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

These forms and instructions are provided as a courtesy only. Clark County, the Eighth Judicial District Court, the Clark County Family Law Self-Help Center, and their employees **SHALL NOT BE LIABLE** for errors contained within or for direct, indirect, special, or consequential damages in connection with providing this material.

Many family law matters involve complex and valuable legal rights. These forms and instructions are basic general forms and **DO NOT** fit all situations. If your situation does not fit the general forms you will need to perform additional legal research or consult an attorney.
It is always recommended that you consult with an attorney before attempting to use self-help. This is especially true if your case involves unique or complicated issues. Most family law issues affect significant legal rights. Some rights cannot be adequately protected without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The law provides for exceptions in some situations. If your case involves special circumstances these exceptions may apply to you. Self-Help Center forms do not include information on these exceptions. Applicable laws and rules are set out in the Nevada Revised Statutes, The Nevada Rules of Civil Procedure, and other local rules governing the jurisdiction in which you are filing your documents.

By signing these documents and filing them with the court, you agree to the following:

- You have carefully read the documents;
- You understand all the terms and conditions in the documents;
- You agree with everything in the documents; and
- You are aware of all of the consequences that may occur as a result of filing.

Note that if you, the other party, or your children have ties to a state other than Nevada (i.e. you recently moved here or you have orders from another state) you should consult an attorney **BEFORE** filing any documents because the court may not have jurisdiction over you. However, once you file certain documents, the court will have jurisdiction and you **WILL NOT** be able to change that.

Helpful Tips for the Petition for Appointment of Guardians over Minor Wards with Hearing:

- There is no filing fee to file for guardianship over a person only. There may be a filing fee if you are asking to be the guardian over the person's estate. The amount of the fee is based upon the value of the ward's assets.
- If you are asking the court to make you a guardian over the person, you are responsible for making medical and personal decisions for the ward. If you want to make financial decisions, then you must also ask to be the guardian of the ward's estate.
- All documents must be typed or written *neatly* in black ink
- You **can** use this packet if:
    - The proposed ward(s) are younger than 18 years old;
    - Both the proposed ward(s) and at least one proposed guardian(s) is a Nevada resident; AND
    - The proposed guardian(s) has never been disbarred or suspended from a profession that handles money or property that requires a license.
- You must notify the ward's parents, grandparents on both sides, and any brothers or sisters older than 14 years that you intend to become the guardian
- If you do not know the name or address of the ward's parents, then you may have to serve by publication. You must get permission from the court before you can serve by publication.

For more information about how to finish your case, please consult the Self-Help Center or an attorney.

Self-Help Center hotline: (702) 455-1500 **website:** www.clarkcountycourts.us/shc

Petition for Appointment of Guardians over Minor Wards with a Hearing:

Step 1: Can I file a petition for guardianship?

Are the proposed wards younger than 18 **and** Nevada residents, and is at least one proposed guardian a Nevada resident?

☐ Yes

☐ No

STOP This petition for guardianship may not be right for you.

Step 2: Do I have all of the forms I need?

- ☐ Affidavit of mailing
- ☐ Citation to Appear and Show Cause
- ☐ Confidential information Sheets
- ☐ Family Court Cover sheet
- ☐ General Letters of Guardianship
- ☐ Inventory, Appraisal and Record of Value
- ☐ Notice of Entry of Order
- ☐ Order appointing guardian(s)
- ☐ Petition for Appointment of Guardian(s)

Step 3: Prepare your Forms.

Do not leave any lines blank on the forms. If something does not apply write "N/A".

Fill out the following forms. All Self-Help Center forms are in a fill-in-the-blank format.

- ☐ Citation to Appear and Show Cause
- ☐ Confidential information Sheet
- ☐ Family Court Cover sheet
- ☐ Petition for Appointment of Guardian(s)

Notarize. Sign the Petition for Appointment of Guardian(s) in front of a notary.

File the forms you filled out.

Step 4: Make at least three copies

of the filed forms – one copy for you, one copy is for the other relatives, and one copy must be placed in the guardianship mailbox located on the 3rd floor of Family Court.

Step 5: Serve the proposed ward's other relatives and care provider if any.

- ☐ Mail, the Citation and Petition prepaid, certified, and return receipt requested.
- ☐ **Next, the person who mailed these documents must fill out the Affidavit of Mailing.**
- ☐ File the Affidavit of Mailing and make two copies of the filed form-one copy is for your records and one copy should be place in the guardianship mailbox located on the 3rd floor of Family Court.

Step 6: Now what do I do?

☐ **Fill out the Order Appointing Guardian**. Make at least two copies, and place the original and one copy in the guardianship mailbox. The other copy is for your records.

☐ **Get prepared**. Make sure that you have provided the guardianship office with a copy of EVERYTHING you filed no later than **ONE WEEK** before your hearing.

☐ **Fill out the General Letters of Guardianship**, make three copies and take them to the hearing.

☐ **Bring the ward to the hearing** unless you have a note from a doctor or other qualified person stating why the ward cannot attend.

☐ If everything is done correctly, the judge will sign the Order Appointing Guardian(s).

☐ File the signed Order Appointing Guardian(s) and the General Letters of Guardianship.

☐ Mail a copy of the order to all required relatives.

☐ Fill out the Notice of Entry of Order and file it.

Step 7: (only necessary if you are filing a Guardianship over an Estate)

☐ File the Inventory, Appraisal and Record of Value

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