

# **PETITION TO TERMINATE PARENTAL RIGHTS**

## **TPR-1**

\*Note: A separate petition must be filed for each minor.

Resource Center  
1 South Sierra St., Third Floor  
Reno, NV 89501  
775-325-6731  
[www.washoecourts.com](http://www.washoecourts.com)

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**PETITION TO TERMINATE  
PARENTAL RIGHTS**

**PACKET TPR-1**

**Use this packet only if the following statements are true:**

- You wish to terminate a parent's parental rights.
- There are grounds to terminate the parent's rights.
- It is in the best interest of the child to terminate the parent's rights.

**This packet contains the following forms:**

1. EFile User Agreement (Standard)
2. Petition to Terminate Parental Rights
3. Notice of Hearing to Terminate Parental Rights
4. Declaration of Personal Service
5. Proof of Mailing

Carefully read all instructions.

Use black or blue ink only. Neatly print or type the information requested.

Do not use correction fluid or tape on the forms.

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### **TERMINATION OF PARENTAL RIGHTS**

Judges do not terminate a parent's rights unless there is a very good reason. A person's rights as a parent are taken away and the person is not the child's legal parent anymore. This means:

- The parent has no right to visit or talk with the child.
- The parent-child relationship no longer exists.
- The parent no longer gets to raise the child.
- The parent no longer has to pay future child support.
- The parent is removed from the child's birth certificate.

### **ATTENTION**

If there is a desired adoption and the parent who would no longer be the legal parent to the child agrees to the adoption, do not use these documents. Please contact the Law Library for more information on how to proceed.

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

### **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. If you already have an eFlex account for a different case, you 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@washocourts.us](mailto:eflexsupport@washocourts.us); and
- 3) Request an account at <https://wceflex.washocourts.com/>.

<p>SECOND JUDICIAL DISTRICT COURT</p>  <p>WASHOE COUNTY STATE OF NEVADA</p> <p><b>EFILE USER AGREEMENT (Standard)</b></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 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 <a href="http://www.washocourts.com">www.washocourts.com</a>.</p> <p>By registering for an eFlex account I agree and consent to the following:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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. The 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.</li><li>• I understand that once my eFlex account is deactivated, I will no longer be able to electronically eFile or via any documents using my account nor will I receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.</li><li>• 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).</li><li>• I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service for eFiled documents replacing the need for 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.</li><li>• 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.</li><li>• I understand that email addresses supplied by the registered user via the username/password access through the eFlex Account supersede 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.</li><li>• I agree to file the proper motion to withdraw/notice of change/substitution of counsel/notice of termination employment (whatever 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 <b>within 10 days of any such change</b>. 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.</li><li>• I Acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (NEFCR).</li></ul> <p>Revised December 4, 2019</p>	<ul style="list-style-type: none"><li>• I understand if a party submits a proposed Order and the Order is eFiled by the Court, <b>ONLY</b> 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.</li><li>• 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.</li><li>• I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.</li><li>• I understand my account may be suspended if I provide any untruthful information on this user agreement.</li></ul> <p>Attorney or Person Name: _____ If an attorney, Bar ID: _____ Law Firm: _____ If not an attorney, DOB: _____ Interpreter needed: <input type="checkbox"/> Yes or <input type="checkbox"/> No Language: _____ If not an attorney, Case number(s): _____ eFlex Email Address: _____ 1<sup>st</sup> Alternate eFlex Email Address: _____ 2<sup>nd</sup> Alternate eFlex Email Address: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____ Designated eFlex contact person: _____</p> <p><b>I hereby certify all my answers above are true and correct and that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.</b></p> <p>Date: _____ Signature of Attorney/Person Agency Signatory: _____</p> <p>Check one <input type="checkbox"/> Renewal of Standard Account (follow online instructions at <a href="http://www.washocourts.com/index.cfm?page=eflex">http://www.washocourts.com/index.cfm?page=eflex</a>) <input type="checkbox"/> New Standard Account</p> <p><small>To become a registered eFlex account holder, you must request an account online at <a href="https://wceflex.washocourts.com">https://wceflex.washocourts.com</a> 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 Resource Center: 1 S. Sierra Street, Third Floor Reno, NV 89501. Upon completion of your account request <b>AND receipt of the signed eFile User Agreement</b>, 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.</small></p> <p>Translated/Interpreted by (if applicable): _____ Print Name _____ Signature _____</p> <p>Revised December 4, 2019</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 Petition to Terminate Parental Rights as Shown:

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

1 Code: 3637  
2 Name: \_\_\_\_\_  
3 Address: \_\_\_\_\_  
4 Telephone: \_\_\_\_\_  
5 Email: \_\_\_\_\_  
6 Self-Represented Litigant

You will be given a Case No. and Department No. once the petition has been filed.

2) Print the name of the child.

9 In the Matter of the Parental Rights as to:

11 A Minor Child.

Case No. \_\_\_\_\_

12 Dept. No. \_\_\_\_\_

3) Complete pages 1-10, following the instructions on each page.

#### 14 PETITION TO TERMINATE PARENTAL RIGHTS

16 I respectfully request the termination of parental rights as detailed below, pursuant to NRS  
17 Chapter 128.

18 1. I am related to the child as follows ( check one):

19  Mother  Father  Legal guardian

20  Other (explain relationship): \_\_\_\_\_

22 2. The child is as follows:

23 Full Name Date of Birth City/State of Birth Sex

24 \_\_\_\_\_ / / \_\_\_\_\_

26 The child's current address (street, city, state, zip):

27 \_\_\_\_\_

28 \_\_\_\_\_

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## INSTRUCTIONS: STEP 3

### **Electronically Filing the Petition**

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>, and 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 Resource Center located at 1 South Sierra Street, Third Floor or email the user agreement to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us).

Sign into your eFlex account using the username and password you created and create a new case selecting “Family-Related: Domestic Relations” and “Term of Parental Rights (TPR): Other TPR Petition (Private Request) - TV” follow the prompts to electronically file the:

- Petition to Terminate Parental Rights.

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.

There is no filing fee charged when these documents are filed. Fee information is available at the Resource Center and online at: [www.washoecourts.com](http://www.washoecourts.com).

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## INSTRUCTIONS: STEP 4

### Complete the Notice of Hearing to Terminate Parental Rights as Shown:

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

2) Print the name of the child, Case No., and Department No. just as they appear on all other documents in this case.

3) See (INSTRUCTIONS: STEP 5), for directions on completing the Notice.

1	Code: 2550
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	In the Matter of the Parental Rights as to:
12	_____
13	A Minor Child. Case No. _____
14	Dept. No. _____
15	<u>NOTICE OF HEARING TO TERMINATE PARENTAL RIGHTS</u>
16	TO (Parent(s)): _____; and/or
17	TO: All other persons claiming to be the parent(s) of the child, the legal custodian(s) of the
18	child, the legal guardian(s) of the child, or relative(s) of the child.
19	You are hereby notified that there has been filed in the above-entitled court a petition
20	praying for the termination of parental rights over the above-named minor person, and that the
21	petition has been set for hearing before this court, at the courtroom thereof,
22	Department _____ at 1 South Sierra Street, Third Floor, Reno, Nevada 89501, in the
23	County of Washoe, on the _____ day of the month of _____ of the year
24	_____ at _____ o'clock <input type="checkbox"/> AM <input type="checkbox"/> PM, at which time and place you are required to be
25	present if you desire to oppose the petition.
26	Date: _____
27	ALICIA L. LERUD CLERK OF THE COURT
28	By: _____ Deputy Clerk
	REV 2.28.2022 KJ
	Page 1 of 1 Notice of TPR

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## INSTRUCTIONS: STEP 5

### **Setting the Hearing and Getting the Notice Issued**

After the Petition is filed, contact the Judicial Assistant in the department in which your case has been assigned. The Judicial Assistant will assist you with scheduling the hearing. For contact information for each department, visit [www.washoecourts.com/judges](http://www.washoecourts.com/judges).

Fill out the Notice of Hearing, including the date and time of the hearing as provided by the Judicial Assistant. Leave the date and signature line at the bottom of the Notice blank for the Deputy Clerk to complete. Follow the steps below to have the Notice issued by the Court.

- Log into your eFlex account: <https://wcefex.washoecourts.com/>.
- Click “Existing Cases.”
- Locate the case you are filing into, click on the blue “eFile” link.
- To file the Notice, choose the Document Category and Document Type listed below. Click “Browse” to locate and upload the Notice and then click “Add.” Follow the prompts to finish filing the Notice.
  - Document Category: ISSUANCE
  - Document Type: \*\*DOCUMENT ISSUED BY THE COURT

File stamped copies of the Notice and the Petition can be printed from your eFlex account.

Printed copies can be obtained at the Law Library, located on the first floor of the courthouse at 75 Court Street, or the Resource Center at 1 S. Sierra Street, Third Floor. There is a per page charge.



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## INSTRUCTIONS: STEP 6

### **Serving the Documents**

- A.** The parent whose parental rights you wish to terminate **must be personally served** with a copy of the Notice and Petition for Termination of Parental Rights.
- B.** If you do not know the address of the parent whose parental rights you wish to terminate, you will need to **personally serve** the nearest known relative within the State of Nevada with a copy of the Notice and Petition for Termination of Parental Rights **AND** publish a notice in the newspaper. An **Ex Parte Motion for Publication of Notice of Hearing to Terminate Parental Rights** is available at the Resource Center or Law Library.
- C.** If the child has a legal guardian(s), you will need to **personally serve** the legal guardian(s) with a copy of the Notice and Petition for Termination of Parental Rights.
- D.** If you or the child are receiving public assistance, you will need to **send by registered or certified mail return receipt** to the Chief of the Child Support Enforcement Program of the Division of Welfare and Supportive Services of the Department of Health and Human Service a copy of the Notice and Petition for Termination of Parental Rights **at least 45 days before the hearing**.

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

- handing a copy of the Notice of Hearing and Petition along with all other documents you have filed with the court to the other parent; or
- leaving a copy at the other parent'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 parent resides or works; or
- a responsible adult over the age of 18 years (such as a friend or relative who is not party to the case.); or
- a private process service.

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## INSTRUCTIONS: STEP 7

### Complete the Declaration of Personal Service as Shown:

For each person you have personally served (*see* Instructions: Step 6), you will need to fill out a separate Declaration of Personal service. **You cannot complete personal service of the documents.**

The person who completes service must fill out the declaration and sign it. It is your responsibility to file the Declaration of Personal Service with the court after service is complete.

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

2) Print the name of the child, Case No., and Department No. just as they appear on all other documents in this case.

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: 1067
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	In the Matter of the Parental Rights as to:
12	_____
13	A Minor Child. Case No. _____
14	Dept. No. _____
15	<u>DECLARATION OF PERSONAL SERVICE</u>
16	(this form is to be completed by the person who serves the documents)
17	I, (name of person who served the documents) _____
18	declare ( <b>complete EVERY SECTION below</b> ):
19	1. I am not a party to or interested in this action and I am over 18 years of age.
20	2. <b>What Documents You Served.</b> I served a copy of the ( <input checked="" type="checkbox"/> check all that apply)
21	<input type="checkbox"/> Petition to Terminate Parental Rights
22	<input type="checkbox"/> Notice of Hearing to Terminate Parental Rights
23	<input type="checkbox"/> Other: _____
24	3. <b>Who You Served.</b> I served (name): _____
25	4. <b>When You Served.</b> I personally served the documents on (date you served the documents)
26	(month) _____ (day) _____, 20__ at the hour of (time)
27	____:____ <input type="checkbox"/> a.m <input type="checkbox"/> p.m.
28	
	REV 2.04.2022 KJ
	Page 1 of 2 – Declaration of Personal Service

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## INSTRUCTIONS: STEP 8

If you or the child are not receiving public assistance, skip this step.

### Complete the Proof of Mailing as Shown:

If you or the child are receiving public assistance, you will need to send a copy of the Notice and Petition for Termination of Parental Rights to the Division of Welfare and Supportive Services at least 45 days before the hearing (*see* Instructions: Step 6) **and** fill out this Proof of Mailing.

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

2) Print the name of the child, Case No., and Department No. just as they appear on all other documents in this case.

3) Print the date, check the document(s) served, and check how service was completed.

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

1	Code: 3725
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	
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	In the Matter of the Parental Rights as to:
14	_____
15	A Minor Child. Case No. _____
16	Dept. No. _____
17	
18	<u>PROOF OF MAILING</u>
19	On (date) _____ I served, as required by NRS 128.060(3), a true and correct
20	copy of the ( <input checked="" type="checkbox"/> check all that apply)
21	<input type="checkbox"/> Petition to Terminate Parental Rights
22	<input type="checkbox"/> Notice of Hearing to Terminate Parental Rights
23	to: Chief of the Child Support Enforcement Program,
24	Nevada State Division of Welfare and Supportive Services
25	1470 College Parkway, Carson City, NV 89706 -7924
26	by: <input type="checkbox"/> Certified mail, return receipt attached
27	
28	This document does not contain the personal information of any person as defined by
29	NRS 603A.040.
30	DATED this (day): _____ day of (month) _____, 20 ____.
31	
32	Submitted By: (Your Signature) _____
33	(Print Your Name) _____
34	
35	REV 2.04.2022 KJ
36	Page 1 of 1 Proof of Mailing

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## INSTRUCTIONS: STEP 9

### **Electronically Filing the Documents**

Sign into your eFlex account using the username and password you created and electronically upload each of the following documents:

- Declaration of Personal Service (one for each person served); and
- Proof of Mailing (if required).

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.

There is no filing fee charged when these documents are filed. Fee information is available at the Resource Center and online at: [www.washoecourts.com](http://www.washoecourts.com).

## INSTRUCTIONS: STEP 10

### **Attend Your Hearing**

Plan to attend the hearing and bring your witnesses. Make sure to arrive early to the courthouse so you have enough time to park, get through security, and get to the courtroom before your case is called. Make sure you have filed documents proving that all required parties have been served with all the paperwork.

If the parent the petition was filed against is there, the parent will be able to tell the judge whether they agree or disagree with the termination of their parental rights.

If the parent the petition was filed against is not there, the judge has to be sure that the parent was properly served with all the legal papers, including the Notice of Hearing. The judge may not go forward with the hearing if it looks like the other parent was not properly served. If service was done correctly, the judge can make a decision without the parent there.

After the judge has heard from everyone, the judge may decide immediately whether to terminate the parent's rights. If the judge needs to hear more before deciding on the termination, the judge may postpone trial and set a mediation and/or settlement conference.

## 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., 1<sup>st</sup> Floor  
Reno, NV 89501

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

<https://nnlegalaid.org>