

**PREPARING AND FILING A
STIPULATION AND ORDER --
NO ISSUES REGARDING CHILDREN**

EXPLANATION OF A STIPULATION AND ORDER

A stipulation is an agreement between the two parties in a case. If the judge approves that agreement he/she will sign an Order to make the agreement binding. A Stipulation and Order allows the parties to resolve a portion of their case without going to a hearing. For example, in this packet, you and the other party are making agreements about matters other than children (property/debts, spousal support, etc). If the judge approves the agreement, you will not need to have a hearing. If you already have a hearing scheduled for these matters, it will be removed from the judge's calendar.

YOU CAN USE THIS STIPULATION AND ORDER IF:

- # Both parties are representing themselves; and
- # You and the other party have reached an agreement about matters other than children (ie, property/debts, spousal support); and
- # If you have a hearing scheduled regarding these issues, all of those issues are resolved by your agreement.

INSTRUCTIONS FOR PREPARING AND FILING A
STIPULATION AND ORDER --
NO ISSUES REGARDING 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.

* * * * *

I. EXPLANATION OF A STIPULATION AND ORDER

A. A stipulation is an agreement between the two parties in a case. If the judge approves that agreement he/she will sign an Order to make the agreement binding. A Stipulation and Order allows the parties to resolve a portion of their case without going to a hearing. For example, in this packet, you and the other party are making agreements about matters other than children (property/debts, spousal support, etc). If the judge approves the agreement, you will not need to have a hearing. If you already have a hearing scheduled for these matters, it will be removed from the judge's calendar.

B. You can use this Stipulation and Order if:

- Both parties are representing themselves; and
- You and the other party have reached an agreement about matters other than children (i.e., property/debts, spousal support); and
- If you have a hearing scheduled regarding these issues, all of those issues are resolved by your agreement.

C. This package should contain the following documents:

- Instructions for Preparing and Filing a Stipulation and Order-No Issues Regarding Children;
- Stipulation and Order;
- 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. THE CAPTION:

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: 1) Stipulation and Order; 2) Notice of Entry of Order; 3) Certificate of Mailing; and (4) Affirmation.

B. THE STIPULATION AND 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. You can determine who is the Plaintiff and who is the Defendant by reviewing other papers 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", "R", "T", or "G". If your case starts with a "G," please ask a Self-Help Center representative for assistance.
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 Stipulation and Order uses a fill-in-the-blank format. The Stipulation and Order will tell you what information you need to put into the blank.
 - a. On the last page, leave the lines after the word "DATED" blank. The judge will complete these lines when he/she signs the Order.
6. The Stipulation and Order must be "acknowledged" by a Notary Public. In other words, you will need to sign the document in front of a Notary. The Self-Help Center has a Notary available. **Do not make any copies until the document is notarized.**

C. THE NOTICE OF ENTRY OF ORDER:

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

1. The Notice of Entry of Order is the document that tells the other party that the Stipulation and 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.

D. THE CERTIFICATE OF MAILING:

NOTE: YOU SHOULD PREPARE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED THE STIPULATION AND 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.
 - b. The third party will need to sign the Certificate of Mailing before a Notary Public. The Self-Help Center has a Notary available. **Do not make any copies until the document is notarized.**

E. 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 STIPULATION AND ORDER

- A. Make three copies of the Stipulation and Order and one copy of the Affirmation.
- B. You need to use a two-hole punch on the top of the original documents Order 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 Stipulation and Order and two copies of the Stipulation and the original and copy of the Affirmation together. Keep the other copy of the Stipulation and Order for your records.
- D. 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 paper-clipped documents

into the box belonging to that judge's department.

- E. The judge's staff will review your paperwork. If it is approved, the judge will sign the Stipulation and Order. If you need to make some corrections, the staff will put a note on your papers to tell you how to correct them.
- F. 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.
- G. If the judge signed your Stipulation and Order, the Clerk's Office will automatically file it for you. If your paperwork needs correction, you will need to follow the instructions from the judge's office and go through steps A through F again after you have made the correction.

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

- A. Prepare the Notice of Entry of Order and Affirmation. (Please see Section II, above)
 - 1. A "file-stamped" copy is a copy of a document that has the Clerk's Office's date and time stamp in the upper-right corner of the first page. It indicates that the Clerk's Office has received the original document.
- B. Make two copies of the Notice of Entry of Order and one copy of the Affirmation.
- D. 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.
- E. 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 Stipulation and Order and the Notice of Entry of Order.

1. Any document that is "served" must be mailed or delivered by someone who is related to you by blood or marriage and who is over 18 years old. This person is called a "third party".
 2. Any third party can serve the documents. However, there are businesses that specialize in serving documents. You can find these businesses by looking in the Yellow Pages under "Process Servers".
- B. There are several ways of serving the other party. This packet contains a Certificate of Mailing. This is the most common method of serving a Stipulation and Order and Notice of Entry of Order. To learn more about other methods of service, you can review the Nevada Rules of Civil Procedure at the Self-Help Center, any Clark County public library, or on-line at <http://www.nvsupremecourt.us>. You may also speak to an attorney.
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 must mail the document to the attorney at the attorney's business address.
- C. After the third party has mailed the Stipulation and 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 need to prepare an Affirmation (See II, above.)
1. Make one copy of the Certificate of Mailing 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 them. The Self-Help Center has a two-hole punch and a stamp that you can use.

3. 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. 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 SAO
(Your name) _____
2
(Address) _____
3
4 _____
5 (Telephone) _____

In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

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

STIPULATION AND ORDER

14 COME NOW the parties, (Plaintiff's name) _____ and
15 (Defendant's name) _____, both in Proper Person, and
16 hereby stipulate and agree to the following:

17 _____
18 _____
19 _____
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21 _____
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23 _____
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(CHECK ONLY ONE BOX)

No hearing is currently scheduled.

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OR

The hearing currently scheduled for (date) _____ at (time)

_____ .m. should be taken off calendar.

DATED this ____ day of (month) _____, _____

(Plaintiff's signature) _____

(Plaintiff's name) _____

(Address) _____

(Telephone) _____

In Proper Person

DATED this ____ day of (month) _____, _____

(Defendant's signature) _____

(Defendant's name) _____

(Address) _____

(Telephone) _____

In Proper Person

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ACKNOWLEDGMENT

STATE OF NEVADA)
)ss:
COUNTY OF CLARK)

On this _____ day of (month) _____, (year) _____, before me, the undersigned Notary Public in and for the said County and State, personally appeared (Plaintiff's name) _____, known to me to be the person described in and who executed the foregoing Stipulation and Order, and who acknowledged to me that (check one) he/ she did so freely and voluntarily and for the uses and purposes therein mentioned.

WITNESS my hand and official seal.

Signature of notarial officer

ACKNOWLEDGMENT

STATE OF NEVADA)
)ss:
COUNTY OF CLARK)

On this _____ day of (month) _____, (year) _____, before me, the undersigned Notary Public in and for the said County and State, personally appeared (Defendant's name) _____, known to me to be the person described in and who executed the foregoing Stipulation and Order, and who acknowledged to me that (check one) he/ she did so freely and voluntarily and for the uses and purposes therein mentioned.

WITNESS my hand and official seal.

Signature of notarial officer

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ORDER

UPON A READING of the foregoing Stipulation of the parties and good cause appearing,

IT IS HEREBY ORDERED that the parties' stipulation is adopted and made an Order of this Court.

IT IS FURTHER ORDERED that hearing presently scheduled for (date) _____
_____ at (time) _____ .m. shall be taken off calendar.

DATED this _____ day of _____, _____.

DISTRICT COURT JUDGE

Respectfully Submitted:

(Your signature) _____

(Your name) _____

(Address) _____

(Telephone) _____

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

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 Plaintiff/ Defendant In Proper Person

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

In Proper Person

DISTRICT COURT
CLARK COUNTY, 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 NRCP 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
24 Signed and sworn to (or affirmed) before
25 me on (date) _____
26 by (name of person signing document) _____

27 _____
28 Signature of notarial officer

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) _____