

PREPARING AND FILING AN ORDER--
THE COURT RULED THAT ONE PARTY IS NOT THE FATHER
OF THE CHILD(REN)

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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 not the biological father of the child(ren).

INSTRUCTIONS FOR PREPARING AND FILING AN ORDER--THE COURT RULED THAT ONE PARTY IS NOT 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.

* * * * *

I. EXPLANATION OF AN ORDER

A. WHAT IS AN ORDER?

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

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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 not the biological father of the child(ren).

D. This package should contain the following documents:

- Instructions for Preparing and Filing an Order-The Court Found One Party Is Not the Father of The Child(ren);
- Order;
- Notice of Entry of Order;
- Certificate of Mailing;
- List of telephone numbers for the judges' staffs and the Court Clerks;
- Court information class flyer;
- 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 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, and (d) 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." You can find the case number by looking at other documents that have been filed in your case. The case number should start with a "D" and be followed by six numbers.
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:" and insert the time that you had your hearing after the words "TIME OF HEARING:"

- 6. 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")

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 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 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 Certificate of Mailing.

F. 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: 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 the originals between the two holes.
 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 original documents and their copies 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 original documents between the two holes.
 3. Take the original documents, 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 mailed to you.

- 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, you may call the judge's office to make sure that they have received 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.

IV. STEP 3: 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 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 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 to you. One copy of the Order will go to the other party (see below) and you will keep the other copy for your records.

V. STEP 4: SERVE THE DOCUMENTS ON THE OPPOSING PARTY

- 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 should mail the documents to the attorney at the attorney's business address.

VI. STEP 5: PREPARE AND FILE THE CERTIFICATE OF MAILING

- 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 Section II, above.)
- B. Make one copy of the Certificate of Mailing and one copy of the Affirmation.
- C. You need to use a two-hole punch on the top of the original documents and stamp or write "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 originals will return the file-stamped copy to you. Keep these copies for your records.

**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
7 In Proper Person

8 DISTRICT COURT
9 CLARK COUNTY, NEVADA

10 _____)
11 Plaintiff,)
12 vs.)
13 _____)
14 Defendant.)
15 _____)

CASE NO.: _____
DEPT. NO.: _____
DATE OF HEARING: _____
TIME OF HEARING: _____

16 **ORDER**

17
18 This matter having come on for hearing before the above-entitled court, and Plaintiff,
19 appearing in Proper Person, and Defendant, [] not appearing/ [] appearing in Proper Person, and
20 after reviewing the pleadings and papers on file and hearing the testimony presented this date, the

21 Court finds as follows:

- 22 1. That it has jurisdiction over the parties and the subject matter of this action;
23 2. That there are _____ minor children at issue:
24 a. (Name) _____; date of birth _____;
25 b. (Name) _____; date of birth _____;

26 and

1 c. (Name) _____; date of birth _____.

2 3. That Plaintiff/ Defendant is not the biological father of the children listed in
3 paragraph 2 because:

4 (CHECK ALL THAT APPLY)

5 DNA testing indicates that Plaintiff/ Defendant is not the biological
6 father of the child(ren);

7 (AND/OR)

8 Other: _____

9
10 Therefore, **IT IS HEREBY ORDERED** that Plaintiff/ Defendant is not the
11 biological father of the child(ren) listed in paragraph 2.

12 It is **FURTHER ORDERED** that any previous orders in this case pertaining to the child(ren)
13 listed in paragraph 2 are null and void.

14 It is **FURTHER ORDERED** that this case is closed/ dismissed.

15 DATED this ____ day of _____, _____.

17 _____
18 DISTRICT COURT JUDGE

19 Respectfully Submitted:

20 (Your signature) _____

21 _____

22 _____

23 _____

24 _____
25 Plaintiff/ Defendant In Proper Person

26 ///

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

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 _____, _____.

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 _____,
25 _____.

26 _____
27 NOTARY PUBLIC

1 **DFLT**

2
3 DISTRICT COURT
4 CLARK COUNTY, NEVADA
5

6
7
8 Plaintiff(s), CASE NO.
9 -vs- DEPT. NO.
10
11 Defendant(s).
12

13 **DEFAULT**

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

22 CHARLES J. SHORT, CLERK OF COURT

23 By: _____
24 Deputy Clerk Date

25 Submitted By:

26
27 _____
28 Date

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.