

# **EX-PARTE MOTION FOR ORDER SHORTENING TIME**

**E-7**

Resource Center  
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Reno, NV 89501  
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[www.washoecourts.com](http://www.washoecourts.com)

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**EX PARTE MOTION  
FOR ORDER SHORTENING TIME**

**PACKET E-7**

**This packet is to be used only to shorten the time the other party has to respond to a motion or request filed with the court. This packet CANNOT be used to move a court date.**

**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 for Order Shortening Time
2. Request for Submission
3. Order Regarding Shortening Time to Respond to Motion or Request
4. Proof of 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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## Second Judicial District Court Rule 43

### Rule 43. Ex parte orders within the family division.

1. Reasonable notice.
  - (a) Except as set forth below, the party requesting an ex parte order shall give reasonable notice to the opposing party, or his or her counsel.
  - (b) Reasonable notice includes the date, time and place the request will be made.
  - (c) Reasonable notice must afford the opposing party 24 hours within which the application may be opposed.
2. Notice exceptions.
  - (a) A party is excused from giving such notice where notice would frustrate the very purpose of the order or cause the party or child to suffer immediate and irreparable injury.
  - (b) Ex parte orders may be obtained without notice in the following circumstances:
    - (1) Where the order mutually restrains the parties from transferring, encumbering, hypothecating, concealing or in any way disposing of any property, real or personal, whether community or separate, except in the usual course of business or for the necessities of life;
    - (2) Where the order mutually restrains the parties from cashing, borrowing against, canceling, transferring, disposing of, or changing the beneficiaries of any insurance coverage, including life, health, automobile, and disability coverage;
    - (3) Where the order mutually restrains the parties from cashing, borrowing against, canceling, transferring, disposing of retirement benefits or pension plans for the benefit (or election for benefit) of the parties or their minor child or children;
    - (4) Where a child's health and safety is in danger; or
    - (5) Where such other circumstances exist as the court may find to warrant the issuance of an order without notice.
3. Automatic hearing.
  - (a) No hearing shall be held on an ex parte order entered under subsections 2(b)(1), (2) and (3) herein above.
  - (b) The Court shall endeavor to hold a hearing within 14 days of the ex parte order being signed by a Judge and filed with the Court.
  - (c) The hearing date shall be stated in the ex parte order.
  - (d) This rule shall not apply to temporary orders for protection against domestic violence.

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## INSTRUCTIONS: STEP 1

### Complete the Ex Parte Motion as Shown:

If you have documents that support this ex parte motion, you will need to attach them as exhibits to this form following INSTRUCTIONS: STEP 3.

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

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

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

|    |   |
|----|---|
| 1  | Code: 1670  |
| 2  | Name: _____   |
| 3  | Address: _____  |
| 4  | Telephone: _____  |
| 5  | Email: _____  |
| 6  | Self-Represented Litigant   |
| 7  | IN THE FAMILY DIVISION  |
| 8  | OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  |
| 9  | IN AND FOR THE COUNTY OF WASHOE   |
| 10 |   |
| 11 | Plaintiff/Petitioner/Joint Petitioner, Case No. _____   |
| 12 | vs. Dept. No. _____   |
| 13 |   |
| 14 | Defendant/Respondent/Joint Petitioner.  |
| 15 |   |
| 16 |   |
| 17 | <u>EX PARTE MOTION FOR ORDER SHORTENING TIME TO RESPOND</u>   |
| 18 | <u>TO MOTION OR REQUEST</u>   |
| 19 |   |
| 20 | <b>Please keep in mind, if the other party is an electronic filer, they will receive notification of this Ex Parte Motion as soon as it is filed.</b> |
| 21 |   |
| 22 | 1. I request this Court to issue an order shortening the amount of time ( <i>responding parties name</i> )  |
| 23 | _____ has to respond to ( <i>name of document</i>   |
| 24 | <i>the responding party is responding to</i> ) _____  |
| 25 | from ( <i>date response would be due</i> ) _____ to ( <i>date you want response</i>   |
| 26 | <i>filed by</i> ) _____.  |
| 27 | //  |
| 28 | //  |
|    | 1   |
|    | REV 8/5/19 JDB  |
|    | E7 EX PARTE MOTION TO SHORTEN TIME  |

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## INSTRUCTIONS: STEP 2

### Complete the Request for Submission as Shown:

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

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

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

4) Date, sign, and print your name.

|    |   |
|----|---|
| 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 | _____<br>Plaintiff/Petitioner/ Joint Petitioner, Case No. _____                                 |
| 13 | vs. Dept. No. _____   |
| 14 |   |
| 15 | _____<br>Defendant/Respondent/ Joint Petitioner.  |
| 16 |   |
| 17 |   |
| 18 | <u>REQUEST FOR SUBMISSION</u>   |
| 19 |   |
| 20 | I request that the Ex Parte Motion for Order Shortening Time that was filed on <i>(date the</i> |
| 21 | <i>document was filed with the Court)</i> _____ be submitted to the Court for                   |
| 22 | decision.   |
| 23 | This document does not contain the personal information of any person as defined by NRS         |
| 24 | 603A.040.   |
| 25 |   |
| 26 | Date: _____ Your Signature: _____   |
| 27 |   |
| 28 | Print Your Name: _____  |
|    | 1   |
|    | REV 03/2018 JDB   |
|    | E7 REQUEST FOR SUBMISSION   |

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## INSTRUCTIONS: STEP 3

### Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

You will need to attach the Order Shortening Time as an exhibit to the Request for Submission in order to electronically file it.

**You do not need to write anything on these pages.**

The documents should be in the following order to file:

- Request for Submission
- the Index of Exhibits
- the Exhibit Cover Page
- the Order Shortening Time

INDEX OF EXHIBITS

|                     |                |                 |       |
|---------------------|----------------|-----------------|-------|
| Exhibit Number      | 1              | Number of Pages | 1     |
| Exhibit Description | Proposed Order |                 |       |
| Exhibit Number      | _____          | Number of Pages | _____ |
| Exhibit Description | _____          |                 |       |
| Exhibit Number      | _____          | Number of Pages | _____ |
| Exhibit Description | _____          |                 |       |
| Exhibit Number      | _____          | Number of Pages | _____ |
| Exhibit Description | _____          |                 |       |
| Exhibit Number      | _____          | Number of Pages | _____ |
| Exhibit Description | _____          |                 |       |
| Exhibit Number      | _____          | Number of Pages | _____ |
| Exhibit Description | _____          |                 |       |
| Exhibit Number      | _____          | Number of Pages | _____ |
| Exhibit Description | _____          |                 |       |
| Exhibit Number      | _____          | Number of Pages | _____ |
| Exhibit Description | _____          |                 |       |

**Exhibit Cover Page**

**EXHIBIT NUMBER 1**

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## INSTRUCTIONS: STEP 4

### Complete the Order Shortening Time as Shown as Shown:

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

2) Print if you are the Plaintiff or Defendant.

3) Print the title of the motion or request you are wanting the other party to have less time to respond to.

4) Leave the rest of page 1-2 blank.

|    |  |
|----|--|
| 1  | Code: _____  |
| 2  |  |
| 3  |  |
| 4  |  |
| 5  |  |
| 6  | IN THE FAMILY DIVISION   |
| 7  | OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA                     |
| 8  | IN AND FOR THE COUNTY OF Washoe County   |
| 9  |  |
| 10 | _____  |
| 11 | vs. Plaintiff/Petitioner, Case No. _____   |
| 12 | _____ Dept. No. _____  |
| 13 | Defendant/Respondent.  |
| 14 |  |
| 15 | <u>ORDER REGARDING SHORTENING TIME TO RESPOND</u><br><u>TO MOTION OR REQUEST</u> |
| 16 | _____’s Ex Parte Motion for Order Shortening Time to Respond                     |
| 17 | (Plaintiff or Defendant)   |
| 18 |  |
| 19 | to the _____   |
| 20 | (Title of motion or request)   |
| 21 | having been reviewed and considered by this Court; and,                          |
| 22 | Good cause appearing,  |
| 23 | IT IS HEREBY ORDERED that the Ex Parte Motion for Order Shortening Time is:      |
| 24 | <b>GRANTED</b> and _____ is hereby given until _____                             |
| 25 | (Plaintiff or Defendant) (Date)  |
| 26 | at _____m. to file with the Court a response or opposition to _____’s            |
| 27 | (Time) (Plaintiff or Defendant)  |
| 28 | Motion or Request, at which time _____ will then be permitted to file a          |
|    | (Plaintiff or Defendant)   |
|    | REV 11/2010 1 E7 ORDER   |

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## INSTRUCTIONS: STEP 5

### Electronically Filing and Serving the Documents

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.

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

- Ex Parte Motion;
- Request for Submission and Exhibit Index; and
- Order Shortening Time (as an exhibit to the Request for Submission).

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 at 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](http://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 found in the **Application for Waiver of Fees and Costs packet**, which may be obtained at the following locations:

- Resource Center, 1 South Sierra Street, Reno, NV, Third Floor
- Law Library, 75 Court Street, Reno, NV, First Floor
- Online at: [www.washoecourts.com](http://www.washoecourts.com) (select the “Forms and Packets” tab on the right hand side of the home screen)

Once a document has been electronically filed, a Notice of Electronic Filing will be automatically generated and sent to any electronic filers in the case. All electronic filers have agreed to accept the notice as valid and effective service. This replaces the need for paper service.

If the other party has not yet signed up for electronic filing, or you do not know whether the other party is an electronic filer, please contact the Resource Center. **Additional steps are required to complete service if the other party is not an electronic filer.**

The Notice of Electronic Filing does not replace the Proof of Service (*see* INSTRUCTIONS: STEP 6).

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.



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## INSTRUCTIONS: STEP 6

### Complete the Proof of Service as Shown:

This form must be completed by the person who serves the documents.

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

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

3) Print the name of the person served, and the date served.

4) Mark the box for how they were served. If serving by personal service, certified mail, or postage prepaid, write the address of where service was made.

5) The person who serves the document(s) must date, sign, and print their name.

|    |  |
|----|--|
| 1  | Code: 3720   |
| 2  | Name: _____  |
| 3  | Address: _____   |
| 4  | Telephone: _____   |
| 5  | Email: _____   |
| 6  | Self-Represented Litigant  |
| 7  | IN THE FAMILY DIVISION   |
| 8  | OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA,  |
| 9  | IN AND FOR THE COUNTY OF WASHOE  |
| 10 | _____<br>Plaintiff / Petitioner / Joint Petitioner,  |
| 11 | vs. Case No. _____   |
| 12 | Defendant / Respondent / Joint Petitioner. Dept. No. _____   |
| 13 | <u>PROOF OF SERVICE</u>  |
| 14 | I served a true and correct copy of EX PARTE MOTION FOR ORDER SHORTENING TIME  |
| 15 | upon the following people:   |
| 16 | 1. Name: _____ Date: _____   |
| 17 | By: <input type="checkbox"/> Service by eFlex <input type="checkbox"/> Personal Service                              |
| 18 | <input type="checkbox"/> Certified mail, return receipt attached <input type="checkbox"/> U.S. Mail, postage prepaid |
| 19 | <input type="checkbox"/> Other: _____  |
| 20 | Address where service occurred, if applicable: _____   |
| 21 | If more room is needed, attach additional sheets.  |
| 22 | A copy of this Proof of Service has been electronically served, mailed, or personally delivered                      |
| 23 | to all parties or their lawyer.  |
| 24 | This document does not contain the personal information of any person as defined by                                  |
| 25 | NRS 603A.040.  |
| 26 | Date: _____ Your Signature: _____  |
| 27 | Print Your Name: _____   |
| 28 | REV 9/2018 JCB 1 PROOF OF SERVICE  |

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## **INSTRUCTIONS: STEP 7**

### **Filing the Proof of Service**

After service is completed, you must file the proof of service with the court. See INSTRUCTIONS: STEP 4. There will not be a filing fee for the proof of service.

Without proof of service on the other party, the court may not consider you answer.

### **NOW WHAT HAPPENS?**

The judge will issue an order approving, denying, or setting you ex parte motion for hearing. All orders can be reviewed and printed from your eFlex account.

## 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>