

**PREPARING AND FILING AN
ORDER FROM A COURT HEARING WHEN
THE JUDGE MADE ORDERS ABOUT CHILDREN**

WHAT IS AN ORDER?

An Order is a document that puts the judge's instructions into written form.

WHY DO I NEED TO PREPARE A WRITTEN ORDER?

An order must be in written form before it can be enforced. Therefore, it is important that an order be prepared for every hearing in your case. Either party can prepare the order. Many times, the judge will tell a party to prepare the order.

YOU CAN USE THIS ORDER IF:

- You have had a hearing in front of a judge.
- The judge made orders that had anything to do with your and the other party's child(ren).

**INSTRUCTIONS FOR PREPARING AND FILING AN
ORDER FROM A COURT HEARING WHEN
THE JUDGE MADE ORDERS ABOUT CHILDREN**

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

THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. CLARK COUNTY, THE EIGHTH JUDICIAL DISTRICT COURT, THE SELF-HELP CENTER AND THEIR EMPLOYEES SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.

MANY FAMILY LAW MATTERS INVOLVE COMPLEX AND VALUABLE LEGAL RIGHTS. THESE FORMS AND INSTRUCTIONS ARE BASIC, GENERAL FORMS, AND MAY NOT FIT ALL SITUATIONS. SOME RIGHTS CANNOT BE ADEQUATELY PROTECTED WITHOUT THE ASSISTANCE OF AN ATTORNEY. YOU SHOULD CONSULT WITH AN ATTORNEY BEFORE YOU ATTEMPT TO USE SELF-HELP.

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I. EXPLANATION OF AN ORDER

A. WHAT IS AN ORDER?

An Order is a document that puts the judge's instructions into written form.

B. WHY DO I NEED TO PREPARE A WRITTEN ORDER?

An order must be in written form before it can be enforced. Therefore, it is important that an order be prepared for every hearing in your case. Either party can prepare the order. Many times, the judge will tell a party to prepare the order.

C. You can use this Order if:

- You have had a hearing in front of a judge.
 - The judge made orders that had anything to do with your and the other party's child(ren)
- D. This package should contain the following documents:
- Instructions for Preparing and Filing an Order from a Court Hearing When the Judge Made Orders about Children;
 - Order;
 - Child Support and Welfare Party Identification Sheet;
 - Notice of Entry of Order;
 - Certificate of Mailing;
 - List of telephone numbers for the judges' staffs and the Court Clerks;
 - Customer survey;
 - Affirmation.

II. STEP 1: PREPARE YOUR PAPERWORK

NOTE: WHEN FILLING OUT ANY FORM, YOU MUST USE BLACK INK. PRINT CLEARLY. THE CLERK'S OFFICE WILL NOT FILE YOUR DOCUMENT IF THE HANDWRITING IS HARD TO READ.

- A. ORDER A COPY OF THE MINUTES FROM THE CLERK'S OFFICE:
1. "Minutes" are the Court Clerk's type-written notes from the hearing. It usually takes about one week for the Clerk to prepare the minutes from a hearing.
 2. Go to the "Records" window of the Clerk's Office and tell that Clerk that you would like to order minutes from your hearing. There may be a small fee per page. The Clerk will print them for you while you wait.
- B. THE CAPTION:

1. 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 blanks above the words "Plaintiff" and "Defendant." Generally, this caption will be the same throughout the entire case and will be on every document filed in the case. In this package, the caption is on the: (a) Order, (b) Notice of Entry of Order, (c) Certificate of Mailing, (d) Child Support and Welfare Party Identification Sheet, and (e) Affirmation.

C. THE ORDER:

1. Insert your name, address, and phone number on the first page, upper left-hand corner.
2. Insert the name of the Plaintiff on the blank above the word "Plaintiff" in the caption and insert the name of the Defendant on the blank above the word "Defendant" in the caption.
3. Insert the case number on the line after the words "CASE NO." on your documents. You can find the case number by looking at other documents that have been filed in your case. The case number will start with a "D."
4. Insert the department letter on the line after the words "DEPT. NO." You can find the department letter by looking at other documents that have been filed in your case.
5. Insert the date that you had your hearing after the words "DATE OF HEARING:".
6. Insert the time that you had your hearing after the words "TIME OF HEARING:".
7. The Order uses a fill-in-the-blank format. The Order will tell you what information you need to put into the blank. If the Order tells you to check an item, check the box next to item that applies (i.e., check the box next to either "Plaintiff" or "Defendant" if the Order has "Plaintiff/Defendant").
 - a. Use the minutes to fill in the lines after "IT

IS HEREBY ORDERED.” The Clerk will return your Order for corrections if your Order does not say the same thing as the minutes.

b. If you believe that the Clerk made a mistake in the minutes, either because something was left out or because the judge ordered something different, you will need to call the Clerk that typed the minutes and tell him/her that you believe a mistake has been made. The name of the Court Clerk that you need to call will be on the minutes. A list of telephone numbers for the judges’ Court Clerks is included in this package.

c. If you do not use all of the blank lines, you will need to cross through the lines that you do not use.

D. THE NOTICE OF ENTRY OF ORDER:

NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED YOUR ORDER.

1. The Notice of Entry of Order is the document that tells the other party that the Order has been filed. It also effects the timing for rights for both parties (i.e., to appeal the judge’s decision, to ask the judge to reconsider his/her decision, etc.).
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the name of the Plaintiff on the blank above the word “Plaintiff” in the caption and insert the name of the Defendant on the blank above the word “Defendant” in the caption.
4. Insert the case number on the line after the words “CASE NO.” on your documents and insert the department letter on the line after the words “DEPT. NO.”
5. The Notice of Entry of Order uses a fill-in-the-blank format. The Notice of Entry of Order will tell you what information you need to put into the

blank.

E. THE CERTIFICATE OF MAILING:

NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED YOUR ORDER. PART OF THIS DOCUMENT WILL HAVE TO BE COMPLETED BY SOMEONE ELSE. (PLEASE SEE NEXT PARAGRAPH AND SECTION V, BELOW.)

1. The Certificate of Mailing is a document to show the Court that the other party received a copy of the papers you have just filed. Someone who is not related to you by blood or marriage, and who is over 18 years old, will need to complete part of this document. This other person is called a "third party." (Please see Section V, below, for more information.)
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the name of the Plaintiff on the blank above the word "Plaintiff" in the caption and insert the name of the Defendant on the blank above the word "Defendant" in the caption.
4. Insert the case number on the line after the words "CASE NO." and insert the department letter on the line after the words "DEPT. NO."
5. The Certificate of Mailing uses a fill-in-the-blank format and will tell you what information you need to put into the blank.
 - a. The third party will need to fill in the date that he/she mailed the documents to the other side and sign the document.

F. THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET:

NOTE: COMPLETE THIS FORM ONLY IF THERE WERE ORDERS ABOUT CHILD SUPPORT.

1. Nevada law states that the State of Nevada's Welfare Department must be notified whenever there is an order regarding child support. You do this by filing the Child Support and Welfare Party

Identification Sheet with the Court and mailing a file-stamped copy of the form to the Welfare Department.

2. Insert the name of the Plaintiff on the line above the word "Plaintiff" in the caption and insert the name of the Defendant on the line above the word "Defendant" in the caption.
3. Insert the case number on the line after the words "CASE NO." on your documents. Insert the department letter on the line after the words "DEPT. NO."
4. The Child Support and Welfare Party Identification Sheet uses a fill-in-the-blank format and will tell you what information you need to put into the blank.

G. THE AFFIRMATION:

NOTE: You will need to file an Affirmation each time you file documents. You may want to make a few copies of the form before completing it.

1. Beginning January 1, 2007, most documents should not contain parties' Social Security Numbers. If certain documents are required to have this information, the Clerk's Office and/or the Court must take steps to ensure that the information is kept in a confidential manner. The Affirmation lets the Clerk's Office and the Court know whether the documents you file contain Social Security Numbers.
2. Insert your name, address, and phone number on the first page, upper left-hand corner. The form uses a "fill-in-the-blank" format. Write the information requested on each line in the caption.
3. If you or the other party has already filed paperwork, fill in the "Case No." and "Dept. No." lines to the right of the caption. You can find this information by looking at other documents that have been filed in the in the case, leave the lines blank. The Clerk's Office will give you a case number and department number when you file the paperwork.
4. Check the boxes next to the documents you are filing. If you are filing document that is not

listed, check the "other" box and state the name of the document on the line next to the box.

5. Sign and date the form.

IV. PREPARE YOUR DOCUMENTS FOR THE JUDGE'S REVIEW:

- A. Make three copies of the Order and one copy of the Affirmation.
- B. You need to use a two-hole punch on the top of the original documents and also stamp or write "original" on the original documents. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Paper clip the original Order and two of the copies together. Keep the other copy for yourself.

III. STEP 2: THE COURT'S REVIEW OF THE ORDER:

- A. 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 judge's package into the box belonging to that judge's department.
- B. The Court Clerk who was in court for your hearing will review your Order. If you need to make some corrections, the Court Clerk will put a note on your Order to tell you how to correct it. It usually takes one-to-two weeks from the time that you give your papers to the department until the Court Clerk has reviewed them.
- C. The Clerk's Office will mail the forms to you after they have been reviewed by the judge. Please give the clerk a blank 10x13 envelope when you file your documents. The Clerk's Office will pay the postage. After one week, you can call the Clerks Office at 455-2590 to ask if your paperwork has been mailed. If the paperwork has not been mailed after two weeks, you may call the judge's office to make sure that they have received your paperwork.
- D. If the judge signed your Order, the Clerk's Office will automatically file the Order for you.
- E. If your paperwork comes back with a note from the Court

Clerk, you will need to follow the instructions from the Court Clerk and go through steps A through C again after you have made the corrections.

IV. STEP 3: PREPARE AND FILE THE NOTICE OF ENTRY OF ORDER

- A. Prepare the Notice of Entry of Order and an Affirmation (Please see II, above)
- B. Make two copies of the Notice of Entry of Order and one copy of the Affirmation.
- C. You need to use a two-hole punch on the top of the original documents and also stamp or write "original" on the original documents. The Self-Help Center has a two-hole punch and a stamp that you can use.
- D. Go to the filing counter at the Clerk's Office. The Clerk will file the original documents and will return the file-stamped copies to you.

V. STEP 4: SERVE THE DOCUMENTS ON THE OPPOSING PARTY AND FILE THE CERTIFICATE OF MAILING

- A. As a general rule, you must give the other party a copy of any document that you file with the Court. If that party is represented by an attorney, you must give the documents to the attorney instead of the other party. The way of giving the documents to the other party (or the attorney) is called "service of process" or "service." For this packet, you must serve the Order and the Notice of Entry of Order on the other party.
 1. Any document that is "served" must be mailed or delivered by someone who is not related to you by blood or marriage and who is over 18 years old. This person is called a "third party."
- B. There are several ways of serving the other party. However, this packet contains a "Certificate of Mailing." This is the most common method of serving an Order and a Notice of Entry of Order.
 1. If the other party does not have an attorney, the third party should mail the documents to the other side's last known address (the address you put in the Certificate of Mailing).

2. If the other party has an attorney, the third party can mail the documents to the attorney at the attorney's business address.

VI. STEP 5: FILE THE CERTIFICATE OF MAILING AND FILE AND MAIL THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET

- A. After the third party has mailed the Order and Notice of Entry of Order to the other side (or that side's attorney) he/she should complete their portion of the Certificate of Mailing and you should complete an Affirmation. (See II, above)
- B. Make one copy of the Certificate of Mailing, one copy of the Affirmation, and three copies of the Child Support and Welfare Party Identification Sheet.
- C. You need to use a two-hole punch on the top of the original Certificate of Mailing and the original Child Support and Welfare Party Identification Sheet and also stamp or write "Original" in between the two holes on the original of both documents. The Self-Help Center has a two-hole punch and a stamp that you can use.
- D. Go to the filing counter at the Clerk's Office. The Clerk will file the original documents and return the file-stamped copies to you. The Clerk will keep one copy of the Welfare Identification Sheet in addition to the original document. Keep one copy of each document for your records.
- E. Mail one return-stamped copy of the Child Support and Welfare Party Identification Sheet to:

State of Nevada
Child Support Enforcement and Human Resources
Division
3120 E. Desert Inn Rd.
Las Vegas, NV 89121

**CLARK COUNTY FAMILY LAW
SELF-HELP CENTER
SURVEY**

8/1/05

Please help us help you. If you complete this brief survey, we will be able to better determine your needs and how to serve you better.

Date _____ Zip Code _____

How many times have you visited the Center? First visit 2 3 4 5 or more

What is the general description of your legal actions: (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Divorce without children | <input type="checkbox"/> Order for protection against domestic violence |
| <input type="checkbox"/> Annulment | <input type="checkbox"/> Guardianship of a child | <input type="checkbox"/> Paternity |
| <input type="checkbox"/> Child support | <input type="checkbox"/> Guardianship of an adult | <input type="checkbox"/> Visitation |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Modification of child support | |
| <input type="checkbox"/> Divorce with children | <input type="checkbox"/> Name change | |
| <input type="checkbox"/> Other: _____ | | |

Are you starting or responding to a legal action?

- Starting Responding
 Other: _____

What services are you seeking from the Self-Help Center? (Check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Information about forms/procedures | <input type="checkbox"/> Information about other legal and community resources | <input type="checkbox"/> Listing of attorneys willing to accept family law cases | <input type="checkbox"/> Classes or clinics about family court procedures |
| <input type="checkbox"/> Assistance with completion of forms | | | <input type="checkbox"/> Notary services |
| <input type="checkbox"/> Other: _____ | | | |

How did you hear about the Self-Help Center? (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Judge, court employee, or court program | <input type="checkbox"/> Law Library | <input type="checkbox"/> Lawyer referral service |
| <input type="checkbox"/> Legal services provider | <input type="checkbox"/> Attorney | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Social services provider | <input type="checkbox"/> District Attorney's Office | <input type="checkbox"/> Family member or friend |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Bar Association | <input type="checkbox"/> Website |

Are you aware that our forms are available on the internet? Yes No

Do you already have your documents? Yes No

If yes, where did you get your documents?

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Self-Help Center Office | <input type="checkbox"/> Attorney | <input type="checkbox"/> Office supply store |
| <input type="checkbox"/> Self-Help Center Website | <input type="checkbox"/> Law Library | |
| <input type="checkbox"/> Other website | <input type="checkbox"/> Paralegal | |
| <input type="checkbox"/> Other: _____ | | |

Have you consulted an attorney regarding your case? Yes No

If no, why did you not hire an attorney? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find an attorney who spoke my language |
| <input type="checkbox"/> Prefer to self-represent | <input type="checkbox"/> I do not know any attorneys |
| <input type="checkbox"/> Case refused by an attorney | |
| <input type="checkbox"/> Other: _____ | |

Have you consulted a paralegal regarding your case? Yes No

If no, why did you not hire a paralegal? (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find a paralegal who spoke my language | <input type="checkbox"/> I do not know any paralegals |
| <input type="checkbox"/> Case refused by a paralegal | | |
| <input type="checkbox"/> Other: _____ | | |

Please complete other side...

Please tell us a little about yourself...

Age Under 18 18 - 30 31 - 40 41 - 50 51 - 59 60 or older

Sex Male Female

Race: (Check the one that primarily applies)

- White American-Indian Asian
 African-American Hispanic
 Other: _____

What language is spoken in your home?

- English Spanish
 Other: _____

How many children under the age of 18 live in your home? 0 1 - 2 3 - 4 5 or more

Your gross monthly income is:

- Below \$500 \$1000 - \$1,999 \$3,000 - \$3,999 \$5,000 or more
 \$500 - \$999 \$2,000 - \$2,999 \$4,000 - \$4,999

Are you currently receiving public assistance? Yes No

If yes, what type of assistance are you receiving?

- SSI TANF Medicare Medicaid Food stamps
 Other: _____

What is your highest level of education?

- No high school High school graduate Post graduate work
 Some high school Some college
 GED certificate College graduate

Do you feel more able to represent yourself than before you visited the Self-Help Center? Yes No

Were you treated courteously at the Self-Help Center? Yes No

How would you evaluate the services offered by the Center?

	very helpful	Somewhat helpful	Not helpful	Did not use
Customer Assistance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms Packets / Instructions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notarizations / Typewriters:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Area:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us how we can improve our services or any other comments. _____

Thank You for Your Feedback!

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

7 **DISTRICT COURT**
 8 **CLARK COUNTY, NEVADA**

9)
 10 _____,)
 11 Plaintiff,) CASE NO.: _____
 12 vs) DEPT. NO.: _____
 13) DATE OF HEARING _____
 14 _____,)
 15 Defendant.) TIME OF HEARING _____
 16 _____)

17 **ORDER**

18 This matter having come on for Hearing on the _____ day of (month)_____,
 19 (year)_____, in the Family Division, Department _____, of the Eighth Judicial District
 20 Court, County of Clark; and Plaintiff, being (circle one) present in Proper Person/not present, and
 21 Defendant, being (circle one) present in Proper Person/not present and the Court being fully advised
 22 in the premises, both as to subject matter as well as the parties thereto, and that jurisdiction is proper
 23 in Nevada, and good cause appearing therefore;

24 **IT IS HEREBY ORDERED** that: (fill in the judge's orders below)

25 _____
 26 _____
 27 _____
 28 _____

1 **IT IS FURTHER ORDERED** that each party shall submit the information required in NRS
2 125B.055, NRS 125.130 and NRS 125.230 on a separate form to the Court and the Welfare Division
3 of the Department of Human Resources within ten days from the date this Decree is filed. Such
4 information shall be maintained by the Clerk in a confidential manner and not part of the public
5 record. The parties shall update the information filed with the Court and the Welfare Division of the
6 Department of Human Resources within ten days should any of that information become inaccurate.
7

8 **NOTICE IS HEREBY GIVEN** of the following provision of NRS 125.510(6):

9 PENALTY FOR VIOLATION OF ORDER: THE ABDUCTION, CONCEALMENT
10 OR DETENTION OF A CHILD IN VIOLATION OF THIS ORDER IS
11 PUNISHABLE AS A CATEGORY D FELONY AS PROVIDED IN NRS 193.130.
12 NRS 200.359 provides that every person having a limited right of custody to a child
13 or any parent having no right of custody to the child who willfully detains, conceals
14 or removes the child from a parent, guardian or other person having lawful custody or
15 a right of visitation of the child in violation of an order of this court, or removes the
16 child from the jurisdiction of the court without the consent of either the court or all
17 persons who have the right to custody or visitation is subject to being punished for a
18 category D felony as provided in NRS 193.130.

16 **NOTICE IS HEREBY GIVEN** that the terms of the Hague Convention of October 25,
17 1980, adopted by the 14th Session of the Hague Conference on Private International Law apply if a
18 parent abducts or wrongfully retains a child in a foreign country. The parties are also put on notice
19 of the following provisions in NRS 125.510(8):

20 If a parent of the child lives in a foreign country or has significant commitments in a foreign
21 country:

22 (a) The parties may agree, and the court shall include in the order for custody of the
23 child, that the United States is the country of habitual residence of the child for the purposes
24 of applying the terms of the Hague Convention as set forth in subsection 7.

25 (b) Upon motion of one of the parties, the court may order the parent to post a bond if
26 the court determines that the parent poses an imminent risk of wrongfully removing or
27 concealing the child outside the country of habitual residence. The bond must be in an
28 amount determined by the court and may be used only to pay for the cost of locating the child
and returning him to his habitual residence if the child is wrongfully removed from or
concealed outside the country of habitual residence. The fact that a parent has significant

1 commitments in a foreign country does not create a presumption that the parent poses an
2 imminent risk of wrongfully removing or concealing the child.

3 **NOTICE IS HEREBY GIVEN** of the following provision of NRS 125C.200:

4 If custody has been established and the custodial parent intends to move his residence
5 to a place outside of this state and to take the child with him, he must, as soon as
6 possible and before the planned move, attempt to obtain the written consent of the
7 noncustodial parent to move the child from this state. If the noncustodial parent
8 refuses to give that consent, the custodial parent shall, before he leaves this state with
9 the child, petition the court for permission to move the child. The failure of a parent
10 to comply with the provisions of this section may be considered as a factor if a
11 change of custody is requested by the noncustodial parent.

12 **NOTICE IS HEREBY GIVEN** that they are subject to the provisions of NRS 31A and
13 125.450 regarding the collection of delinquent child support payments.

14 **NOTICE IS HEREBY GIVEN** that either party may request a review of child support
15 pursuant to NRS 125B.145

16 DATED this _____ day of _____, _____.

17 _____
18 DISTRICT COURT JUDGE

19 Respectfully submitted:

20
21 (Your signature) _____

22 (Your name) _____
23 Plaintiff In Proper Person

24
25 (Your signature) _____

26 (Your name) _____
27 Defendant In Proper Person

1 NEOJ
2 (Your name) _____
3 (Address) _____
4 (Telephone) _____
5 (Check one) Plaintiff/ Defendant In Proper Person

6 DISTRICT COURT
7 CLARK COUNTY, NEVADA

8 _____)
9 Plaintiff,)
10 vs.)
11 _____)
12 Defendant.)

CASE NO.: _____
DEPT. NO.: _____

13 **NOTICE OF ENTRY OF ORDER**

14 TO: (Other party's name) _____;
15 (Check one) Plaintiff/ Defendant
16 TO: (Other party's attorney) _____;
17 (Check one) Plaintiff's/ Defendant's Attorney

18 **PLEASE TAKE NOTICE** that an Order was duly entered in the above-referenced case on
19 the (day) _____ day of (month) _____, (year) _____.

20 DATED this (day) _____ day of (month) _____, (year) _____.

21 (Your signature) By: _____
22 _____
23 _____
24 _____
25 _____
26 Plaintiff/ Defendant In Proper Person

1 CERT
2 (Your Name) _____
3 (Address) _____
4 _____
5 (Telephone) _____

In Proper Person

DISTRICT COURT
CLARK COUNT, NEVADA

8)
9 _____,) Case No. _____
10 Plaintiff,)
11 vs.) Dept No. _____
12 _____,)
13 Defendant.)
14 _____)

CERTIFICATE OF MAILING

13 I HEREBY CERTIFY that service of the (name of document) _____
14 _____ was made on (date) _____ pursuant to
15 NRCF 5(b) by depositing a copy of same in the United States Mail in Las Vegas, Nevada,
16 postage prepaid, addressed as follows:

17 (Other party's name) _____
18 (Other party's address) _____
19 (Address) _____
20 (Address) _____

20 DATED this _____ day of _____, (year) _____.

21 (Signature of person who mailed document) _____
22 (Name of person who mailed document) _____

23 **If signed in Nevada: I declare under penalty of perjury that the foregoing is true and**
24 **correct.**

25 Signed on..... (date) (signature)

26 **If signed outside Nevada: I declare under penalty of perjury under the law of the State of**
27 **Nevada that the foregoing is true and correct.**

28 Signed on..... (date) (signature)

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District Court
Family Division, Clark County, Nevada

File Stamp

Plaintiff/Petitioner
VS.
Defendant/Respondent
Case No.
Department No.

CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET

CUSTODIAL PARENT
NON-CUSTODIAL PARENT
Name:

Residential Address: Apt. #

Mailing Address: Apt. #

City: St. Zip Telephone Number () -

Social Security Number: - - Date of Birth: / /

Driver's License #: State

Are you employed? Yes No

Name of Employer:

Business Address:

City: St. Zip

Telephone Number () -

Ethnicity: White (Not Hispanic) Hispanic (Hispanic Surname) American Indian/Alaskan Native
Black (Not Hispanic) Asian or Pacific Islander Other

CHILD(REN) INVOLVED IN THIS CASE

Name: SSN: / / DOB / /
Name: SSN: / / DOB / /
Name: SSN: / / DOB / /
Name: SSN: / / DOB / /
Name: SSN: / / DOB / /

If more than 5 children qualify, list their names on a separate sheet of paper and attach.

Does this case involve family violence? Yes No
Are you requesting IV-D services? Yes No

125B.055 OBLIGATION OF SUPPORT

NRS 125B.055 Order for support issued or modified on or after October 1, 1998; Contents: provision of information by court and parties to action; regulations.

1. Every court order for the support of a child issued or modified in this state on or after October 1, 1998 must include:
 - (a) The names, dates of birth, social security numbers and driver's license numbers of the parents of the child;
 - (b) The name and social security number of the child;
 - (c) The case identification number assigned by the court; and
 - (d) Such other information as the Welfare division of the department of human resources determines is necessary to carry out the provisions of 42 U.S.C. § 654a.
2. A court that, on or after October 1, 1998, issues or modifies an order in this state for the support of a child shall provide to the welfare division such information regarding the order as the welfare division determines is necessary to carry out the provisions of 42 U.S.C. § 654a.
3. Within 10 days after a court of this state issues an order for the support of a child, each party to the cause of action shall file with the court that issued the order and the welfare division:
 - (a) His social security number;
 - (b) His residential and mailing addresses;
 - (c) His telephone number;
 - (d) His driver's license number; and
 - (e) The name; address and telephone number of his employer.

Each party shall update the information filed with the court and the welfare division pursuant to this subsection within 10 days after the information becomes inaccurate.

4. The welfare division shall adopt regulation specifying the particular information required to be provided pursuant to subsections 1 and 2 to carry out the provisions of 42 U.S.C. § 654a.

NOTICE: Pursuant to the above statute, **each party must update the information filed with the court within 10 days after the information becomes inaccurate.** To update information, please contact Nevada Child Support Enforcement at: 3120 East Desert Inn Road, Las Vegas, NV 89121 or call (702) 486-8550.

New Policy at the Clerk's Office

Please....

bring a blank 10X13 envelope when you file your documents. The clerk will mail your documents to you after they are reviewed by the judge. The clerk's office will pay the postage.

1 AFRM
2 (Your name) _____
3 (Address) _____
4 (Telephone) _____

In Proper Person

5 DISTRICT COURT
6 CLARK COUNTY, NEVADA

7)
8 _____,) CASE NO.: _____
9 Plaintiff,)
10 vs.) DEPT. NO.: _____
11 _____,)
12 Defendant.)

13 **AFFIRMATION –DECREE OR ORDER**
14 **Pursuant to NRS 239.030**

15 The undersigned does hereby affirm that the following documents do not contain the
16 social security number of any person: **(check the documents being filed at this time)**

17 **Decrees**

- 18 Default Decree
 Affidavit of Resident Witness Request for Summary Disposition
 Certificate of Mailing Notice of Entry
 Affidavit in Support of Request for Summary Disposition
 Other _____

19 **Orders**

- 20 Default Order Stipulation and Order
21 Notice of Entry Certificate of Mailing
22 Other _____

23 The undersigned does hereby affirm that the following documents contain the social
24 security number of a person as required by state or federal law or for the administration of a
25 public program or for an application for a federal or state grant: **(check the documents being
26 filed at this time)**

- 27 Child Support and Welfare Party Identification Sheet
28 Other (name of document) _____

(your signature) _____ (date) _____