

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

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

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

PARTY INFORMATION (Please Print)

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

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

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

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

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

Printed Name of Preparer _____

Signature of Preparer _____

Date _____

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

- Divorce
 Temporary Protective Orders (TPO)
 Custody/Child Support
 UIFSA/URESAs
 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 estate. Special Administration is needed for the following
2 reason(s): _____
3 _____
4 _____
5 _____
6 _____.

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

10 5. Petitioner's relationship to decedent is _____
11 and Petitioner has never been convicted of a felony.

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

Name	Relationship/Age	Address
------	------------------	---------

15
16
17
18
19
20
21
22
23
24
25 WHEREFORE, Petitioner prays that he/she be appointed
26 Special Administrator of the Estate of _____,
27 deceased, with all liquid assets placed in a blocked account,
28

1 with authority to take possession of said property, and
2 specifically to: _____
3

4 _____
5 _____.

6 DATED this _____ day of _____, 20____.

7
8
9 _____
10 Signature of Petitioner

11 VERIFICATION

12 STATE OF NEVADA
13 COUNTY OF CLARK

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

20
21 _____
22 Signature of Petitioner

23
24
25
26
27
28

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.

EDWARD A. FRIEDLAND, 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____.

EDWARD A. FRIEDLAND, CLERK OF COURT

By: _____
Deputy Clerk

(OR) _____
NOTARY PUBLIC

County of _____ State of _____

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:
26
27
28

1
2
3 **EXHIBIT A**

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

5 1. A special administrator shall:

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

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

11 2. A special administrator may:

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

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

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

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

20 3. A special administrator is not liable:

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

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

25 [Part 86:107:1941; 1931 NCL § 9882.86]—(NRS A 1971, 647; 1983, 668;
26 [1999, 2276](#))