

**PETITION FOR
CONFIRMATION OF SALE OF
REAL PROPERTY**

(Sale of Real Property Part B)

**GA-12
(Part B)**

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

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Petition for Confirmation of Sale of Real Property (Sale of Real Property Part B)

PACKET GA-12 (Part B)

USE THIS GUARDIANSHIP PETITION ONLY IF ALL OF THE FOLLOWING STATEMENTS ARE TRUE:

- You have been appointed as guardian of a protected person's Estate in Washoe County.
- You wish to sell some or all of the protected person's real property.
- You have had the real property appraised within the last year.
- You have already filed and completed all the steps in the GM-12 (Part A) Petition for Authority to List and Sell Real Property.

GENERAL INFORMATION FOR FILING DOCUMENTS

Electronic filing is **MANDATORY** for filings in all cases. If you need help with electronic filing, contact the Second Judicial District Court.

This packet does not include everything you will need to sell the real property of the protected person. There are two parts to selling real property in a guardianship case. This packet has all the forms needed to complete Part B.

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. Petition for Confirmation of Sale of Real Property
2. Notice of Hearing
3. Certificate of Service

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and 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 Petition as Shown:

You must attach a copy of the Residential Offer and Acceptance Agreement, the Appraisal and Evidence of the Amount the Property was bought at to this petition as shown in INSTRUCTIONS: STEP 2.

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

2) Print the heading, Case No., and Dept. No. just as they appear on all your other documents in this case.

3) Complete pages 1-6, following the instructions on each page.

COURT CODE: 3500	
Your Name: _____	
Address: _____	
City, State, Zip: _____	
Telephone: _____	
Email Address: _____	
Self-Represented	
IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA IN AND FOR THE COUNTY OF WASHOE	
In the Matter of the Guardianship of the:	CASE NO.: _____
<input type="checkbox"/> Estate	DEPT: _____
<input type="checkbox"/> Person and Estate	
of:	

<i>(name of person who has a guardian)</i>	
A Protected Person.	
PETITION FOR CONFIRMATION OF SALE OF REAL PROPERTY	
Guardian(s), <i>(first Guardian's name)</i> _____ and	
<i>(second Guardian's name or "n/a" if only one Guardian)</i> _____,	
respectfully represent the following to this Honorable Court:	
1. Approval. This Court granted the guardian(s) authority to list and sell the real property on <i>(date the court authorized you to list and sell the property)</i> _____.	
2. Property. The real property guardian(s) wish to sell is located at <i>(property address)</i> : _____	
3. Legal Description. The property is legally described as follows <i>(write the legal description of the property)</i> : _____ _____ _____ _____	
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Page 1 of 6 – Petition for Confirmation of Sale of Real Property	

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INSTRUCTIONS: STEP 2

If you have Exhibits, Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

You will need to attach the following documents to the petition:

- The Residential Offer and Acceptance Agreement;
- The Appraisal; and
- The Evidence of the Amount the Protected Person Bought the Property.

Write in the number of pages for each exhibit.

You do not need to write anything else on these pages, unless you are attaching additional exhibits.

The documents should be in the following order:

- The Petition
- The Index of Exhibits
- The Exhibit Cover Page A
- The Residential Offer and Acceptance Agreement
- The Exhibit Cover Page B
- The Appraisal
- The Exhibit Cover Page C
- The Evidence of the Amount the Protected Person Bought the Property.

INDEX OF EXHIBITS	
Exhibit Number <u>A</u>	Number of Pages <u> </u>
Exhibit Description	<u>Residential Offer and Acceptance Agreement</u>
Exhibit Number <u>B</u>	Number of Pages <u> </u>
Exhibit Description	<u>Appraisal</u>
Exhibit Number <u> </u>	Number of Pages <u> </u>
Exhibit Description	<u>Evidence of the Amount the Protected Person Bought the Property</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>
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Exhibit Description	<u> </u>
Exhibit Number <u> </u>	Number of Pages <u> </u>
Exhibit Description	<u> </u>

Exhibit Cover Page
<p style="text-align: center;">EXHIBIT NUMBER A</p>

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INSTRUCTIONS: STEP 3

Electronically Filing the Documents

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

To do this, you will need to sign into eFlex using the account you have previously created, or if you are a new e-filer, create an eFlex account.

EFile the petition and any exhibits.

Make sure to keep the original copy of any 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 the 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. To apply, you must fill out and file the **Application for Waiver of Fees and Costs packet**, 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 & Packets” tab on the top right hand side of the home screen)

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INSTRUCTIONS: STEP 4

Complete the Notice of Hearing as Shown:

You must contact the Court to set your petition for hearing. You may do this by: 1) emailing the Notice to adultguardianship@washoecourts.us, or 2) calling the guardianship court clerk at 775-328-3135. If you have any questions about getting the Notice, call 775-328-3135.

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

2) Print the heading, Case No., and Dept. No. just as they appear on all your other documents in this case.

3) Print your name and the second petitioner's name, if any.

4) Leave this part blank. A court employee will fill this out.

5) Date, sign, and print your name.

COURT CODE: 2550 Your Name: _____ Address: _____ City, State, Zip: _____ Telephone: _____ Email Address: _____ Self-Represented	
IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA IN AND FOR THE COUNTY OF WASHOE	
In the Matter of the Guardianship of the: <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate of: _____ <i>(name of person who has a guardian)</i> A Protected Person.	CASE NO.: _____ DEPT.: _____
NOTICE OF HEARING PLEASE TAKE NOTICE that <i>(petitioner's name)</i> _____ and <i>(second petitioner's name or "n/a")</i> _____, filed in the above-entitled Court a Petition for Confirmation of Sale of Real Property; that a hearing on these matters has been set for the <i>(court clerk will insert details)</i> _____ day of _____, 20____, at _____ <input type="checkbox"/> a.m. / <input type="checkbox"/> p.m., at the Second Judicial District Court at 75 Court Street, Reno, Nevada 89501. IMPORTANT NOTICE: due to the ongoing COVID-19 pandemic, this hearing will occur using Zoom. The Zoom link will be posted on https://www.washoecourts.com/OnlineHearings/GeneralJurisdiction and may also be obtained by contacting AdultGuardianship@washoecourts.us.	
Further details concerning these matters can be obtained by reviewing the documents on file at the office of the Clerk of Court. You may appear at the hearing date above.	
This document does not contain the personal information of any person as defined by NRS 603A.040.	
DATED (month) _____ (day) _____, 20____.	
Submitted By: (your signature) ▶ _____ (print your name) _____	
© 2018 Nevada Supreme Court	Notice of Hearing

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INSTRUCTIONS: STEP 5

Serving the Documents

You must serve the following member of the protected person's family:

- Mother
- Father
- Children (over the age of 14)
- Grandparents
- Siblings (over the age of 14)
- Spouse
- Grandchildren (over the age of 14)

You will also need to serve:

- The Protected Person's attorney.
- The Director of the Department of Health and Human Service if the Protected Person has received or is receiving benefits from Medicaid.
- The Department of Veteran Affairs if the Protected Person is receiving benefits from the VA.
- Anyone else who is listed under NRS 159.034.

They must be served by regular mail, certified mail, registered mail, or personal service at least 10 days before the date set for the hearing. **PERSONAL SERVICE CANNOT BE COMPLETED BY YOU.**

If you serve by certified mail, keep the white slips and green cards to attach to your Certificate of Service (*see INSTRUCTIONS: STEP 6*).

If you serve by personal service, service may be completed by:

- The Civil Division of the Sheriff's Office in the County in which the person you are serving resides or works; or
- A responsible adult over the age of 18 years (such as a friend or relative); or
- A private process service.

The Declaration of Service must be completed by the person who served the documents. You can print the Declaration of Service online at www.washoecourts.com or purchase a copy at the Second Judicial District Court.

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INSTRUCTIONS: STEP 6

Complete the Certificate of Service for all Persons Served by Mail as Shown:

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

2) Print the heading, Case No., and Dept. No. just as they appear on all your other documents in this case.

3) Complete the information on pages 1-2, following the instructions on each page.

4) List the names and addresses of the people served by mail, if any, in these spaces. If more room is needed, attach additional sheets.

COURT CODE: 1360
Your Name: _____
Address: _____
City, State, Zip: _____
Telephone: _____
Email Address: _____
Self-Represented _____

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

In the Matter of the Guardianship of the:
 Person
 Estate
 Person and Estate

CASE NO.: _____
DEPT.: _____

of: _____
(name of person who has a guardian)
A Protected Person: _____

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that I am over the age of 18 and I served the (☒ check all that apply)

Petition
 Notice of Hearing
 Other: _____

in the following manner:

BY MAIL
I certify that I deposited copies the foregoing documents in the U.S. mail in (city) _____, Nevada, addressed to the persons listed below on (date) _____ by (☒ check one) Regular, Certified or Registered, return receipt requested:

Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____

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Page 1 of 2 – Certificate of Service (Generic Guardianship)

Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____

ELECTRONIC
I served the following persons pursuant to the court's electronic service rules on (date) _____:

Name: _____ Email Address: _____
Name: _____ Email Address: _____
Name: _____ Email Address: _____
Name: _____ Email Address: _____
Name: _____ Email Address: _____

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

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

DATED (month) _____ (day) _____, 20 ____.

(Your Signature)

(Printed Name)

Page 2 of 2 – Certificate of Service (Generic Guardianship)

5) Date, sign, and print your name.

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INSTRUCTIONS: STEP 7

Electronically Filing the Documents

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.

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

- Certificate of Mailing

Make sure to keep the original copy of any 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.

Once the Certificate of Mailing and the Declaration of Service have been filed, you will need to mail a file-stamped copy to all of the parties served who are not electronic filers.

INSTRUCTIONS: STEP 8

The Hearing

Your hearing will be virtual. The Court will send you log in instructions prior to the hearing. Log in approximately 15 minutes prior to your scheduled time for the hearing.

The Judge may have questions for you and the protected person. If the Petition is granted, the Judge will issue an Order.

INSTRUCTIONS: STEP 9

Selling the Property

If you receive the order granting the sale of the real property, make sure you follow all instructions in the order. There will be a detailed list of requirements for completing the sale. The date of the close of escrow must be at least 10 judicial days after the date that the notice of the entry of order confirming the sale is filed with the clerk of the court unless the contract specifies a later date. The parties to the sale may extend the date of the close of escrow by mutual agreement in writing.

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>