COMPLAINT FOR LEGAL SEPARATION (AKA SEPARATE MAINTENANCE) (WITH MINOR CHILDREN)

D-20

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

www.washoecourts.com

COMPLAINT FOR LEGAL SEPARATION (AKA SEPARATE MAINTENANCE) (WITH CHILDREN)

PACKET D-20

Use this packet only if <u>all</u> of the following statements are true:

You are currently married.
You want to separate your assets and debts from your spouse, but remain married.
You and your spouse have minor child(ren) together, either natural-born or adopted.
You want to establish a custody and visitation plan.
The minor child(ren) have lived in Nevada for at least six months.
You or your spouse has lived in Nevada for more than six weeks.

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.

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. Complaint for Legal Separation With Minor Children
 - a. Appendix A: Child Custody Schedule
 - b. Appendix B: Child Support Worksheets
- 4. General Financial Disclosure Form
- 5. Declaration of Resident Witness
- 6. Summons
- 7. Declaration of Personal Service

INSTRUCTIONS: STEP 1

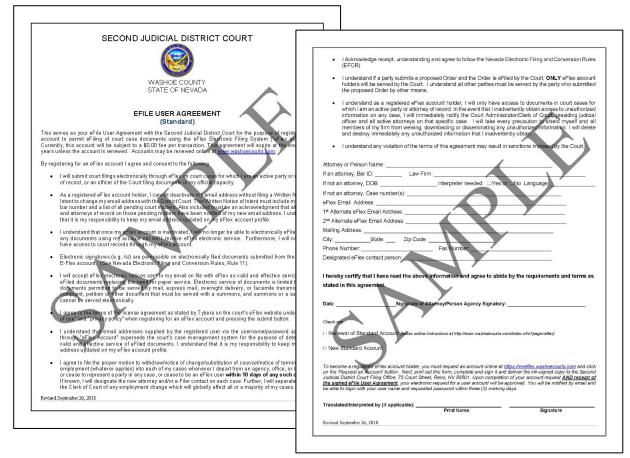
If you already have an eFlex account for a different case, you do not need to create another account and can skip this step.

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:

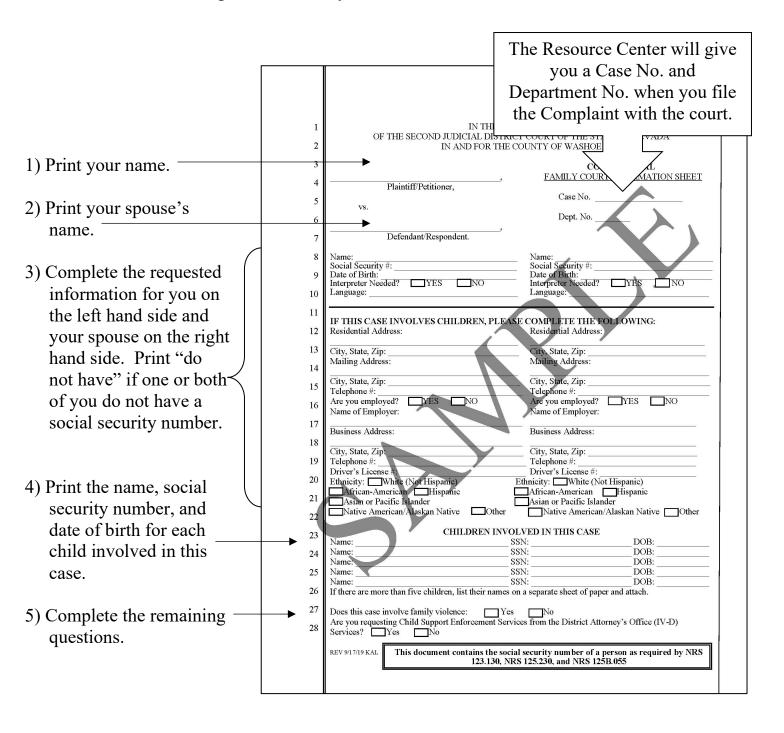
- 1) Carefully read and complete the eFile User Agreement (Standard) by filling in as much information as possible, signing, and dating page two;
- 2) Return the eFile User Agreement (Standard) to the Second Judicial District Court, or email it to eflexsupport@washoecourts.us; and
- 3) Request an account at https://wceflex.washoecourts.com/.



If you need further assistance signing up for an account, please contact the Resource Center at 775-325-6731.

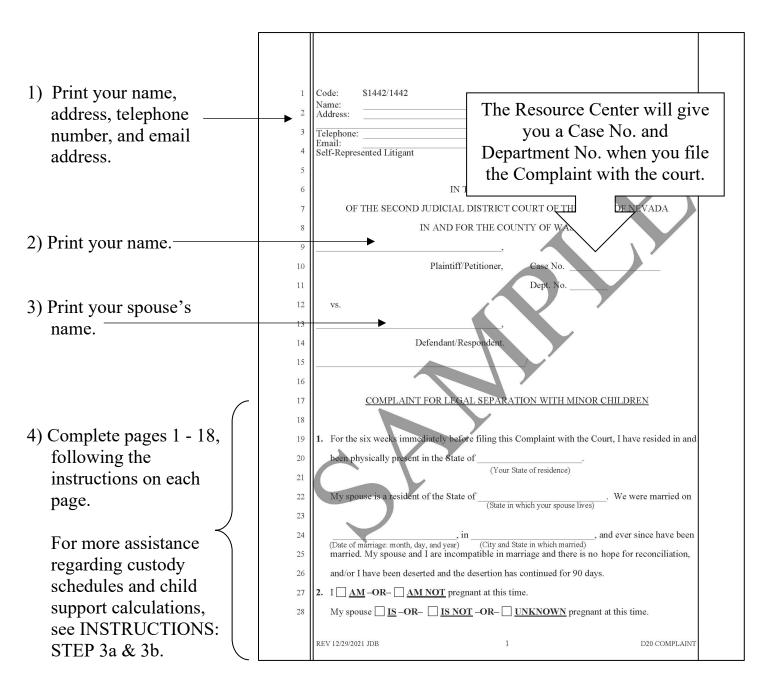
INSTRUCTIONS: STEP 2

Complete the Family Court Information Sheet as Shown:



INSTRUCTIONS: STEP 3

Complete the Complaint For Legal Separation as Shown:

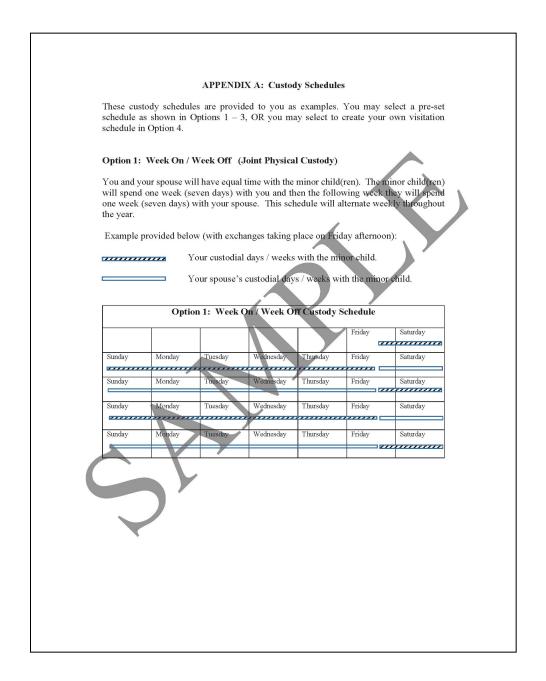


INSTRUCTIONS: STEP 3a

Child Custody Schedules

Please review Appendix A: Custody Schedules.

These example schedules can assist you in filling out the Complaint. They do not need to be filed with the court. However, you may do so if you would like.



Custody Schedules

These custody schedules are provided to you as examples. You may select a pre-set schedule as shown in Options A - C, OR you may select to create your own visitation schedule in Option D.

Option A: Week On / Week Off (Joint Physical Custody)

You and the other parent will have equal time with the minor child(ren). The minor child(ren) will spend one week (seven (7) days) with you and then the following week they will spend one week (seven (7) days) with the other parent. This schedule will alternate weekly throughout the year.

Example provided below (with exchanges taking place on Friday afternoon):

Your custodial days / weeks with the minor child(ren).
The other parent's custodial days / weeks with the minor child(ren).

	Option A: Week On / Week Off Custody Schedule							
					Friday	Saturday		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					<u> </u>			

Option B: Rotating 2/2/3 (Joint Physical Custody)

The other parent and you will have equal time with the minor child(ren). On week one, the minor child(ren) will spend two days with you (Monday – Wednesday), followed by two days with the other parent (Wednesday – Friday), ending the week with three days with you (Friday – Monday). On week two, the minor child(ren) will spend two days with the other parent (Monday – Wednesday), followed by two days with you (Wednesday – Friday), ending the week with three days with the other parent (Friday – Monday). This schedule will alternate weekly throughout the year.

Example provided on the next page (exchanges taking place in the a.m. OR pm (see below), in some cases at school drop off, on exchange days).

 Your custodial days with the minor child(ren).
The other parent's custodial days with the minor child(ren).

	Option B	: Rotating 2	/2/3 Custody	Schedule (A	M Drop O	ff)
					Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	*******		72			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		annan a			"	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
,,,,,,,,,,						
			,,,,,,,	,,,,,,,,,	,,,,	

Option B	: Rotating 2	/2/3 Custody	Schedule (I	PM Drop O	ff)
				Friday	Saturday
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>'</u>		***************************************			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	ı				
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	111111111111111111111111111111111111111	//////////////////////////////////////			
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<i></i>	<i></i>	
	Monday Monday Monday	Monday Tuesday Monday Tuesday I Monday Tuesday	Monday Tuesday Wednesday Monday Tuesday Wednesday Monday Tuesday Wednesday Monday Tuesday Wednesday Wednesday	Monday Tuesday Wednesday Thursday Monday Tuesday Wednesday Thursday Monday Tuesday Wednesday Thursday Monday Tuesday Wednesday Thursday Monday Tuesday Wednesday Thursday	Monday Tuesday Wednesday Thursday Friday Monday Tuesday Wednesday Thursday Friday Monday Tuesday Wednesday Thursday Friday Monday Tuesday Wednesday Thursday Friday

Option C: Every Other Weekend (Primary Physical Custody)

The other parent OR you will have more custodial time with the minor child(ren). On week one, the parent with primary physical custody will have the entire week (seven (7) days), on week two, the parent with primary physical custody will have approximately four days, with the other parent having approximately three days of visitation with the minor child(ren). This schedule will alternate weekly throughout the year.

Example provided on the next page (exchanges taking place on Friday afternoon, in some cases at school drop off, on exchange days). You can schedule an off week visitation for the noncustodial parent.

<i></i>	Primary parent's custodial days with the minor child(ren).
	Other parent's visitation days with the minor child(ren).

		Option (C: Every Othe	er Weekend		
					Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Option D: Create your own.

	Option D: Create your own.						
					Friday	Saturday	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

INSTRUCTIONS: STEP 3b

Calculating Child Support

Appendix B does not need to be filed with the Court.

APPENDIX B Gross Monthly Income (GMI) The first step in determining child support is calculating your Gross Monthly Income, the amount of money you make each month before taxes are deducted. Gross Monthly Income includes money received from employment, social security, unemployment benefits, pension/retirement, interest/investments, etc. Gross Monthly Income DOES NOT include SSI, SNAP, TANF, cash benefits from the county, or child support received. For a full list of incomes included in Gross Monthly Income To calculate your Gross Monthly Income from employment, use one of the tables below: Parent 1 Parent 2 Annual Income Annual Income ÷ by 12 months = + by 12 months = S S **Employment GMI Employment GMI** Biweekly Income \$ Biweekly Income S x26 weeks S x26 weeks ÷ by 12 months = ÷ by 12 months = **Employment GMI Employment GMI** Weekly Income Weekly Income x52 weeks x52 weeks ÷ by 12 months = ÷ by 12 months = **Employment GMI Employment GMI** Hourly Wage Hourly Wage # of hours worked # of hours worked per week per week hourly wage x hours hourly wage x hours worked per week worked per week x52 weeks x52 weeks ÷ by 12 months = ÷ by 12 months = **Employment GMI Employment GMI**

Copy the amount of GMI from Employment for each parent into the table on the following page.

• Use this work sheet to help you calculate the child support.

REV 1/17/2020 JDB

Child Support Worksheet

APPENDIX B

Gross Monthly Income (GMI)

The first step in determining child support is calculating your Gross Monthly Income, the amount of money you make each month before taxes are deducted.

Gross Monthly Income includes money received from employment, social security (*Not SSI*), unemployment benefits, pension/retirement, interest/investments, etc. Gross Monthly Income DOES NOT include SSI, SNAP, TANF, cash benefits from the county, or child support received. *For a full list of incomes included in Gross Monthly Income please see NAC 425*.

To calculate your Gross Monthly Income from employment, use one of the tables below:

<u>Pare</u>	nt 1	<u>Pare</u>	ent 2
Annual Income	\$	Annual Income	\$
÷ by 12 months = Employment GMI	\$	÷ by 12 months = Employment GMI	\$
Biweekly Income	\$	Biweekly Income	\$
x26 weeks	\$	x26 weeks	\$
÷ by 12 months = Employment GMI	\$	÷ by 12 months = Employment GMI	\$
Weekly Income	\$	Weekly Income	\$
x52 weeks	\$	x52 weeks	\$
÷ by 12 months = Employment GMI	\$	÷ by 12 months = Employment GMI	\$
Hourly Wage	\$	Hourly Wage	\$
# of hours worked per week		# of hours worked per week	
hourly wage x hours worked per week	\$	hourly wage x hours worked per week	\$
x52 weeks	\$	x52 weeks	\$
÷ by 12 months = Employment GMI	\$	÷ by 12 months = Employment GMI	\$

Copy the amount of GMI from Employment for each parent into the table on the following page.

REV 2/13/2025 NW Child Support Worksheet

Now that you have determined the GMI from employment, add any money you receive each month from social security, unemployment benefits, pension/retirement, interest/investments, etc. Use the table below to find your Total Gross Monthly Income.

Parent 1

Employment GMI:	\$
Social Security:	\$
Unemployment:	\$
Pension/Retirement:	\$
Interest/Investments:	\$
Other:	\$
TOTAL GMI:	\$

Parent 2

Employment GMI:	\$
Social Security:	\$
Unemployment:	\$
Pension/Retirement:	\$
Interest/Investments:	\$
Other:	\$
TOTAL GMI:	\$

You should now have your Total Gross Monthly Income. If you or the other parent's Total Gross Monthly Income is less than \$1,956 a month, use the <u>Low-Income</u> Child Support Schedule below to complete the following pages. Please continue to the next page.

Low-Income Child Support Schedule

Low-Income Child Support Schedule
Child Support Obligation of Low-Income Payers
at 75% to 150% of the 2025 Federal Poverty Guidelines

	0	CF:14				ral Poverty C		L.S. d	Fire C	L. ST. J. J. J. J.
	One	Child	IWo C	hildren	I nree C	hildren	Four C	hildren	FIVE C	hildren
Monthly	1320	Child	9_	Child	2 <u>-</u>	Child	_8	Child	_0	Child
Income	Percent	Support	Percent	Support	Percent	Support	Percent	Support	Percent	Support
Up To		Amount		Amount		Amount		Amount		Amount
\$978	10.56%	\$103	14.52%	\$142	17.16%	\$168	18.48%	\$181	19.80%	\$194
\$1,013	10.75%	\$109	14.79%	\$150	17.48%	\$177	18.82%	\$191	20.16%	\$204
\$1,048	10.95%	\$115	15.05%	\$158	17.79%	\$186	19.16%	\$201	20.53%	\$215
\$1,083	11.14%	\$121	15.32%	\$166	18.11%	\$196	19.50%	\$211	20.89%	\$226
\$1,118	11.34%	\$127	15.59%	\$174	18.42%	\$206	19.84%	\$222	21.26%	\$238
\$1,153	11.53%	\$133	15.86%	\$183	18.74%	\$216	20.18%	\$233	21.62%	\$249
\$1,188	11.73%	\$139	16.12%	\$191	19.05%	\$226	20.52%	\$244	21.99%	\$261
\$1,223	11.92%	\$146	16.39%	\$200	19.37%	\$237	20.86%	\$255	22.35%	\$273
\$1,258	12.11%	\$152	16.66%	\$209	19.69%	\$248	21.20%	\$267	22.71%	\$286
\$1,293	12.31%	\$159	16.92%	\$219	20.00%	\$259	21.54%	\$278	23.08%	\$298
\$1,327	12.50%	\$166	17.19%	\$228	20.32%	\$270	21.88%	\$290	23.44%	\$311
\$1,362	12.70%	\$173	17.46%	\$238	20.63%	\$281	22.22%	\$303	23.81%	\$324
\$1,397	12.89%	\$180	17.73%	\$248	20.95%	\$293	22.56%	\$315	24.17%	\$338
\$1,432	13.09%	\$187	17.99%	\$258	21.26%	\$305	22.90%	\$328	24.54%	\$351
\$1,467	13.28%	\$195	18.26%	\$268	21.58%	\$317	23.24%	\$341	24.90%	\$365
\$1,502	13.47%	\$202	18.53%	\$278	21.90%	\$329	23.58%	\$354	25.26%	\$380
\$1,537	13.67%	\$210	18.79%	\$289	22.21%	\$341	23.92%	\$368	25.63%	\$394
\$1,572	13.86%	\$218	19.06%	\$300	22.53%	\$354	24.26%	\$381	25.99%	\$409
\$1,607	14.06%	\$226	19.33%	\$311	22.84%	\$367	24.60%	\$395	26.36%	\$424
\$1,642	14.25%	\$234	19.60%	\$322	23.16%	\$380	24.94%	\$409	26.72%	\$439
\$1,677	14.45%	\$242	19.86%	\$333	23.47%	\$394	25.28%	\$424	27.09%	\$454
\$1,712	14.64%	\$251	20.13%	\$345	23.79%	\$407	25.62%	\$439	27.45%	\$470
\$1,747	14.83%	\$259	20.40%	\$356	24.11%	\$421	25.96%	\$453	27.81%	\$486
\$1,782	15.03%	\$268	20.66%	\$368	24.42%	\$435	26.30%	\$469	28.18%	\$502
\$1,817	15.22%	\$277	20.93%	\$380	24.74%	\$449	26.64%	\$484	28.54%	\$518
\$1,851	15.42%	\$285	21.20%	\$392	25.05%	\$464	26.98%	\$500	28.91%	\$535
\$1,886	15.61%	\$294	21.47%	\$405	25.37%	\$479	27.32%	\$515	29.27%	\$552
\$1,921	15.81%	\$304	21.73%	\$418	25.68%	\$493	27.66%	\$531	29.64%	\$569
\$1,956	16.00%	\$313	22.00%	\$430	26.00%	\$509	28.00%	\$548	30.00%	\$587

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Child Support Worksheet

Information

Gross monthly income (GMI) includes: employment income, including consistent overtime; interest and investment income; Social Security old-age insurance benefits and disability benefits (SSD), but not supplemental security income (SSI); alimony; military allowances; periodic payments from a pension or retirement plan; and unemployment benefits.

retirement plan, and une	imployment benefits.	
How much is Parent	1's gross monthly income? \$	
\mathbf{O}	onthly income is less than \$1,956, use the attached oport schedule to identify Parent 1's child support obl	ligation. \$
If Parent 1's gross m	onthly income is less than \$1,956, stop here, and go to	o line ③.
B Multiply the amount \$6,000 by	t of Parent 1's gross monthly income which is more th	an \$1,956 but less than
	.16 (for 1 child)	
	.22 (for 2 children)	
	.26 (for 3 children)	
	.28 (for 4 children)	
	Add .02 for each additional child	\$
Multiply the amour \$10,000 by	.08 (for 1 child) .11 (for 2 children) .13 (for 3 children) .14 (for 4 children) Add .01 for each additional child	han \$6,000 but less than \$
Multiply the amour	nt of Parent 1's gross monthly income which is more t	han \$10,000 by
	.04 (for 1 child)	
	.06 (for 2 children)	
	.06 (for 3 children)	
	.07 (for 4 children)	
	Add .005 for each additional child	\$
(E) Parent 1's child sup	port obligation (Add lines B, C, and D)	\$

REV 2/13/2025 NW Child Support Worksheet

② Parent 2's Information

Gross monthly income (GMI) includes: employment income, including consistent overtime; interest and investment income; Social Security old-age insurance benefits and disability benefits (SSD), but not supplemental security income (SSI); alimony; military allowances; periodic payments from a pension or retirement plan; and unemployment benefits.

	How much is Parent 2's gross monthly income? \$	
A	If Parent 2's gross monthly income is less than \$1,956, use the attached low-income child support schedule to identify Parent 2's child support obligation.	\$
	If Parent 2's gross monthly income is less than \$1,956, stop here, and go to line ③.	
B	Multiply the amount of Parent 2's gross monthly income which is more than \$1,95 \$6,000 by	56 but less than
	.16 (for 1 child)	
	.22 (for 2 children)	
	.26 (for 3 children)	
	.28 (for 4 children)	
	Add .02 for each additional child	\$
(C)	Multiply the amount of Parent 2's gross monthly income which is more than \$6,00 \$10,000 by	00 but less than
	.08 (for 1 child)	
	.11 (for 2 children)	
	.13 (for 3 children)	
	.14 (for 4 children)	
	Add .01 for each additional child	\$
D	Multiply the amount of Parent 2's gross monthly income which is more than \$10,	000 by
	.04 (for 1 child)	
	.06 (for 2 children)	
	.06 (for 3 children)	
	.07 (for 4 children)	
	Add .005 for each additional child	\$
(E)	Parent 2's child support obligation (Add lines B. C. and D)	\$

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3 Joint Physical Custody.	Only fill out this section if you are asking for joint physical custody.
Skip to ④ if one parent is to	be awarded primary physical custody.

Subtract the lower earning parent's child support obligation from the higher earning parent's child support obligation.

	Higher		
-	S		
	Child Support Obligation	paid by	Name of higher income parent:

4 Adjustments. (complete all that apply)

- If <u>Parent 1</u> wants primary or sole physical custody, the court uses the number in © as the standard amount of child support Parent 2 would pay.
- If <u>Parent 2</u> wants to have primary or sole physical custody, the court uses the number in © as the standard amount of child support Parent 1 would pay.
- If you want <u>both parents</u> to have joint physical custody, the court uses the number in ③ as the standard amount of child support.

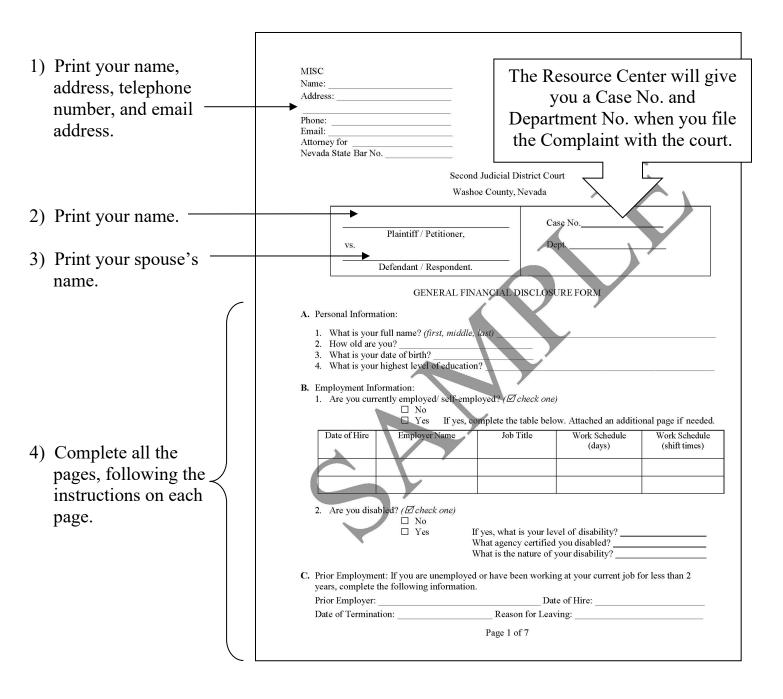
Adjustment Factors	Amount -/+
Any special education needs of the child	\$
A parent's legal responsibility to support others	\$
Value of services contributed by either parent	\$
Any public assistance paid to support the child	\$
Cost of transportation of the child to and from visitation	\$
The relative income of both households.	\$
The obligor's ability to pay	\$
Any other necessary expenses for the benefit of the child(ren)	\$
Total Deviations	\$

(5)	Final Child	Support	Amount	Requested
_	<u> </u>	Cuppe: t	7 11110 01110	1104 400104

\$	paid by (<i>name</i>)	
•	, ,	/

INSTRUCTIONS: STEP 4

Complete the General Financial Disclosure Form as Shown:



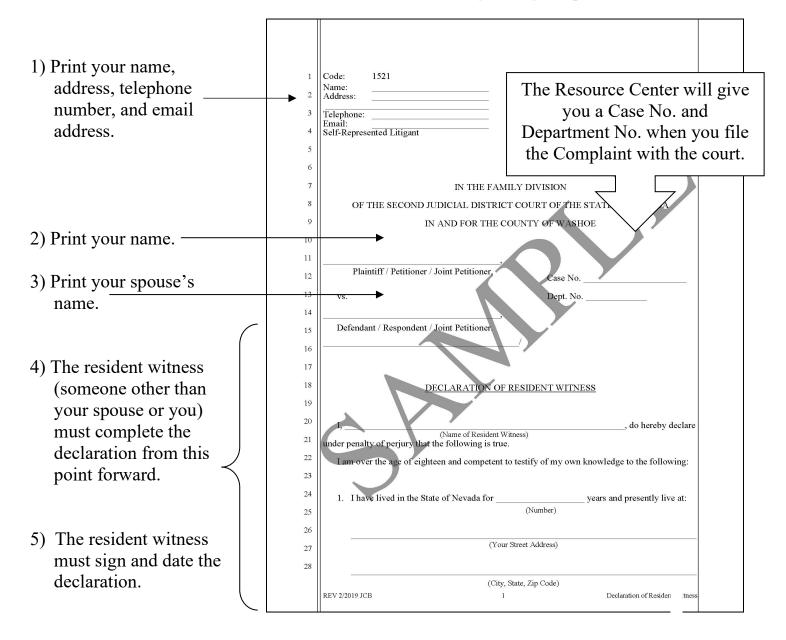
INSTRUCTIONS: STEP 5

Complete the Declaration of Resident Witness as Shown:

You or your spouse cannot fill out this form as the resident witness.

Who can fill out this form? Someone who is:

- 18 years of age or older;
- A resident of the State of Nevada; and
- Who knows that you or your spouse have been physically present in Nevada for at least 6 weeks before filing for legal separation.



INSTRUCTIONS: STEP 6

Electronically Filing the Documents

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

Scanners are available at 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;
- Complaint for Legal Separation with Minor Children;
- Declaration of Resident Witness; and
- General Financial Disclosure Form.

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 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 WAIVERS

If you cannot afford the fee, you may apply to have it 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 and Packets" tab on the right-hand side of the home screen)

INSTRUCTIONS: STEP 7

Complete the Summons as Shown:

1) 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 to you. 3) Print "Complaint for Legal Separation With Children" as the object of this action.	Code: 4085 IN THE FAMILY DIVISION OF THE OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA IN AND FOR THE COUNTY OF WASHOE Plaintiff / Petitioner, Vs. Dept. No. Dept. No. TO THE DEFENDANT: YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT YOUR BEING HEARD UNLESS YOU RESPOND IN WRITING WITHIN 21 CALENDAR 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 lavsuit, you must do the following within 21 calendar 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	
4) Print your name, address, phone number, and email address.	accordance with the rules of the Court, and;	

INSTRUCTIONS: STEP 8

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 9

Setting a Case Management Conference

You must set a case management conference. The court will not automatically set one for you.

To set up your case management conference, 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 case management conference in person. To do so visit the Resource Center.

INSTRUCTIONS: STEP 10

Serving the Documents

Your spouse **must be personally served** within 120 days after the Complaint is filed or your case may be dismissed. You must have your spouse personally served with the summons, Complaint, and all documents you have filed with the court other than an application for waiver of fees and costs or ex parte motion(s). 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 Complaint along with all other documents you have filed with the court to your spouse; or
- leaving a copy at your spouse'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 your spouse resides or works; or
- a responsible adult over the age of 18 years (such as a friend or relative); or
- a private process service.

Service by Alternative Service

If you have been unable to serve your spouse by personal service, you may file an **Ex Parte Motion for Alternative Service** in order to serve your spouse by giving them notice by other means. Contact the Resource Center for further information.

Service by Publication

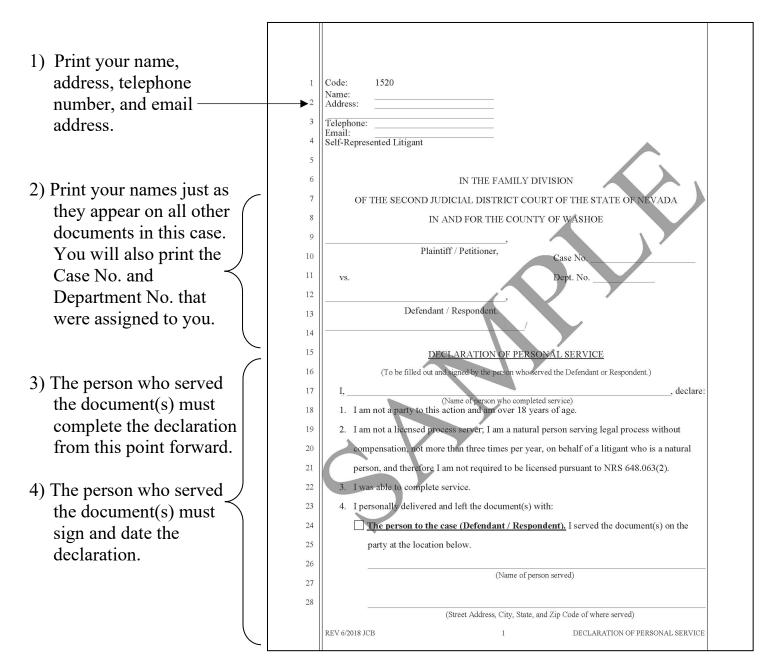
If you do not know where your spouse is, you may file an **Ex Parte Motion for Publication of Summons** in order to serve your spouse by publishing the summons in the newspaper/periodical. Contact the Resource Center for further information.

INSTRUCTIONS: STEP 11

Complete the Declaration of Personal Service as Shown:

The person who serves your spouse must complete this declaration (*see* Instructions: Step 10). **You cannot serve your spouse**.

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.



INSTRUCTIONS: STEP 12

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 your spouse, the court cannot grant a Decree of Legal Separation.

Your spouse has 21 days after the date of service in which to file an answer to the Complaint. If your spouse does not file an answer, please contact the Resource Center for further information regarding a **default packet**.

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