

**EIGHTH JUDICIAL DISTRICT COURT
CLARK COUNTY, NEVADA
FAMILY COURT COVER SHEET**

CASE NO. _____ (To be assigned by the Clerk's Office)

Do you or any other party in this case (including any minor child) have any other current case(s) or past case(s) in the Family Court or Juvenile Court in Clark County?
 YES NO
If yes, complete the other side of this form

PARTY INFORMATION (Please Print)

Plaintiff/Petitioner		Defendant/Respondent/Co-Petitioner/Ward/Decedent	
Last Name:		Last Name:	
First Name:	Middle Name:	First Name:	Middle Name:
Home Address:		Home Address:	
City, State, Zip:		City, State, Zip:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Phone #:	Date of Birth:	Phone #:	Date of Birth:
Attorney Information		Attorney Information	
Name:	Bar No.:	Name:	Bar No.:
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone #:		Phone #:	

(Check one box only for the type of case being filed with this cover sheet)

DOMESTIC	MISC. DOMESTIC RELATIONS PETITIONS	GUARDIANSHIP	PROBATE
<p align="center">Marriage Dissolution</p> <input type="checkbox"/> Annulment <input type="checkbox"/> Divorce –No minor child(ren) <input type="checkbox"/> Divorce –With minor child(ren) <input type="checkbox"/> Foreign Decree <input type="checkbox"/> Joint Petition –No minor child(ren) <input type="checkbox"/> Joint Petition – With minor child(ren) <input type="checkbox"/> Separate Maintenance	<input type="checkbox"/> Adoption –Minor <input type="checkbox"/> Adoption –Adult <input type="checkbox"/> Mental Health <input type="checkbox"/> Name Change <input type="checkbox"/> Paternity <input type="checkbox"/> Permission to Marry <input type="checkbox"/> Temporary Protective Order (TPO) <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Child Support/Custody <input type="checkbox"/> Other (identify) _____	<p align="center">Guardianship of an Adult</p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate <p align="center">Guardianship of a Minor</p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate <input type="checkbox"/> Guardianship Trust	<input type="checkbox"/> Summary Administration <input type="checkbox"/> General Administration <input type="checkbox"/> Special Administration <input type="checkbox"/> Set Aside Estates <input type="checkbox"/> Trust/Conservatorships <input type="checkbox"/> Individual Trustee <input type="checkbox"/> Corporate Trustee <input type="checkbox"/> Other Probate
MISC. JUVENILE PETITIONS	DA CHILD SUPPORT PETITIONS		
<input type="checkbox"/> Emancipation	<input type="checkbox"/> DA – UIFSA	<input type="checkbox"/> DA - Child Support In State	

List children involved in this case (If more than 3 children, please enter the information on the reverse side)

Last Name	First Name	Middle Name	Date of Birth	Relationship
1.				
2.				
3.				

Printed Name of Preparer _____

Signature of Preparer _____

Date _____

Supply the following information about any other proceeding (check all that apply):

Divorce Temporary Protective Orders (TPO) Custody/Child Support

UIFSA/URESА Paternity Juvenile Court Other

Please Print

List full name of all adult parties involved			Case number of other proceeding(s)	Approximate date of last order in other proceeding(s)
Last Name	First Name	Middle Name		
1.				
2.				
3.				
4.				

If children were involved (other than those listed on front page), please provide:

Last Name	First Name	Middle Name	Date of Birth	Relationship
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Children involved in this case (continuation from front page)

Last Name	First Name	Middle Name	Date of Birth	Relationship
4.				
5.				
6.				
7.				
8.				

**THIS INFORMATION IS REQUIRED BY
NRS 3.025, NRS 3.223, NRS 3.227, NRS 3.275,
NRS 125.130, NRS 125.230,
And will be kept in a confidential manner by the Clerk's Office.**

**CLARK COUNTY FAMILY LAW
SELF-HELP CENTER
SURVEY**

8/1/05

Please help us help you. If you complete this brief survey, we will be able to better determine your needs and how to serve you better.

Date _____ Zip Code _____

How many times have you visited the Center? First visit 2 3 4 5 or more

What is the general description of your legal actions: (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Divorce without children | <input type="checkbox"/> Order for protection against domestic violence |
| <input type="checkbox"/> Annulment | <input type="checkbox"/> Guardianship of a child | <input type="checkbox"/> Paternity |
| <input type="checkbox"/> Child support | <input type="checkbox"/> Guardianship of an adult | <input type="checkbox"/> Visitation |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Modification of child support | |
| <input type="checkbox"/> Divorce with children | <input type="checkbox"/> Name change | |
| <input type="checkbox"/> Other: _____ | | |

Are you starting or responding to a legal action?

- Starting Responding
 Other: _____

What services are you seeking from the Self-Help Center? (Check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Information about forms/procedures | <input type="checkbox"/> Information about other legal and community resources | <input type="checkbox"/> Listing of attorneys willing to accept family law cases | <input type="checkbox"/> Classes or clinics about family court procedures |
| <input type="checkbox"/> Assistance with completion of forms | | | <input type="checkbox"/> Notary services |
| <input type="checkbox"/> Other: _____ | | | |

How did you hear about the Self-Help Center? (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Judge, court employee, or court program | <input type="checkbox"/> Law Library | <input type="checkbox"/> Lawyer referral service |
| <input type="checkbox"/> Legal services provider | <input type="checkbox"/> Attorney | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Social services provider | <input type="checkbox"/> District Attorney's Office | <input type="checkbox"/> Family member or friend |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Bar Association | <input type="checkbox"/> Website |

Are you aware that our forms are available on the internet? Yes No

Do you already have your documents? Yes No

If yes, where did you get your documents?

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Self-Help Center Office | <input type="checkbox"/> Attorney | <input type="checkbox"/> Office supply store |
| <input type="checkbox"/> Self-Help Center Website | <input type="checkbox"/> Law Library | |
| <input type="checkbox"/> Other website | <input type="checkbox"/> Paralegal | |
| <input type="checkbox"/> Other: _____ | | |

Have you consulted an attorney regarding your case? Yes No

If no, why did you not hire an attorney? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find an attorney who spoke my language |
| <input type="checkbox"/> Prefer to self-represent | <input type="checkbox"/> I do not know any attorneys |
| <input type="checkbox"/> Case refused by an attorney | |
| <input type="checkbox"/> Other: _____ | |

Have you consulted a paralegal regarding your case? Yes No

If no, why did you not hire a paralegal? (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find a paralegal who spoke my language | <input type="checkbox"/> I do not know any paralegals |
| <input type="checkbox"/> Case refused by a paralegal | | |
| <input type="checkbox"/> Other: _____ | | |

Please complete other side...

Please tell us a little about yourself...

Age Under 18 18 - 30 31 - 40 41 - 50 51 - 59 60 or older

Sex Male Female

Race: (Check the one that primarily applies)

- White American-Indian Asian
 African-American Hispanic
 Other: _____

What language is spoken in your home?

- English Spanish
 Other: _____

How many children under the age of 18 live in your home? 0 1 - 2 3 - 4 5 or more

Your gross monthly income is:

- Below \$500 \$1000 - \$1,999 \$3,000 - \$3,999 \$5,000 or more
 \$500 - \$999 \$2,000 - \$2,999 \$4,000 - \$4,999

Are you currently receiving public assistance? Yes No

If yes, what type of assistance are you receiving?

- SSI TANF Medicare Medicaid Food stamps
 Other: _____

What is your highest level of education?

- No high school High school graduate Post graduate work
 Some high school Some college
 GED certificate College graduate

Do you feel more able to represent yourself than before you visited the Self-Help Center? Yes No

Were you treated courteously at the Self-Help Center? Yes No

How would you evaluate the services offered by the Center?

	very helpful	Somewhat helpful	Not helpful	Did not use
Customer Assistance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms Packets / Instructions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notarizations / Typewriters:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Area:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us how we can improve our services or any other comments. _____

Thank You for Your Feedback!

**INSTRUCTIONS FOR JOINT PETITION FOR DIVORCE-NO
CHILDREN**

*** * * IMPORTANT DISCLOSURE * * ***

**THIS PACKET IS IN NO WAY INTENDED TO SUBSTITUTE FOR THE
ADVICE OF A PRIVATE ATTORNEY**

***Private Counsel Is Always Recommended For Legal
Matters***

The law allows any person to represent themselves in a legal action. However, filing an action with the court and representing yourself in the courtroom can be a complicated legal procedure and this packet does not attempt to address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, The Rules of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

Before filling in any portion of the following documents, read all the materials included in this packet including the definitions of terms.

THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. CLARK COUNTY, THE EIGHTH JUDICIAL DISTRICT COURT, THE SELF-HELP CENTER AND THEIR EMPLOYEES SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.

* * * * *

I. EXPLANATION OF JOINT PETITION FOR DIVORCE

- A. A case for divorce can be started in two ways: (1) by filing a Complaint for Divorce or (2) by filing a Joint Petition for Divorce.

In a Joint Petition, both parties must agree on everything about the divorce and be willing to sign documents. There is no hearing in a Joint Petition for a divorce proceeding.

- B. You can use this Joint Petition for Divorce if:

- At least one party has lived in Clark County, Nevada, for at least six weeks before you file the Joint Petition and that party plans to live in Clark County, Nevada, for the foreseeable future after the Petition is filed.
- You and your spouse are "incompatible" in marriage. (You can no longer live together as husband and wife.)
- You and the other party do not have children together.
- Both parties agree to everything that will be in the divorce papers, including spousal support (alimony) and the division of property and debts.
- Both parties are willing to sign the divorce papers.

- C. This package should contain the following documents:

- Family Court Cover Sheet;
- Instructions for Joint Petition Divorce - No Children;

- Joint Petition for Divorce;
- Affidavit of Resident Witness;
- Decree of Divorce;
- Certificate of Mailing;
- List of definitions and explanations of terms;
- List of filing fees from the Clerk's Office;
- List of telephone numbers for judges' staffs;
- Two Child Support and Welfare Party Identification Sheets;
- Information about classes taught by UNLV law students;
- Customer survey;
- Affirmation.

II. STEP 1: PREPARE YOUR PAPERWORK

NOTE: WHEN FILLING OUT ANY FORM, YOU MUST USE BLACK INK. PRINT CLEARLY. THE CLERK'S OFFICE WILL NOT FILE YOUR DOCUMENT IF THE HANDWRITING IS HARD TO READ.

NOTE: The documents in this package are written as if you are a Nevada resident. If you are not a Nevada resident but your spouse is a Nevada resident, you can still use these forms. You will insert your spouse's name where the documents ask for information about the Nevada resident.

A. THE FAMILY COURT COVER SHEET:

1. The Family Court Cover Sheet is a

document used by the Clerk's Office to create a file for your case.

2. Complete the front side of the sheet.
 - a. Leave the "Case No." blank. The Clerk's Office will give you a case number and department number when you file the petition.
 - b. Insert the requested information into the grids. If something does not apply, write "N/A."
 - i. The last grid pertains to children that you and the other party have together. **Do not include step children in this grid.**
 - c. Check the box next to the type of case you will be filing.
 - d. Print and sign your name.
 - e. Check either the "Yes" or "No" box on the bottom of the page. If you check "Yes," please complete the back side of the form.
3. Complete the back side of the Family Court Cover Sheet (if necessary).
 - a. Check all boxes that apply and insert the requested information. If something does not apply, write "N/A." Case numbers for previous cases can be found on the Clerks Office's Web site: <http://www.co.clark.nv.us/clerk/clerkhome.htm>
 - i. For the middle grid, list children that are either yours or the other party's,

but not children that you had together. Insert the child's relationship to the biological parent (i.e.), "respondent's son").

- ii. Do not complete the bottom grid. This grid is a continuation of the bottom grid on the first page.

B. THE CAPTION:

1. The "caption" is the portion of your document which assists the Court in identifying your particular case. It is the part of the page that says "In the _____ Judicial District" and "In the Matter of the Marriage of _____." Generally, this caption will remain the same throughout the entire case and will be on every document filed in this action. In this package, the caption is on the: (a) Joint Petition, (b) Affidavit of Resident Witness, (c) Decree of Divorce, (d) Certificate of Mailing, (e) Child Support and Welfare Party Identification Sheets, and (f) affirmation.

C. THE JOINT PETITION:

1. Insert the code "DVJ" on the line after the word "Code:" on the first page, upper left-hand corner.
2. Complete the information requested on the lines in the upper left-hand corner of the first page. Please include area codes.
3. For the section of the document starting with "In the _____ Judicial District", insert the word "8th" on the first blank and the words "Clark County" on the second blank.

4. Insert the wife's and husband's names on the lines above those words in the caption.
5. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and department letter when you file the Joint Petition. Once you get the case number from the clerk, you will need to put it on any documents that you give to the Court.
6. The Joint Petition uses a fill-in-the-blank format and will tell you what information you need to put into the blank (date of marriage, etc.). **Please be sure to initial any applicable blanks.**
7. The Joint Petition must be "verified." In other words, you and your spouse will need to sign the Joint Petition in front of a Notary Public. The Self-Help Center has a Notary available. The Joint Petition will also have to be "acknowledged" by the Notary. The Notary will know what to do. **Do not make any copies until the document is notarized.**

D. THE AFFIDAVIT OF RESIDENT WITNESS:

NOTE: PART OF THIS DOCUMENT WILL NEED TO BE COMPLETED BY SOMEONE ELSE.

1. A resident witness is someone other than you or the other party who can testify that he/she has seen either you or your spouse (whoever is listed as the Nevada resident in the Joint Petition) in Clark County, Nevada, several times per week for at least six weeks before the Joint Petition is filed. This person must also have lived in Clark County, Nevada, at least six weeks before the Joint Petition is

filed.

2. Insert the code "AFFR" on the line after the word "Code:" on the first page, upper left-hand corner.
3. Complete the information requested on the lines in the upper left-hand corner of the first page. Please include area codes.
4. For the section of the document starting with "In the _____ Judicial District", insert the word "8th" on the first blank and the words "Clark County" on the second blank.
5. Insert the wife's and husband's names on the lines above those words in the caption.
6. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and department letter when you file the Joint Petition. Once you get the case number from the clerk, you will need to put it on any documents that you give to the Court.
7. The Affidavit of Resident Witness uses a fill-in-the-blank format and will tell you what information you need to put into the blank.
8. The Affidavit of Resident Witness must be signed in front of a Notary Public. The Self-Help Center has a Notary available. **Do not make any copies until the document is notarized.**

E. THE DECREE OF DIVORCE:

1. The Decree of Divorce is the document the judge signs that grants the divorce. **You are not divorced until the Decree of Divorce has been signed**

by the judge and filed at the Clerk's Office.

2. Insert the code "DECD" on the line after the word "Code:" on the first page, upper left-hand corner.
3. Complete the information requested on the lines in the upper left-hand corner of the first page. Please include area codes.
4. For the section of the document starting with "In the _____ Judicial District", insert the word "8th" on the first blank and the words "Clark County" on the second blank.
5. Insert the wife's and husband's names on the lines above those words in the caption.
6. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and department letter when you file the Joint Petition. Once you get the case number from the clerk, you will need to put it on any documents that you give to the Court.
7. The Decree of Divorce uses a fill-in-the-blank format and will tell you what information you need to put into the blank. **Please be sure to initial the applicable lines.**

F. THE CERTIFICATE OF MAILING:

NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED YOUR DECREE.

1. The Certificate of Mailing is a document that shows the Court that you served the other party with a copy of the document you filed.

2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the wife's and husband's names on the lines above those words in the caption.
4. Insert the case number and department letter on the line after the words "Case No." and "Dept. No." on your documents. You can find the case number and department letter by looking at other documents that have been filed in your case. The case number will start with a "D."
5. The Certificate of Mailing uses a fill-in-the blank format and will tell you what information you need to put into the blank.
 - a. Whomever mails the documents must fill in the date that he/she mailed the documents to the other side.

G. THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET:

1. Nevada law states that the State of Nevada's Welfare Department and the Court must have a record of each party's Social Security number whenever a decree of divorce is filed. In Clark County, you do this by filing the Child Support and Welfare Party Identification Sheet at the Clerk's Office and mailing a file-stamped copy of the form to the welfare department.

Note: Each party should complete a Child Support and Welfare Party Identification Sheet using their own information.

2. Insert the wife's name on the line above the word "Plaintiff" in the

caption. Insert the husband's name above the word "Defendant." (It does not matter that you are actually Joint Petitioners; the Clerk's Office will be able to put the document in the right file as long as you put the correct case number on the document).(See 3, below.)

3. Leave the lines after the words "CASE NO." and "DEPT. NO." blank. The Clerk's Office will give you a case number and department number when you file the Joint Petition. Once you get the case number and department assignment from the Clerk, you will need to put them on any documents that you give to the Court.
4. The Child Support and Welfare Party Identification Sheet uses a fill-in-the-blank format and will tell you what information you need to put into the blank.
 - a. Only complete the lines through the information about your Social Security number. (Do not complete the information about your driver's license, etc.)

H. THE AFFIRMATION:

NOTE: You will need to file an Affirmation each time you file documents. You may want to make a few copies of the form before completing it.

1. Beginning January 1, 2007, most documents should not contain parties' Social Security Numbers. If certain documents are required to have this information, the Clerk's Office and/or the Court must take steps to ensure that the information is kept in a

confidential manner. The Affirmation lets the Clerk's Office and the Court know whether the documents you file contain Social Security Numbers.

2. Insert your name, address, and phone number on the first page, upper left-hand corner. The form uses a "fill-in-the-blank" format. Write the information requested on each line in the caption.
3. If you or the other party has already filed paperwork, fill in the "Case No." and "Dept. No." lines to the right of the caption. You can find this information by looking at other documents that have been filed in the in the case, leave the lines blank. The Clerk's Office will give you a case number and department number when you file the paperwork.
4. Check the boxes next to the documents you are filing. If you are filing document that is not listed, check the "other" box and state the name of the document on the line next to the box.
5. Sign and date the form.

III. STEP 2: FILE THE JOINT PETITION FOR DIVORCE, THE AFFIDAVIT OF RESIDENT WITNESS, AND THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEETS

A. Make three copies of the following documents:

- Affidavit of Resident Witness
- Decree of Divorce
- Each Child Support and Welfare Party Identification Sheet (six copies total)
- Affirmation

Make seven copies of the Joint Petition.

Make one copy of the Affirmation.

- B. You need to use a two-hole punch on the top of each original document and also stamp or write "original" on each original document in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Take all of the completed documents and money to pay the filing fee with you to the Clerk's Office (located on the first floor of the courthouse). The list of filing fees for the Clerk's Office is included in the Joint Petition package, or you can call the Clerk's Office at 455-2590. The Clerk's Office will take cash, money orders, cashier's checks, and personal checks if you have a valid Nevada Driver's License.
- D. Go to the filing counter at the Clerk's Office. The clerk will file the original Joint Petition, the original Affidavit of Resident Witness, the original Affirmation, and the original class attendance certificates. He/she will stamp your copies and return them to you. These are called "file-stamped" copies. The Clerk will also stamp "received" on the Child Support and Welfare Party Identification Sheets, keep the original and one copy, and return the remaining copies to you. The Clerk will also assign your case to a judge (also known as a "department") and give your case a "case number."
- E. Staple one copy of a file-stamped Joint Petition to the back of each of the Decrees.

IV. STEP 3: THE COURT'S REVIEW OF THE PAPERWORK

- A. Go somewhere where you can put your documents together. You will need to make a

package for the judge's office to review. That package needs to have the following documents:

- One file-stamped copy of the Joint Petition
- One file-stamped copy of the Affidavit of Resident Witness
- One received-stamped copy of the Child Support and Welfare Party Identification Sheet for each party (two forms total)
- The original Decree of Divorce and at least two copies of the Decree

Be sure that the case number and department letter are on all of the documents that you give to the judge to review.

- B. Next, take the elevator to the third floor of the courthouse. Go to the reception area by "chambers." You will see brown boxes against the wall. Each box is marked with a department letter. Put the judge's package into the box belonging to that department.
- C. The judge's staff will review your paperwork. If it is approved, the judge will sign the Decree. If you need to make some corrections, the staff will put a note on your papers to tell you how to correct your papers. It usually takes between one-to-two weeks from the time that you give your papers to the department until the staff has reviewed them.
- D. The Clerk's Office will mail the forms to you after they have been reviewed by the judge. Please give the clerk a **blank** 10x13 envelope when you file your documents. The Clerk's Office will pay the postage. After one week, you can call the Clerks Office at 455-2590 to ask if your paperwork has been

mailed. If the paperwork has not been mailed after two weeks, you may call the judge's office to make sure that they have received your paperwork.

- E. If the judge signed your Decree of Divorce, the Clerk's Office will automatically file the Decree for you. Once the file stamp from the Clerk's Office is on your Decree, you are divorced. If your paperwork needs correction, you will need to follow the instructions from the judge's office, complete and file the new document, and go through steps A-D of this section again.

V. STEP 4: SERVE THE DECREE ON THE OPPOSING PARTY

- A. As a general rule, you must give the other party a copy of any document that you file with the Court. If that party is represented by an attorney, you must give the documents to the attorney instead of the other party. The way of giving the documents to the other party (or the attorney) is called "service of process" or "service." For this packet, you must serve the Decree of Divorce the other party.
1. Any document that is "served" must be mailed or delivered.
- B. There are several ways of serving the other party. However, this packet contains a "Certificate of Mailing." This is the most common method of serving a Decree of Divorce.
1. If the other party does not have an attorney, you should mail the documents to the other side's last known address (the address you put in the Certificate of Mailing).
 2. If the other party has an attorney, the third party should mail the documents to the attorney at the attorney's business address.

VI. **STEP 5: FILE THE CERTIFICATE OF MAILING AND MAIL
THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION
SHEETS TO THE WELFARE DEPARTMENT**

- A. After you mail the Decree of Divorce to the other side (or that side's attorney) you should complete the Certificate of Mailing. You should prepare an Affirmation. (See II, above)
- B. Make one copy of the Certificate of Mailing and one copy of the Affirmation.
- C. You need to use a two-hole punch on the top of the original documents and stamp or write "original" on the original document in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- D. Go to the filing counter at the Clerk's Office. The Clerk will file the original documents and will return the file-stamped copies to you. Keep these copies for your records.
- E. Mail one return-stamped copy of each party's Child Support and Welfare Party Identification Sheet to the State of Nevada Child Support Enforcement and Human at:

Resources Division
3120 East Desert Inn Rd
Las Vegas, NV 89121

JOINT PETITION FOR DIVORCE - NO CHILDREN

EXPLANATION OF JOINT PETITION FOR DIVORCE

A case for divorce can be started in two ways: (1) by filing a Complaint for Divorce or (2) by filing a Joint Petition for Divorce.

In a Joint Petition, both parties must agree on everything about the divorce and be willing to sign documents. There is no hearing in a Joint Petition for a divorce proceeding.

YOU CAN USE THIS JOINT PETITION FOR DIVORCE IF:

- At least one party has lived in Clark County, Nevada, for at least six weeks before you file the Joint Petition and that party plans to live in Clark County, Nevada, for the foreseeable future after the Petition is filed.
- You and your spouse are "incompatible" in marriage. (You can no longer live together as husband and wife.)
- You and the other party do not have children together.
- Both parties agree to everything that will be in the divorce papers, including spousal support (alimony) and the division of property and debts.
- Both parties are willing to sign the divorce papers.

SOME DEFINITIONS and EXPLANATIONS OF TERMS USED IN FAMILY CASES

The following definitions and explanations are only to be used as general guidance. In no way are they intended to cover all the legal significance and importance of the terms. You are advised to seek a full explanation of the terms, definitions, and explanations, from a private attorney licensed to practice law in the State of Nevada.

Alimony or Spousal Support: Alimony, or Spousal Support is the amount paid to one spouse by the other for a period of time after the marriage is over, usually to assist the spouse in being able to maintain a lifestyle to which that spouse is accustomed, until that spouse can get back on firm financial footing. Spousal support may be for a limited amount of time, such as months or years, or may be permanent such as for a lifetime or until remarriage, whichever occurs first. If the spouse that is receiving support remarries, unless otherwise agreed upon, the spousal support stops. There is no formula for spousal support and either party may receive spousal support. The factors governing spousal support are complicated and if you have any questions regarding spousal support, ***they should be discussed with a private attorney.***

Assets: Generally, ***anything*** acquired or purchased during the time of the marriage is considered a community asset and, therefore, community property, and it usually does not matter if one name is on the property or both names are on the property. Nevada is a “community property” State and the law in Nevada is that community assets are equally divided at the time of a divorce. ***There are some exceptions, and those should be discussed with a private attorney.*** The term “community assets” includes: the income of both parties during the marriage and anything purchased with either income, any interest acquired in real property, any retirement funds earned during the marriage, vehicles purchased during the marriage (even if in only one name), furniture purchased during the marriage, etc. In many cases, it does not matter in whose name these things are purchased. Sole and separate property is not ***usually*** considered “community property” ***unless*** it was given as a gift to the community or the community has acquired an interest in it in another way. If one party “wastes” community assets or give community assets away without the other party’s knowledge or consent, that party may have to reimburse the community for the “wasting” of assets. If there is a question of wasted assets, ***those should be discussed with a private attorney.***

Community Property: Any assets acquired or purchased during the marriage are usually considered “community property”, no matter whose name they are in. That is the starting point for the division of property of the marriage. Nevada is a community property State and it is the law that the division of community property start with an equal division. ***However,*** there are important deviations and exceptions to equal community property distribution. See “Assets” above. ***A private attorney should be consulted regarding division and distribution of community property.***

Debts: Generally, any bills or debts acquired during the marriage are considered community debts and are equally divided at the time of the divorce. ***There are exceptions.*** Debts that are incurred for such things as gambling or for purchasing things that are not for the benefit of the community, may be considered sole and separate debts. ***Such debts should be discussed with a private attorney.***

Petitioner: A party that starts or “brings” an action against another party. Also known as the Plaintiff, depending upon what kind of an action is filed. If the action is a Joint Petition, such as a Joint Petition for Divorce or a Joint Petition to Establish Custody and Visitation, both parties are called “petitioners”, rather than Plaintiff and Defendant.

Residency Requirement: One of the “Petitioners” must be a resident of the State of Nevada and that person is known as the “resident petitioner”. In order to establish residency in the State of Nevada, that person must have physically lived and physically been here in the State for at least six (6) weeks immediately prior to filing the Joint Petition. If both people are residents of the State of Nevada, only one is actually designated as the “resident petitioner” for purposes of the filling out and filing of the Affidavit of Resident Witness Form. The parties ***cannot*** automatically agree to waive the jurisdiction issue.

Resident Petitioner: The Petitioner, or party, on whose behalf the Affidavit of Resident Witness is going to be filed. If both Petitioners are residents, only one will be the “Resident Petitioner”.

Resident Witness: A person that will swear in the Affidavit of Resident Witness that one of the Petitioners has been physically present in the State of Nevada for a period of at least six (6) weeks immediately prior to the filing of the Joint Petition. The Resident Witness may be a friend, a family member or a co-employee.

Sole and Separate Property: Sole and separate property are those things Husband and Wife owned prior to the marriage, and it ***may*** also include a personal injury settlement received during the marriage by one of the parties, ***if*** the proceeds were kept entirely separate from the community. Sole and separate property remains the property of the individual who owned it prior to the marriage. ***There are exceptions, such as a home or other real property.*** The “community” may acquire an interest in a home or real property during the time of the marriage even if it belonged to one party prior to the marriage. If there is a question regarding such an interest, and what percentage the community may have acquired, ***you are urged to see a private attorney.***

1 Code: _____
2 Wife's name: _____
3 Address: _____
4 Telephone: _____
5 Husband's name: _____
6 Address: _____
7 Telephone: _____
8 In Proper Person

9
10 IN THE _____ JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
11 IN AND FOR _____

12 In the Matter of the Marriage)
13) Case No. _____
14 Of)
15) Dept. No. _____
16 (Wife's name))
17 and)
18)
19 (Husband's name))
20 Joint Petitioners)

21 **JOINT PETITION FOR SUMMARY DECREE OF DIVORCE**

22 Petitioners, (Wife's name) _____, in proper person
23 and (Husband's name) _____, in proper person, hereby
24 petition this Court, pursuant to the terms of Chapter 125 of the Nevada Revised Statutes, to grant them
25 a divorce. Petitioners respectfully show, and under oath, state to the Court that every condition of NRS
26 125.181 has been met and further state as follows:
27
28

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

I.

The Petitioners married on _____ in the
(Date of Marriage, including month, day and year)
County of _____, State of _____,
(County in which you were married) (State in which you were married)
and ever since have been, and still are, Husband and Wife.

II.

The Petitioner _____, is now, and for more
(Name of the resident petitioner)
than six weeks before the filing of this action has been, an actual resident of the State of Nevada and,
during all this period of time has been actually, physically, present in and living in, the State of
Nevada, and intends to continue to make the State of Nevada _____ home for an indefinite
(His or Her)
period of time.

The current addresses of the Petitioners are:

(Wife's name)

(Wife's mailing address)

(Wife's residence address)

(Husband's name)

(Husband's mailing address)

(Husband's residence address)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

III.

That Petitioners have become, and continue to be, incompatible in marriage and no reconciliation is possible, and/or the parties have lived separate and apart for more than one year, without cohabitation.

IV.

That there are no minor children born to, or adopted through, this union, and Wife is not pregnant.

V.

Division of Assets
Both parties must initial ONLY ONE of the next three (3) statements below. Print "not applicable" in the spaces you do not use. Be sure to address all retirement accounts, bank accounts and vehicles. Include VIN numbers when listing vehicles.

- 1. _____ _____ All of the community assets and property have been previously
Husband Wife divided and each is to keep the property they have in their possession
at this time.
- 2. _____ _____ There is no community property to be divided.
Husband Wife
- 3. _____ _____ The community property should be divided as follows:
Husband Wife (Include retirement accounts, bank accounts and vehicles with
VIN numbers.)

WIFE SHALL RECEIVE THE FOLLOWING:

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

HUSBAND SHALL RECEIVE THE FOLLOWING:

(If more room is needed, attach additional sheets but make sure the sheets are clearly identified as a continuation of the division of assets. Write only on one side of the page of additional sheets and each additional sheet must be initialed by both parties.)

VI.

Division of Debts
Both parties must initial ONLY ONE of the statements below. Print "not applicable" in the spaces you do not use. Be sure to list all credit cards with the last four numbers of each account, if known.

1. _____ All of the community debts have been previously divided and each is
Husband Wife to keep those debts assigned to them and hold the other party
harmless from those debts.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

2. _____
Husband Wife

There are no community debts to be divided.

3. _____
Husband Wife

The community debts should be divided as follows:(Be sure to list specific debts with the last four numbers of the account, if available.)

**WIFE SHALL RECEIVE THE FOLLOWING DEBTS
AS HER SOLE AND SEPARATE DEBTS:**

**HUSBAND SHALL RECEIVE THE FOLLOWING DEBTS
AS HIS SOLE AND SEPARATE DEBTS:**

(If more room is needed, attach additional sheets but make sure the sheets are clearly identified as a continuation of the division of debts. Write only on one side of the page on additional sheets and each additional sheet must be initialed by both parties.)

(The following statement must be initialed by both parties)

Husband Wife

Petitioners hereby certify that they have disclosed all community assets and debts and that there are no other community assets or debts for this Court to divide.

VII.

Spousal Support (Alimony)

*Both parties must initial only ONE of the following statements. If you initial one of the statements which makes a provision for spousal support, be sure to fill in all the spaces in that statement. **DO NOT LEAVE ANY SPACES BLANK IN THIS SECTION. PRINT "NOT APPLICABLE" IN ALL SPACES THAT ARE NOT APPLICABLE TO YOU.***

 Each of the Petitioners hereby give up any and all right to spousal support
Husband Wife (Alimony) or any other monetary claim each may have against the other
for support or maintenance.

 Wife shall receive spousal support in the amount of \$ per
Husband Wife (Amount Wife to receive)

 , due and payable on the of each
(Week or month) (Date amount due)

 for a period of
(Week or month) (Number of weeks, months or years)

The spousal support shall begin on
(Date spousal support to begin)

and end on .
(Date last spousal support payment will be made)

 Husband shall receive spousal support in the amount of \$
Husband Wife (Amount Husband to receive)

per , due and payable on the of each
(Week or month) (Date amount due)

 for a period of
(Week or month) (Number of weeks, months or years)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

The spousal support shall begin on _____
(Date spousal support to begin)

and end on _____
(Date last spousal support payment will be made)

VIII.

Former Name
*Initial **ONLY ONE** of the following statements and print "not applicable" in the spaces not filled in.*

Husband _____
Wife Wife does not wish to return to her former name.

Husband _____
Wife Wife wishes to return to her former name of
_____.

Husband _____
Wife Wife never changed her name and, therefore, does not request
restoration of her former name.

IX.

Petitioners hereby request that this Court enter a Decree of Divorce, incorporating into that Decree the provisions made herein.

X.

It is understood by the Petitioners that entry of Decree of Divorce constitutes a final adjudication of the rights and obligations of the parties with respect to the status of the marriage.

Petitioners each expressly give up their respective rights to receive written Notice of Entry of any Decree and Judgment of Divorce and Petitioners give up their right to request a formal Findings of Fact and Conclusions of Law, or to appeal any Judgment or Order of this Court made and entered in these proceedings or the right to move for a new trial.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

XI.

It is further understood by the Petitioners that a final Decree of Divorce entered by this summary procedure does not prejudice or prevent the rights of either Petitioner to bring an action to set aside the final decree for fraud, duress, accident, mistake or the grounds recognized at law or in equity.

WHEREFORE, Petitioners pray as follows:

- 1. That the parties be granted a decree of divorce and that each of the petitioners be restored to the status of unmarried persons.
- 2. That the terms agreed upon in this Joint Petition be included in the Decree.

DATE: _____	DATE: _____
(Date signed by Wife)	(Date signed by Husband)
_____	_____
(Wife's signature)	(Husband's signature)
_____	_____
(Wife's address)	(Husband's address)
_____	_____

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

WIFE'S VERIFICATION

STATE OF _____)
)ss:
County of _____)

_____, being first duly sworn under
(Wife's name)

penalties of perjury, deposes and says:

I am the Petitioner herein, and I have read the foregoing Joint Petition For Summary Decree of Divorce and know the contents thereof; that the same is true to the best of my own knowledge, except as to those matters therein stated upon information and belief, and as to those matters, I believe them to be true.

(Wife's signature)

SUBSCRIBED and SWORN to before me

this ____ day of _____, _____.

NOTARY PUBLIC

STATE OF _____)
)ss:
County of _____)

On this ____ day of _____, _____, personally appeared
before me, a Notary Public, _____, known or proved to me
(Wife's name)

to be the person who executed the foregoing Joint Petition For Summary Decree of Divorce, and who acknowledged to me that she did so freely and voluntarily and for the uses and purposes herein stated.

NOTARY PUBLIC

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

HUSBAND'S VERIFICATION

STATE OF _____)
)
County of _____)

ss:

_____, being first duly sworn under
(Husband's name)

penalties of perjury, deposes and says:

I am the Petitioner herein, and I have read the foregoing Joint Petition For Summary Decree of Divorce and know the contents thereof; that the same is true to the best of my own knowledge, except as to those matters therein stated upon information and belief, and as to those matters, I believe them to be true.

(Husband's signature)

SUBSCRIBED and SWORN to before me

this ____ day of _____, _____.

NOTARY PUBLIC

STATE OF _____)
)ss:
County of _____)

On this _____ day of _____, _____, personally appeared
before me, a Notary Public, _____, known or proved to me
(Husband's name)

to be the person who executed the foregoing Joint Petition For Summary Decree of Divorce, and who acknowledged to me that he did so freely and voluntarily and for the uses and purposes herein stated.

NOTARY PUBLIC

1 Code: _____
2 Wife's name: _____
3 Address: _____
4 Telephone: _____
5 Husband's name: _____
6 Address: _____
7 Telephone: _____
8 In Proper Person

9 IN THE _____ JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10 IN AND FOR _____

11 In the Matter of the Marriage) Case No. _____
12 Of)
13) Dept. No. _____
14 (Wife's name))
15 and)
16 (Husband's name))
17 Joint Petitioners)
18 _____)

19 **AFFIDAVIT OF RESIDENT WITNESS**

20 STATE OF NEVADA)
21)ss:
22 County of _____)

23 I, _____, do hereby swear under penalty
24 (Resident Witnesses' name)

25 of perjury that the assertions of this affidavit are true.

26 1. I am over the age of eighteen and competent to testify of my own knowledge to the following.

27 2. I have lived in the State of Nevada for _____ years and presently live at
28 _____, City of _____, State of Nevada
(Street address of person making the Affidavit)
and I intend to live in the State of Nevada for the foreseeable future.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

3. To my personal knowledge, _____,
(Name of person whose residency is being established)
lives at _____, State of Nevada and has
(The address of the person whose residency is being established)
been physically living within the State of Nevada on a daily basis for at least six (6) weeks prior to
the filing of this Joint Petition on _____.
(Date Joint Petition was filed)

4. To my personal knowledge, _____ has physically lived
(Name of person whose residency is being established)
in the State of Nevada since _____.
(State date you know the person has lived in Nevada)

5. I see the Petitioner on the average of _____ times a week. The
(State how often you actually see the person in a week)
Petitioner is _____.
(Fill in how you know the person, such as friend, relative, co-worker, etc.)

6. I know of my own personal knowledge that _____
(Name of resident Petitioner)
is a bona fide resident of the State of Nevada.

DATED _____.

(Signature of person making this Affidavit)

SUBSCRIBED AND SWORN to before me
this _____ day of _____,

NOTARY PUBLIC

1 Code: _____
 2 Wife's name: _____
 3 Address: _____
 4 Telephone: _____
 5 Husband's name: _____
 6 Address: _____
 7 Telephone: _____
 8 In Proper Person

9 IN THE _____ JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
 10 IN AND FOR _____

12 In the Matter of the Marriage)
 13 Of) Case No. _____
 14) Dept. No. _____
 15 _____)
 16 (Wife's name))
 17 and)
 18 _____)
 19 (Husband's name))
 20 Joint Petitioners)

20 **DECREE OF DIVORCE**

21 The above entitled cause, having been submitted to this Court for decision pursuant to
 22 Chapter 125 of the Nevada Revised Statutes, and based upon the Joint Petition by the Petitioners,
 23 _____ and _____,
 24 (Wife's name) (Husband's name)

25 and all of the papers and pleadings on file, the Court finds as follows:

- 26 1. That all of the allegations contained in the documents on file are true;
- 27 2. That all of the requirements of NRS 125.181 and NRS 125.182 have been met;
- 28 3. That this Court has complete jurisdiction to enter this Decree and the orders

1 regarding the distribution of assets and debts.

2 4. That resident Petitioner _____ has been, and is now,
3 (Husband's name or Wife's name)
4 an actual bona fide resident of the State of Nevada and has actually been domiciled in the State of
5 Nevada for more than six (6) weeks immediately prior to the commencement of this action, and
6 intends to continue to make the State of Nevada _____ home for an indefinite period of time.
7 (His or Her)

8 5. The Petitioners married on _____ in
9 (Date of Marriage, including month, day and year)
10 County of _____, State of _____,
11 (County in which you were married) (State in which you were married)

12 and ever since that date have been, and still are, Husband and Wife.

13 6. That Petitioners have become, and continue to be, incompatible in marriage and no
14 reconciliation is possible, and/or the parties have lived separate and apart for more than one year
15 without cohabiting as Husband and Wife and Petitioners are entitled to a Decree of Divorce.

16 7. That there are no minor children of the marriage, the parties have no adopted
17 minor children and wife is not pregnant at this time.

18 8. That the Petitioners have entered into an equitable agreement settling all issues
19 regarding the division and distribution of assets and debts, said agreement being an equitable one, and
20 Petitioners have requested that the terms in their Joint Petition, a copy of which is attached hereto as
21 Exhibit A, be ratified, confirmed, and incorporated into their Decree as though fully set forth.
22

23 9. That the Petitioners have entered into an agreement settling the issue of spousal support
24 and request that their agreement as set forth in their Joint Petition, a copy of which is attached hereto as
25 Exhibit A, be ratified, confirmed and incorporated into their Decree as though fully set forth.
26
27
28

(Initial only ONE space in statement 10 and print "not applicable" in the other spaces.)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

10. _____ Wife does not wish to return to her former name.

_____ Wife wishes to return to her former name of _____.

_____ Wife never changed her name and, therefore, does not request restoration of her former name.

11. That the parties waive their rights to a written Notice of Entry of Decree of Divorce, to appeal, to Findings of Fact and Conclusions of Law, and to move for a new trial.

THEREFORE, IT IS ORDERED, ADJUDGED AND DECREED:

1. That the bonds of matrimony now existing between the Petitioners are dissolved and an absolute Decree of Divorce is granted to the parties, and each of the parties is restored to the status of an unmarried person.

2. That the terms, as they are stated in the Petitioners' Joint Petition, regarding the assets and debts, is hereby ratified, confirmed, and incorporated into this Decree as though fully set forth.

3. That the terms, as they are stated in the Petitioners' Joint Petition, regarding the issue of spousal support are hereby ratified, confirmed, and incorporated into this Decree as though fully set forth.

(Initial only ONE space in statement 4. Print "not applicable" in the other spaces.)

4. _____ Wife is hereby restored to her former name of: _____.

_____ Wife never changed her name and, therefore, does not request restoration of her former name.

_____ Wife shall retain her present name.

(IMPORTANT: The following paragraph, (paragraph 5) is applicable to all decrees issued in

1 *the State of Nevada, but each County handles compliance with the requirements differently. Be*
2 *sure to follow the specific instructions for the County in which you are obtaining your decree.)*

3
4 5. **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that each party shall
5 submit the information required in NRS 125B.055, NRS 125.130 and NRS 125.230 on a separate form
6 to the Court and the Welfare Division of the Department of Human Resources within ten days from the
7 date this Decree is filed. Such information shall be maintained by the Clerk in a confidential manner
8 and not part of the public record. The parties shall update the information filed with the Court and the
9 Welfare Division of the Department of Human Resources within ten days should any of that
10 information become inaccurate.
11

12 **THIS IS A FINAL DECREE.**

13
14 Dated: _____

15
16 _____
17 DISTRICT JUDGE

18 Respectfully Submitted:

19
20 (Print name) _____ (Print name) _____

21 (Signature) _____ (Signature) _____

22 (Address) _____ (Address) _____

23
24 _____
25 (Telephone) _____ (Telephone) _____
26 Petitioner in Proper Person Petitioner in Proper Person

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

EXHIBIT A

1 CERT
2 (Your Name) _____
3 (Address) _____
4 _____
5 (Telephone) _____
6 In Proper Person

7 DISTRICT COURT
8 CLARK COUNTY, NEVADA

9 _____,) Case No. _____
10 Plaintiff,)
11 vs.) Dept No. _____
12 _____,)
13 Defendant.)

14 **CERTIFICATE OF MAILING**

15 I HEREBY CERTIFY that service of the (name of document) _____
16 _____ was made on (date) _____ pursuant to
17 NRCF 5(b) by depositing a copy of same in the United States Mail in Las Vegas, Nevada,
18 postage prepaid, addressed as follows:

19 (Other party's name) _____
20 (Other party's address) _____
21 (Address) _____
22 (Address) _____

23 DATED this _____ day of _____, (year) _____.

24 (Signature of person who mailed document) _____
25 (Name of person who mailed document) _____

26 **If signed in Nevada: I declare under penalty of perjury that the foregoing is true and**
27 **correct.**

28 Signed on..... (date) (signature)

29 **If signed outside Nevada: I declare under penalty of perjury under the law of the State of**
30 **Nevada that the foregoing is true and correct.**

31 Signed on..... (date) (signature)