Print the name of the person(s) who is denying you visitation.

3) Complete the rest of the information as requested.

Print "do not have" if you do not have a social security number.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
			IN THE F OF THE SECOND JUDICIAL DIST IN AND FOR TH							THE RESOURCE CENTER WILL GIVE YOU A CASE NO. AND DEPARTMENT NO. WHEN YOU FILE THE PETITION WITH THE COURT.																	
			Plaintiff/Petitioner,	vs.		Defendant/Respondent.				FAMILY COURT INFORMATION SHEET																	
			Name: _____			Name: _____				Case No. _____																	
			Social Security #: _____			Social Security #: _____				Dept. No. _____																	
			Date of Birth: _____			Date of Birth: _____																					
			Interpreter Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO			Interpreter Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO																					
			Language: _____			Language: _____																					
			IF THIS CASE INVOLVES CHILDREN, PLEASE COMPLETE THE FOLLOWING:																								
			Residential Address: _____			Residential Address: _____																					
			City, State, Zip: _____			City, State, Zip: _____																					
			Mailing Address: _____			Mailing Address: _____																					
			City, State, Zip: _____			City, State, Zip: _____																					
			Telephone #: _____			Telephone #: _____																					
			Are you employed? <input type="checkbox"/> YES <input type="checkbox"/> NO			Are you employed? <input type="checkbox"/> YES <input type="checkbox"/> NO																					
			Name of Employer: _____			Name of Employer: _____																					
			Business Address: _____			Business Address: _____																					
			City, State, Zip: _____			City, State, Zip: _____																					
			Telephone #: _____			Telephone #: _____																					
			Driver's License #: _____			Driver's License #: _____																					
			Ethnicity: <input type="checkbox"/> White (Not Hispanic)			Ethnicity: <input type="checkbox"/> White (Not Hispanic)																					
			<input type="checkbox"/> African-American <input type="checkbox"/> Hispanic			<input type="checkbox"/> African-American <input type="checkbox"/> Hispanic																					
			<input type="checkbox"/> Asian or Pacific Islander			<input type="checkbox"/> Asian or Pacific Islander																					
			<input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Other			<input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Other																					
			CHILDREN INVOLVED IN THIS CASE																								
			Name: _____			SSN: _____																					
			Name: _____			SSN: _____																					
			Name: _____			SSN: _____																					
			Name: _____			SSN: _____																					
			Name: _____			SSN: _____																					
			If there are more than five children, list their names on a separate sheet of paper and attach.																								
			Does this case involve family violence: <input type="checkbox"/> Yes <input type="checkbox"/> No																								
			Are you requesting Child Support Enforcement Services from the District Attorney's Office (IV-D) Services? <input type="checkbox"/> Yes <input type="checkbox"/> No																								
			REV 9/17/19 KAL																								
			This document contains the social security number of a person as required by NRS 123.130, NRS 125.230, and NRS 125B.055																								

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INSTRUCTIONS: STEP 3

Complete the Petition for Child Visitation as Shown:

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

2) Print your name.

3) Print the name of the person(s) who is denying you visitation.

4) Complete all the pages of the petition, following the instructions on each page.

1	Code: 3645/\$3645
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
8	IN THE FA
9	OF THE SECOND JUDICIAL DISTRICT
10	IN AND FOR THE
11	
12	_____
13	Plaintiff / Petitioner,
14	vs.
15	_____
16	Defendant / Respondent.
17	
18	PETITION FOR CHILD VISITATION
19	
20	1. I petition this Court for an Order establishing specific visitation for the minor child(ren) namely:
21	Child's Name _____ Date of Birth _____
22	_____
23	_____
24	_____
25	If more room is needed, attach additional sheets.
26	
27	2. There <input type="checkbox"/> IS -OR- <input type="checkbox"/> IS NOT an active Washoe County Human Services Agency case
28	regarding the minor child(ren). (CPS case)
	REV 5/6/2019 JCB 1 D-21 PETITION

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

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INSTRUCTIONS: STEP 4

Electronically Filing the Petition

You will need to upload the original documents to eFlex. EFlex is available online at <https://wceflex.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:

- Family Court Information Sheet; and
- Petition for Child Visitation.

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 in 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

There will be a filing fee charged when you file the documents. Fee information is available at the Resource Center, and online at: www.washoecourts.com.

FILING FEE WAIVERS

If you cannot afford the fee, you may apply to have it waived. To apply, you must fill out and file the **F-6 Application to Waive Fees and Costs**, which you can get 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 5

Complete the Summons as Shown:

1) Print your name. →

2) Print the name of the person(s) who is denying you visitation. →

3) Print "Petition for Visitation Only" as the object of this action. →

4) Leave the date blank. →

5) Fill in your information. →

6) Leave this blank. →

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

Code: 4085

IN THE FAMILY AND FOR THE COUNTY OF WASHINGTON

Plaintiff / Petitioner / Joint Petitioner,

vs.

Defendant / Respondent / Joint Petitioner.

Case No. _____

Dept. No. _____

SUMMONS

TO THE DEFENDANT: YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT YOUR BEING HEARD UNLESS YOU RESPOND IN WRITING WITHIN 21 DAYS. READ THE INFORMATION BELOW VERY CAREFULLY.

A civil complaint or petition has been filed by the plaintiff(s) against you for the relief as set forth in that document (see complaint or petition). When service is by publication, add a brief statement of the object of the action.

The object of this action is: _____

1. If you intend to defend this lawsuit, you must do the following within 21 days after service of this summons, exclusive of the day of service:

a. File with the Clerk of the Court, whose address is shown below, a **formal written answer** to the complaint or petition, along with the appropriate filing fees, in accordance with the rules of the Court, and;

b. Serve a copy of your answer upon the attorney or plaintiff(s) whose name and address is shown below.

2. Unless you respond, a default will be entered upon application of the plaintiff(s) and this Court may enter a judgment against you for the relief demanded in the complaint or petition.

Dated this _____ day of _____, 20____.

Issued on behalf of Plaintiff(s):

Name: _____

Address: _____

Phone Number: _____

Email: _____

JACQUELINE BRYANT
CLERK OF THE COURT

By: _____ Deputy Clerk

Second Judicial District Court
75 Court Street
Reno, Nevada 89501

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INSTRUCTIONS: STEP 6

Getting the Summons Issued

You will need to bring the Summons to the Resource Center or mail a copy of the Summons to the Filing Office using the following address:

75 Court Street
Reno, Nevada 89501
Attention Mail Desk

Once received, a filing clerk will issue the Summons by dating and signing the Summons and placing an embossed seal.

If you bring in the Summons in person, the Summons will be immediately returned to you.

If you mail in the Summons, you will receive the issued Summons back in the mail.

You will need to make a copy of the Summons to serve your spouse with.

Copy machines are available at the Law Library located on the first floor of the courthouse at 75 Court Street, Reno, NV. There is a per page charge to use the copy machine. Cash only.

INSTRUCTIONS: STEP 7

Setting a Hearing

You must set a hearing. The court will not automatically set one for you.

To set up your hearing, you will need to contact the department in which your case will be heard. Once you have filed your documents, the Resource Center will assign you a case number and department. For contact information for each department, visit www.washoecourts.com/judges.

Alternatively, you can set a hearing in person. To do so visit the Resource Center.

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INSTRUCTIONS: STEP 8

Serving the Documents

The other party **must be personally served** within 120 days after the petition is filed or your case may be dismissed. You must have the other party personally served with the summons and petition. The file-stamped documents should be stapled together with a copy of the “issued” summons on top. The original summons must be filed with the court after service is completed.

Personal Service

Personal service is completed by a person other than yourself by:

- handing a copy of the summons and petition along with all other documents you have filed with the court to the other party; or
- leaving a copy at the other party’s home with a person of suitable age and discretion who lives there; or
- delivering a copy to an agent authorized to receive service (such as an attorney).

You cannot complete personal service. Service may be completed by:

- the Civil Division of the Sheriff’s Office in the county in which the other party resides or works; or
- a responsible adult over the age of 18 years (such as a friend or relative); or
- a private process service.

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INSTRUCTIONS: STEP 9

Complete the Declaration of Personal Service as Shown:

The person who serves the other party must complete this declaration (see Instructions: Step 8). **You cannot serve the other party.**

The person who completes service must fill out the declaration and sign it. It is your responsibility to file the original summons and declaration of service with the court after service is completed.

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

2) Print your names just as they appear on all other documents in this case. You will also print the Case No. and Department No. that were assigned by the Resource Center.

3) The person who served the document(s) must complete the declaration from this point forward.

4) The person who served the document(s) must sign and date the declaration.

1	Code: 1520
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, Case No. _____
12	vs. Dept. No. _____
13	_____ Defendant / Respondent.
14	
15	DECLARATION OF PERSONAL SERVICE
16	(To be filled out and signed by the person who served the Defendant or Respondent.)
17	I, _____, declare:
18	(Name of person who completed service)
19	1. I am not a party to this action and am over 18 years of age.
20	2. I am not a licensed process server; I am a natural person serving legal process without compensation, not more than three times per year, on behalf of a litigant who is a natural person, and therefore I am not required to be licensed pursuant to NRS 648.063(2).
21	3. I was able to complete service.
22	4. I personally delivered and left the document(s) with:
23	<input type="checkbox"/> The person to the case (Defendant / Respondent). I served the document(s) on the
24	party at the location below.
25	_____
26	(Name of person served)
27	_____
28	(Street Address, City, State, and Zip Code of where served)
	REV 2/2019 JCB 1 DECLARATION OF PERSONAL SERVICE

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INSTRUCTIONS: STEP 10

Filing the Summons and Declaration of Service

After service is completed, **you must file the original summons and declaration of service with the court.** Without proof of service on the other party, the court cannot grant you visitation.

The other party has 21 days after the date of service in which to file an answer to the petition. If the other party does not file an answer, please contact the Resource Center for further information regarding a **Default packet.**

ATTENTION

Please attend your hearing.
If you do not attend your hearing, your case may be dismissed,
or orders may be made without you.

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>