

**DECREE OF DIVORCE - SUMMARY DISPOSITION PROCEEDING**

**YOU AND THE OTHER PARTY HAVE CHILDREN TOGETHER**

**YOU MAY OR MAY NOT HAVE COMMUNITY PROPERTY  
AND/OR COMMUNITY DEBTS**

**AND**

**ONE PARTY MAY OR MAY NOT PAY SPOUSAL SUPPORT  
TO THE OTHER PARTY**

**EXPLANATION OF DECREE OF DIVORCE**

A Decree of Divorce is the document that puts the terms of your divorce into writing. Either side can prepare the Decree of Divorce. If your case had a trial, the judge may tell one party to prepare the Decree. **YOU ARE NOT DIVORCED UNTIL THE JUDGE SIGNS THE DECREE OF DIVORCE AND THE CLERK'S OFFICE HAS FILED THAT DECREE.**

**YOU CAN USE THIS DECREE OF DIVORCE IF:**

- # You will not have a final divorce hearing before a judge.
- # You and the other party have children together.

INSTRUCTIONS FOR DECREE OF DIVORCE - SUMMARY  
DISPOSITION PROCEEDING

YOU AND THE OTHER PARTY HAVE CHILDREN TOGETHER

YOU MAY OR MAY NOT HAVE COMMUNITY PROPERTY  
AND/OR COMMUNITY DEBTS

AND

ONE PARTY MAY OR MAY NOT PAY SPOUSAL SUPPORT  
TO THE OTHER PARTY

• \* \* IMPORTANT DISCLOSURE \* \* \*

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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.

MANY FAMILY LAW MATTERS INVOLVE COMPLEX AND VALUABLE LEGAL RIGHTS. THESE FORMS AND INSTRUCTIONS ARE BASIC, GENERAL FORMS, AND MAY NOT FIT ALL SITUATIONS. SOME RIGHTS CANNOT BE ADEQUATELY PROTECTED WITHOUT THE ASSISTANCE OF AN ATTORNEY. YOU SHOULD CONSULT WITH AN ATTORNEY BEFORE YOU ATTEMPT TO USE SELF-HELP.

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## I. EXPLANATION OF DECREE OF DIVORCE

A. A Decree of Divorce is the document that puts the terms of your divorce into writing. Either side can prepare the Decree of Divorce. If your case had a trial, the judge may tell one party to prepare the Decree. **YOU ARE NOT DIVORCED UNTIL THE JUDGE SIGNS THE DECREE OF DIVORCE AND THE CLERK'S OFFICE HAS FILED THAT DECREE.**

1. There are several ways to ask a judge to sign a Decree of Divorce if your case is uncontested. However, if you have already filed a Complaint for Divorce, you only have two options: (a) a "prove-up" hearing or (b) a Request for Summary Disposition. You can learn more about these options by reading the handout "How To Get A Decree of Divorce If Your Case Is Uncontested," which is available at the Self-Help Center and on the Center's Web site at [http://www.co.clark.nv.us/district\\_court/self\\_help\\_center.htm](http://www.co.clark.nv.us/district_court/self_help_center.htm). Use this package only if you are not going to have a "prove-up" hearing or a trial.

2. A "prove-up" hearing is a short hearing before the judge when a case has settled. If you decide to have a "prove-up" hearing and have not gone to Court for that hearing yet, you may want to read the handout "What You Should Do And Say At Your Uncontested ("Prove-Up") Hearing," which is available at the Self-Help Center or on the Center's Web site.

B. You can use this Decree of Divorce if:

- You will not have a final divorce hearing before a judge.
- You and the other party have children together.

C. This package should contain the following documents:

- Instructions For Decree Of Divorce - Summary Disposition Proceeding - You And The Other Party Have Children Together, You May Or May Not Have Community Property (items or land/houses that either party bought during the marriage) And/Or Community Debts,

One Party May Or May Not Pay Spousal Support To

The Other Party;

- Default;
- Request for Summary Disposition of Decree of Divorce;
- Affidavit in Support of Request for Summary Disposition for Decree of Divorce;
- Affidavit of Resident Witness;
- Decree of Divorce;
- Notice of Entry of Decree of Divorce;
- Certificate of Mailing;
- Child Support and Welfare Party Identification Sheet;
- List of telephone numbers for the judges' staffs and Court Clerks;
- 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.**

### A. THE CAPTION:

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 has the word "Plaintiff" under a line and the word "Defendant" under another line. 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) Request for Summary Disposition, (b) Affidavit in Support of Summary Disposition, (c) Affidavit of Resident Witness, (d) Decree of Divorce, (e) Notice of Entry of Order, (f) Certificate of Mailing, (g) Affirmation, and (h) Child Support and Welfare Party Identification Sheet.

### B. THE REQUEST FOR SUMMARY DISPOSITION:

1. The Request for Summary Disposition tells the Court that you would like your divorce to be granted through the Summary Disposition proceeding rather than through a hearing.
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the name of the Plaintiff on the line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption. You can determine who is the Plaintiff and who is the Defendant by looking at other documents that have been filed in your case.
4. Insert the case number on the line after "CASE NO." You can find the case number by looking at other documents that have been filed in your case. The case number will start with a "D."
5. Insert the department letter on the line after "DEPT. NO." You can find the department letter by looking at other documents that have been filed in your case.

6. The Request for Summary Disposition uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank.

C. THE AFFIDAVIT IN SUPPORT OF REQUEST FOR SUMMARY DISPOSITION FOR DECREE OF DIVORCE:

1. This affidavit takes the place of testimony that you would give if you were to have a divorce hearing.
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the name of the Plaintiff on the line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption.
4. Insert the case number on the line after "CASE NO." and the department letter on the line after "DEPT. NO."
5. The Affidavit in Support of Request for Summary Disposition uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank. If the Affidavit tells you to check an item, check the box next to the item that applies (i.e., check the box next to either "Plaintiff" or "Defendant" if the Affidavit has "Plaintiff/Defendant").
6. The Affidavit in Support of Request of Summary Disposition 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.**

D. THE AFFIDAVIT OF RESIDENT WITNESS:

**NOTE: PART OF THIS DOCUMENT WILL HAVE 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 the party who is the Nevada resident in Clark County, Nevada, at least 3-4 times per week for at least six weeks before the Complaint (or Counterclaim if you are the Defendant) was filed. This person must also have lived in Clark County, Nevada, at least six weeks before the Complaint

(or Counterclaim) was filed.

2. Insert the name of the Plaintiff on the line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption.
  3. Insert the case number on the line after "CASE NO." and the department letter on the line after "DEPT. NO."
  4. The rest of the Affidavit of Resident Witness will need to be completed by your resident witness. The Affidavit uses a fill-in-the-blank format. The form will tell your resident witness what information he/she needs to put into the blank (i.e., the his/her name, etc.). If the Affidavit of Resident Witness says to circle an item, your resident witness should circle the item that applies (i.e., circle either "him" or "her" if the Affidavit says "him/her").
4. The Affidavit of Resident Witness must be signed by the resident witness 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 DEFAULT:

**NOTE: ONLY COMPLETE THIS FORM IF DEFENDANT DID NOT FILE AN ANSWER OR OTHER APPROPRIATE DOCUMENT WITHIN 20 DAYS FROM THE DAY HE/SHE WAS SERVED WITH THE COMPLAINT FOR DIVORCE.**

1. If Defendant did not timely file his/her Answer (or other appropriate document), then he/she is in "default." Generally, when the Defendant is in default, you can go ahead with the divorce and the judge will usually give you what you asked for in the Complaint for Divorce. However, the Clerk must "enter" a Default against the Defendant before you can ask the judge to sign your Decree of Divorce. You ask the Clerk to enter a Default by completing the Default form and returning it to the Clerk's Office so that the Clerk can review it.
2. Insert Plaintiff's name in the space above the word "Plaintiff" in the caption and insert the name of the Defendant in the space above the word

"Defendant" in the caption.

3. Insert the case number on the line after the words "CASE NO." on your documents.
4. Insert the department letter on the line after the words "DEPT. NO."
5. The default uses a fill-in-the-blank format. On the line after the words "in the above entitled action," insert Defendant's name. On the line after the words "Complaint on the," fill in the date that Defendant was served. You can find that information on the Affidavit of Service.

F. THE DECREE OF DIVORCE:

1. Insert your name, address and phone number on the first page, upper left-hand corner.
2. Insert the name of the Plaintiff on the line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption.
3. Insert the case number on the line after the words "CASE NO." on your documents.
4. Insert the department letter on the line after the words "DEPT. NO."
5. The Decree of Divorce uses a fill-in-the-blank format. The Decree will tell you what information you need to put into the blank. If the Decree tells you to circle an item, circle the item that applies to you (i.e., circle either "Plaintiff" or "Defendant" if the Decree of Divorce has "Plaintiff/Defendant")
  - a. The last page of the Decree has room for both parties' signatures. Both parties need to sign the Decree unless:
    - i. A Default has been entered (See Section III, below) or
    - ii. You have had a hearing and the judge told you that the other party did not



need to sign the Decree.

G. THE NOTICE OF ENTRY OF DECREE OF DIVORCE:

**NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE DECREE OF DIVORCE HAS BEEN FILED.**

1. The Notice of Entry of Decree of Divorce is the document that tells the other party that the Decree has been filed. It also effects the timing for rights for both parties (i.e., to appeal the judge's decision, to ask the judge to reconsider his/her decision, etc.).
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the name of the Plaintiff on the line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption.
4. Insert the case number on the line after the words "CASE NO." on your documents.
5. Insert the department letter on the line after the words "DEPT. NO.".
6. The Notice of Entry of Order uses a fill-in-the-blank format. The Notice of Entry of Order will tell you what information you need to put into the blank.

H. THE CERTIFICATE OF MAILING:

**NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED YOUR DECREE OF DIVORCE. PART OF THIS DOCUMENT WILL HAVE TO BE COMPLETED BY SOMEONE ELSE. (PLEASE SEE NEXT PARAGRAPH AND SECTION VII, BELOW)**

1. The Certificate of Mailing is a document to show the Court that the other party received a copy of the papers you have just filed. Someone who is not related to you by blood or marriage and who is over 18 years old will need to complete part of this document. This other person is called a "third party". (Please see Section VII, below, for more information.)

2. Insert your name, address and phone number on the first page, upper left-hand corner.
3. Insert the name of the Plaintiff on the line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption.
4. Insert the case number on the line after the words "CASE NO." on your documents.
5. Insert the department letter on the line after the words "DEPT. NO."
6. 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. The third party will need to fill in the date that he/she mailed the documents to the other side.
  - b. The third party will need to sign the Certificate of Mailing before a Notary Public. The Self-Help Center has a Notary available. **Do not make any copies until the document is notarized.**

I. THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET:

1. Nevada law states that the State of Nevada's Welfare Department and the Court must be notified whenever there is an order regarding child support. You do this by filing the Child Support And Welfare Party Identification Sheet with the Court 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. Additional Child Support And Welfare Party Identification Sheets are available at the Self-Help Center or at the Clerk's Office's filing counter.

2. Insert the name of the Plaintiff on the line above the word "Plaintiff" in the caption and insert the

name of the Defendant on the line above the word "Defendant" in the caption.

3. Insert the case number on the line after the words "CASE NO." on your documents.
4. Insert the department letter on the line after the words "DEPT. NO."
4. The Welfare Party Identification Sheet uses a fill-in-the-blank format and will tell you what information you need to put into the blank.

J. 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: ASK THE CLERK'S OFFICE TO ENTER THE DEFAULT (IF NECESSARY)

NOTE: DO THIS STEP ONLY IF THE DEFENDANT HAS NOT FILED AN ANSWER OR OTHER DOCUMENT. OTHERWISE, PLEASE SKIP THIS SECTION AND GO TO SECTION IV.

NOTE: IF THE OTHER SIDE HAS MADE ANY ATTEMPT TO RESPOND TO YOUR COMPLAINT (OR COUNTERCLAIM, IF YOU ARE THE DEFENDANT), YOU SHOULD SPEAK TO AN ATTORNEY BEFORE YOU ASK THE CLERK TO ENTER A DEFAULT. The rules and law for entering a Default in this situation are very complicated. The Self-Help Center has a listing of attorneys who are willing to take domestic law cases.

- A. As mentioned above, the Clerk generally must enter a "default" against the Defendant before the judge will sign a Decree of Divorce.
- B. Make three copies of the Default and one copy of the Affirmation. Then use a two-hole punch on the top of the original Default and Affirmation and also stamp or write "original" on the original Default in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Take the original and the copies of the Default and the Affirmation to the filing counter at the Clerk's Office. That Clerk will take your paperwork and give it to the Clerk who reviews this type of document. That Clerk will review your file to make sure that Defendant was properly served, that Defendant has not filed an Answer (or other appropriate document), and that the Default paperwork is completed correctly. If everything is in order, the Clerk will "enter" the Default. This process usually takes about two days.
  1. 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.
  2. If the Clerk entered the Default, the Clerk's Office will keep the original Default and stamp the copies to indicate that the original Default

has been filed. These copies are called "file-stamped" copies and they are the documents you will receive when you receive your papers from the Clerk's Office.

3. If your paperwork needs correction, the Clerk who reviewed the paperwork will attach a note to it. You will need to correct the papers and go through steps A through C of this section again.

**IV. STEP 3: FILE THE REQUEST FOR SUMMARY DISPOSITION, THE AFFIDAVIT IN SUPPORT OF REQUEST FOR SUMMARY DISPOSITION FOR DECREE OF DIVORCE, THE AFFIDAVIT OF RESIDENT WITNESS, THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET, AND THE AFFIRMATION.**

A. Make three copies each of the following documents:

- Request for Summary Disposition
- Affidavit in Support of Request for Summary Disposition
- Affidavit of Resident Witness
- Decree of Divorce
- Child Support and Welfare Party Identification Sheet

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" in between the two holes on each original document. The Self-Help Center has a two-hole punch and a stamp that you can use.

C. Go to the filing counter at the Clerk's Office. The Clerk will file the original documents (except the Decree). He/she will stamp your copies and return them to you. These are called "file-stamped" copies.

**V. STEP 4: 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 Complaint for Divorce.
- One file-stamped copy of the Answer or one file-stamped copy of the Default that has been entered by the Clerk's Office.
- One file-stamped copy of the proof of service. If the service was by publication, you should also give the judge's office a file-stamped copy of the Order that allowed you to serve by publication.
- One file-stamped copy of the Affidavit of Resident Witness.
- One file-stamped copy of the Affidavit in Support of Request for Summary Disposition.
- One file-stamped copy of the Request for Summary Disposition
- One return-stamped copy of the Child Support and Welfare Party Identification Sheet from yourself, and if possible, one copy of the other party's form as well.
- The original Decree of Divorce and at least two copies of the Decree. (Keep the other copy of the Decree for your records.)

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

- B. You may want to get certified copies of the Decree of Divorce. It is faster to get certified copies at the time that you submit your paperwork for review than if you have to order them later. If you have extra copies of the Decree ready for the Clerk to certify, the charge is \$3.00 per certified copy. If the Clerk has to make the copies of the Decree, there is an additional charge of \$1.00 per page. You can pay these fees at the filing counter at the Clerk's Office before you submit your documents to the judge for review. The Clerk will put a note on your Decree of Divorce to indicate that you have paid for the certified copies. The certified copies will be part of the package that you receive from the Clerk's Office after the judge has signed the Decree.

- C. 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.
- D. 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 judge's 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 judge's staff has reviewed them.
- E. 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.
- F. If the judge signed your Decree of Divorce, the Clerk's Office will automatically file the Decree of Divorce for you. Once the file stamp from the Clerk's Office is on your Decree, you are divorced.
- G. If your paperwork comes back with a note from the judge's staff, you will need to follow those instructions and go through steps A-E of this section again.

**VI. STEP 5: PREPARE AND FILE THE NOTICE OF ENTRY OF DECREE OF DIVORCE**

- A. Bring the Notice Of Entry Of Decree of Divorce and an Affirmation with you when you pick up your file-stamped copies of the Decree from the Clerk's Office.
- B. Prepare the Notice of Entry of Decree and the Affirmation. (Please see Section II, above)
- C. Make two copies of the Notice of Entry of Decree of Divorce and one copy of the Affirmation.
- D. You need to use a two-hole punch on the top of the original Notice of Entry of Decree of Divorce and the original Affirmation and also stamp or write "original" in between the two holes on the original documents.

The Self-Help Center has a two-hole punch and a stamp that you can use.

- E. 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.

**VII. STEP 6: SERVE THE DOCUMENTS 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 Default (if used), and the Notice of Entry of Decree of Divorce on the other party.
  - 1. Any document that is "served" must be mailed or delivered by someone who is not related to you by blood or marriage and who is over 18 years old. This person is called a "third party".
- B. There are several ways of serving the other party. This packet contains a "Certificate of Mailing." This is the most common method of serving Decree of Divorce, a Default, and a Notice of Entry of Decree of Divorce.
  - 1. If the other party does not have an attorney, the third party should mail the documents to the other party's last known address (the address you put in the Certificate of Mailing).
  - 2. If the other party has an attorney, the third party can mail the documents to the attorney at the attorney's business address.

**VIII. STEP 7: FILE THE CERTIFICATE OF MAILING AND MAIL THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET**

- A. After the third party has mailed the Decree of Divorce, Default (if used), and Notice of Entry of Decree of Divorce to the other side (or that side's attorney) he/she should complete his/her portion of the Certificate of Mailing and you 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 also stamp or write "original" on the original documents. 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 Certificate of Mailing and Affirmation and will return the file-stamped copies to you. Keep one copy of each document for your records.
- E. Mail one return-stamped copy of the Child Support and Welfare Party Identification Sheet to:

State of Nevada  
Child Support Enforcement and Human Resources Division  
3120 East Desert Inn Rd.  
Las Vegas, NV 89121

**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.** \_\_\_\_\_

\_\_\_\_\_  
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**Thank You for Your Feedback!**

1 DECD  
(Your name) \_\_\_\_\_  
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(Address) \_\_\_\_\_  
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(Telephone) \_\_\_\_\_  
5 In Proper Person

6 DISTRICT COURT

7  
8 CLARK COUNTY, NEVADA

9 )  
10 \_\_\_\_\_ ) CASE NO.: \_\_\_\_\_  
11 Plaintiff, ) DEPT. NO.: \_\_\_\_\_  
12 vs. )  
13 \_\_\_\_\_ )  
14 Defendant. )

15 **DECREE OF DIVORCE**

16 This cause coming on for summary disposition before the above-entitled court, and after  
17 reviewing the pleadings and papers on file, the Court finds as follows:

- 18 1. That the Court has complete jurisdiction in the premises, both as to the subject matter  
19 thereof as well as the parties hereto;
- 20 2. That (check one) [ ] Plaintiff/ [ ] Defendant is now and has been an actual bona fide  
21 resident of Clark County, Nevada and has been actually domiciled therein for more than six weeks  
22 immediately preceding the commencement of this action;
- 23 3. That the parties were married on (date of wedding) \_\_\_\_\_ in (city and  
24 state) \_\_\_\_\_;

25 ///  
26 ///



1 [ ] (Check one) [ ] Plaintiff/ [ ] Defendant is a fit and proper person to be awarded  
2 sole physical custody of the minor child(ren);

3 8. That (check one) [ ] Plaintiff/ [ ] Defendant should pay child support in the amount  
4 of (amount) \$\_\_\_\_\_ per month;

5 9. (CHECK ONLY ONE BOX)

6 [ ] That the amount of child support in paragraph 8 is in compliance with NRS  
7 125B.070 and is (check one) [ ] 18%/ [ ] 25%/ [ ] 29% of (check one) [ ] Plaintiff's/  
8 [ ] Defendant's gross monthly income;

9 OR

10 [ ] That under the statutory formula, (check one) [ ] Plaintiff/ [ ] Defendant would  
11 be obligated to pay (amount) \$\_\_\_\_\_ per month for child support. That amount should be  
12 changed because (please see NRS 125B.080 for the only reasons that you can change the amount  
13 from the formula) \_\_\_\_\_

14 \_\_\_\_\_  
15 \_\_\_\_\_

16 This amount of child support meets the child(ren)'s financial needs;

17 10. That (check one) [ ] Plaintiff/ [ ] Defendant should maintain medical and dental  
18 insurance for the minor child(ren) through (check one) [ ] his/ [ ] her employer, if available. Any  
19 deductibles and expenses not covered by insurance should be paid equally by both parties.

20 11. (CHECK ONLY ONE BOX)

21 [ ] That there is no community property to be adjudicated by the Court;

22 OR

23 [ ] That the property division set forth below is, to the extent possible, an equal  
24 distribution of the community property.

25 12. (CHECK ONLY ONE BOX)

26 [ ] That there are no community debts to be adjudicated by the Court;

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**OR**

That the division of community debts set forth below is, to the extent possible, an equal distribution of the community debts;

13. **(CHECK ONLY ONE BOX)**

That neither party should be awarded spousal support;

**OR**

That the Court should award spousal support as set forth below;

14. **(CHECK ONLY ONE BOX)**

That  Plaintiff/  Defendant should not have her former or maiden name restored.

**OR**

That  Plaintiff/  Defendant should have her former or maiden name of \_\_\_\_\_ restored to her.

**OR**

That  Plaintiff/  Defendant never changed her name and therefore should retain her current name.

15. That (check one)  Plaintiff/  Defendant should be granted a Decree of Divorce for the reasons set forth in the (check one)  Complaint/  Counterclaim;

Therefore, **IT IS ORDERED, ADJUDGED AND DECREED** that the bonds of matrimony now and heretofore existing between the parties are hereby wholly dissolved, set aside and forever held for naught, and an absolute Decree of Divorce is hereby granted to the parties, and each of the parties are hereby restored to the status of a single, unmarried person.

**IT IS FURTHER ORDERED, ADJUDGED AND DECREED that (CHECK ONLY ONE BOX)**

The parties are awarded joint legal custody of the minor child(ren).

**OR**

1 [ ] (Check one) [ ] Plaintiff/ [ ] Defendant is awarded sole legal custody of the minor  
2 child(ren).

3 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED that (CHECK ONLY**  
4 **ONE BOX)**

5 [ ] The parties are awarded joint physical custody of the minor child(ren). Plaintiff shall  
6 have visitation as follows: (must specify days and times) \_\_\_\_\_

7 \_\_\_\_\_  
8 \_\_\_\_\_.

9 Defendant shall have visitation as follows: \_\_\_\_\_  
10 \_\_\_\_\_

11 \_\_\_\_\_  
12 **OR**

13 [ ] That (check one) [ ] Plaintiff/ [ ] Defendant is awarded primary physical custody of the  
14 minor child(ren). (Circle one that does not have primary custody) [ ] Plaintiff/ [ ] Defendant shall  
15 have visitation as follows: (must specify days and times) \_\_\_\_\_

16 \_\_\_\_\_  
17 \_\_\_\_\_.

18 **OR**  
19 [ ] That (check one) [ ] Plaintiff/ [ ] Defendant is awarded sole physical custody of the

20 minor child(ren).  
21 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED that holiday visitation,**

22 when in conflict with the above, will take precedence, and will be as follows: (must specify days and  
23 times)

24 For each of the holidays listed below, Plaintiff shall have visitation in the even-numbered  
25 years and Defendant will have visitation in the odd-numbered years.

26  
27 © Clark County Family Law Self-Help Center Deckps.5sd (#23)



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- a. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_
- b. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_
- c. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_
- d. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_

For each of the holidays listed below, Defendant shall have visitation in the even-numbered years and Plaintiff will have visitation in the odd-numbered years.

- a. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_
- b. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_
- c. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_
- d. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_

Plaintiff shall have visitation every year for the following holidays.

- a. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_
- b. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_
- c. \_\_\_\_\_ from \_\_\_\_\_  
until \_\_\_\_\_

1 d. \_\_\_\_\_ from \_\_\_\_\_  
2 until \_\_\_\_\_

3 Defendant shall have visitation every year for the following holidays.

4 a. \_\_\_\_\_ from \_\_\_\_\_  
5 until \_\_\_\_\_

6 b. \_\_\_\_\_ from \_\_\_\_\_  
7 until \_\_\_\_\_

8 c. \_\_\_\_\_ from \_\_\_\_\_  
9 until \_\_\_\_\_

10 d. \_\_\_\_\_ from \_\_\_\_\_  
11 until \_\_\_\_\_

12 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that (check one) [  ]

13 Plaintiff/ [  ] Defendant will pay (amount) \$\_\_\_\_\_ per month for child support.

14 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that (check one) [  ]

15 Plaintiff/ [  ] Defendant will maintain medical and dental insurance for the minor child(ren) through  
16 (check one) [  ] his/ [  ] her employer, if available. Any deductibles and expenses not covered by  
17 insurance will be paid equally by both parties.

18 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that Plaintiff  
19 shall be awarded the following community property: (If no community property write "NOT  
20 APPLICABLE" on the first blank. If there is community property but Plaintiff will not receive any  
21 property, write "NONE" on the first blank.)

22 a. \_\_\_\_\_

23 b. \_\_\_\_\_

24 c. \_\_\_\_\_

25 d. \_\_\_\_\_

26 ///

1           **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that Defendant shall be  
2 awarded the following community property:(If no community property write “NOT APPLICABLE”  
3 on the first blank. If there is community property but Defendant will not receive any property, write  
4 “NONE” on the first blank.)

- 5           a. \_\_\_\_\_
- 6           b. \_\_\_\_\_
- 7           c. \_\_\_\_\_
- 8           d. \_\_\_\_\_

9           **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that Plaintiff shall pay the  
10 following community debts: (If no community debts write “NOT APPLICABLE” on the first blank.  
11 If there are community debts but Plaintiff will not receive any debts, write “NONE” on the first  
12 blank.)

- 13           a. \_\_\_\_\_
- 14           b. \_\_\_\_\_
- 15           c. \_\_\_\_\_
- 16           d. \_\_\_\_\_
- 17           e. \_\_\_\_\_
- 18           f. \_\_\_\_\_

19           **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that Defendant shall pay  
20 the following community debts: (If no community debts, write “NOT APPLICABLE” on the first  
21 blank. If there are community debts but Defendant will not receive any debts, write “NONE” on first  
22 blank.)

- 23           a. \_\_\_\_\_
- 24           b. \_\_\_\_\_
- 25           c. \_\_\_\_\_
- 26           d. \_\_\_\_\_

1 e. \_\_\_\_\_

2 f. \_\_\_\_\_

3 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that (check party that will  
4 pay spousal support)  Plaintiff/  Defendant shall pay to (check party who will receive spousal  
5 support)  Plaintiff/  Defendant spousal support in the amount of (amount - if none will be  
6 paid, write "NONE") \$ \_\_\_\_\_ per month for \_\_\_\_ (check one)  months/  years.

7 **IT IS FURTHER ORDERED, ADJUDGED AND DECREED** that  Plaintiff/  
8  Defendant's name shall  change to/  stay as name of \_\_\_\_\_.

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

16 **NOTICE IS HEREBY GIVEN** of the following provision of NRS 125.510(6):

17 PENALTY FOR VIOLATION OF ORDER: THE ABDUCTION, CONCEALMENT OR  
18 DETENTION OF A CHILD IN VIOLATION OF THIS ORDER IS PUNISHABLE AS A  
19 CATEGORY D FELONY AS PROVIDED IN NRS 193.130. NRS 200.359 provides that  
20 every person having a limited right of custody to a child or any parent having no right of  
21 custody to the child who willfully detains, conceals or removes the child from a parent,  
guardian or other person having lawful custody or a right of visitation of the child in  
violation of an order of this court, or removes the child from the jurisdiction of the court  
without the consent of either the court or all persons who have the right to custody or  
visitation is subject to being punished for a category D felony as provided in NRS 193.130.

22 **NOTICE IS HEREBY GIVEN** that the terms of the Hague Convention of October 25,  
23 1980, adopted by the 14th Session of the Hague Conference on Private International Law apply if a  
24 parent abducts or wrongfully retains a child in a foreign country. The parties are also put on notice  
25 of the following provisions in NRS 125.510(8):

1 If a parent of the child lives in a foreign country or has significant commitments in a  
2 foreign country:

3 (a) The parties may agree, and the court shall include in the order for custody of the  
4 child, that the United States is the country of habitual residence of the child for the  
5 purposes of applying the terms of the Hague Convention as set forth in subsection 7.

6 (b) Upon motion of one of the parties, the court may order the parent to post a bond  
7 if the court determines that the parent poses an imminent risk of wrongfully removing or  
8 concealing the child outside the country of habitual residence. The bond must be in an  
9 amount determined by the court and may be used only to pay for the cost of locating the  
10 child and returning him to his habitual residence if the child is wrongfully removed from or  
11 concealed outside the country of habitual residence. The fact that a parent has significant  
12 commitments in a foreign country does not create a presumption that the parent poses an  
13 imminent risk of wrongfully removing or concealing the child.

14  
15 **NOTICE IS HEREBY GIVEN** of the following provision of NRS 125C.200:

16 If custody has been established and the custodial parent intends to move his residence to a  
17 place outside of this state and to take the child with him, he must, as soon as possible and  
18 before the planned move, attempt to obtain the written consent of the noncustodial parent to  
19 move the child from this state. If the noncustodial parent refuses to give that consent, the  
20 custodial parent shall, before he leaves this state with the child, petition the court for  
21 permission to move the child. The failure of a parent to comply with the provisions of this  
22 section may be considered as a factor if a change of custody is requested by the  
23 noncustodial parent.

24  
25 **NOTICE IS HEREBY GIVEN** that they are subject to the provisions of NRS 31A and  
26 125.450 regarding the collection of delinquent child support payments.

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1 AFFT  
(Your name) \_\_\_\_\_  
2  
(Address) \_\_\_\_\_  
3 \_\_\_\_\_  
4 (Telephone) \_\_\_\_\_  
5 In Proper Person

6 DISTRICT COURT  
7 CLARK COUNTY, NEVADA

8 )  
9 \_\_\_\_\_ )  
Plaintiff, )  
10 vs. )  
11 ) CASE NO.: \_\_\_\_\_  
12 \_\_\_\_\_ )  
Defendant. ) DEPT NO.: \_\_\_\_\_  
13 )  
14 \_\_\_\_\_ )

15 **AFFIDAVIT IN SUPPORT OF REQUEST FOR SUMMARY DISPOSITION**  
16 **FOR DECREE OF DIVORCE OR DECREE OF SEPARATE MAINTENANCE**

17  
18 STATE OF NEVADA )  
) ss:  
19 COUNTY OF CLARK )

20 1. I, (your name) \_\_\_\_\_, do solemnly swear to  
21 testify herein to the truth, the whole truth and nothing but the truth.

22 2. That I am the (check one)  Plaintiff/  Defendant in case number \_\_\_\_\_.

23 3. That I live at (address) \_\_\_\_\_  
(city) \_\_\_\_\_, Nevada, (zip code) \_\_\_\_\_.

24 4. That I first moved to Clark County, Nevada on (approximate date) \_\_\_\_\_  
25 \_\_\_\_\_, which is more than six weeks before I filed the (check one)  Complaint/  
26  Counterclaim. It is my intention to live in Clark County for the foreseeable future.

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AFFR

Your name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

In Proper Person

IN THE 8<sup>TH</sup> JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

IN AND FOR THE COUNTY OF CLARK

_____ )	CASE NO.: _____
Plaintiff )	
_____ )	DEPT. NO.: _____
Defendant. )	
_____ )	

**AFFIDAVIT OF RESIDENT WITNESS**

STATE OF NEVADA )

) ss:

County of \_\_\_\_\_ )

I, \_\_\_\_\_, do hereby swear under penalty  
(Resident Witnesses' name)

of perjury that the assertions of this affidavit are true.

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

2. I have lived in the State of Nevada for \_\_\_\_\_ years and presently live at \_\_\_\_\_, 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.

3. To my personal knowledge, \_\_\_\_\_,  
(Name of person whose residency is being established)

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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 the (check one)  Complaint/  Answer and Counterclaim on \_\_\_\_\_.  
(Date)

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

5. I see him/her on the average of \_\_\_\_\_ times a week. He/she  
(State how often you actually see the person in a week)  
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 person whose residency is being  
established)  
is a bona fide resident of the State of Nevada.

DATED \_\_\_\_\_.

\_\_\_\_\_  
(Signature of person making this Affidavit)

Signed and sworn (or affirmed) to before  
me on (date) \_\_\_\_\_  
by (name of person signing) \_\_\_\_\_

\_\_\_\_\_  
Signature of notarial officer

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RSDD

(Your name) \_\_\_\_\_

(Address) \_\_\_\_\_

(Telephone) \_\_\_\_\_

In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

\_\_\_\_\_, )  
Plaintiff, )  
vs. )  
\_\_\_\_\_, )  
Defendant. )  
\_\_\_\_\_ )

CASE NO.: \_\_\_\_\_

DEPT. NO.: \_\_\_\_\_

**REQUEST FOR SUMMARY DISPOSITION OF DECREE**

COMES NOW, (check one)  Plaintiff/  Defendant, (your name) \_\_\_\_\_

and requests this Court for a summary disposition for a (check one)  Decree of Divorce/  Decree of Separate Maintenance/  Decree of Annulment without a hearing.

Respectfully submitted:

(Your signature) \_\_\_\_\_

(Your name) \_\_\_\_\_

(Address) \_\_\_\_\_

(Telephone) \_\_\_\_\_

(Check one)  Plaintiff/  Defendant In Proper Person

///

1 **DFLT**

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone No.: \_\_\_\_\_

5 DISTRICT COURT  
6 CLARK COUNTY, NEVADA

9 \_\_\_\_\_  
Plaintiff(s),

10 -vs-

11 \_\_\_\_\_  
Defendant(s).

CASE NO. \_\_\_\_\_

DEPT. NO. \_\_\_\_\_

14 **DEFAULT**

15 It appearing from the files and records in the above entitled action that (name of  
16 Defendant(s)) \_\_\_\_\_, Defendant(s) herein,  
17 being duly served with a copy of the Summons and Complaint on the \_\_\_\_\_ day of  
18 \_\_\_\_\_, 20\_\_\_\_; that more than 20 days, exclusive of the day of service, having  
19 expired since service upon the Defendant(s); that no answer or other appearance  
20 having been filed and no further time having been granted, the default of the above-  
21 named Defendant(s) for failing to answer or otherwise plead to Plaintiff's Complaint is  
22 hereby entered.

23 STEVEN D. GRIERSON, CLERK OF COURT

24 By: \_\_\_\_\_  
25 Deputy Clerk Date

26 Submitted By:

27 \_\_\_\_\_  
28 Signature Date

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 NRCP 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)

1 NEOJ  
2 (Your name) \_\_\_\_\_  
3 (Address) \_\_\_\_\_  
4 (Telephone) \_\_\_\_\_  
5 (Check one)  Plaintiff/  Defendant In Proper Person

6 DISTRICT COURT  
7 CLARK COUNTY, NEVADA

8 \_\_\_\_\_ )  
9 Plaintiff, )  
10 vs. )  
11 \_\_\_\_\_ )  
12 Defendant. )

CASE NO.: \_\_\_\_\_  
DEPT. NO.: \_\_\_\_\_

13 **NOTICE OF ENTRY OF DECREE OF DIVORCE**

14 TO: (Other party's name) \_\_\_\_\_;  
15 (Check one)  Plaintiff/  Defendant

16 TO: (Other party's attorney) \_\_\_\_\_;  
17 (Check one)  Plaintiff's/  Defendant's Attorney

18 **PLEASE TAKE NOTICE** that an Decree of Divorce was duly entered in the above-  
19 referenced case on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

20 DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

21  
22 (Your signature) By: \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_

26 (Check one)  Plaintiff/  Defendant In Proper Person

NEVADA STATE DIVISION OF WELFARE AND SUPPORTIVE SERVICES

WITH CHILD SUPPORT

CHILD SUPPORT ENFORCEMENT

WITHOUT CHILD SUPPORT

CASE NO. \_\_\_\_\_  
DEPT. NO. \_\_\_\_\_

IN THE \_\_\_\_\_ JUDICIAL DISTRICT COURT  
OF THE STATE OF NEVADA  
IN AND FOR \_\_\_\_\_

\_\_\_\_\_)  
\_\_\_\_\_)  
vs. \_\_\_\_\_)  
\_\_\_\_\_)

**COURT ORDER  
INFORMATION SHEET**

CUSTODIAN

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Residential Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Are you employed?  YES  NO Domestic Violence?  YES  NO (Check "YES" if this person's identifying information should be kept confidential.)

Name of Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Employer Telephone No. (\_\_\_\_) \_\_\_\_\_

NONCUSTODIAL PARENT

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Residential Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_

Are you employed?  YES  NO Domestic Violence?  YES  NO (Check "YES" if this person's identifying information should be kept confidential.)

Name of Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Employer Telephone No. (\_\_\_\_) \_\_\_\_\_

CHILD(REN) INVOLVED IN THIS CASE: (Place an X by each child's name under DV if identifying information should be kept confidential.)

Name: \_\_\_\_\_ SSN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DV \_\_\_\_\_

Name: \_\_\_\_\_ SSN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DV \_\_\_\_\_

Name: \_\_\_\_\_ SSN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DV \_\_\_\_\_

Name: \_\_\_\_\_ SSN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DV \_\_\_\_\_

Name: \_\_\_\_\_ SSN \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ DV \_\_\_\_\_

If more than 5 children's names are applicable, please list their names on a separate sheet of paper and attach.

Signature

Date



The information captured on this form will be forwarded to the Federal Case Registry as required by federal law. If you do not want your identifying information shared with other states because of domestic violence, please check YES to the question on domestic violence.

Nevada's Division of Welfare and Supportive Services (DWSS), Child Support Enforcement Program (CSEP) is required by Chapter 42 of the United States Codes, federal regulations and state laws to obtain the Social Security Numbers (SSNs) of participants in cases involving child support orders. The CSEP will use these SSNs only for the purposes outlined in the federal law, federal regulations, state laws and state regulations that govern the CSEP. Social Security Numbers will be maintained in a confidential manner.

Within ten (10) days after a Nevada court issues a child support order, each party listed in the order must file the following information with the court that issued the order and the Division of Welfare and Supportive Services:

1. Social Security Number;
2. Residential and mailing address;
3. Telephone number;
4. Driver's License number, and
5. Name, address and telephone number of employer.

Each party shall update the information filed with the court and the Division of Welfare and Supportive Services (DWSS) within ten (10) days after the information becomes inaccurate. Information directed to DWSS should be mailed to:

- Nevada State Division of Welfare and Supportive Services  
Child Support Enforcement Program  
1470 College Parkway  
Carson City, Nevada 89706-7924

This requirement can be found in Nevada Revised Statutes 125B.055 and 125.230.

# New Policy at the Clerk's Office

Please....

*bring a blank 10X13 envelope when you file your documents.* The clerk will mail your documents to you after they are reviewed by the judge. The clerk's office will pay the postage.