*****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 Joint Petition for Divorce (Have Minor Children):

- The filing fee to file a Joint Petition for divorce is **$289**.
- All documents must be typed or written *neatly* in black ink.
- If your children **have not** lived in Nevada for at least 6 months, the court **cannot** make orders for custody and visitation.
- You **can** use this packet if:
    - You *or* your spouse have lived in Nevada for the past 6 weeks;
    - You are incompatible in marriage;
    - Both parties agree on everything in the divorce papers; and
    - Both parties are willing to sign the divorce papers.
- Before the case is complete, you must attend a COPE parenting seminar.
- You are not legally divorced until the judge signs your Decree and it is filed with the clerk.

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

Joint Petition for Divorce (Have Minor Children)

Step 1: Can I use a Joint Petition to file for Divorce?

A. Have you or your spouse lived in Nevada for the past 6 weeks?

☐ Yes — Go to Part B

☐ No — STOP: You cannot file for divorce using a joint petition.

B. Do you and your spouse agree on **ALL ISSUES** and are you both willing to sign the divorce forms?

☐ No — STOP: You cannot file for divorce using a joint petition.

☐ Yes — GO: Go to Step 2

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

- ☐ Affidavit of Resident Witness
- ☐ Decree of Divorce
- ☐ Child Support and Welfare Party Identification Form
- ☐ Child Support Worksheet A & B
- ☐ Certificate of Mailing
- ☐ Family Court Cover Sheet
- ☐ Joint Petition for Divorce

Step 3: Prepare your Forms. All Self-Help Center forms are in a fill-in-the-blank format. Do not leave any lines blank on the forms. If something does not apply to you write "N/A".

A. **Fill out the following forms.**
- ☐ Family Court Cover Sheet
- ☐ Child Support and Welfare Party Identification Form
- ☐ Child Support Worksheet A OR B
- ☐ Decree of Divorce
- ☐ Joint Petition For Divorce

B. **Have a third party fill out** the Affidavit of Resident Witness and sign in front of a notary.

C. **Electronically file the** Family Court Cover sheet and Joint Petition for Divorce. You will be emailed a case number and filed stamped copy of these documents.

D. **Use the case number to electronically file** the rest of the forms prepared in Step 3 and Step 4.

Step 4: Attend the COPE parenting seminar.

Seminar providers:

1. Palo Verde Child & Family Services, (702) 243-4357
2. Family Solutions, (702) 395-8417
3. Center for Divorce Education (877) 874-1365

Step 5: Print four copies of the ***electronically filed stamped*** Joint Petition. Make two copies of the Decree. Attach one **file stamped copy** of the Joint Petition to each Decree.

Step 6: Submit forms to the judge.

Place a copy of the forms below in your judge's mailbox located on the 3rd floor of the Family Court.

- ☐ One file-stamped copy of the Joint Petition
- ☐ One file-stamped copy of the Affidavit of Resident Witness
- ☐ One file-stamped copy of the seminar attendance certificate for **both** parents.
- ☐ The original Decree of Divorce and two copies of the Decree.
- ☐ One file-stamped copy of the Child Support and Welfare Party Identification Sheet.

Step 7: Now what do I do?

A. Wait to receive your final decree. You are not legally divorced until the Decree is signed by the judge and filed with the Clerk. The final decree is mailed to you.

B. Send a copy of the final Decree to your spouse and file the Certificate of Mailing as proof.

Note: If you make a mistake on the forms, you will receive instructions from the judge's law clerk on how to fix them (you may have to re-file amended forms).

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