

INSTRUCTIONS FOR PREPARING AND FILING AN ORDER--
THE COURT RULED THAT ONE PARTY IS THE FATHER
OF THE CHILD(REN)

*** * * 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 had a paternity hearing before a District Court Judge. (The case number starts with a "D," not an "R.") **Tip:** If your case involves the District Attorney's Office, it is probably not a District Court case.
- During a hearing, the judge found that one party is the biological father of at least one of the child(ren) listed in the Complaint to Establish Paternity.

D. This package should contain the following documents:

- Instructions for Preparing and Filing an Order-The Court Ruled That One Party Is the Father of The Child(ren);
- Order;
- Child Support and Welfare Party Identification Sheet;
- Notice of Entry of Order;
- Certificate of Mailing;
- Default;
- Court class information flier;
- 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. IF YOU HAD A TRIAL, ORDER A COPY OF THE MINUTES FROM

THE CLERK'S OFFICE:

NOTE: You only need to order minutes if you had a trial. If you had an uncontested "prove-up" hearing, you can skip this section and go to section "B," below.

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 to get a copy of the minutes. 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) Default, (e) Child Support and Welfare Party Identification Sheet, and (f) Affirmation.

C. THE DEFAULT:

NOTE: ONLY COMPLETE THIS FORM IF DEFENDANT DID NOT FILE AN ANSWER OR OTHER APPROPRIATE DOCUMENT WITHIN 20 DAYS FROM THE DAY HE/SHE WAS SERVED WITH THE COMPLAINT.

1. If Defendant did not timely file his/her Answer (or other appropriate document), then he/she is in "default". Generally, when the Defendant is in default, you can go ahead with the case, and the judge will usually give you what you asked for in the Complaint for Custody, Visitation and Child Support. However, the Clerk must "enter" a Default against the Defendant before you can ask the judge

to sign your Order. You ask the Clerk to enter a Default by completing the Default form and

returning it to the Clerk's Office so that the Clerk can review it.

2. Insert Plaintiff's name in the space above the word "Plaintiff" in the caption and insert the name of the Defendant in the space above the word "Defendant" in the caption. You can determine who is the Plaintiff and who is the Defendant by looking at other documents that have been filed in your case.
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. The Default uses a fill-in-the-blank format. On the line after the words "in the above-entitled action," insert Defendant's name. On the line after the words "Complaint on the," fill in the date that Defendant was served. You can find that information on the Affidavit of Service.

D. 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." and insert the department letter on the line after the words "DEPT. NO."
4. Insert the date that you had your hearing after the words "DATE OF HEARING:" and insert the time

that you had your hearing after the words "TIME OF HEARING:"

5. 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 the item that applies (i.e., check the box next to either "Plaintiff" or "Defendant" if the Order has "Plaintiff/Defendant").

E. 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." 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.

F. 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 SECTION VI, 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 VI, 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 Certificate of Mailing.

G. THE CHILD SUPPORT AND WELFARE PARTY IDENTIFICATION SHEET:

1. Nevada law states that the State of Nevada's Welfare Department must be notified whenever there is an order regarding paternity. 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.

Note: Each party should complete a Child Support and Welfare Party Identification Sheet using their own information. Additional Child Support and Welfare Party Identification Sheets are available

at the Self-Help Center or at the Clerk's Office's filing counter.

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." and insert the department letter on the line after the words "DEPT. NO."
4. The Welfare Party Identification Sheet uses a fill-in-the-blank format and will tell you what information you need to put into the blank.

H 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.

III. STEP 2: ASK THE CLERK'S OFFICE TO ENTER THE DEFAULT (IF NECESSARY)

NOTE: DO THIS STEP ONLY IF THE DEFENDANT HAS NOT FILED AN ANSWER OR OTHER DOCUMENT. OTHERWISE, PLEASE SKIP THIS SECTION AND GO TO SECTION IV.

NOTE: IF THE OTHER SIDE HAS MADE ANY ATTEMPT TO RESPOND TO YOUR COMPLAINT (OR COUNTERCLAIM, IF YOU ARE THE DEFENDANT), YOU SHOULD SPEAK TO AN ATTORNEY BEFORE YOU ASK THE CLERK TO ENTER A DEFAULT. The rules and law for entering a Default in this situation are very complicated. The Self-Help Center has a listing of attorneys who are willing to take domestic law cases.

- A. As mentioned above, the Clerk generally must enter a "Default" against the Defendant before the judge will sign an order granting custody.
- B. Make three copies of the Default and one copy of the Affirmation. Then use a two-hole punch on the top of the original documents and also stamp or write "original" on the original documents between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Take the originals and the copies to the filing counter at the Clerk's Office. That Clerk will take your paperwork and give it to the Clerk who reviews this type of document. That Clerk will review your file to make sure that Defendant was properly served, that Defendant has not filed an Answer (or other appropriate document), and that the Default paperwork is completed correctly. If everything is in order, the Clerk will "enter" the Default. This process takes approximately two days.
 1. The Clerk's Office will mail the forms to you after they have been reviewed by the judge. Please give the clerk a **blank** 10 x 13 envelope when you file your documents. The Clerk's Office will pay the postage. After one week, you can

call the Clerk's 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 your paperwork.

2. If the Clerk entered the Default, the Clerk's Office will keep the original Default and stamp the copies to indicate that the original Default has been filed. These copies are called "file-stamped" copies and they are the documents you will receive when you receive your papers from the Clerk's Office.
3. If your paperwork needs correction, the Clerk who reviewed the paperwork will attach a note to it. You will need to correct the papers and go through steps A through C of this section again.

IV. STEP 3: THE COURT'S REVIEW OF THE ORDER

- A. If you are going to have a "prove-up" hearing, you will need to do the following.
 1. Get a "prove-up" hearing date. Go to the "Master Calendar" window at the Clerk's Office and complete a "Setting Slip".
 2. Make at least two copies of the Order and one copy of the Affirmation.
 3. You need to use a two-hole punch on the top of the original documents and also stamp or write "Original" on them between the two holes. The Self-Help Center has a two-hole punch that you can use.
 4. Take the Order, Affirmation, and the copies to the hearing. The judge will usually sign the Order while you wait.
 5. After the judge gives the signed Order to you, you will need to file it at the Clerk's Office. Take the originals and copies of the documents to the filing counter at the Clerk's Office. The Clerk will keep the originals and return the file-stamped copies to you.

- a. You may want to bring extra copies of the Order with you to the Clerk's Office because it is faster to get certified copies at the time that you file your Order than if you have to order them later. If you have copies of the Order ready for the Clerk to certify, the charge is \$3.00 per certified copy. If the Clerk has to make copies of the Order, there is an additional charge of \$1.00 per page.
- B. If you had a trial or did not take the Order with you to the "prove-up" hearing, you will need to do the following.
1. Make three copies of the Order and one copy of the Affirmation.
 2. You need to use a two-hole punch on the top of the original documents and also stamp or write "Original" on the originals between the two holes. The Self-Help Center has a two-hole punch that you can use.
 3. Take the original Order and Affirmation and at least two copies of the Order and one copy of the Affirmation to the Courthouse. (Keep the other copy of the Order for your records.) Take the papers to the filing counter at the Clerk's Office and tell the Clerk that you would like him/her to give the papers to the Clerk that was in court for your hearing.
 - a. You may want to get certified copies of the Order. It is faster to get certified copies at the time that you submit your paperwork for review than if you have to order them later. If you have copies of the Order ready for the Clerk to certify, the charge is \$3.00 per certified copy. If the Clerk has to make the copies of the Order, there is an additional charge of \$1.00 per page.
 4. The Clerk who was in court for your hearing will review your Order. If you need to make corrections, the 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 Order to the Clerk until it is ready to be picked up.

5. The Clerk's Office will mail the forms to you after they have been reviewed by the judge. Please give the clerk a **blank** 10 x 13 envelope when you file your documents. The Clerk's Office will pay the postage. After one week, you can call the Clerk's 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 your paperwork.
6. If the judge signed your Order, the Clerk's Office will automatically file the Order for you.
7. 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 one through four again after you have made the corrections.

V. STEP 4: PREPARE AND FILE THE NOTICE OF ENTRY OF ORDER

- A. Prepare the Notice of Entry of Order and the Affirmation. (Please see II, above.)
- B. Make three 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 on them. 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 back to you.

VI. STEP 5: 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 shall mail the documents to the attorney at the attorney's business address.

VII. STEP 6: FILE THE CERTIFICATE OF MAILING AND 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. You will need to prepare an Affirmation (See II, above.)
- B. Make one copy of the Certificate of Mailing, one copy of the Affirmation, and two copies of the 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" 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 Certificate of Mailing and the original Welfare Party Identification Sheet and will give the file-stamped copy back to you. Keep one copy of each document for your records.

- E. Mail one file-stamped copy of the Child Support and Welfare Party Identification Sheet to:

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

PREPARING AND FILING AN ORDER--
THE COURT RULED THAT ONE PARTY IS THE FATHER
OF THE CHILD(REN)

EXPLANATION OF AN ORDER

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 had a paternity hearing before a District Court Judge. (The case number starts with a "D," not an "R"). **Tip:** If your case involves the District Attorney's Office, it is probably not a District Court case.

- During a hearing, the judge found that one party is the biological father of at least one of the child(ren) listed in the Complaint to Establish Paternity.

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- 2. That there are _____ minor children at issue:
 - a. (Name) _____, (date of birth) _____;
 - b. (Name) _____, (date of birth) _____;
- and
- c. (Name) _____, (date of birth) _____.

The child(ren)'s habitual state of residence is Nevada.

- 3. That the parties have never been married.

4. **(CHECK ALL THAT APPLY)**

- a. That Plaintiff/ Defendant is the biological father of (child(ren)'s names) _____.

Paternity has been established by:

- DNA testing which indicates the probability of 99% or more that Plaintiff/ Defendant is the biological father.
- Both parties testified that Plaintiff/ Defendant is the biological father of the child(ren).
- The parties signed an Affidavit of Paternity and filed it with the Office of Vital Statistics more than six months immediately preceding the filing of this action. The Affidavit of Paternity was not revoked within six months from the date it was filed.
- Other: _____

AND (If necessary)

- b. That Plaintiff/ Defendant is not the biological father of (child(ren)'s names) _____ because:

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- b. _____ from _____
until _____
- c. _____ from _____
until _____
- d. _____ from _____
until _____

For each of the holidays listed below, Defendant shall have visitation in the even-numbered years and Plaintiff will have visitation in the odd-numbered years.

- a. _____ from _____
until _____
- b. _____ from _____
until _____
- c. _____ from _____
until _____
- d. _____ from _____
until _____

Plaintiff shall have visitation every year for the following holidays.

- a. _____ from _____
until _____
- b. _____ from _____
until _____
- c. _____ from _____
until _____
- d. _____ from _____
until _____

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Defendant shall have visitation every year for the following holidays.

- a. _____ from _____
until _____
- b. _____ from _____
until _____
- c. _____ from _____
until _____
- d. _____ from _____
until _____

IT IS FURTHER ORDERED that [] Plaintiff/ [] Defendant will pay \$_____ per month for child support.

IT IS FURTHER ORDERED that [] Plaintiff/ [] Defendant will maintain medical and dental insurance for the minor child(ren) listed in paragraph 4(a) through [] his/ [] her employer, if available. Any deductibles and expenses not covered by insurance will be paid equally by both parties.

IT IS FURTHER ORDERED that, if necessary, the Office of Vital Statistics shall issue new birth certificate(s) for the child(ren) listed in paragraphs 4(a) and 4(b) so that the birth certificate(s) reflect the findings and orders of this Court.

IT IS FURTHER ORDERED that any previous orders in this case pertaining to the child(ren) listed in paragraph 4(b) are null and void.

IT IS FURTHER ORDERED that each party shall submit the information required in NRS 125B.055 on a separate form to the Court and the Welfare Division of the Department of Human Resources within ten days from the date this Decree is filed. Such information shall be maintained by the Clerk in a confidential manner and not part of the public record. The parties shall update the

1 information filed with the Court and the Welfare Division of the Department of Human Resources
2 within ten days should any of that information become inaccurate.

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

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

9 **NOTICE IS HEREBY GIVEN** that the terms of the Hague Convention of October 25,
10 1980, adopted by the 14th Session of the Hague Conference on Private International Law apply if a
11 parent abducts or wrongfully retains a child in a foreign country. The parties are also put on notice
12 of the following provisions in NRS 125.510(8):

13 If a parent of the child lives in a foreign country or has significant commitments in a
14 foreign country:

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

17 (b) Upon motion of one of the parties, the court may order the parent to post a bond
18 if the court determines that the parent poses an imminent risk of wrongfully removing or
concealing the child outside the country of habitual residence. The bond must be in an
19 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
20 concealed outside the country of habitual residence. The fact that a parent has significant
commitments in a foreign country does not create a presumption that the parent poses an
imminent risk of wrongfully removing or concealing the child.

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

22 If custody has been established and the custodial parent intends to move his residence to a
23 place outside of this state and to take the child with him, he must, as soon as possible and
before the planned move, attempt to obtain the written consent of the noncustodial parent to
24 move the child from this state. If the noncustodial parent refuses to give that consent, the
custodial parent shall, before he leaves this state with the child, petition the court for
25

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 of _____.

20 DATED this _____ day of _____.

21 (Your signature) By: _____

22 _____
23 _____
24 _____
25 _____
26 Plaintiff/ Defendant In Proper Person

1 CERT
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.: _____

CERTIFICATE OF MAILING

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

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

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

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

23 SUBSCRIBED and SWORN to before
24 me this _____ day of _____,
(month) _____, (year) _____.

25 _____
26 NOTARY PUBLIC

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.

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 **DFLT**

Name: _____

2 Address: _____

3 Telephone No.: _____

4
5 DISTRICT COURT
6 CLARK COUNTY, NEVADA
7

8
9 _____
Plaintiff(s),

10 -vs-

11
12 _____
Defendant(s).

CASE NO. _____

DEPT. NO. _____

13
14 **DEFAULT**

15 It appearing from the files and records in the above entitled action that (name of
16 Defendant(s)) _____, Defendant(s) herein,
17 being duly served with a copy of the Summons and Complaint on the _____ day of
18 _____, 20____; that more than 20 days, exclusive of the day of service, having
19 expired since service upon the Defendant(s); that no answer or other appearance
20 having been filed and no further time having been granted, the default of the above-
21 named Defendant(s) for failing to answer or otherwise plead to Plaintiff's Complaint is
22 hereby entered.

23 STEVEN D. GRIERSON, CLERK OF COURT

24
25 By: _____
26 Deputy Clerk Date

27 Submitted By:

28 _____
Signature Date