

**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)

- | | | |
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| <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!

INSTRUCTIONS FOR PREPARING AND FILING A
STIPULATION AND ORDER TO TERMINATE A GUARDIANSHIP
(FOR MINOR WARDS ONLY)

* * * 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 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 guardian (if any) and the child's parents are agreeing to terminate the guardianship. If the judge approves the agreement, you will not need to have a hearing.

B. You can use this Stipulation and Order if:

- If the minor ward is at least 14 years old, he/she is willing to sign the Stipulation and Order; and
- The guardian(s) and both of the child's parents are willing to sign the Stipulation and Order to terminate the guardianship.

NOTE: The judge may not sign a Stipulation and Order if it is not signed by both of the child's parents. If you cannot get a parent to sign the Stipulation (i.e., the identity or location of the parent is unknown), the judge may want to have a hearing before deciding whether or not to terminate the guardianship. In other words, you can use this package, but you may need to have a hearing. The Guardianship Office will tell you if a hearing will be required.

C. This package should contain the following documents:

- Instructions for Preparing and Filing a Stipulation and Order to Terminate Guardianship;
- Stipulation and Order;
- Notice of Entry of Order and Certificate of Mailing;
- List of telephone numbers for the judges' staffs and the Court Clerks;
- Customer survey.

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.

NOTE: THERE IS ONE FORM THAT MUST BE RETYPED: THE STIPULATION AND ORDER. ONLY TYPE SECTIONS THAT APPLY TO YOUR SITUATION (i.e., type "his" instead of "his/her") AND DO NOT TYPE ANYTHING IN PARENTHESIS (i.e., do not type "(your name)"). THIS PACKET CONTAINS A SAMPLE OF THIS DOCUMENT THAT YOU MAY USE AS A GUIDE. THERE IS ALSO A COMPLETED SAMPLE AT THE SELF-HELP CENTER INFORMATION DESK.

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; and 2) Notice of Entry of Order and Certificate of Mailing.

B. THE STIPULATION AND ORDER:

1. Re-type the Stipulation and Order on pleading paper (the paper with numbers on the left-hand side). If you have a computer, both Word and Wordperfect have pleading paper formats. The Self-Help Center has computers that you can use to create and print documents for a small charge. The Center also has a typewriter that you can use for free and pleading paper that you can buy for a small charge. The sample will tell you what information needs to be on this document.

a. 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 "G".

- b. Insert the letter "D" on the line after the words "DEPT. NO."
 - c. On the last page, leave the lines after the word "DATED this" blank. The judge will complete these lines when he signs the Order.
2. The Stipulation and Order must be verified. In other words, it will need to be signed in front of a Notary Public. The Self-Help Center has a Notary available. The document will also have to be "acknowledged". The Notary will know what to do. **Do not make any copies until the document is notarized.**
- a. Note: If the minor ward is at least 14 years old, he/she must sign the Stipulation and Order in front of a Notary. The child will need to have proof of identification that has both the child's picture and his/her signature. A school identification card or a bank card with the child's picture and signature should be sufficient.

C. THE NOTICE OF ENTRY OF ORDER AND CERTIFICATE OF MAILING:

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 ward's relatives that the guardianship has been terminated. It also effects the timing for rights (i.e., to appeal the judge's decision, to ask the judge to reconsider his/her decision, etc.).
- 2. 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 over 18 years old and not related to you by blood or marriage will need to complete part of this document. This other person is called a "third party".

3. Insert your name, address, and phone number on the first page, upper left-hand corner. Insert the name of the ward on the blank line over the words "A Minor" in the caption.
4. Insert the Case Number on the line after the words "Case No. G."
5. The Notice of Entry of Order form uses a fill-in-the-blank format. The form will tell you what information to put into the blank.
 - a. You will sign the Notice of Entry of Order section of this document. The third party will sign the Certificate of Mailing portion of this document.
 - b. For "Exhibit 1", you will need to list the names and addresses of everyone who signed the Stipulation and Order as well as the names and last known addresses of the relatives of the ward who are within the "second degree of consanguinity" whose addresses are known. These relatives are the ward's:(i) mother, (ii) father, (iii) grandparents on his/her mother's side, (iv) grandparents on his/her father's side, and (v) adult brothers and sisters. If there are more than 12 relatives, you may attach another sheet of paper or make a copy of the Exhibit page before you write on it.
 - c. You will need to attach a "file-stamped" copy of the Stipulation and Order to the Notice of Entry of Order. 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. You will receive a file-stamped copy of the Stipulation and Order after the judge has signed it. (Please see Section III, F & G, below, for more information.)

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

- A. Make two copies of the Stipulation and Order.
- B. You need to use a two-hole punch on the top of the original Stipulation and Order and also stamp or write "original" on the original document. 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 one copy together. Keep the other copy 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. Put the paper-clipped documents into the box belonging to the Guardianship Office.
- E. The Guardianship Office'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 or if the judge decides that he wants to have a hearing, the staff will put a note on your papers.
- F. The Court does not mail paperwork back to you. After one week, you can call the Clerk's Office at 455-2590 or go to the Clerk's Office filing counter to see if your paperwork is ready to be picked up. Tell the Clerk that you are in "Proper Person" so he/she knows where to look for your paperwork. If the paperwork is not ready, you may call the Guardianship Office to make sure that they have received your paperwork. A list of telephone numbers is included in this package.
- 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. If the judge decided that you need to have a hearing, you will need to set a hearing date and send out proper notice. You can learn about this process at the Self-Help Center.

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

- A. Bring the Notice of Entry of Order and Certificate of Mailing form with you when you pick up your file-stamped copy of the Stipulation and Order from the Clerk's Office.
- B. Prepare the Notice of Entry of Order and the Certificate of Mailing. (Please see II, above.) Please note that the third party will need to mail the Notice of Entry of Order on the same day that you file this document.
- C. Make one copy of the Notice of Entry of Order form (with the filed Stipulation and Order attached).
- D. You need to use a two-hole punch on the top of the original Notice of Entry of Order and also stamp or write "original" on the original Notice of Entry of Order form. 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 Notice of Entry of Order and will return the file-stamped copy to you.
- F. Count the number of relatives in "Exhibit 1" who are living and whose addresses are known. You will need to make that number of copies of the file-stamped Notice of Entry of Order form (with "Exhibit 1" and the Stipulation and Order attached).
- G. Give the file-stamped copies to the third party. He/she will need to mail a copy of the Notice of Entry of Order form (with "Exhibit 1" and the Stipulation and Order attached) to every person listed in "Exhibit 1".

STIPULATION AND ORDER TO TERMINATE A GUARDIANSHIP
(FOR MINOR WARDS ONLY)

EXPLANATION OF A STIPULATION AND ORDER

A stipulation is an agreement between the 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 guardian (if any) and the child's parents are agreeing to terminate the guardianship. If the judge approves the agreement, you will not need to have a hearing.

YOU CAN USE THIS STIPULATION AND ORDER IF:

- # The guardian(s) and both of the child's parents are willing to sign this Stipulation and Order to terminate the guardianship.

NOTE: The judge may not sign a Stipulation and Order if it is not signed by both of the child's parents. If you cannot get a parent to sign the Stipulation (ie, the identity or location of the parent is unknown), the judge may want to have a hearing before deciding whether or not to terminate the guardianship. In other words, you can use this package, but you may need to have a hearing. The Guardianship Office will tell you if a hearing will be required.

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STIP
(Your name) _____
(Address) _____

(Telephone) _____
In Proper Person

DISTRICT COURT
CLARK COUNTY, NEVADA

In the Matter of the Guardianship)
of the Person of:)
_____,) CASE NO. G _____
)
A Minor.) DEPT. NO. G _____
_____)

STIPULATION AND ORDER

COMES NOW the Co-Guardian(s), (names) _____ and
_____, both in Proper Person, and hereby stipulate and
agree to the following.

1. That a guardianship over the minor ward (name) _____ is no longer necessary because _____.
2. That the guardianship over the minor ward (name) _____ should be terminated.
3. That (name) _____ will have physical custody of the minor ward. The minor ward will reside at (address) _____.

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4. **(CHECK AND COMPLETE THE APPROPRIATE PARAGRAPH)**

That both of the minor ward's parents will sign this stipulation and order.

OR

That (name of parent) _____ will sign this stipulation and order. The signature of the minor ward's (mother/father) cannot be obtained because _____

_____.

OR

That both of the minor ward's parents are deceased. All of the child's relatives within the second degree of consanguinity will sign this Stipulation and Order.

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

(Signature) _____

(Name) _____

(Address) _____

(Telephone) _____

In Proper Person

VERIFICATION

STATE OF NEVADA)

) ss.

COUNTY OF _____)

I, (name) _____, being first duly sworn under penalty of perjury, hereby depose and say:

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That I am the (relationship to ward) _____ in the within action;
that I have read the foregoing Stipulation and Order and know the contents thereof; that the same is
true of my knowledge except as to those matters therein stated upon information and belief and as
to those matters, I believe them to be true.

(Signature)

SIGNED and SWORN to before me on the
_____ day of _____, _____.

NOTARY PUBLIC

ACKNOWLEDGMENT

STATE OF NEVADA)
) ss.
COUNTY OF _____)

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

WITNESS my hand and official seal.

NOTARY PUBLIC

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1 (Signature) _____
2 (Name) _____
3 (Address) _____
4 _____
5 (Telephone) _____

In Proper Person

VERIFICATION

8 STATE OF NEVADA)
9) ss.
10 COUNTY OF _____)

11 I, (name) _____, being first duly sworn under penalty of
12 perjury, hereby depose and say:

13 That I am the (guardian of the minor ward, grandparent of the minor ward, etc.) _____
14 _____ in the within action; that I have read the foregoing Stipulation and
15 Order and know the contents thereof; that the same is true of my knowledge except as to those
16 matters therein stated upon information and belief and as to those matters, I believe them to be
17 true.

18 _____
19 (Signature)

20 SIGNED and SWORN to before me on the
21 _____ day of _____, _____.

22 _____
23 NOTARY PUBLIC

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1 (Signature) _____
2 (Name) _____
3 (Address) _____
4 _____
5 (Telephone) _____
6 In Proper Person

7 **VERIFICATION**

8
9 STATE OF NEVADA)
10) ss.
11 COUNTY OF _____)

12 I, (name) _____, being first duly sworn under penalty of
13 perjury, hereby depose and say:

14 That I am the (guardian of the minor ward, grandparent of the minor ward, etc.) _____
15 _____ in the within action; that I have read the foregoing Stipulation and
16 Order and know the contents thereof; that the same is true of my knowledge except as to those
17 matters therein stated upon information and belief and as to those matters, I believe them to be
18 true.

19 _____
20 (Signature)

21 SIGNED and SWORN to before me on the
22 _____ day of _____, _____.

23 _____
24 NOTARY PUBLIC

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1 (Signature) _____
2 (Name) _____
3 (Address) _____
4 _____
5 (Telephone) _____
6 In Proper Person

7 **VERIFICATION**

8
9 STATE OF NEVADA)
10) ss.
11 COUNTY OF _____)

12 I, (name) _____, being first duly sworn under penalty of
13 perjury, hereby depose and say:

14 That I am the (guardian of the minor ward, grandparent of the minor ward, etc.) _____
15 _____ in the within action; that I have read the foregoing Stipulation and
16 Order and know the contents thereof; that the same is true of my knowledge except as to those
17 matters therein stated upon information and belief and as to those matters, I believe them to be
18 true.

19 _____
20 (Signature)

21 SIGNED and SWORN to before me on the
22 _____ day of _____, _____.

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24 NOTARY PUBLIC

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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 the guardianship over the person of the minor ward, (name) _____, is terminated.

DATED this ____ day of _____, _____.

DISTRICT COURT JUDGE

Respectfully Submitted:

(Your signature) _____

(Your name) _____

(Address) _____

(Telephone) _____

(circle one) Plaintiff/Defendant In Proper Person

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NEOJ
(Your name) _____
(Address) _____

(Telephone) _____

In Proper Person

DISTRICT COURT
CLARK COUNTY, NEVADA

In the Matter of the Guardianship)
of the Person of:)
)
_____,) CASE NO. G _____
)
A Minor.) DEPT. NO. D
_____)

NOTICE OF ENTRY OF ORDER

TO: The persons listed on Exhibit 1, attached hereto

PLEASE TAKE NOTICE that a Stipulation and Order was entered in the above-entitled matter on (date) _____, a copy of which is attached hereto.

DATED this ____ day of _____, _____.

(Your signature)

CERTIFICATE OF MAILING

I certify that service of the Notice of Entry of Order was made this ____ day of _____, _____, by depositing copies of same in U.S. mail in Las Vegas, NV, addressed to the persons listed in Exhibit 1, attached hereto.

(Signature)

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.