

Do Not File Or Copy This Page

**TEMPORARY  
PROTECTION ORDER  
EX PARTE MOTION**

**F-13**

The Resource Center  
Reno, NV 89501  
775-325-6731

[www.washoecourts.com](http://www.washoecourts.com)

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**TEMPORARY PROTECTION ORDER  
EX PARTE MOTION  
PACKET F-13**

Use this packet only if the following statements are true:

- You want to respond to –or– modify a Temporary Order for Protection against Domestic Violence also known as a TPO.
- You are not applying for a Temporary Order for Protection. If you want to apply for a Temporary Order for Protection, contact the Resource Center, Law Library, Protection Order Help Center, or [www.washoecourts.com](http://www.washoecourts.com) for the correct paperwork.
- The Temporary Order for Protection has not been extended.

If a Temporary Order for Protection against Domestic Violence has been issued against you, you may want to challenge, change or contest the terms, and/or the issuance of the order. You must file a motion with the court to do so. You can file this ex parte motion –or– hire an attorney to represent you.

**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. Ex Parte Motion
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

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## INSTRUCTIONS: STEP 1

### Complete the Ex Parte Motion as Shown:

**Extension:** Mark this choice if you want to request the order be extended.

**Modification:** Mark this choice if you want to request a change to the order.

**Dissolve:** Mark this choice if you want to contest any part of the application or order.

**Other:** Mark this choice for any other request that does not fit into any of the above categories.

1) Print your name, address, telephone number, and email. *If you are the applicant and your address is confidential, write "confidential" for your address.*

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

3) Select what you are requesting from the court by checking the appropriate box(es).

4) Explain what you want and why. It is important to be specific and to the point. Date, sign, and print your name on the last page.

1	Code: 1670
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	_____
12	Applicant, Case No. _____
13	vs. Dept. No. _____
14	_____
15	Adverse Party
16	_____
17	<u>EX PARTE MOTION</u>
18	
19	1. I move the Court to grant me the following relief:
20	<input type="checkbox"/> Extension of Order for Protection
21	<input type="checkbox"/> Modification of Order for Protection
22	<input type="checkbox"/> Dissolve the Order for Protection
23	<input type="checkbox"/> Other: _____
24	2. ( <input checked="" type="checkbox"/> check one and fill in the blanks)
25	<input type="checkbox"/> This Ex Parte Motion is not being used to attempt to change or request custody and
26	visitation of minor children.
27	<input type="checkbox"/> This Ex Parte Motion is being used to attempt to change or request custody and
28	visitation of minor children and the minor children's information is as follows:
	REV 12/31/19 JDB 1 F-13 MOTION

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**INSTRUCTIONS: STEP 2**

**Complete the Request for Submission as Shown:**

1) Print your name, address, telephone number, and email. *If you are the applicant and your address is confidential, write "confidential" for your address.*

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

3) Print the date you filed the Ex Parte Motion.

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

1	Code: 3860
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	
12	Applicant, Case No. _____
13	vs. Dept. No. _____
14	
15	Adverse Party. _____
16	
17	
18	<u>REQUEST FOR SUBMISSION</u>
19	
20	Request that the Ex Parte Motion that was filed on <i>(Date the document was filed with the</i>
21	<i>Court)</i> _____ be submitted to the Court for decision.
22	
23	This document does not contain the Personal Information of any person as defined by NRS
24	603A.040.
25	
26	Date: _____ Signature: _____
27	Print Your Name: _____
28	
	REV 10/20/20 JDB 1 REQUEST FOR SUBMISSION

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## INSTRUCTIONS: STEP 3

### Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wcefex.washoecourts.com/>.

If you have not done so, you will need to sign up for an eFlex account and turn in the **EFile User Agreement (Standard)**, to the Second Judicial District Court or email it to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us).

If you completed the documents on paper, you will need to scan the documents to PDF. If you do not have access to a scanner contact the Resource Center, Law Library, or Protection Order Help Center.

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

- Ex Parte Motion
- Request for Submission

Once the documents have been electronically filed, print a file-stamped copy. Make sure to keep the original copies and a file-stamped copy of all the documents you file for your personal records.

There is no filing fee charged when filing these documents.

### What Happens Now?

When the department has reviewed your motion, you will be contacted by an email from eFlex or by telephone. You **must** provide a telephone number where you can be reached by court staff when your motion has been processed. The process may take up to two weeks. If you have not received a response after two weeks, contact the court regarding the status of your motion.

## 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>