

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

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

**Do you or any other party in this case (including any minor child) have any other current case(s) or past case(s) in the Family Court or Juvenile Court in Clark County?**

YES       NO

**If yes, complete the other side of this form**

PARTY INFORMATION (Please Print)

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

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

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

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

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

Printed Name of Preparer \_\_\_\_\_

Signature of Preparer \_\_\_\_\_

Date \_\_\_\_\_

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

- Divorce   
 Temporary Protective Orders (TPO)   
 Custody/Child Support  
 UIFSA/URESA   
 Paternity   
 Juvenile Court   
 Other

Please Print

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

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

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

Children involved in this case (continuation from front page)

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

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

1 PET

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

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

4 \_\_\_\_\_  
City, State, Zip Code

5 \_\_\_\_\_  
Telephone number/E-mail Address

6 IN PROPER PERSON

7 DISTRICT COURT  
8 CLARK COUNTY, NEVADA

9 In the Matter of the Estate of: )  
10 ) Case No. P \_\_\_\_\_  
11 ) Dept. No. PC-1  
12 )  
\_\_\_\_\_ Deceased. )

13 PETITION FOR SPECIAL LETTERS OF ADMINISTRATION

14 Petitioner, \_\_\_\_\_,  
15 appearing in Proper Person, respectfully represents as follows:

16 1. That the decedent, \_\_\_\_\_,  
17 died on or about the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. A  
18 certified copy of Decedent's death certificate is attached as  
19 Exhibit "A" and by reference made a part hereof.

20 2. The decedent was at the time of his/her death, a  
21 resident of the County of Clark, State of Nevada, and that  
22 his/her estate consists of personal property and that the exact  
23 value and character of said property has not been determined.

24 3. There is no person authorized to care for the property  
25 belonging to the estate and there is danger of the same being  
26 neglected and greatly damaged thereby and someone should be  
27  
28

1 authorized to take charge of and care of the property of the  
2 estate. Special Administration is needed for the following  
3 reason(s): \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_

8 4. Petitioner is willing to act as Special Administrator  
9 of the estate to ascertain the assets and protect the same and  
10 for the reasons stated in Number 3 above.  
11

12 5. Petitioner's relationship to decedent is \_\_\_\_\_  
13 and Petitioner has never been convicted of a felony.

14 6. The following are the relatives and heirs of the decedent  
15 within the second degree of consanguinity are:

16 (Below Must Include: Legally Married Spouse and All Children, Even If Estranged or out  
17 of State And You as Petitioner Stating All Relationships, adult or minor and Addresses  
18 (if unknown put last address or unknown)

Name ↓	Relationship/Age ↓	Address ↓
1.		
2.		
3.		
4.		
5.		
6.		

27 WHEREFORE, Petitioner prays that he/she be appointed  
28 Special Administrator of the Estate of \_\_\_\_\_,

1 deceased, with all liquid assets placed in a blocked account,  
2 with authority to take possession of said property, and  
3 specifically to: \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_.

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

10 \_\_\_\_\_  
Signature of Petitioner

12 VERIFICATION

13 STATE OF NEVADA  
14 COUNTY OF CLARK

16 Under penalties of perjury, the undersigned states as  
17 follows: That I am the Petitioner in the foregoing action; that  
18 I have read the above and foregoing Petition For Special Letters  
19 of Administration, and that the same is true of my own  
20 knowledge, except for matters stated therein on information and  
21 belief, and as for those matters, I believe it to be true.

22 \_\_\_\_\_  
Signature of Petitioner



1 ORDR

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

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

4 \_\_\_\_\_  
City, State, Zip Code

5 \_\_\_\_\_  
Telephone number/E-mail Address

6 IN PROPER PERSON

7 DISTRICT COURT  
8 CLARK COUNTY, NEVADA

9 In the Matter of the Estate of: )  
10 ) Case No. P \_\_\_\_\_  
11 ) Dept. No. PC-1  
12 )  
\_\_\_\_\_ Deceased. )

13 ORDER APPOINTING SPECIAL ADMINISTRATOR

14 Upon submission of a verified Ex Parte Petition for  
15 Appointment of Special Administrator and for Issuance of Special  
16 Letters of Administration, representing as follows:  
17

18 1. That Decedent, \_\_\_\_\_,  
19 died intestate on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the  
20 County of Clark, State of Nevada.

21 2. That Decedent was a resident of Clark County, Nevada,  
22 at the time of their death.

23  
24 NOW, THEREFORE, IT IS HEREBY ORDERED that \_\_\_\_\_  
25 \_\_\_\_\_ is appointed as Special Administrator  
26 and that Special Letters of Administration be issued, without  
27 bond, to the Petitioner, \_\_\_\_\_,  
28

1 upon taking the oath of office, for the purpose of administering  
2 the estate in accordance with Nevada Revised Statutes Chapter  
3 140.040 (see Exhibit A attached)  
4 \_\_\_\_\_  
5 \_\_\_\_\_

6 IT IS FURTHER ORDERED: (You must one box)

7  All moneys received by this estate will be placed in a  
8 blocked account until further order by the court and proof  
9 of the blocked account shall be filed with the court within  
10 thirty (30) days from the date of entry of this court  
11 order.  
12

13  All moneys received by this estate will be placed in the  
14 attorney's trust account until further order by the court.  
15

16 IT IS FURTHER ORDERED that the settlement of the decedent's  
17 lawsuit is subject to this court's approval.

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

21 \_\_\_\_\_  
22 District Court Judge

23 Submitted by:  
24 \_\_\_\_\_  
25 Name:

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EXHIBIT A

**NRS 140.040 Powers, duties and immunity from liability for certain claims.**

1. A special administrator shall:

(a) Collect and preserve for the executor or administrator when appointed all the goods, chattels and receivables of the decedent, and all incomes, rents, issues, profits, claims and demands of the estate.

(b) Take charge and management of the real property and enter upon and preserve it from damage, waste and injury.

2. A special administrator may:

(a) For all necessary purposes, commence, maintain or defend actions and other legal proceedings as a personal representative.

(b) Without prior order of the court, sell any perishable property of the estate, as provided in NRS 148.170.

(c) Exercise such other powers as have been conferred by the order of appointment.

(d) Obtain leave of the court to borrow money or to lease or mortgage real property in the same manner as an executor or administrator.

3. A special administrator is not liable:

(a) To any creditor on any claim against the estate; or

(b) For any claim against the decedent except a claim involving wrongful death, personal injury or property damage if the estate contains no assets other than a policy of liability insurance.

[Part 86:107:1941; 1931 NCL § 9882.86]—(NRS A 1971, 647; 1983, 668; 1999, 2276)

LETT

DISTRICT COURT  
CLARK COUNTY, NEVADA

In the Matter of the Estate of:

Case No. P \_\_\_\_\_

LETTERS OF SPECIAL ADMINISTRATION

Deceased.

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Court entered an Order appointing

\_\_\_\_\_ as Special Administrator of the Decedent's Estate. The Order

includes:

- A directive for no bond;
- A directive for the establishment of blocked accounts;
- A directive for the posting of bond in the sum of \$ \_\_\_\_\_; or
- A directive for both the establishment of blocked accounts for sums in excess of \$ \_\_\_\_\_ and the posting of bond in the sum of \$ \_\_\_\_\_.

The Special Administrator, having duly qualified, may act and has the authority and duties of Special Administrator.

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

CLERK OF COURT

By: \_\_\_\_\_  
Deputy Clerk Date

**OATH**

I, \_\_\_\_\_, whose mailing address is \_\_\_\_\_, solemnly affirm that I will faithfully perform according to law the duties of Special Administrator and that all matters stated in any petition or paper filed with the Court by me are true of my own knowledge or, if any matters are stated on information and belief, I believe them to be true.

ADMINISTRATOR

SUBSCRIBED AND AFFIRMED before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CLERK OF COURT

By: \_\_\_\_\_  
Deputy Clerk

(OR) \_\_\_\_\_  
NOTARY PUBLIC

County of \_\_\_\_\_ State of \_\_\_\_\_