

**EX PARTE PETITION  
FOR ORDER TO OPEN  
SAFE DEPOSIT BOX**

**PR – 1**

The District Court Resource Center  
is located on the Third floor at:  
1 South Sierra Street  
Reno, NV 89501

Do Not File Or Copy This Page

**EX PARTE PETITION FOR ORDER  
TO OPEN SAFE DEPOSIT BOX**

**PACKET PR-1**

**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. E-File User Agreement
2. Ex Parte Petition for Order to Open Safe Deposit Box
3. Index of Exhibits and Exhibit Cover Page
4. Request for Submission
5. Inventory
6. Index of Exhibits and Exhibit Cover Page

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.

# Do Not File Or Copy This Page


## INSTRUCTIONS: STEP 1

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

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](mailto:eflexsupport@washoecourts.us);
- 3) Request an account at <https://wceflex.washoecourts.com/>.

<p>SECOND JUDICIAL DISTRICT COURT</p>  <p>WASHOE COUNTY STATE OF NEVADA</p> <p><b>EFILE USER AGREEMENT (Standard)</b></p> <p>This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of account to permit e-filing of court case documents using the eFlex Electronic Filing System. Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at 1 year unless the account is renewed. Accounts may be renewed online at <a href="http://www.washoecourts.com">www.washoecourts.com</a>.</p> <p>By registering for an eFlex account I agree and consent to the following:</p> <ul style="list-style-type: none"><li>• I will submit court filings electronically through eFlex on court cases for which I am an active party of record, or an officer of the Court filing documents in my official capacity.</li><li>• As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Intent to change my email address with the District Court. This Written Notice of Intent must include bar number and a list of all pending court matters. Also included must be an acknowledgment and attorneys of record on those pending matters have been notified of my new email address that it is my responsibility to keep my email address updated on my eFlex account profile.</li><li>• I understand that once my eFlex account is deactivated, I will no longer be able to electronically any documents using my account nor will I receive eFlex electronic service. Furthermore, I have access to court records through my eFlex account.</li><li>• Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted for E-File account. (See Nevada Electronic Filing and Conversion Rules, Rule 11).</li><li>• I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective eFiled documents replacing the need for paper service. Electronic service of documents is for documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission, petition or other document that must be served with a summons, and summons cannot be served electronically.</li><li>• I agree to the terms of the license agreement as stated by Tybera on the court's eFlex website of use and "privacy policy" when registering for an eFlex account and pressing the submit button.</li><li>• I understand that email addresses supplied by the registered user via the username/password through "eFlex Account" supersedes the court's case management system for the purpose of valid and effective service of eFiled documents. I understand that it is my responsibility to keep address updated on my eFlex account profile.</li><li>• I agree to file the proper motion to withdraw/notice of change/substitution of counsel/notice of employment (whichever applies) into each of my cases whenever I depart from an agency, office or cease to represent a party in any case, or cease to be an eFlex user within 10 days of any change. If known, I will designate the new attorney and/or e-File contact on each case. Further, I will advise the Clerk of Court of any employment change which will globally affect all or a majority of my cases.</li></ul> <p>Revised September 26, 2018</p>	<ul style="list-style-type: none"><li>• I acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (EFCR).</li><li>• I understand if a party submits a proposed Order and the Order is eFiled by the Court, ONLY eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.</li><li>• I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court, presiding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.</li><li>• I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.</li></ul> <p>Attorney or Person Name: _____ If an attorney, Bar ID: _____ Law Firm: _____ If not an attorney, DOB: _____ Interpreter needed: <input type="checkbox"/> Yes or <input type="checkbox"/> No Language: _____ If not an attorney, Case number(s): _____ eFlex Email Address: _____ 1<sup>st</sup> Alternate eFlex Email Address: _____ 2<sup>nd</sup> Alternate eFlex Email Address: _____ Mailing Address: _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____ Designated eFlex contact person: _____</p> <p><b>I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.</b></p> <p>Date: _____ Signature of Attorney/Person Agency Signatory: _____</p> <p>Check one: <input type="checkbox"/> Renewal of Standard Account. Follow online instructions at <a href="http://www.washoecourts.com/index.cfm?page=eflex">http://www.washoecourts.com/index.cfm?page=eflex</a> <input type="checkbox"/> New Standard Account</p> <p><i>To become a registered eFlex account holder, you must request an account online at <a href="https://wceflex.washoecourts.com">https://wceflex.washoecourts.com</a> and click on the "Request an Account" button. Next, print out this form, complete and sign it and deliver the ink-signed copy to the Second Judicial District Court Filing Office, 75 Court Street, Reno, NV 89501. Upon completion of your account request AND receipt of the signed eFile User Agreement, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.</i></p> <p>Translated/Interpreted by (if applicable): _____ Print Name _____ Signature _____</p> <p>Revised September 26, 2018</p>
--	---

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

# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 2

### Complete the Ex Parte Petition for Order to Open Safe Deposit Box as shown:

A certified copy of the decedent's death certificate **OR** other proof of death must be attached as "Exhibit 1."

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

You will be assigned a case number when you file the Petition with the Court.

2) Print the Decedent's name.

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

1	Code: 3615
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	IN THE MATTER OF THE ESTATE OF:
10	
11	Case No. _____
12	Deceased. Dept. No. PR _____
13	
14	
15	<u>EX PARTE PETITION FOR ORDER TO OPEN SAFE DEPOSIT BOX</u>
16	I, a self-represented litigant, allege as follows:
17	
18	1. I am the ( <i>Your relationship to Decedent</i> ) _____ of
19	Decedent, ( <i>Decedent's name</i> ) _____, and reside at ( <i>Your</i>
20	<i>street address, City, State, and Zip Code</i> ) _____
21	
22	2. Decedent died on ( <i>Date, to include month, day, year</i> ) _____, in
23	( <i>County where death occurred</i> ) _____, and on the date of death,
24	Decedent resided at ( <i>Street address and City</i> ) _____
25	_____, Washoe County, Nevada. A certified copy of
26	<input type="checkbox"/> DECEDENT'S DEATH CERTIFICATE <b>-OR-</b> <input type="checkbox"/> OTHER PROOF OF DEATH is attached
27	as "Exhibit 1".
28	
	REV 3/15/2022 AS 1 EX PARTE PETITION - SAFE DEPOSIT BOX

# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 3

### Complete the Index of Exhibits and Exhibit Cover Sheet(s) as Shown:

1) Write the exhibit number, number of pages (not including the Exhibit Cover Page), and a description for each exhibit.

If more space is needed, attach additional sheets.

2) Attach the Index of Exhibits to the document after the last page of the document, before any exhibits.

3) For each exhibit, create a numbered Exhibit Cover Page.

<u>INDEX OF EXHIBITS</u>	
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 Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

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

4) Write the exhibit number on the Exhibit Cover Page.

5) Attach the correct Exhibit Cover Page to the front of each exhibit.

6) Attach your exhibits in the order listed on the Index of Exhibits.

# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 4

Complete the Request for Submission as shown:

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

2) Print the Decedent's name.

3) Print your name.

4) Print the date the Petition was filed.

5) 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 SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9	IN AND FOR THE COUNTY OF WASHOE
10	
11	IN THE MATTER OF THE ESTATE OF: _____
12	Case No. _____
13	Deceased. Dept. No. PR _____
14	
15	<u>REQUEST FOR SUBMISSION</u>
16	
17	I, <i>(Print your name)</i> _____,
18	request that the Ex Parte Petition For Order to Open Safe Deposit Box that was filed on <i>(Date</i>
19	<i>Petition was filed)</i> _____ be submitted to the Court for decision.
20	This document does not contain the personal information of any person as defined by NRS
21	603A.040.
22	
23	DATED this <i>(day)</i> _____ day of <i>(month)</i> _____, 20____.
24	Submitted By: <i>(Your signature)</i> _____
25	<i>(Print your name)</i> _____
26	
27	
28	
	REV 3/15/2022 AS
	1
	REQUEST FOR SUBMISSION - SAFE DEPOSIT BOX

# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 5

### 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 documents.

- In eFlex select New case
  - Civil: Probate
  - Other Probate
  - Enter the parties name, click next

When electronically filing, the documents should go as follows:

- Ex Parte Petition for Order to Open Safe Deposit Box & Index of Exhibits
- Exhibit Cover Page and Exhibit
- Request for Submission

# STOP

**Once you receive the Court Order, proceed to Step 6.**

Any additional documents regarding this decedent shall be filed with this case number.

# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 6

### Filing an Inventory of the Safe Deposit Box

You must complete and file an Inventory of the Safe Deposit Box within 30 days of the date of the Court's Order, or as the Order may otherwise state. The Bank will provide you with a copy of the Inventory Form that they complete at the time of the opening of the box. Attach that Form as "Exhibit 1" to the Inventory of Safe Deposit Box.

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

2) Print the Decedent's name and the case number just as they appear on all other documents in this case.

3) Print the date you went to the bank, the name and address of the bank, and the Safe Deposit Box number.

4) Check the correct box. If contents were found, attach the Inventory as "Exhibit 1".

5) Date, sign, and print your name.

1	Code: 1815
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	IN THE MATTER OF THE ESTATE OF:
11	_____ Case No. _____
12	Deceased. Dept. No. PR _____
13	
14	<u>INVENTORY OF SAFE DEPOSIT BOX</u>
15	
16	1. On (Date of bank visit) _____, I went to (Name and address of bank) _____
17	_____
18	to open and inventory Safe Deposit Box No. _____.
19	2. <input type="checkbox"/> NO CONTENTS FOUND – OR – <input type="checkbox"/> CONTENTS FOUND, and the Inventory is attached
20	as "Exhibit 1".
21	
22	This document does not contain the personal information of any person as defined by NRS
23	603A.040.
24	I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true
25	and correct.
26	DATED this (day) _____ day of (month) _____, 20 ____.
27	Submitted By: (your signature) _____
28	(print your name) _____
	REV 3/15/2022 AS INVENTORY SAFE DEPOSIT BOX



# Do Not File Or Copy This Page

## INSTRUCTIONS: STEP 7

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

To attach the copy of the Inventory Form from the bank.

1) For each exhibit you are attaching you must print:

- a) An exhibit number, starting with 1,
- b) The number of pages in the exhibit, and
- c) A description of the exhibit.

INDEX OF EXHIBITS

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 Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

**Exhibit Cover Page**

SAMPLE

EXHIBIT NUMBER \_\_\_\_\_

2) For each exhibit, you must fill out an Exhibit Cover Page with the exhibit number listed on the Index of Exhibits.

# Do Not File Or Copy This Page

## **INSTRUCTIONS: STEP 8**

### **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 documents. When electronically filing, the documents should go as follows:

- Inventory of the Safe Deposit Box & Index of Exhibits Page
- Exhibit Cover Page & Exhibit

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 in the Law Library and the Resource Center.

## 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>