

GM-6

REQUEST TO WAIVE SERVICE OR PUBLISH IN THE NEWSPAPER

Purpose of this packet:

You have filed a petition for guardianship of a minor. The location of the party required to be served is unknown or the identity of the party required to be served is unknown. You would like to request the court's permission to waive service or serve documents on the other party by publishing them in the newspaper.

Contents:

1. Instructions
2. Legal Assistance Information
3. Declaration to Waive Service or Alternatively, for Service by Publication
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6. Request for Submission

Note: A separate GM-6 packet must be filed for each minor child.

Note: 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:

☐ Step 1: Sign up for an electronic filing account.

The Second Judicial District Court requires all documents to be electronically filed using the eFlex system. Sign up for a free eFlex account in person at the Resource Center, or online at: <https://www.washoecourts.com/EFiling/SignUp>.

☐ Step 2: Mail a copy of the Petition for Guardianship and Citation to Appear and Show Cause to the last known address.

You must mail a copy of the Petition and Citation (the document that schedules a guardianship hearing) to the last known address you have for each relative. Write the date you mailed the documents on the Declaration to Waive Service form (see question #2 on the form).

☐ Step 3: Fill out the following forms:

- Declaration to Waive Service or Alternatively, for Service by Publication
- Declaration of Due Diligence (Fill out a separate Declaration of Due Diligence for each relative you cannot find.)
- Index of Exhibits and Exhibit Cover Page (if applicable, see below)
- Request for Submission

Attach any documents you have in support of your Declaration of Due Diligence. Each supporting document needs its own Exhibit Cover Page and must be listed on the Index of Exhibits.

If you are not including documents in support of your Declaration of Due Diligence, discard the Index of Exhibits and Exhibit Cover Page.

☐ Step 4: File your forms.

Electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them.

↳ EFlex Filing Instructions:

1. Sign into your eFlex account: <https://wceflex.washoecourts.com/>.
2. Click “Home,” then click “Existing Cases.”
3. Locate the guardianship case you are filing into, click on the blue “eFile” link next to the case number.
4. To file each document, select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, click “Add.”
5. Follow the prompts to upload the documents below.

Note: The eFlex Document Category field can be left blank.

- Declaration to Waive Service or Alternatively, for Service by Publication
(Document Type: Declaration)
Note: In the Additional Text Box, type: *to Waive Service*

If you **are** adding exhibits to your Declaration of Due Diligence, your Declaration of Due Diligence and Index of Exhibits need to be one PDF document as follows:

- Declaration of Due Diligence including the Index of Exhibits as the last page, all together as one PDF document.
(Document Type: Declaration)
Note: In the Additional Text Box, type: *of Due Diligence*.
- Exhibit Cover Page and your exhibit all together as one PDF.
(Document Type: ****Continuation**)
 - When prompted to select which document you are attaching your Exhibit Cover Page and exhibit to, confirm “Declaration of Due Diligence” is selected and click “Next.”
 - Use ****Continuation** for any additional Exhibit Cover Page and exhibit you wish to attach to your Declaration of Due Diligence.

A helpful video for attaching exhibits can be found here:
<https://www.youtube.com/watch?v=6JRMIXxa8Pg>

If you **are not** including exhibits with your Declaration of Due Diligence, discard the Index of Exhibits and Exhibit Cover Page and file the Declaration of Due Diligence using eFlex Document Type: “Declaration.” In the Additional Text Box, type: *of Due Diligence*.

File the Request for Submission as follows:

- Request for Submission
(Document Type: Request for Submission)
6. When all documents have been uploaded, review each one by clicking on the hyperlinked file name in the “View Document” column. When you have confirmed everything is correct, click “Next.”
 7. Estimated Fees: there is no filing fee required for this request; select “No Fee Required.”
 8. When you are ready to submit your documents to the court, click “Submit the Filing.”

□ **Step 5: Wait.**

If the judge waives service on the parties, no further steps are needed for this (GM-6) packet.

If the judge orders publication of the Citation to Appear and Show Cause, you must publish the Citation once a week for a period of four weeks. The last date of publication must be at least 20 days before the hearing date.

□ **Step 6: Publishing the Citation to Appear and Show Cause (if applicable).**

If the judge orders you to publish, you must provide a copy of the Citation to Appear to a newspaper as directed in the order. Most newspapers now do this process via email or their website, not in person.

Download a copy of the Citation to Appear from your eFlex account to send to the newspaper. The Citation must be published once a week for a period of four weeks.

Two commonly used options in Washoe County are:

- Reno Gazette Journal
Must be submitted through
their website.
<https://www.rgj.com/public-notice>
- Sparks Tribune
Contact (775) 236-2088
Or email:
sparkstribunelegals@gmail.com

(Note: This may not be a fully inclusive list of newspapers where legal notices can be published.)

****If your order specifies another newspaper (other than those listed above), contact the newspaper for their preferred method for submitting legal notices****

After publication, the newspaper will email you a receipt and a copy of the Citation as it appeared in the newspaper. This is known as an Affidavit of Publication.

You must provide a copy of your Affidavit of Publication to the court to show proof of publication. A Guardianship Cover Page can be used to provide this proof to the court. See the Minor Guardianship Forms folder

<https://www.washoecourts.com/Main/FormsAndPackets> for a GM-Cover Page. Or visit the Resource Center or Law Library to pick up a GM-Cover Page form.

For procedural questions, or help with electronically filing your documents, visit or contact:

**Resource Center
1 South Sierra St., 3rd Floor
Reno, NV 89501
775-325-6731**

**Law Library
75 Court St., Room 101
Reno, NV 89501
775-328-3250**

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>