

INSTRUCTIONS FOR PETITION FOR APPOINTMENT OF CO-GUARDIANS

(2 GUARDIANS AND 3 MINOR WARDS -WITHOUT A HEARING)

* * * IMPORTANT DISCLOSURE * * *

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I. EXPLANATION

A. Explanation of a Petition for Appointment of Co-Guardians:

Guardianship may be needed if someone cannot take care of him/herself and/or his/her property. The persons who need assistance are the "proposed wards". If guardianship is granted, those persons will be the "wards". The persons who are going to take care of the wards are the "proposed Co-Guardians". After the guardianship is granted, those persons are the "guardians". The way to ask the Court to establish Co-Guardianship is by filing a Petition for Appointment of Co-Guardians.

There are three types of guardianship: (1) Guardianship of the Person, (2) Guardianship of the Estate, (3) Guardianship of the Person and the Estate. In a guardianship of the person, the guardians are responsible for personal/medical decisions only. Someone else will make all financial decisions. In a guardianship of the estate, the guardians are responsible for financial decisions only. Someone else will make personal and health-care decisions. In a guardianship of the person

and the estate, the guardians are responsible for the wards' financial and personal/medical well being.

B. Explanation of an "Ex Parte Order":

In most cases, both parties will be able to tell the judge their side of the case before the judge makes a decision. However, there are some circumstances in which the judge will make an order based upon one party's paperwork without giving the other party a chance to tell their side of the case. "Ex Parte" means something was done without notice to the other side. Thus, an "Ex Parte Order" is an order that is signed by the judge based only on one side's paperwork.

C. You can use this Petition for Appointment of Co-Guardians if:

- All of the proposed wards have the same mother and father;

Note: If the proposed wards have different sets of parents (ie, different fathers), you will need to complete a separate packet for each child.

- The proposed wards are younger than 18 years old;
- Two persons will be the Co-Guardians of the proposed wards;
- Either: 1) Both the persons who will be the guardians and the persons who will be the wards are Nevada residents; or, 2) the persons who will be the wards are now Nevada residents, at least one of the persons who will be guardian is a Nevada resident and there is already a guardianship in another state with these guardians and wards. (You will need to file an exemplified copy of the other court's order and the Letters of Guardianship from the other court).

Note: If the guardianship is for an estate, at least some of the money/property must be in Nevada.

- The proposed guardians have never been disbarred or

suspended from practicing law, accounting or any other profession that involves the management or sale of money, investments, securities or real property that requires a license.

- If a proposed ward is at least 14 years old, he/she must be willing to sign a written consent to the Co-Guardianship.
- One of these applies:
- Both parents of the proposed wards are willing to sign the Petition for Appointment of Co-Guardians; or,
- One parent of the proposed wards is deceased and the other parent will sign the Petition for Appointment of Co-Guardians. (You will need to give the Court a copy of the death certificate with the Petition.); or,
- One parent has a court order terminating the other parent's rights and the parent who still has rights will sign the Petition for Appointment of Co-Guardians. (You will need to give the Court a copy of that order);
- The proposed wards' mother will sign the Petition for Appointment of Co-Guardians and the proposed wards' father's identity is truly unknown. (The Court will want to know if the father is on the children's birth certificates, if there is court-ordered child support or a court finding of paternity, etc.);
- One of the persons who will be the guardian is the parent of the proposed wards and that parent has sole legal and sole physical custody of the proposed wards.

D. This package should contain the following documents:

- Instructions for Petition for Appointment of Co-

Guardians (2 Guardians and 3 Minor Wards-Without a Hearing);

- Family Court Cover Sheet;
- Petition for Appointment of Co-Guardians;
- Three Consent and Waiver of Child forms;
- Confidential Information Sheet;
- Order Appointing Co-Guardians;
- Two General Letters of Guardianship;
- Notice of Entry of Order;
- Inventory, Appraisal and Record of Value;
- List of Filing Fees;
- List of telephone numbers for the judges' staffs and Court Clerks;
- Court class information flyer;
- Information about classes taught by UNLV law students;
- Customer survey.

II. STEP 1: PREPARE YOUR PAPERWORK

MOST OF THE FORMS IN THIS PACKAGE CAN BE HANDWRITTEN. FOR THESE FORMS, YOU MUST USE BLACK INK AND PRINT CLEARLY. THE CLERK'S OFFICE WILL NOT FILE YOUR DOCUMENT IF THE HANDWRITING IS HARD TO READ.

NOTE: THE "ORDER APPOINTING CO-GUARDIANS" MUST BY RETYPED. ONLY TYPE SECTIONS THAT APPLY TO YOUR SITUATION (i.e., type "his" instead of "his/her") AND DO NOT TYPE ANYTHING IN PARENTHESIS (do not type "(your name)"). THIS PACKET CONTAINS

A SAMPLE OF THE ORDER THAT YOU MAY USE AS A GUIDE. THE SELF-HELP CENTER'S COMPUTERS HAVE A TEMPLATE THAT YOU CAN USE TO TYPE YOUR ORDER.

NOTE: THESE INSTRUCTIONS ARE WRITTEN AS IF THE GUARDIAN IS COMPLETING THE PAPERWORK. IF YOU ARE NOT THE GUARDIAN, WRITE THE GUARDIAN'S INFORMATION WHERE THE PAPERWORK SAYS "YOU" OR "YOUR". FOR EXAMPLE, WRITE THE GUARDIAN'S ADDRESS ON THE LINE AFTER "YOUR ADDRESS".

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. Leave the "Case No." blank. The Clerk's Office will give you a case number and department number when you file your documents.
3. "Party Information" Section:
 - a. Under "Plaintiff/Petitioner", provide the information requested related to the first-listed proposed guardian. **Please note that Social Security numbers are mandatory.** Write "N/A" under "Attorney Information".
 - b. Under "Defendant/Respondent/Co-Petitioner," list the information requested relating to the first-listed proposed ward. **Please note that Social Security numbers are mandatory.** Write "N/A" under "Attorney Information".
4. "Domestic Filings" Section:
 - a. Under "Guardianship of a Minor" there appear three boxes: "Person, Estate or Person and Estate". Mark the box relating to what type of guardianship you are requesting in your petition.
 - b. List the names, dates of birth, and Social Security numbers of minor children of the proposed wards. The list continues on the back of the page if more space is required.
 - c. Print and sign your name and date.

- d. Check either "yes" or "no" relating to the proposed ward's cases only. The Guardianship Court does not want to know about the information relating to the proposed guardians.

Note: If you checked "yes", complete the back side of the form. If you checked "no", and the proposed ward has less than four minor children, stop.

5. Complete the back page of cover sheet (if necessary).
- a. Check all boxes that apply to the proposed wards, if known.
- b. Provide the information requested regarding any other adult party involved in the cases which were marked under the section relating to other proceedings. **The remainder of the form can be skipped.**

B. 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 words "In the Matter of the Guardianship of the". Generally, this caption will remain the same throughout the case and will be on every document filed in this action. In this package, the caption is on the: (a) Petition for Appointment of Co-Guardians, (b) Consent and Waiver of Child, (c) Confidential Information Sheet, (d) Order Appointing Co-Guardians, (e) General Letters of Guardianship, (f) Notice of Entry of Order, and (g) Inventory, Appraisal and Record of Value.

C. THE PETITION FOR APPOINTMENT OF CO-GUARDIANS:

NOTE: THERE ARE FOUR (4) PETITIONERS FOR THIS PACKET: YOU, THE PROPOSED CO-GUARDIAN AND THE PROPOSED WARDS' PARENTS. IF ONE PARENT CANNOT SIGN THE PETITION, WRITE "N/A" ON THE LINES FOR THE SECOND PARENT.

NOTE: THE ONLY REASONS THAT A PARENT CANNOT SIGN THE

PETITION ARE GIVEN IN SECTION I ABOVE. IF THIS DOES FIT YOUR SITUATION, YOU CANNOT USE THIS PACKET.

1. Insert the your name, address, and phone number on the first page, upper left-hand corner. Check the type of guardianship that you would like to get in the caption. Insert the names of the proposed wards on the blank lines over the words "Minor Children" in the caption.
2. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and assign your case to a department when you file the Petition for Appointment of Co-Guardians. Once you get the case number and department letter from the Clerk, you will need to put them on any documents that you give to the Court (i.e., the Order Appointing Co-Guardians, etc.).
3. The Petition for Appointment of Co-Guardians uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank. If the Petition tells you to check only one box, check the box next to the paragraph or sentence that applies to your situation.
 - a. For paragraph 15 of the Petition, you are a "private professional guardian" if you receive payments for being a guardian for three or more wards who are not related to you by blood or marriage. If you are a professional guardian, you must be certified.
 - b. For paragraph 58 of the Petition, you will need to list the names and last known addresses of the relatives of the proposed wards who are within the "second degree of consanguinity". These relatives are the proposed wards': (i) mother, (ii) father, (iii) grandparents on his/her mother's side, (iv) grandparents on his/her father's side, and (v) brothers and sisters who are 14 years old or older. List every relative in these categories. If you do not know the name of a relative, you must still write something in the blank (i.e., "father's name unknown"). If you need more room, attach the additional page as "Exhibit 2." If any of the relatives are

deceased, you should say so under the "address" column.

- c. Paragraphs 24, 38, 52 are asking whether or not the guardianship is a result of an investigation by Child Protective Services. If you were told by someone from the State of Nevada or a judge to get a guardianship, or if the children have been in Child Haven recently, check the second box and complete the rest of the information in that paragraph.
- d. For paragraphs 29, 43, 57, if the proposed ward has assets, you will need to give a general description of the asset and its value. You will also need to check the box that tells the court how you plan to keep the proposed wards' money safe (by either keeping it in a blocked account or by getting a bond – see Section V, below).
- e. For paragraph 59, one of these situations must apply. If none of these situations apply, you may want to review the other guardianship packets that have hearings to see if one of those packets fits your situation.
- f. For paragraph 62, you must provide at least one of the forms of identification listed in the petition. This information will be part of the Confidential Information Sheet that you will complete in section II, E, below.

- 4. The Petition must be "verified". In other words, you will need to sign the Petition in front of a Notary Public. The Self-Help Center has a Notary available. The 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 has been notarized.**

D. THE CONSENT AND WAIVER OF CHILD:

NOTE: ONLY COMPLETE THIS FORM FOR EACH CHILD WHO WILL BE A PROPOSED WARD AND THAT CHILD IS AT LEAST 14 YEARS OLD.

- 1. If a proposed ward is at least 14 years old, he/she

must consent to the guardianship. Since you will probably not have a hearing in this case, the way to tell the Court that the child consents to the guardianship is by having the child sign the Consent and Waiver of Child.

2. Insert your name, address, and phone number on the first page, upper left-hand corner. Check the type of guardianship that you would like to get in the caption. Insert the names of the proposed wards on the blank lines over the words "Minor Children".
3. 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 Petition for Appointment of Co-Guardians.
4. The Consent and Waiver of Child uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank.
5. The Consent must be signed by the child before a Notary Public. The Self-Help Center has a Notary available. The Notary will know what to do. The children will need to have proof of identification that has both the child's picture and his/her signature. A school identification card or a bank card with the child's picture and signature is sufficient. **Do not make any copies until the document has been notarized.**

E. THE CONFIDENTIAL INFORMATION SHEET:

1. Petitioners are required to give the court certain information about themselves and the proposed wards. The types of information that the court can accept are listed in the Confidential Information Sheet and the Petition.
2. Insert your name, address, and phone number on the first page, upper left-hand corner. Check the type of guardianship that you would like to get in the caption. Insert the names of the proposed wards on the blank lines over the words "Minor Children" in the caption.
3. Leave the lines to the right of the caption blank.

The Clerk's Office will give you a case number and assign your case to a department when you file the Petition for Appointment of Co-Guardians.

4. The Confidential Information Sheet uses a fill-in-the-blank and grid format. The form will tell you what information you need to put into the blanks and grid. You must complete the date of birth for everyone on the sheet. You must also complete at least one form of identification for the petitioners and each proposed ward. It would be helpful to the Court if you checked and completed all of the boxes that apply. Write "N/A" if one of the columns does not apply.

- a. You will need to attach copies of the forms of identification (i.e., copies of the drivers' licenses) to the Confidential Information Sheet.

F. THE ORDER APPOINTING CO-GUARDIANS:

NOTE: YOU WILL NEED TO RETYPE THE ORDER APPOINTING CO-GUARDIANS. ONLY TYPE SECTIONS THAT APPLY TO YOUR SITUATION (i.e., type "his" instead of "his/her") AND DO NOT TYPE ANYTHING IN PARENTHESIS (i.e., do not type "(your name)"). THE FORM IN THIS PACKET SHOULD BE USED ONLY AS A GUIDE. THE SELF-HELP CENTER'S COMPUTERS HAVE A TEMPLATE THAT YOU CAN USE TO TYPE YOUR ORDER.

1. This is the document that the judge signs to appoint Co-Guardians for the wards.
2. Use the form in the packet as a guide when you are typing the Order Appointing Co-Guardians. The form will tell you what information is needed in the blanks. 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 Petition for Appointment of Co-Guardians. Once you get that information from the Clerk, you will need to fill in those blanks.
3. Insert your name, address and phone number on the first page, upper left-hand corner. In the caption, check the type of guardianship that you would like to get. Insert the names of the

proposed wards on the blank lines over the words "Minor Children" in the caption.

4. On the 2nd, 3rd and 4th paragraphs of the sample Order, insert the type of guardianship you want to get.
5. On the 5th, 7th and 9th paragraphs of the sample:
 - If the guardianship is over a person only, type "no bond or blocked account will be required".
 - If the guardianship is over an estate or a person and estate, type both the second and third paragraphs, including the boxes. Be sure to type only your name, not "your name". Leave a line for the amount of the bond. The judge will complete that section during the hearing.
6. On the 6th, 8th and 10th paragraphs of the sample:
 - If the guardianship is over a person only, you do not need to type this paragraph.
 - If the guardianship is over an estate or a person and estate, type all three options and leave the boxes blank. The judge will decide which option will apply in your case.
7. Leave the date information blank. The judge will fill this in when he/she signs the Order.
8. Be sure to type a line over the words "District Court Judge".
9. There needs to be at least two sentences on the same page as the judge's signature. **Your document may be rejected if this rule is not followed.** Please use the sample in this packet as a guide.

G. THE GENERAL LETTERS OF GUARDIANSHIP:

NOTE: YOU AND YOUR CO-GUARDIAN SHOULD PREPARE ONE GENERAL LETTERS OF GUARDIANSHIP EACH. THE DOCUMENTS SHOULD BE PREPARED AFTER THE JUDGE HAS SIGNED THE ORDER APPOINTING CO-GUARDIANS.

1. The General Letters of Guardianship is the document that gives the Co-Guardians the power to act on behalf of the wards (i.e., withdraw money, make medical decisions, etc.).
2. Insert the name of the wards under the words "In the Matter of the Guardianship of" in the caption. Insert the word "Minors" on the line before the word "Ward" in the caption. Insert the case number on the line after the words "Case No." Insert the department letter on the line after the words "Dept. No."
3. Insert the date that the judge signed the Order Appointing Co-Guardians on the first lines under the caption. Insert your name on the line after the words "was entered appointing". Check the type of guardianship that was granted and check that the wards are minors.
4. The General Letters of Guardianship uses a fill-in-the-blank format. The form will tell you what information to put into the blank.
5. The General Letters of Guardianship will need to be signed before a Notary or a Clerk from the Clerk's Office. The Self-Help Center has a Notary available. **Do not make any copies until the document has been notarized.**
6. Please note that the General Letters of Guardianship are not valid until the document is "issued" by the Clerk's Office. (See Section V, below).

H. THE NOTICE OF ENTRY OF ORDER AND CERTIFICATE OF MAILING:

NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED THE ORDER APPOINTING CO-GUARDIANS.

1. The Notice of Entry of Order is the document that

tells the wards and others entitled to notice that the Order Appointing Co-Guardians has been filed. It also effects the timing for rights (i.e., to appeal the judge's decision, to ask the judge to reconsider his/her decision, etc.). The Certificate of Mailing tells the Court when the Notice of Entry was mailed.

2. Insert your name, address, and phone number on the first page, upper left-hand corner. Check the type of guardianship that you and the Co-Guardian were granted. Insert the names of the wards on the blank lines over the words "Minor Children" in the caption.
3. Insert the Case Number on the line after the words "Case No. G." Insert the department letter on the line after the words "Dept. No."
4. The Notice of Entry of Order uses a fill-in-the-blank format. The form will tell you what information to put into the blank.
 - a. The following people/businesses need to be listed on "Exhibit 1" of the Notice of Entry of Order: The proposed wards' (i) mother, (ii) father, (iii) grandparents on his/her mother's side, (iv) grandparents on his/her father's side, and (v) brothers and sisters who are 14 years old or older. If one of these relatives is younger than 14 years old, list that relative's parent or legal guardian. You do not need to list relatives that are deceased or whose whereabouts are unknown. If there are no living relatives, you will list the Public Guardian's Office. You will also need to list the following people/businesses if applicable: (i) anyone who is providing care for the proposed wards (either an individual or the manager/administrator of the care facility) and (ii) the Department of Veterans Affairs (if the proposed wards are entitled to benefits). If more than 12 people/businesses need to be listed, you may attach another sheet of paper or make a copy of the "Exhibit 1" page before you write on it.

- b. You will need to attach a "file-stamped" copy of the Order Appointing Co-Guardians to the Notice of Entry of Order. Please see Section VI, below for more information about preparing the Notice of Entry of Order).
- i. A "file-stamped" copy is a copy of a document that has been filed at the Clerk's Office. It is given to the Clerk at the same time the original document is filed. It has a stamp on the first page that indicates when the original document was filed.

I. THE INVENTORY, APPRAISAL AND RECORD OF VALUE:

NOTE: YOU SHOULD COMPLETE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED THE ORDER APPOINTING CO-GUARDIANS AND ONLY IF YOU HAVE BEEN APPOINTED CO-GUARDIANS OF A WARD'S ESTATE.

- 1. If you have been appointed the Co-Guardian of a ward's estate, you must tell the Court the types and values of the ward's assets. This must be done within 60 days from the day that you are appointed Co-Guardian. The way to do this is by filing an Inventory, Appraisal and Record of Value. (This document is also called an "Inventory".)
- 2. The Inventory, Appraisal and Record of Value uses fill-in-the-blank format. The form will tell you what information is required.
- 3. If you use an appraiser in order to get the value of some of the ward's assets, the appraiser will need to complete his/her portion of the Inventory. If you do not use an appraiser for all of the assets, you will need to complete the "Verified Record of Value in Lieu of Appraisement" section of the Inventory.
- 4. The Inventory needs to be signed in front of a Notary. The Self-Help Center has a Notary available. **Do not make any copies until the document has been notarized.**

III. STEP 2: FILE THE PETITION FOR APPOINTMENT OF CO-GUARDIANS

A. Make four copies of the following documents (five copies if both parents sign the Petition):

- Petition for Appointment of Co-Guardians;
- Consent and Waiver of Child (for each who is at least 14 years old);
- Order Appointing Co-Guardians.

Make four copies of the following document (five copies if both parents are petitioners):

- Confidential Information Sheet.

If you need to file any documents per the Petition (i.e., a custody order), make one copy of these documents.

B. You need to use a two-hole punch on the top of each original document and also stamp or write "original" on the original documents in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.

C. Take the Family Court Cover Sheet, the Petition for Appointment of Co-Guardians, the Consents and Waiver of Child (if applicable), the Confidential Information Sheet, the Order Appointing Co-Guardians, any documents you need to file per the Petition, and money to pay the filing fee (if applicable) 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 this 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 Petition for Appointment of Co-Guardians and the original Consents and Waiver of Child (if applicable), and will return the file-stamped copies to you. The Clerk will also keep the original Confidential Information Sheet. The Clerk will assign

your case a "case number", which will start with the

letter "G" and assign your case to a department.

IV. STEP 3: ASK THE JUDGE TO SIGN THE ORDER APPOINTING CO-GUARDIANS

A. Go somewhere where you can put your documents together. You will need to make a package for the Guardianship Office to review. That package needs to have the following documents:

- One file-stamped copy of the Petition for Appointment of Co-Guardians;
- One file-stamped copy of the Consents and Waiver of Child (if the proposed wards are at least 14 years old);
- One copy of the Confidential Information Sheet;
- The original and three copies of the Order Appointing Co-Guardians (four copies if both parents sign the petition).

Be sure that the case number is on all of the documents that you give to the Guardianship Office.

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 Guardianship Office's package into the box belonging to that department.

C. The Guardianship Office staff will review your paperwork. If it is approved, the judge will sign the Order Appointing Guardian.

D. It usually takes one week from the time that you give your papers to the Guardianship Office until the judge has signed the Order Appointing Guardian. You will pick up your paperwork from the Clerk's Office.

1. If the judge approves your paperwork, the Clerk's Office will automatically file it for you. If your paperwork needs corrections, you will receive a note with the returned paperwork. If the problem

is in the Petition or another document that has been filed, you will need to prepare an "Amended" document (i.e., "Amended Petition for Appointment of Guardian"), make copies, file it, and resubmit the package to the Guardianship Office. If the problem is in the Order Appointing Guardian, you will need to correct that document, make the copies and resubmit the package to the Guardianship Office. (You will not need to file anything at the Clerk's Office if the problem is with the Order).

2. Sometimes, the judge will want to have a hearing before deciding whether or not to grant the guardianship. The memo you receive from the Guardianship Office will tell you if the judge wants to have a hearing for your case.

V. STEP 4: SET UP THE BLOCKED ACCOUNT AT THE BANK (IF NECESSARY) AND ASK THE CLERK'S OFFICE TO ISSUE THE LETTERS OF GUARDIANSHIP

A. If you do not need a blocked account, complete the following steps:

1. Complete the paperwork for the General Letters of Guardianship. (See Section II, above)
2. Make at least one copy of each of the General Letters of Guardianship.
3. You need to use a two-hole punch on the top of the original General Letters of Guardianship. You will also need to 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.
4. Take the original document and the copy to the filing counter at the Clerk's Office.
5. The clerk will sign and place a seal on the original and copy of the General Letters of Guardianship. The clerk will keep the original and return the copy to you.

B. If you do need a blocked account, please complete the

following steps:

1. Complete the paperwork for the General Letters of Guardianship (See Section II, above)
2. Pick up your paperwork from the Clerk's Office (the filed order and the copies you gave to the judge's office).
3. Get the blocked account from the bank. If you have difficulty establishing the blocked account, you can go to the 3rd floor of the courthouse and ask to speak to the Court Compliance Officer.
4. Make at least one copy of each of the General Letters of Guardianship. Make at least one copy of the proof of the blocked account that you will receive from the bank.
5. Two-hole punch the original General Letters of Guardianship. Stamp or write "Original" between the two holes.
6. Take the original and the copies of the General Letters of Guardianship and proof of the blocked account to the "filing counter" at the Clerk's Office. The clerk will sign and place a seal on the original and copies of the General Letters of Guardianship. The clerk will keep the original and return the copies to you. The clerk may also keep the proof of the blocked account.

VI. STEP 5: MAIL THE NOTICE OF ENTRY OF ORDER AND FILE THE NOTICE OF ENTRY OF ORDER

- A. Complete the Notice of Entry of Order and the Certificate of Mailing. Please note that you will need to mail the Notice of Entry of Order on the same day that you file this document. (See Section II, H, above).
- B. Make one copy of the document.
- C. You need to use a two-hole punch on the top of the original Notice of Entry of Order. You will also need to 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. Take the original and the copy of the Notice of Entry of Order to the filing counter at the Clerk's Office. The Clerk will keep the original document and will return the file-stamped copy to you.
- E. Count the number of people/providers listed on "Exhibit 1" of the Notice of Entry of Order. You need to make that number of copies of the Order Appointing Co-Guardians and the Notice of Entry of Order.
- F. Attach a copy of the Order Appointing Co-Guardians to each Notice of Entry of Order.
- G. Mail the Notice of Entry of Order (with the Order Appointing Co-Guardians attached) to each person listed on "Exhibit 1". Give one copy to the Co-Guardian.

VII. STEP 6: FILE THE INVENTORY, APPRAISAL AND RECORD OF VALUE (IF NECESSARY)

NOTE: IF YOU DO NOT HAVE A GUARDIANSHIP OF AN ESTATE, YOU DO NOT HAVE TO DO THIS STEP. PLEASE GO TO SECTION VIII.

- A. Make two copies of the Inventory.
- B. You need to use a two-hole punch on the top of the original Inventory, Appraisal and Record of Value. You will also need to 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.
- C. Take the original and the copies of the Inventory, Appraisal and Record of Value to the filing counter at the Clerk's Office. The Clerk will keep the original document and will return the file-stamped copy to you. Keep one copy for your records and give the other copy to the Co-Guardian.

VIII. STEP 7: FOLLOW THROUGH WITH THE GUARDIANSHIP (CONTACT THE APPROPRIATE BUSINESSES, FILE AN ACCOUNTING AND/OR AN ANNUAL REPORT OF THE GUARDIAN OF THE PERSON IN ONE YEAR, ETC.)

- A. Once you have been appointed Co-Guardians and the Letters of Guardianship have been issued by the Clerk's Office, you will need to follow-up with businesses, agencies, etc. The Self-Help Center has sample forms for letters

that you may have to mail.

- B. Additionally, every year, the Court will want to know how the guardianship is going. The way to do this is by filing an Accounting (if the guardianship is over the estate), an Annual Report (if the guardianship is over the person), or a combination of the two documents (if the guardianship is over both the person and the estate). Sample documents are available at the Self-Help Center.

PETITION FOR APPOINTMENT OF GUARDIAN

(2 GUARDIANS AND 3 MINOR WARDS – WITHOUT A HEARING)

EXPLANATION:

Explanation of a Petition for Appointment of Guardian:

Guardianship may be needed if someone cannot take care of him/herself and/or his/her property. The person who needs assistance is the “proposed ward.” If guardianship is granted, that person will be the “ward.” The person who is going to take care of the ward is the “proposed guardian.” After the guardianship is granted, that person is the “guardian.” The way to ask the Court to establish guardianship is by filing a Petition for Appointment of Guardian.

There are three types of guardianship: (1) Guardianship of the Person, (2) Guardianship of the Estate, (3) Guardianship of the Person and the Estate. In a guardianship of the person, the guardian is responsible for personal/medical decisions only. Someone else will make all financial decisions. In a guardianship of the estate, the guardian is responsible for financial decisions only. Someone else will make personal and health-care decisions. In a guardianship of the person and the estate, the guardian is responsible for the ward’s financial and personal/medical well being.

Explanation of an “Ex Parte Order”:

In most cases, both parties will be able to tell the judge their side of the case before the judge makes a decision. However, there are some circumstances in which the judge will make an order based upon one party’s paperwork without giving the other party a chance to tell their side of the case. “Ex parte” means something was done without notice to the other side. Thus, an “ex parte order” is an order that is signed by the judge based only on one side’s paperwork.

YOU CAN USE THIS PETITION FOR APPOINTMENT OF CO-GUARDIANS IF:

- All of the proposed wards have the same mother and father;

Note: If the proposed wards have different sets of parents (ie, different fathers), you will need to complete a separate packet for each child.

- The proposed wards are younger than 18 years old;
- Two persons will be the Co-Guardians of the proposed wards;

- Either: 1) Both the persons who will be the guardians and the persons who will be the wards are Nevada residents; or, 2) the persons who will be the wards are now Nevada residents, at least one of the persons who will be guardian is a Nevada resident and there is already a guardianship in another state with these guardians and wards. (You will need to file an exemplified copy of the other court's order and the Letters of Guardianship from the other court).

Note: If the guardianship is for an estate, at least some of the money/property must be in Nevada.

- The proposed guardians have never been disbarred or suspended from practicing law, accounting or any other profession that involves the management or sale of money, investments, securities or real property that requires a license.
- If a proposed ward is at least 14 years old, he/she must be willing to sign a written consent to the Co-Guardianship.
- One of these applies:
 - Both parents of the proposed wards are willing to sign the Petition for Appointment of Co-Guardians; or,
 - One parent of the proposed wards is deceased and the other parent will sign the Petition for Appointment of Co-Guardians. (You will need to give the Court a copy of the death certificate with the Petition.); or,
 - One parent has a court order terminating the other parent's rights and the parent who still has rights will sign the Petition for Appointment of Co-Guardians. (You will need to give the Court a copy of that order);
 - The proposed wards' mother will sign the Petition for Appointment of Co-Guardians and the proposed wards' father's identity is truly unknown. (The Court will want to know if the father is on the children's birth certificates, if there is court-ordered child support or a court finding of paternity, etc.);
 - One of the persons who will be the guardian is the parent of the proposed wards and that parent has sole legal and sole physical custody of the proposed wards.

1 PAG
2 (Your name) _____
3 (Address) _____
4 (Telephone) _____
5 In Proper Person

6
7 DISTRICT COURT
 CLARK COUNTY, NEVADA

8 In the Matter of the Guardianship of)
9 ☐ the person) CASE NO. G _____
10 ☐ the estate) DEPT. NO. _____
11 ☐ the person and the estate)
12 _____,)
13 _____, and)
14 _____,)
15 Minor Children.)
16 _____

17 **PETITION FOR APPOINTMENT OF CO-GUARDIANS**

18 **COMES NOW**, Petitioners, (first parent's name) _____,
19 (second parent's name or N/A) _____, (your name)
20 _____ and (proposed co-guardian's name)
21 _____ in accordance with Chapter 159 of the Nevada Revised
22 Statutes, whose petition respectfully represents the following to this Honorable Court:

23 **Information Regarding the Proposed Co-Guardians**

24 1. That Petitioners would like (your name) _____
25 and (name of proposed co-guardian) _____ to be
26 appointed the general co-guardians over (proposed wards' names) (first child's name)
27 _____, (second child's name) _____,
28

(third child's name) _____.

2. That proposed guardian's full legal name is _____.

3. That proposed guardian currently resides at (street/city/state/zip) _____

4. That proposed guardian's mailing or post office address is _____

5. The proposed guardian's date of birth is _____.

6. That proposed co-guardian's full legal name is _____.

7. That proposed co-guardian currently resides at (street/city/state/zip) _____

8. That proposed co-guardian's mailing or post office address is _____

9. The proposed co-guardian's date of birth is _____.

10. That proposed guardian **(check one)** ☐ has/ ☐ has not been judicially determined to have committed abuse, neglect or exploitation of a child, spouse, parent or other person.

11. That proposed co-guardian **(check one)** ☐ has/ ☐ has not been judicially determined to have committed abuse, neglect or exploitation of a child, spouse, parent or other person.

12. **(Check One)**

☐ That the proposed guardians have never been convicted of a felony.

☐ That the proposed guardian has been convicted of a felony (description of conviction) _____ and the proposed guardian **(check one)** ☐ was/ ☐ was not placed on parole and **(check one)** ☐ was/ ☐ was not placed on probation for that felony. Proof of the disposition will be filed with this Petition.

☐ That the proposed co-guardian has been convicted of a felony (description of conviction) _____ and the proposed co-guardian **(check one)** ☐ was/ ☐ was not placed on parole and **(check one)** ☐ was/ ☐ was not placed on probation for that felony. Proof of the disposition will be filed with this Petition.

1 13. That proposed guardians have not been suspended for misconduct or disbarred from
2 the practice of law, the practice of accounting or any other profession which involves the
3 management or sale of money, investments, securities or real property and requires licensure in
4 Nevada or any other state.

5 14. That proposed guardian is the (your relationship to the children) _____
6 of the children, and proposed co-guardian is the (relationship to the children) _____
7 of the children, are competent and capable of acting as guardians of the **(check one)** ☐ persons
8 only/ ☐ estates only/ ☐ persons and estates of the proposed wards, and hereby consent to act in
9 this capacity.

10 **15. (Check One)**

11 ☐ That proposed guardians are not private professional guardians and are not
12 currently receiving compensation for services as a guardian to more than one ward who is not
13 related to them by blood or marriage.

14 ☐ That the proposed guardian is a private professional guardian. (Copies of
15 documents proving that proposed guardian meets the requirements of a “private professional
16 guardian” will be filed with this Petition)

17 ☐ That the proposed co-guardian is a private professional guardian. (Copies of
18 documents proving that proposed co-guardian meets the requirements of a “private professional
19 guardian” will be filed with this Petition)

20 **Information Regarding the First Proposed Ward**

21 16. That the proposed ward, (first child’s name) _____,
22 age _____, was born on (date of birth) _____, and will become 18 years of
23 age on (date) _____.

24 **17. (Check One)**

25 ☐ That the minor proposed ward is under 14 years of age. Therefore, no consent
26 from the minor will be filed.

☐ That the minor proposed ward is at least 14 years of age and has consented to this guardianship. The written consent will be filed with this Petition.

18. That the proposed ward currently resides at (street/city/state/zip) _____.

The proposed ward has lived at this address for _____ ☐ days/ ☐ months/ ☐ years.

19. The name and address of any person or care provider having the care and control of the proposed ward is (name/address of care provider) _____.

The current care provider has had care of the proposed ward because _____.

20. That the proposed ward is a resident of the State of _____.

21. The proposed ward's parent or legal guardian has ☐ has/ ☐ has not executed a written nomination of guardian. The agent is _____.

22. **(Check One)**

☐ There is not a current order concerning custody of the proposed ward.

☐ There is a current order concerning custody of the proposed ward. The order is from the State of _____ and was filed on approximately (date) _____.

If the order was not issued by this Court, a copy of the order will be filed with this Petition.

23. Petitioners **(check one)** ☐ do / ☐ do not believe that the proposed ward will need a guardianship when he/she becomes 18 years of age.

24. **(Check One)**

☐ The guardianship is not sought as a result of an investigation conducted pursuant to Chapter 432B of the Nevada Revised Statutes.

☐ The guardianship is sought as a result of an investigation conducted pursuant to Chapter 432B of the Nevada Revised Statutes. The name of the case worker is _____.

_____. The juvenile case file number is _____.

The investigating agency (**check one**) ☐ does/ ☐ does not approve of this guardianship and the placement of the proposed ward with the proposed guardian.

25. That the proposed ward (**check one**) ☐ is/ ☐ is not a party to any pending criminal or civil litigation.

26. That the guardianship (**check one**) ☐ is/ ☐ is not sought for the purpose of initiating litigation.

Information Regarding the First Proposed Ward's Estate

27. That the proposed ward (**check all that apply**) ☐ has no assets or income/ ☐ has assets and income / ☐ is or will be entitled to assets or income.

28. That the proposed ward (**check one**) ☐ does/ ☐ does not receive any money from the Department of Veterans Affairs.

29. The types of assets and/or income are: (if none write "N/A" on first blank)

a. _____ value: \$ _____

b. _____ value: \$ _____

c. _____ value: \$ _____

d. _____ value: \$ _____

These funds will be safeguarded by: (**Check one**)

☐ being placed into a blocked account.

☐ a bond which the proposed co-guardians will obtain in an amount equal to the liquid assets described above.

Information Regarding the Second Proposed Ward

30. That the proposed ward, (second child's name) _____, age _____, was born on (date of birth) _____, and will become 18 years of age on (date) _____.

31. (**Check One**)

☐ That the minor proposed ward is under 14 years of age. Therefore, no consent

1 from the minor will be filed.

2 ☐ That the minor proposed ward is at least 14 years of age and has consented to
3 this guardianship. The written consent will be filed with this Petition.

4 32. That the proposed ward currently resides at (street/city/state/zip) _____
5 _____.

6 The proposed ward has lived at this address for _____ ☐ days/ ☐ months/ ☐ years.

7 33. The name and address of any person or care provider having the care and control of
8 the proposed ward is (name/address of care provider) _____
9 _____ The current
10 care provider has had care of the proposed ward because _____
11 _____
12 _____.

13 34. That the proposed ward is a resident of the State of _____.

14 35. The proposed ward's parent or legal guardian has ☐ has/ ☐ has not executed a written
15 nomination of guardian. The agent is _____.

16 36. **(Check One)**

17 ☐ There is not a current order concerning custody of the proposed ward.
18 ☐ There is a current order concerning custody of the proposed ward. The order
19 is from the State of _____ and was filed on approximately (date) _____.

20 If the order was not issued by this Court, a copy of the order will be filed with this Petition.

21 37. Petitioners **(check one)** ☐ do/ ☐ do not believe that the proposed ward will need a
22 guardianship when he/she becomes 18 years of age.

23 38. **(Check One)**

24 ☐ The guardianship is not sought as a result of an investigation conducted
25 pursuant to Chapter 432B of the Nevada Revised Statutes.
26 ☐ The guardianship is sought as a result of an investigation conducted pursuant
27 to Chapter 432B of the Nevada Revised Statutes. The name of the case worker is _____
28

_____. The juvenile case file number is _____.

The investigating agency (**check one**) ☐ does/ ☐ does not approve of this guardianship and the placement of the proposed ward with the proposed guardian.

39. That the proposed ward (**check one**) ☐ is/ ☐ is not a party to any pending criminal or civil litigation.

40. That the guardianship (**check one**) ☐ is/ ☐ is not sought for the purpose of initiating litigation.

Information Regarding the Second Proposed Ward's Estate

41. That the proposed ward (**check all that apply**) ☐ has no assets or income/ ☐ has assets and income / ☐ is or will be entitled to assets or income.

42. That the proposed ward (**check one**) ☐ does/ ☐ does not receive any money from the Department of Veterans Affairs.

43. The types of assets and/or income are: (if none write "N/A" on first blank)

a. _____ value: \$ _____

b. _____ value: \$ _____

c. _____ value: \$ _____

d. _____ value: \$ _____

These funds will be safeguarded by: (**Check one**)

☐ being placed into a blocked account.

☐ a bond which the proposed co-guardians will obtain in an amount equal to the liquid assets described above.

Information Regarding the Third Proposed Ward

44. That the proposed ward, (third child's name – if no third child, write "N/A") _____, age _____, was born on (date of birth) _____, and will become 18 years of age on (date) _____.

45. (**Check One**)

☐ That the minor proposed ward is under 14 years of age. Therefore, no consent

1 from the minor will be filed.

2 ☐ That the minor proposed ward is at least 14 years of age and has consented to
3 this guardianship. The written consent will be filed with this Petition.

4 46. That the proposed ward currently resides at (street/city/state/zip) _____
5 _____.

6 The proposed ward has lived at this address for _____ ☐ days/ ☐ months/ ☐ years.

7 47. The name and address of any person or care provider having the care and control of
8 the proposed ward is (name/address of care provider) _____
9 _____ The current
10 care provider has had care of the proposed ward because _____
11 _____
12 _____.

13 48. That the proposed ward is a resident of the State of _____.

14 49. The proposed ward's parent or legal guardian has ☐ has/ ☐ has not executed a written
15 nomination of guardian. The agent is _____.

16 50. **(Check One)**

17 ☐ There is not a current order concerning custody of the proposed ward.
18 ☐ There is a current order concerning custody of the proposed ward. The order
19 is from the State of _____ and was filed on approximately (date) _____.

20 If the order was not issued by this Court, a copy of the order will be filed with this Petition.

21 51. Petitioners **(check one)** ☐ do/ ☐ do not believe that the proposed ward will need a
22 guardianship when he/she becomes 18 years of age.

23 52. **(Check One)**

24 ☐ The guardianship is not sought as a result of an investigation conducted
25 pursuant to Chapter 432B of the Nevada Revised Statutes.
26 ☐ The guardianship is sought as a result of an investigation conducted pursuant
27 to Chapter 432B of the Nevada Revised Statutes. The name of the case worker is _____
28

_____. The juvenile case file number is _____.

The investigating agency (**check one**) ☐ does/ ☐ does not approve of this guardianship and the placement of the proposed ward with the proposed guardian.

53. That the proposed ward (**check one**) ☐ is/ ☐ is not a party to any pending criminal or civil litigation.

54. That the guardianship (**check one**) ☐ is/ ☐ is not sought for the purpose of initiating litigation.

Information Regarding the Third Proposed Ward's Estate

55. That the proposed ward (**check all that apply**) ☐ has no assets or income/ ☐ has assets and income / ☐ is or will be entitled to assets or income.

56. That the proposed ward (**check one**) ☐ does/ ☐ does not receive any money from the Department of Veterans Affairs.

57. The types of assets and/or income are: (if none write "N/A" on first blank)

a. _____ value: \$ _____

b. _____ value: \$ _____

c. _____ value: \$ _____

d. _____ value: \$ _____

These funds will be safeguarded by: (**Check one**)

☐ being placed into a blocked account.

☐ a bond which the proposed co-guardians will obtain in an amount equal to the liquid assets described above.

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General Information

58. The names and addresses of the following relatives of the wards are:

Relative's Name	Relationship to Wards	Address (street address/city/state/zip code)
	Mother	
	Father	
	Grandmother on Wards' mother's side	
	Grandfather on Wards' mother's side	
	Grandmother on Wards' father's side	
	Grandfather on Wards' father's side	

59. **(Check One)**

- ☐ That both parents of the proposed ward request this Petition be granted.
- ☐ That the **(check one)** ☐ mother/ ☐ father of the proposed ward is deceased.

(See Exhibit 1)

- ☐ That Petitioner (parent's name) _____

has sole legal custody and sole physical custody of the proposed ward pursuant to a valid court order or birth certificate. (See Exhibit 1)

- ☐ **(check one)** ☐ Mother's/ ☐ father's rights have been terminated by court

order. (See Exhibit 1).

☐ The identity of the proposed ward's father is truly unknown. He **(check one)**
☐ is/ ☐ is not on the proposed ward's birth certificate. There **(check one)** ☐ is/ ☐ is not a court
order for child support. There **(check one)** ☐ has/ ☐ has not been a finding of paternity by a court.

60. That a general guardianship is needed for the proposed wards because: _____

61. That documentation demonstrating the need for a guardianship will be filed when/if it becomes available to the Petitioners.

62. That a copy of the following form(s) of identification will be filed in a separate document: **(check all that apply for the Petitioners and the Proposed Wards)**

a. For the Petitioner: (first parent's name) _____

☐ Social Security Number / ☐ Taxpayer Identification Number / ☐ Valid Drivers License Number
/ ☐ Valid Identification Card Number/ ☐ Valid Passport Number.

b. For the Co-Petitioner: (second parent's name) _____

☐ Social Security Number / ☐ Taxpayer Identification Number / ☐ Valid Drivers License Number
/ ☐ Valid Identification Card Number/ ☐ Valid Passport Number.

c. For the Co-Petitioner: (your name) _____

☐ Social Security Number / ☐ Taxpayer Identification Number/ ☐ Valid Drivers License Number/
☐ Valid Identification Card Number/ ☐ Valid Passport Number.

d. For the Co-Petitioner: (proposed co-guardian's name) _____

_____ ☐ Social Security Number / ☐ Taxpayer Identification Number / ☐ Valid
Drivers License Number / ☐ Valid Identification Card Number/ ☐ Valid Passport Number.

e. For the First Proposed Ward: ☐ Social Security Number / ☐ Taxpayer

1 Identification Number / ☐ Valid Drivers License Number / ☐ Valid Identification Card Number/
2 ☐ Valid Passport Number.

3 f. For the Second Proposed Ward: ☐ Social Security Number / ☐ Taxpayer
4 Identification Number / ☐ Valid Drivers License Number / ☐ Valid Identification Card Number/
5 ☐ Valid Passport Number.

6 g. For the Third Proposed Ward: ☐ Social Security Number / ☐ Taxpayer
7 Identification Number / ☐ Valid Drivers License Number / ☐ Valid Identification Card Number/
8 ☐ Valid Passport Number.

9 63. That proposed guardian (**check one**) ☐ has/ ☐ has not been appointed as guardian
10 over the proposed ward in a state other than Nevada. If proposed guardian has been appointed
11 Guardian over the proposed ward in another state, proposed guardian will file an exemplified copy
12 of the guardianship order with this Court.

13 64. That proposed co-guardian (**check one**) ☐ has/ ☐ has not been appointed as guardian
14 over the proposed ward in a state other than Nevada. If proposed co-guardian has been appointed
15 Guardian over the proposed ward in another state, proposed co-guardian will file an exemplified
16 copy of the guardianship order with this Court.

17 WHEREFORE, Petitioners pray that this general guardianship be granted and for such other
18 and further relief as the court may deem just and proper.

19 DATED this _____ day of _____, _____.

20
21 _____
22 Petitioner (first parent)

23 _____
24 Co-Petitioner (proposed guardian)

25 _____
26 Co- Petitioner (proposed co-guardian)

27 _____
28 Co- Petitioner (second parent)

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3 **VERIFICATION**

4 STATE OF NEVADA)
5) ss:
6 COUNTY OF _____)

7 I, (second parent's name) _____, being first duly sworn under
8 penalty of perjury, hereby depose and say:

9 That I am the Co-Petitioner in the within action; that I have read the foregoing Petition For
10 Appointment of Co-Guardians and know the contents thereof; that the same is true of my
11 knowledge except as to those matters therein stated upon information and belief and as to those
12 matters, I believe them to be true.

13 _____
Co-Petitioner (second parent)

14 SIGNED and SWORN to before me on the
15 _____ day of _____, _____.

16 _____
NOTARY PUBLIC

17 **ACKNOWLEDGMENT**

18 STATE OF NEVADA)
19) ss.
20 COUNTY OF _____)

21 On this _____ day of _____, _____, before me, the undersigned Notary
22 Public in and for the said County and State, personally appeared (second parent's name)
23 _____ known to me to be the person described in and who
24 executed the foregoing instrument, and who acknowledged to me that (**check one**) ☐ he/ ☐ she
25 did so freely and voluntarily and for the uses and purposes therein mentioned.

26 WITNESS my hand and official seal.

27 _____
28 NOTARY PUBLIC

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EXHIBIT 1

1 CONS
2 (Your name) _____
3 (Your address) _____
4 _____
5 (Telephone) _____
6 In Proper Person

7 DISTRICT COURT
8 CLARK COUNTY, NEVADA

9 In the Matter of the Guardianship of)
10 ☐ the person) CASE NO. G _____
11 ☐ the estate)
12 ☐ the person and estate) DEPT. NO. _____
13 _____)
14 _____)
15 _____)
16 Minor Children.)
17 _____)

18 **CONSENT AND WAIVER OF CHILD**

19 THE UNDERSIGNED (child's name) _____,
20 being at least 14 years old, hereby consents to having (co-guardians' names) _____
21 _____ appointed as my legal co-guardians. I hereby waive service of
22 citation in this case.

23 DATED this _____ day of _____, _____.

24 _____
25 (child's signature)

26 SIGNED and SWORN to before me on the
27 _____ day of _____, _____.

28 _____
NOTARY PUBLIC

1 CONS
2 (Your name) _____
3 (Your address) _____
4 _____
5 (Telephone) _____
6 In Proper Person

7 DISTRICT COURT
8 CLARK COUNTY, NEVADA

9 In the Matter of the Guardianship of)
10 ☐ the person) CASE NO. G _____
11 ☐ the estate)
12 ☐ the person and estate) DEPT. NO. _____
13 _____)
14 _____)
15 _____)
16 Minor Children.)
17 _____)

18 **CONSENT AND WAIVER OF CHILD**

19 THE UNDERSIGNED (child's name) _____,
20 being at least 14 years old, hereby consents to having (co-guardians' names) _____
21 _____ appointed as my legal co-guardians. I hereby waive service of
22 citation in this case.

23 DATED this _____ day of _____, _____.

24 _____
25 (child's signature)

26 SIGNED and SWORN to before me on the
27 _____ day of _____, _____.

28 _____
NOTARY PUBLIC

1 CONS
2 (Your name) _____
3 (Your address) _____
4 _____
5 (Telephone) _____
6 In Proper Person

7 DISTRICT COURT
8 CLARK COUNTY, NEVADA

9 In the Matter of the Guardianship of)
10 ☐ the person) CASE NO. G _____
11 ☐ the estate)
12 ☐ the person and estate) DEPT. NO. _____
13 _____)
14 _____)
15 _____)
16 Minor Children.)
17 _____)

18 **CONSENT AND WAIVER OF CHILD**

19 THE UNDERSIGNED (child's name) _____,
20 being at least 14 years old, hereby consents to having (co-guardians' names) _____
21 _____ appointed as my legal co-guardians. I hereby waive service of
22 citation in this case.

23 DATED this _____ day of _____, _____.

24 _____
25 (child's signature)

26 SIGNED and SWORN to before me on the
27 _____ day of _____, _____.

28 _____
NOTARY PUBLIC

(Your name) _____
 (Address) _____

 (Telephone) _____

In Proper Person

DISTRICT COURT
 CLARK COUNTY, NEVADA

In the Matter of the Guardianship of _____)
☐ the person, _____) CASE NO. G _____
☐ the estate, _____)
☐ the person and estate. _____) DEPT. NO: _____
 _____)
 _____, and _____)
 _____)
 Minors. _____)
 _____)

CONFIDENTIAL INFORMATION SHEET

	Ward's Mother	Ward's Father	1 st Proposed Ward	2 nd Proposed Ward	3 rd Proposed Ward	Guardian	Co- Guardian
Date of Birth							
Taxpayer ID Number							
Valid Driver's License Number							
Valid ID Card Number							
Valid Passport Number							
Social Security Number							

A copy of the above identification is attached.
 SUBMITTED BY:

 (Petitioner's name)

1 NEOJ
2 (Your name) _____
3 (Your address) _____
4 (Telephone) _____
5 In Proper Person

6 DISTRICT COURT
7 CLARK COUNTY, NEVADA

8 In the Matter of the Guardianship of)
9 ☐ the person) CASE NO. G _____
10 ☐ the estate)
11 ☐ the person and estate) DEPT. NO. _____
12 _____,)
13 _____, and)
14 _____)
15 Minor Children.)
16 _____)

17 **NOTICE OF ENTRY OF ORDER**

18 **TO:** The persons listed on Exhibit 1, attached hereto

19 **PLEASE TAKE NOTICE** that an ORDER APPOINTING CO-GUARDIANS was
20 entered in the above-entitled matter on (date) _____, a copy of which is
21 attached hereto.

22 DATED this _____ day of _____.

23 _____
24 (Your signature)

25 **CERTIFICATE OF MAILING**

26 I hereby certify that service of the Notice of Entry of Order was made this ____ day of
27 _____, _____, by depositing copies of same in U.S. mail in Las Vegas, Nevada,
28 addressed to the persons listed on Exhibit 1, attached hereto.

(Your signature)

EXHIBIT 1

Relative's Name

Relationship to Ward

Address of Relative

1. _____

2. _____

3. _____

4. _____

5. _____

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7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

Relative's Name Relationship to Ward Address of Relative

13. _____

14. _____

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<u>Relative's Name</u>	<u>Relationship to Ward</u>	<u>Address of Relative</u>
25. _____	_____	_____

26. _____	_____	_____

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28. _____	_____	_____

29. _____	_____	_____

30. _____	_____	_____

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32. _____	_____	_____

33. _____	_____	_____

34. _____	_____	_____

35. _____	_____	_____

36. _____	_____	_____

1 OAG
(Your name) _____
2
3 (Address) _____
4 _____
5 (Telephone) _____
6 In Proper Person

7 DISTRICT COURT
CLARK COUNTY, NEVADA

8
9 In the Matter of the Guardianship of)
□ the person) CASE NO. G _____
10 □ the estate)
□ the person and estate) DEPT. NO. _____
11)
12 _____,)
13 _____, and)
14 _____)
15 Minor Children.)
16 _____)

17 **ORDER APPOINTING CO-GUARDIANS**

18 UPON REVIEW of the verified Petition for Appointment of Co-Guardians submitted by the
19 Petitioners, the same having come before the above-entitled Court, and it appearing to the
20 satisfaction of the Court that proper Notice of this matter has been duly given in the manner
21 required by law; that all allegations contained in the verified petition are true and correct, and that
22 the Wards are residents of the State of _____, and good cause appearing
23 therefore;

24 **NOW THEREFORE, IT IS HEREBY ORDERED** that (proposed guardian's name)
25 _____ and (proposed co-guardian's name) _____
26

_____ are appointed Co-Guardians of the **(check one)** ☐ person/ ☐ estate/ ☐ person and estate of (first child's name) _____ and that Letters of Guardianship shall issue to the Guardians upon taking of the oath of office as required by law.

IT IS FURTHER ORDERED that (proposed guardian's name) _____ and (proposed co-guardian's name) _____ are appointed Co-Guardians of the **(check one)** ☐ person/ ☐ estate/ ☐ person and estate of (second child's name) _____ and that Letters of Guardianship shall issue to the Guardians upon taking of the oath of office as required by law.

IT IS FURTHER ORDERED that (proposed guardian's name) _____ and (proposed co-guardian's name) _____ are appointed Co-Guardians of the **(check one)** ☐ person/ ☐ estate/ ☐ person and estate of (third child's name) _____ and that Letters of Guardianship shall issue to the Guardians upon taking of the oath of office as required by law.

IT IS FURTHER ORDERED that as to (first child's name) _____
☐ no bond or blocked account will be required,
☐ (guardian's name) _____ and (co-guardian's name) _____ shall post a bond in the sum of \$ _____

☐ the Ward's funds shall be placed into a blocked account at a financial institution

IT IS FURTHER ORDERED that (first child's name) _____
☐ this guardianship is a summary administration and therefore no accounting is required;

☐ the guardian and co-guardian shall file an accounting every _____ years, beginning _____;

☐ the guardian and co-guardian shall file an accounting one time each year, beginning _____.

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IT IS FURTHER ORDERED that as to (second child's name) _____

☐ no bond or blocked account will be required,

☐ (guardian's name) _____ and (co-guardian's name) _____ shall post a bond in the sum of \$ _____

☐ the Ward's funds shall be placed into a blocked account at a financial institution

IT IS FURTHER ORDERED that as to (second child's name) _____

☐ this guardianship is a summary administration and therefore no accounting is required;

☐ the guardian and co-guardian shall file an accounting every _____ years, beginning _____;

☐ the guardian and co-guardian shall file an accounting one time each year, beginning _____.

IT IS FURTHER ORDERED that as to (third child's name) _____

☐ no bond or blocked account will be required,

☐ (guardian's name) _____ and (co-guardian's name) _____ shall post a bond in the sum of \$ _____

☐ the Ward's funds shall be placed into a blocked account at a financial institution

IT IS FURTHER ORDERED that as to (third child's name) _____

☐ this guardianship is a summary administration therefore no accounting is required;

☐ the guardian and co-guardian shall file an accounting every _____ years, beginning _____;

☐ the guardian and co-guardian shall file an accounting one time each year, beginning _____.

IT IS FURTHER ORDERED that the Co-Guardians shall enjoy all normal powers conferred by the Nevada Revised Statutes to take those steps necessary to preserve the real and/or

1 personal property of the Wards of this Court as indicated above;

2 **IT IS FURTHER ORDERED** that the Co-Guardians mail a copy of this Order and the
3 Notice of Entry of Order to those persons and care providers entitled to notice under Chapter 159
4 of the Nevada Revised Statutes.

5 DATED this _____ day of _____, _____.

6

7

8

DISTRICT COURT JUDGE

9 Respectfully submitted:

10 (Your signature) _____

11 (Your name) _____

12 (Address) _____

13 _____

14 (Telephone) _____

15 In Proper Person

16

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1 **LETT**

2 Name:

3 Address:

4 Telephone No.:

5 DISTRICT COURT

6 CLARK COUNTY, NEVADA

7 In the Matter of the Guardianship of

8 _____
9 _____
10 _____
11 _____
12 _____
13 _____

A(n) Adult/Minor Ward.

CASE NO. _____

DEPT. NO. _____

14 **GENERAL LETTERS OF GUARDIANSHIP**

15 On the ____ day of _____, 20____ an Order of the Court was entered
16 appointing _____ as

17 General Guardian of the ☐ Person ☐ Estate ☐ Person and Estate of the above-
18 named ward, a(n) ☐ Minor ☐ Adult. The named Guardian, having duly qualified, is
19 authorized to act and has the authority to perform the duties of such Guardian.
20

21 In testimony of which, I have this date signed these Letters and affixed the seal
22 of the Court.

23 EDWARD A. FRIEDLAND, CLERK OF COURT

24 By: _____
25 Deputy Clerk Date

OATH

I, _____, residing at

_____,
whose mailing address is _____
(State mailing address if different from residence)

solemnly affirm that I will faithfully perform according to law duties of Guardian and that
any matters stated in any petition or paper filed with the Court are true of my own
knowledge or if any matters are stated on information or belief, I believe them to be true.

I declare under penalty of perjury under the law of the State of Nevada that the
foregoing is true and correct.

EXECUTED this ____ day of _____, 20____.

Guardian

1 **LETT**

2 Name:

3 Address:

4 Telephone No.:

5 DISTRICT COURT

6 CLARK COUNTY, NEVADA

7 In the Matter of the Guardianship of

8 _____
9 _____
10 _____
11 _____
12 _____
13 _____

A(n) Adult/Minor Ward.

CASE NO. _____

DEPT. NO. _____

14 **GENERAL LETTERS OF GUARDIANSHIP**

15 On the ____ day of _____, 20____ an Order of the Court was entered
16 appointing _____ as

17 General Guardian of the ☐ Person ☐ Estate ☐ Person and Estate of the above-
18 named ward, a(n) ☐ Minor ☐ Adult. The named Guardian, having duly qualified, is
19 authorized to act and has the authority to perform the duties of such Guardian.
20

21 In testimony of which, I have this date signed these Letters and affixed the seal
22 of the Court.

23 EDWARD A. FRIEDLAND, CLERK OF COURT

24 By: _____
25 Deputy Clerk Date

OATH

I, _____, residing at

_____,
whose mailing address is _____
(State mailing address if different from residence)

solemnly affirm that I will faithfully perform according to law duties of Guardian and that
any matters stated in any petition or paper filed with the Court are true of my own
knowledge or if any matters are stated on information or belief, I believe them to be true.

I declare under penalty of perjury under the law of the State of Nevada that the
foregoing is true and correct.

EXECUTED this ____ day of _____, 20____.

Guardian

**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	OTHER DOMESTIC RELATIONS PETITIONS	GUARDIANSHIP	PROBATE
Marriage Dissolution <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"/> Child Custody (Non-Divorce) <input type="checkbox"/> Mental Health <input type="checkbox"/> Name Change <input type="checkbox"/> Paternity <input type="checkbox"/> Permission to Marry <input type="checkbox"/> Support - Other <input type="checkbox"/> Temporary Protective Order (TPO) <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Visitation (Non-Divorce) <input type="checkbox"/> Other (identify) _____	Guardianship of an Adult <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate Guardianship of a Minor <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	IV-D CHILD SUPPORT PETITIONS		
<input type="checkbox"/> Work Permit <input type="checkbox"/> Emancipation	<input type="checkbox"/> DA – UIFSA <input type="checkbox"/> Child Support In State IV-D		

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/URES A ☐ 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.				
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4.				
If children were involved (other than those listed on front page), please provide:				
Last Name	First Name	Middle Name	Date of Birth	Relationship
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6.				
7.				
8.				

Children involved in this case (continuation from front page)

Last Name	First Name	Middle Name	Date of Birth	Relationship
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**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.**