

**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!

**INSTRUCTIONS FOR PETITION FOR
APPOINTMENT OF GUARDIAN**

(1 GUARDIAN AND 2 OR 3 MINOR WARDS - WITH A HEARING)

*** * * 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

A. Explanation of a Petition for Appointment of Guardian:

Guardianship may be needed if someone cannot take care of him/herself and/or his/her property. The persons who need assistance are the "proposed wards". If guardianship is granted, those persons will be the "wards". The person who is going to take care of the wards is the "proposed guardian". After the guardianship is granted, that person is the "guardian". The way to ask the Court to establish guardianship is by filing a Petition for Appointment of Guardian.

There are three types of guardianship: (1) Guardianship of the Person, (2) Guardianship of the Estate, (3) Guardianship of the Person and the Estate. In a guardianship of the person, the guardian is responsible for personal/medical decisions only. In a guardianship of the estate, the guardian is responsible for financial decisions only. Someone else will make personal and health-care decisions. In a guardianship of the person and the estate, the guardian is responsible for the ward's financial and personal/medical well being.

B. You can use this Petition for Appointment of Guardian if:

- The proposed wards are younger than 18 years old.
- Only one person will be the guardian of the proposed wards.
- Both the person who will be the guardian and the persons who will be the wards are Nevada residents.

Note: If the guardianship is for an estate, at least some of the money/property must be in Nevada.

- You have never been disbarred or suspended from practicing law, accounting or any other profession that involves the management or sale of money, investments, securities or real property that requires a license.

C. This package should contain the following documents:

- Instructions for Petition for Appointment of Guardian (1 Guardian and 2 or 3 Minor Wards - With a Hearing);
- Family Court Cover Sheet;
- Petition for Appointment of Guardian;
- Confidential Information Sheet;
- Citation to Appear and Show Cause;
- Affidavit of Mailing;
- Order Appointing Guardian;
- General Letters of Guardianship;
- Notice of Entry of Order;
- Three Inventory, Appraisal and Record of Value forms;

- List of Filing Fees;
- List of telephone numbers for the judges' staffs and Court Clerks;
- Court class information flyer;
- Flyer "Please do not come to court without doing the following...";
- Information about classes taught by UNLV law students;
- Customer survey.

II. STEP 1: PREPARE YOUR PAPERWORK

MOST OF THE FORMS IN THIS PACKAGE CAN BE HANDWRITTEN. FOR THESE FORMS, YOU MUST USE BLACK INK AND PRINT CLEARLY. THE CLERK'S OFFICE WILL NOT FILE YOUR DOCUMENT IF THE HANDWRITING IS HARD TO READ.

NOTE: THE "ORDER APPOINTING GUARDIAN" MUST BE RETYPED. ONLY TYPE SECTIONS THAT APPLY TO YOUR SITUATION (i.e., type "his" instead of "his/her") AND DO NOT TYPE ANYTHING IN PARENTHESIS (do not type "(your name)"). THIS PACKET CONTAINS A SAMPLE OF THE ORDER THAT YOU MAY USE AS A GUIDE. THE SELF-HELP CENTER'S COMPUTERS HAVE A TEMPLATE THAT YOU CAN USE TO TYPE YOUR ORDER.

A. THE FAMILY COURT COVER SHEET:

1. The Family Court Cover Sheet is a document used by the Clerk's Office to create a file for your case.
2. Leave the "Case No." blank. The Clerk's Office will give you a case number and department number when you file your documents.
3. "Party Information" Section:
 - a. Under "Plaintiff/Petitioner", provide the information requested related to the proposed guardian. **Please note that Social Security numbers are mandatory.** Write "N/A" under "Attorney Information".

- b. Under "Defendant/Respondent/Co-Petitioner", list the information requested relating to the first-listed proposed ward. **Please note that Social Security numbers are mandatory.** Write "N/A" under "Attorney Information".

4. "Domestic Filings" Section:

- a. Under "Guardianship of a Minor" there appear three boxes: "Person, Estate or Person and Estate". Mark the box relating to what type of guardianship you are requesting in your petition.
- b. List the names, dates of birth, and Social Security numbers of minor children of the proposed wards. The list continues on the back of the page if more space is required.
- c. Print and sign your name and date.
- d. Check either "yes" or "no" relating to the proposed wards' cases only. The Guardianship Court does not want to know about the information relating to the proposed guardian.

Note: If you checked "yes", complete the back of the form. If you checked "no", and the proposed wards have less than four minor children, stop.

5. Complete the back page of cover sheet (if necessary).
- a. Check all boxes that apply to the proposed wards, if known.
- b. Provide the information requested regarding any other adult party involved in the cases which were marked under the section relating to other proceedings. **The remainder of the form can be skipped.**

B. 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 words "In the Matter of the Guardianship of the". Generally, this caption will remain the same throughout the case and will be on every document filed in this action. In this package, the caption is on the: (a) Petition for Appointment of Guardian, (b) Confidential Information Sheet (c) Citation to Appear and Show Cause, (d) Affidavit of Mailing, (e) Order Appointing Guardian, (f) General Letters of Guardianship, (g) Notice of Entry of Order, and (h) Inventory, Appraisal and Record of Value.

C. THE PETITION FOR APPOINTMENT OF GUARDIAN:

1. Insert your name, address, and phone number on the first page, upper left-hand corner. Check the type of guardianship that you would like to get in the caption. Insert the name of the proposed wards on the blank lines over the words "Minor Children" in the caption.
2. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and assign your case to a department when you file the Petition for Appointment of Guardian. Once you get the case number and department letter from the Clerk, you will need to put them on any documents that you give to the Court (i.e., the Order Appointing Guardian, etc.).
3. The Petition for Appointment of Guardian uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank. If the Petition tells you to check only one box, check the box next to the paragraph or sentence that applies to your situation.
 - a. For paragraph 12 of the Petition, you are a "private professional guardian" if you receive payments for being a guardian for three or more wards who are not related to you by blood or marriage. If you are a professional guardian, you must be certified.
 - b. For paragraphs 18, 33, and 48 of the Petition, you will need to list the names and last known addresses of the relatives of the proposed wards who are within the "second degree of consanguinity". These relatives are the proposed wards': (i) mother, (ii) father, (iii) grandparents on his/her

mother's side, (iv) grandparents on his/her father's side, and (v) brothers and sisters who are 14 years old or older. List every relative in these categories. If you do not know the name of a relative, you must still write something in the blank (i.e., "father's name unknown"). If you need more room, attach the additional pages as "Exhibit 1", "Exhibit 2" and "Exhibit 3". If any of the relatives are deceased, you should say so under the "address" column.

- c. Paragraphs 22, 37, and 52 are asking whether or not the guardianship is a result of an investigation by Child Protective Services. If you were told by someone from the State of Nevada or a judge to get a guardianship, or if the children have been in Child Haven recently, check the second box and complete the rest of the information in that paragraph.
- d. For paragraphs 27, 42, and 57, if the proposed wards have assets, you will need to give a general description of the asset and its value. You will also need to check the box that tells the court how you plan to keep the proposed wards' money safe (by either keeping it in a blocked account or by getting a bond—see Section VI, I, below).
- e. For paragraph 60 you must provide at least one of the forms of identification listed in the petition. This information will be part of the Confidential Information Sheet that you will complete in section II, D, below.

NOTE: If the documentation required above is not included with this petition, the information must be provided to the court not later than sixty (60) days after the appointment of a guardian, or as otherwise ordered by the court.

- 4. The Petition must be "verified". In other words, you will need to sign the Petition in front of a Notary Public. The Self-Help Center has a Notary available. The Petition will also have to be "acknowledged" by the Notary. The Notary will know what to do. **Do not make any copies until the document has been notarized.**

D. THE CONFIDENTIAL INFORMATION SHEET:

1. The petitioner is required to give the court certain information about the guardian, the proposed wards and the proposed wards' parents. The types of information that the court can accept are listed in the Confidential Information Sheet and the Petition.
2. Insert your name, address, and phone number on the first page, upper left-hand corner. Check the type of guardianship that you would like to get in the caption. Insert the name of the proposed wards on the blank lines over the words "Minor Children" in the caption.
3. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and assign your case to a department when you file the Petition for Appointment of Guardian.
4. The Confidential Information Sheet uses a fill-in-the-blank grid format. The form will tell you what information you need to put into the blanks and grids. You must complete the date of birth for everyone on the sheet. You must also complete at least one form of identification for the Guardian and each Ward. Write "N/A" if one of the columns does not apply. It would be helpful to the Court if you checked and completed all of the boxes that apply.
 - a. You will need to attach a copy of the forms of Identification (i.e., copies of the driver's license) to the Confidential Information Sheet.

E. THE CITATION TO APPEAR AND SHOW CAUSE:

1. The proposed wards and certain relatives of the proposed wards are entitled to notice that guardianship is being sought and the date/time of the hearing for the guardianship. Additionally, if the proposed wards are living in care facilities, the administrator or manager of those facilities are also entitled to notice. The Citation to Appear and Show Cause is the document that gives these people/institution(s) notice. The Citation is also the document that allows you to schedule your court hearing. (See Section VI, below).
2. Insert your name, address, and phone number on the first page, upper left-hand corner. In the caption, check the type of guardianship that you would like to get. Insert

the name of the proposed wards on the blank lines over the words "Minor Children" in the caption.

3. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and department letter when you file the Petition for Appointment of Guardian. Once you get that information from the Clerk, you will need to fill in those blanks.
4. The Citation to Appear and Show Cause uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank. Leave the lines under "DATE AND TIME OF COURT APPEARANCE" blank. The clerk will fill in these lines when you file the citation.

Note: If you do not know the name or address of a parent of the proposed wards, you may have to serve that person through a newspaper. This will take longer than 20 days. If this is your situation, please tell the clerk before he/she gives you a court date and ask a Self-Help Center staff member for more information.

5. Do not fill in the lines after the words "DATED:". The Clerk will fill this in when he/she issues the Citation.

F. THE AFFIDAVIT OF MAILING:

NOTE: PART OF THIS DOCUMENT WILL HAVE TO BE COMPLETED BY SOMEONE ELSE. (PLEASE SEE SECTION IV, BELOW).

NOTE: THIS DOCUMENT SHOULD BE COMPLETED AFTER THE CLERK'S OFFICE HAS ISSUED THE CITATION TO APPEAR AND SHOW CAUSE.

1. The Affidavit of Mailing is the document that shows the Court that the wards, the wards' relatives, the wards' care providers and the Department of Veterans Affairs (if applicable) received a copy of the Petition for Appointment of Guardian and the Citation. 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".
2. Insert your name, address, and phone number on the first page, upper left-hand corner. In the caption, check the type of guardianship that you would like to get. Insert the name of the proposed wards on the blank lines over the words "Minor Children" in the caption.

3. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and assign your case to a department when you file the Petition for Appointment of Guardian. Once you get the case number and department letter from the Clerk, you will need to fill in those blanks.
4. The rest of the document will need to be completed by the third party. The Affidavit of Mailing uses a fill-in-the-blank format. **Please be sure that the third party completes "Exhibit 1".**
 - a. The following people/businesses need to be listed on "Exhibit 1" of the Affidavit of Mailing: The proposed ward's (i) mother, (ii) father, (iii) grandparents on his/her mother's side, (iv) grandparents on his/her father's side, and (v) brothers and sisters who are 14 years old or older. If a relative is younger than 14 years old, list that person's parent or legal guardian. You do not need to list relatives that are deceased or whose whereabouts are unknown. If there are no living relatives, you will list the Public Guardian's Office. You will also need to list the following people/businesses if applicable: (i) anyone who is providing care for the proposed ward (either an individual or the manager/administrator of the care facility) and, (ii) the Department of Veterans Affairs (if the proposed ward is entitled to benefits). If more than 12 people/businesses need to be listed, you may attach another sheet of paper or make a copy of the "Exhibit 1" page before you write on it.
 - b. The third party will need to sign the Affidavit of Mailing before a Notary Public. The Self-Help Center has a Notary available. **Do not make any copies until the document has been notarized.**

G. THE ORDER APPOINTING GUARDIAN:

NOTE: YOU WILL NEED TO RETYPE THE ORDER APPOINTING GUARDIAN. 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)"). THE FORM IN THIS PACKET SHOULD BE USED ONLY AS A GUIDE. THE SELF-HELP

CENTER'S COMPUTERS HAVE A TEMPLATE THAT YOU CAN USE TO TYPE YOUR ORDER.

1. This is the document that the judge signs to appoint guardian for the wards.
2. Use the form in the packet as a guide when you are typing the Order Appointing Guardian. The form will tell you what information is needed in the blanks. Leave the lines to the right of the caption blank. The Clerk's Office will give you a case number and department letter when you file the Petition for Appointment of Guardian.

Once you get that information from the Clerk, you will need to fill in those blanks.

3. Insert your name, address and phone number on the first page, upper left-hand corner. In the caption, check the type of guardianship that you would like to get. Insert the name of the proposed wards on the blank lines over the words "Minor Children" in the caption.
4. On 2nd, 3rd and 4th paragraphs of the sample Order, insert the type of guardianship you want to get.
5. On the 5th, 7th and 9th paragraphs of the sample:
 - If the guardianship is over a person only, type "no bond or blocked account will be required".
 - If the guardianship is over an estate or a person and estate, type both the second and third paragraphs, including the boxes. Be sure to type only your name, not "your name". Leave a line for the amount of the bond. The judge will complete that section during the hearing.
6. On the 6th, 8th and 10th paragraphs of the sample:
 - If the guardianship is over a person only, you do not need to type this paragraph.
 - If the guardianship is over an estate or a person and estate, type all three options and leave the boxes blank. The judge will decide which option will apply in your case.

7. Leave the date information blank. The judge will fill this in when he/she signs the Order.
8. Be sure to type a line over the words "District Court Judge".
9. There needs to be at least two sentences on the same page as the judge's signature. **Your document may be rejected if this rule is not followed.** Please use the sample in this packet as a guide.

H. THE GENERAL LETTERS OF GUARDIANSHIP:

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

1. The General Letters of Guardianship is the document that gives the guardian the power to act on behalf of the wards (i.e., withdraw money, make medical decisions, etc.).
2. Insert the name of the wards under the words "In the Matter of the Guardianship of" in the caption. Insert the word "Minor" on the line before the word "Ward" in the caption. Insert the case number on the line after the words "Case No." Insert the department letter on the line after the words "Dept. No."
3. Insert the date that the judge signed the Order Appointing Guardian on the first lines under the caption. Insert your name on the line after the words "was entered appointing". Check the type of guardianship that was granted and check that the wards are minors.
4. The General Letters of Guardianship uses a fill-in-the-blank format. The form will tell you what information to put into the blank.
5. The General Letters of Guardianship will need to be signed before a Notary or a Clerk from the Clerk's Office. The Self-Help Center has a Notary available. **Do not make any copies until the document has been notarized.**
6. Please note that the General Letters of Guardianship are not valid until the document is "issued" by the Clerk's

Office. (See Section VII, below).

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

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

1. The Notice of Entry of Order is the document that tells the wards and others entitled to notice that the Order Appointing Guardian has been filed. 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.). The Certificate of Mailing tells the Court when the Notice of Entry was mailed.
2. Insert your name, address, and phone number on the first page, upper left-hand corner. Check the type of guardianship that you were granted. Insert the name of the wards on the blank lines over the words "Minor Children" in the caption.
3. Insert the Case Number on the line after the words "Case No. G". Insert the department letter on the line after the words "Dept. No."
4. The Notice of Entry of Order uses a fill-in-the blank format. The form will tell you what information to put into the blank.
 - a. "Exhibit 1" in the Notice of Entry of Order should have all of the people and institutions listed in "Exhibit 1" in the Affidavit of Mailing.
 - b. You will need to attach a "file-stamped" copy of the Order Appointing Guardian to the Notice of Entry of Order. Please see Section VIII, below for more information about preparing the Notice of Entry of Order).
 - i. A "file-stamped" copy is a copy of a document that has been filed at the Clerk's Office. It is given to the Clerk at the same time the original document is filed. It has a stamp on the first page that indicates when the original document was filed.

J. THE INVENTORY, APPRAISAL AND RECORD OF VALUE:

NOTE: YOU SHOULD COMPLETE THIS DOCUMENT AFTER THE JUDGE HAS SIGNED THE ORDER APPOINTING GUARDIAN AND ONLY IF YOU HAVE BEEN APPOINTED GUARDIAN OF A WARD'S ESTATE. PREPARE ONE INVENTORY FOR EACH GUARDIANSHIP OVER AN ESTATE.

1. If you have been appointed as the guardian of the ward's estate, you must tell the Court the types and values of the ward's assets. This must be done within 60 days from the day that you are appointed guardian. The way to do this is by filing an Inventory, Appraisal and Record of Value. (This document is also called an "Inventory").
2. The Inventory, Appraisal and Record of Value uses fill-in-the-blank format. The form will tell you what information is required.
3. If you use an appraiser in order to get the value of some of the ward's assets, the appraiser will need to complete his/her portion of the Inventory.
If you do not use an appraiser for all of the assets, you will need to complete the "Verified Record of Value in Lieu of Appraisement" section of the Inventory.
4. The Inventory needs to be signed in front of a Notary. The Self-Help Center has a Notary available. **Do not make any copies until the document has been notarized.**

III. STEP 2: FILE THE PETITION FOR APPOINTMENT OF GUARDIAN AND THE CONFIDENTIAL INFORMATION SHEET AND ASK THE CLERK'S OFFICE TO ISSUE THE CITATION TO APPEAR AND SHOW CAUSE

A. Make three copies of the following documents:

- Petition for Appointment of Guardian;
- Citation to Appear and Show Cause.

Make two copies of the following document:

- Confidential Information Sheet.

If you need to file any documents per the Petition (i.e., a custody order), make one copy of these documents.

- B. You need to use a two-hole punch on the top of each original document and also stamp or write "original" on the original documents in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Take the Family Court Cover Sheet, the Petition for Appointment of Guardian, the Confidential Information Sheet, the Citation to Appear and Show Cause, any documents that you need to file per the Petition, and money to pay the filing fee (if applicable) with you to the Clerk's Office (located on the first floor of the courthouse). The list of filing fees for the Clerk's Office is included in this package or you can call the Clerk's Office at 455-2590. The Clerk's Office will take cash, money orders, cashier's checks, and personal checks if you have a valid Nevada Driver's License.
- D. Go to the filing counter at the Clerk's Office. The Clerk will file the original Petition for Appointment of Guardian, and will return the file-stamped copies to you. The Clerk will also keep the original Confidential Information Sheet. The Clerk will also assign your case a "case number", which will start with the letter "G" and assign your case to a department.
- E. After you have received your case number and your file-stamped copies, go to the "Master Calendar" window of the Clerk's Office.
- F. Give the Clerk the original and copies of the Citation to Appear and Show Cause. The Clerk will give you a hearing date, file the original and return the file-stamped copies to you.

Note: It is very important that you file your Citation with the "Master Calendar" window of the Clerk's Office. Your case will not have a hearing unless this document is filed.

IV. STEP 3: MAIL THE PETITION AND CITATION TO APPEAR AND SHOW CAUSE AND FILE THE AFFIDAVIT OF MAILING

NOTE: IF YOU DO NOT KNOW THE NAME OR LOCATION OF A RELATIVE LISTED IN PARAGRAPHS 18, 33 AND 48 OF THE PETITION, YOU MAY NEED TO ASK THE COURT FOR PERMISSION TO SERVE THAT RELATIVE

THROUGH THE NEWSPAPER. PLEASE ASK A SELF-HELP CENTER STAFF MEMBER FOR MORE INFORMATION.

A. As mentioned in Section II, above, you need to give certain relatives notice that you want to get a guardianship over the proposed wards. If the proposed wards are in care facilities, you also need to notify the administrators or managers of those facilities. If the proposed wards are receiving money from the Department of Veterans Affairs, they must also be notified. If the proposed wards are 14 years old or older, they must also be served. You do this by having a third party mail copies of the Petition for Appointment of Guardian and the Citation to Appear and Show Cause to them. The mailing must be by certified mail, return receipt requested (the green cards that are mailed back after the person picks up the mail).

1. A third party is someone who is not related to you by blood or marriage, and who is over 18 years old.

Note: You may also serve by "personal service". In other words, a third party physically gives the Petition and Citation to the proposed ward, relative, care provider or Veterans Affairs office. Please ask a Self-Help Center staff member for assistance if you would like to serve anyone by "personal service".

B. Count the number of people/providers listed on "Exhibit 1" of the Affidavit of Mailing. You need to make that number of copies of the Petition for Appointment of Guardian and the Citation to Appear and Show Cause.

C. Ask the third party to mail (via certified mail, return receipt requested) the papers to each person/institution listed on "Exhibit 1" of the Affidavit of Mailing. The green card should have your address for the return address.

D. The third party will need to complete his/her part of the Affidavit of Mailing and sign that document before a Notary Public. The Self-Help Center has a Notary available. **Do not make any copies until the document has been notarized.**

E. Make two copies of the Affidavit of Mailing.

- F. You need to use a two-hole punch on the top of the original Affidavit of Mailing and also stamp or write "original" on that document in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- G. Go to the filing counter at the Clerk's Office and file the Affidavit of Mailing. The Clerk will keep the original document and return the file-stamped copies to you.

V. **STEP 4: THE COURT'S REVIEW OF THE PAPERWORK (BEFORE THE DAY OF THE HEARING)**

- A. The Guardianship Office reviews your paperwork before the day of the hearing. Sometimes the paperwork may not be in the court file when that office wants to review it.

Therefore, it is very important that you give the Guardianship Office your paperwork no later than one week before the date of your hearing.

- B. Make at least three copies of the Order Appointing Guardian. You need to use a two-hole punch on the top of the original document and also stamp or write "original" on the original Order Appointing Guardian in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. You will need to give the Guardianship Office the following documents:
- The original and one copy of the Order Appointing Guardian;
 - One file-stamped copy of the Affidavit of Mailing;
 - One file-stamped copy of an Affidavit of Service for each person/facility personally served. (You can get this form from the Self-Help Center.);
 - One copy of the Confidential Information Sheet;
 - One file-stamped copy of the Citation to Appear and Show Cause;

Be sure that the case number is on all of the documents that you give to the Guardianship Office to review.

- D. Next, 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 paperwork into the box belonging to the Guardianship Office.

VI. STEP 5: GO TO THE GUARDIANSHIP HEARING

- A. All of the hearings before judges are videotaped. You may want to have a tape of your hearing so that you can review it later.

You can buy a blank tape from the Transcript Video Services Office (on the second floor of the courthouse) for \$5.00. If you do not have a tape before the hearing and decide after the hearing that you want a tape, you can order a tape for \$25.00 or a CD for \$10.00. You can also make an appointment to watch the court's copy of the video for free.

Note: If you are going to have a tape of the hearing made at the time of the hearing, you will need to give the blank tape to the bailiff when you check in.

- B. **NOTE: IF THE PROPOSED WARDS ARE IN THE STATE OF NEVADA, YOU MUST BRING THEM TO THE HEARING. IF A PROPOSED WARD CANNOT COME TO THE HEARING, YOU MUST BRING TO THE HEARING A CERTIFICATE FROM THE PROPOSED WARD'S DOCTOR OR ANOTHER PERSON QUALIFIED TO SAY WHY THE PROPOSED WARD CANNOT COME TO THE HEARING. THE SELF-HELP CENTER HAS A SAMPLE AFFIDAVIT THAT YOU CAN USE AS A GUIDE.**

- C. On the day of your hearing:
1. Be in the courtroom at least 15 minutes before the hearing time.
 2. Dress as if you are going to a job interview.
 3. Bring your copies of your papers to court (in case someone that you mailed the papers to does not have their copies with them).
 4. Bring the "green cards" from the post office (to

show that you mailed the Petition and Citation to Appear and Show Cause).

5. Bring the video tape (if you want a copy of the hearing made at the time of the hearing).
- D. When you go into the courtroom, sit in the seats behind the rail. Do not go in front of the rail until your case is called by the judge. If you brought a video tape, give it to the bailiff.
- E. When the judge first enters the courtroom, the bailiff will say "All rise". Stand up and keep standing until the judge or someone else from the Court tells you that you can be seated.
- F. When your case is called, you and the proposed wards will go in front of the rail. There are two tables. One has a nameplate that says "Plaintiff", and the other table has a nameplate that says "Defendant". All of you should go to the table that has the "Plaintiff" nameplate. If anyone opposes the guardianship, he/she will go to the table that has the "Defendant" nameplate.
- G. If there are cases called before your case is called, you will know whether or not you need to keep standing until the judge tells you to be seated. If you do not know this information by the time that your case is called, you should stand until the judge tells you that it is okay to sit down.
- H. The judge may ask you a few questions and may also ask the proposed wards a few questions. Answer the questions politely and briefly. Be prepared to show the judge the "green cards" from the post office.
- I. If the judge is going to grant your Petition, he/she will usually give you the signed Order Appointing Guardian while you are in the courtroom. Someone from the Court will give the Order to you.
 1. If the guardianship is over an estate, the court may order you to either get a bond or to put the assets into blocked accounts. You may be able to find business that sell bonds for guardians in the Yellow Pages under "Bonds-Surety & Fidelity". You can speak to the financial institution that has the wards' money about establishing a blocked account.

(See Section VII for more information)

- a. If the judge wants you to get a bond, he/she will put the amount of the bond in the Order Appointing Guardian.

VII. STEP 6: FILE THE ORDER APPOINTING GUARDIAN, SET UP THE BLOCKED ACCOUNT AT THE BANK (IF NECESSARY) AND ASK THE CLERK'S OFFICE TO ISSUE THE LETTERS OF GUARDIANSHIP

- A. If you do not need a blocked account, complete the following steps:
 1. Complete the paperwork for the General Letters of Guardianship. (See Section II, above)
 2. Make at least one copy of the General Letters of Guardianship.
 3. You need to use a two-hole punch on the top of the original Order Appointing Guardian and the top of the original General Letters of Guardianship. You will also need to stamp or write "original" on the original documents in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
 4. Take the original documents and the copies to the filing counter at the Clerk's Office.
 5. The clerk will keep the original Order Appointing Guardian and will return the file-stamped copy to you. The clerk will also sign and place a seal on the original and copies of the General Letters of Guardianship. The clerk will keep the original and return the copies to you.

- B. If you do need a blocked account, please complete the following steps:
 1. Complete the paperwork for the General Letters of Guardianship (See Section II, above)
 2. You need to use a two-hole punch on the top of the original Order Appointing Guardian. You will also need to stamp or write "original" on the original document between the two holes. The Self-Help

Center has a two-hole punch and a stamp that you can use.

3. Take the original and the copies of the Order Appointing Guardian to the filing counter at the Clerk's Office. The clerk will keep the original and return the file-stamped copies to you.
4. Get the blocked account from the bank. If you have difficulty establishing the blocked account, you can go to the 3rd floor of the courthouse and ask to speak to the Court Compliance Officer.
5. Make at least one copy of the General Letters of Guardianship. Make at least one copy of the proof of the blocked account that you will receive from the bank.
6. Two-hole punch the original General Letters of Guardianship. Stamp or write "Original" between the two holes.
7. Take the original and the copies of the General Letters of Guardianship and proof of the blocked account to the "filing counter" at the Clerk's Office. The clerk will sign and place a seal on the original and copies of the General Letters of Guardianship. The clerk will keep the original and return the copies to you. The clerk may also keep the proof of the blocked account.

VIII. STEP 7: MAIL THE NOTICE OF ENTRY OF ORDER AND FILE THE NOTICE OF ENTRY OF ORDER

- A. Complete the Notice of Entry of Order and the Certificate of Mailing. Please note that you will need to mail the Notice of Entry of Order on the same day that you file this document. (See Section II, J, above).
- B. Make one copy of the document.
- C. You need to use a two-hole punch on the top of the original Notice of Entry of Order.

You will also need to stamp or write "original" on the original document in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.

- D. Take the original and the copy of the Notice of Entry of Order to the filing counter at the Clerk's Office. The Clerk will keep the original document and will return the file-stamped copy to you.
- E. Count the number of people/providers listed on "Exhibit 1" of the Affidavit of Mailing. You need to make that number of copies of the Order Appointing Guardian and the Notice of Entry of Order.
- F. Attach a copy of the Order Appointing Guardian to each Notice of Entry of Order.
- G. Mail the Notice of Entry of Order (with the Order Appointing Guardian attached) to each person listed on "Exhibit 1".

IX. STEP 8: FILE THE INVENTORY, APPRAISAL AND RECORD OF VALUE (IF NECESSARY)

NOTE: IF YOU DO NOT HAVE A GUARDIANSHIP OF AN ESTATE, YOU DO NOT HAVE TO DO THIS STEP. PLEASE GO TO SECTION X. IF YOU DO HAVE A GUARDIANSHIP OVER AT LEAST ONE ESTATE, COMPLETE AN INVENTORY FOR EACH ESTATE.

- A. Make one copy of the Inventory.
- B. You need to use a two-hole punch on the top of the original Inventory, Appraisal and Record of Value. You will also need to stamp or write "original" on the original document in between the two holes. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Take the original and the copy of the Inventory, Appraisal and Record of Value to the filing counter at the Clerk's Office. The Clerk will keep the original document and will return the file-stamped copy to you. Keep this copy for your records.

X. STEP 9: FOLLOW THROUGH WITH THE GUARDIANSHIP (CONTACT THE APPROPRIATE BUSINESSES, FILE AN ACCOUNTING AND/OR AN ANNUAL REPORT OF THE GUARDIAN OF THE PERSON IN ONE YEAR, ETC.)

- A. Once you have been appointed guardian and the Letters of Guardianship have been issued by the Clerk's Office, you

will need to follow-up with businesses, agencies, etc. The Self-Help Center has sample forms for letters that you may have to mail.

- B. Additionally, every year, the Court will want to know how the guardianship is going. The way to do this is by filing an Accounting (if the guardianship is over the estate), an Annual Report (if the guardianship is over the person), or a combination of the two documents (if the guardianship is over both the person and the estate). Sample documents are available at the Self-Help Center. You may receive additional information at your hearing.

PETITION FOR APPOINTMENT OF GUARDIAN

(1 GUARDIAN AND 2 OR 3 MINOR WARDS – WITH A HEARING)

EXPLANATION OF A PETITION FOR APPOINTMENT OF GUARDIAN

Guardianship may be needed if someone cannot take care of him/herself and/or his/her property. The persons who need assistance are the “proposed wards.” If guardianship is granted, those persons will be the “wards.” The person who is going to take care of the ward is the “proposed guardian.” After the guardianship is granted, that person is the “guardian.” The way to ask the Court to establish guardianship is by filing a Petition for Appointment of Guardian.

There are three types of guardianship: (1) Guardianship of the Person, (2) Guardianship of the Estate, (3) Guardianship of the Person and the Estate. In a guardianship of the person, the guardian is responsible for personal/medical decisions only. Someone else will make all financial decisions. In a guardianship of the estate, the guardian is responsible for financial decisions only. Someone else will make personal and health-care decisions. In a guardianship of the person and the estate, the guardian is responsible for the ward’s financial and personal/medical well being.

YOU CAN USE THIS PETITION FOR APPOINTMENT OF GUARDIAN IF:

- The proposed wards are younger than 18 years old.
- Only one person will be the guardian of the proposed wards.
- Both the person who will be the guardian and the persons who will be the wards are Nevada residents.

BNote: If the guardianship is for an estate, at least some of the money/property must be in Nevada

- You have never been disbarred or suspended from practicing law, accounting or any other profession that involves the management or sale of money, investments, securities or real property that requires a license.

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PAG
(Your name) _____
(Address) _____

(Telephone) _____
In Proper Person

DISTRICT COURT
CLARK COUNTY, NEVADA

In the Matter of the Guardianship of)
 the person) CASE NO. G _____
 the estate) DEPT. NO. _____
 the person and the estate)
_____,)
_____, and)
_____)
Minor Children.)
_____)

PETITION FOR APPOINTMENT OF GUARDIAN

COMES NOW, Petitioner, (your name) _____, in
accordance with Chapter 159 of the Nevada Revised Statutes, whose petition respectfully
represents the following to this Honorable Court:

Information Regarding the Petitioner

1. That Petitioner, (your name) _____ would
like to be appointed the general guardian over (proposed wards' names) _____
_____.
2. That Petitioner's full legal name is _____.

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3. That Petitioner currently resides at (street/city/state/zip) _____

4. That Petitioner's mailing or post office address is _____

5. The Petitioner's date of birth is _____.

6. That Petitioner **(check one)** has/ has not been judicially determined to have committed abuse, neglect or exploitation of a child, spouse, parent or other person.

7. **(Check One)**

That the Petitioner has never been convicted of a felony.

That the Petitioner has been convicted of a felony (description of conviction)

_____ and the Petitioner **(check one)** was/
 was not placed on parole and **(check one)** was/ was not placed on probation for that felony. Proof of disposition will be filed with this Petition.

8. That Petitioner has not been suspended for misconduct or disbarred from the practice of law, the practice of accounting or any other profession which involves the management or sale of money, investments, securities or real property and requires licensure in Nevada or any other state.

9. That Petitioner is the (your relationship to the first child) _____
of (first child's name) _____, is competent and capable of acting as guardian of the **(check one)** person only/ estate only/ person and estate of the proposed ward, and hereby consents to act in this capacity.

10. That Petitioner is the (your relationship to the second child) _____
of (second child's name) _____, is competent and capable of acting as guardian of the **(check one)** person only/ estate only/ person and estate of the proposed ward, and hereby consents to act in this capacity.

11. That Petitioner is the (your relationship to the third child) _____

1 _____
2 of (third child's name) _____, is competent and capable of
3 acting as guardian of the **(check one)** person only/ estate only/ person and estate of the
4 proposed ward, and hereby consents to act in this capacity.

5 **12. (Check One)**

6 That the Petitioner is not a private professional guardian and is not currently
7 receiving compensation for services as a guardian to more than one ward who is not related to
8 Petitioner by blood or marriage.

9 That the Petitioner is a private professional guardian. (Copies of documents
10 proving that Petitioner meets the requirements of a "private professional guardian" will be filed
11 with this Petition)

12 **Information Regarding the First Proposed Ward**

13 13. That the proposed ward, (first child's name) _____,
14 age _____, was born on (date of birth) _____, and will become 18 years of
15 age on (date) _____.

16 14. That the proposed ward currently resides at (street/city/state/zip) _____
17 _____.

18 The proposed ward has lived at this address for _____ days/ months/ years.

19 15. The name and address of any person or care provider having the care and control of
20 the proposed ward is (name/address of care provider) _____
21 _____ The current
22 care provider has had care of this proposed ward because _____
23 _____
24 _____.

25 16. That the proposed ward is a resident of the State of _____.

26 17. The proposed ward's parent or legal guardian has has/ has not executed a written

1 nomination of guardian. The agent is _____.

2 18. The names and addresses of the following relatives of the ward are:

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Relative's Name	Relationship to Ward	Address (street address/city/state/zip code)
	Mother	
	Father	
	Grandmother on Ward's mother's side	
	Grandfather on Ward's mother's side	
	Grandmother on Ward's father's side	
	Grandfather on Ward's father's side	

19 (Complete only if the identity of the ward's father is unknown) The identity of the proposed ward's father is truly unknown. He (check one) is / is not on the proposed ward's birth certificate. There (check one) is / is not a court order for child support. There (check one) has / has not been a finding of paternity by a court. The proposed ward's mother will file a written consent with this Petition.

20 20. (Check One)
21 There is not a current order concerning custody of the proposed ward.

1 c. _____ value: \$ _____

2 d. _____ value: \$ _____

3 These funds will be safeguarded by: **(Check one)**

4 being placed into a blocked account.

5 a bond which the Petitioner will obtain in an amount equal to the liquid assets
6 described above.

7 **Information Regarding the Second Proposed Ward**

8 28. That the proposed ward, (second child's name) _____,
9 age _____, was born on (date of birth) _____, and will become 18 years of
10 age on (date) _____.

11 29. That the proposed ward currently resides at (street/city/state/zip) _____
12 _____.

13 The proposed ward has lived at this address for _____ days/ months/ years.

14 30. The name and address of any person or care provider having the care and control of
15 the proposed ward is (name/address of care provider) _____
16 _____ The current
17 care provider has had care of this proposed ward because _____
18 _____
19 _____.

20 31. That the proposed ward is a resident of the State of _____.

21 32. The proposed ward's parent or legal guardian has has/ has not executed a written
22 nomination of guardian. The agent is _____.

23 33. The names and addresses of the following relatives of the ward are:

24 ///

25 ///

26 ////

Relative's Name	Relationship to Ward	Address (street address/city/state/zip code)
	Mother	
	Father	
	Grandmother on Ward's mother's side	
	Grandfather on Ward's mother's side	
	Grandmother on Ward's father's side	
	Grandfather on Ward's father's side	

34. **(Complete only if the identity of the ward's father is unknown)** The identity of the proposed ward's father is truly unknown. He **(check one)** is / is not on the proposed ward's birth certificate. There **(check one)** is / is not a court order for child support. There **(check one)** has / has not been a finding of paternity by a court. The proposed ward's mother will file a written consent with this Petition.

35. **(Check One)**

There is not a current order concerning custody of the proposed ward.

There is a current order concerning custody of the proposed ward. The order is from the State of _____ and was filed on approximately (date) _____.

If the order was not issued by this Court, a copy of the order will be filed with this Petition.

1 a bond which the Petitioner will obtain in an amount equal to the liquid assets
2 described above.

3 **Information Regarding the Third Proposed Ward**

4 43. That the proposed ward, (third child's name – if no third child, write "N/A")
5 _____, age _____, was born on (date of birth) _____,
6 and will become 18 years of age on (date) _____.

7 44. That the proposed ward currently resides at (street/city/state/zip) _____
8 _____.

9 The proposed ward has lived at this address for _____ days/ months/ years.

10 45. The name and address of any person or care provider having the care and control of
11 the proposed ward is (name/address of care provider) _____
12 _____ . The current
13 care provider has had care of this proposed ward because _____
14 _____
15 _____.

16 46. That the proposed ward is a resident of the State of _____.

17 47. The proposed ward's parent or legal guardian has has/ has not executed a written
18 nomination of guardian. The agent is _____.

19 48. The names and addresses of the following relatives of the ward are:

Relative's Name	Relationship to Ward	Address (street address/city/state/zip code)
	Mother	
	Father	

Relative's Name	Relationship to Ward	Address (street address/city/state/zip code)
	Grandmother on Ward's mother's side	
	Grandfather on Ward's mother's side	
	Grandmother on Ward's father's side	
	Grandfather on Ward's father's side	

49. **(Complete only if the identity of the ward's father is unknown)** The identity of the proposed ward's father is truly unknown. He **(check one)** is / is not on the proposed ward's birth certificate. There **(check one)** is / is not a court order for child support. There **(check one)** has / has not been a finding of paternity by a court. The proposed ward's mother will file a written consent with this Petition.

50. **(Check One)**

There is not a current order concerning custody of the proposed ward.

There is a current order concerning custody of the proposed ward. The order is from the State of _____ and was filed on approximately (date) _____.

If the order was not issued by this Court, a copy of the order will be filed with this Petition

51. Petitioner **(check one)** does/ does not believe that the proposed ward will need a guardianship when he/she becomes 18 years of age.

52. **(Check One)**

The guardianship is not sought as a result of an investigation conducted

1 pursuant to Chapter 432B of the Nevada Revised Statutes.

2 The guardianship is sought as a result of an investigation conducted pursuant
3 to Chapter 432B of the Nevada Revised Statutes. The name of the case worker is _____
4 _____ . The juvenile case file number is _____.

5 The investigating agency (**check one**) does/ does not approve of this guardianship and the
6 placement of the proposed ward with the proposed guardian.

7 53. That the proposed ward (**check one**) is/ is not a party to any pending criminal or
8 civil litigation.

9 54. That the guardianship (**check one**) is/ is not sought for the purpose of initiating
10 litigation.

11 **Information Regarding the Third Proposed Ward’s Estate**

12 55. That the proposed ward (**check all that apply**) has no assets or income/ has
13 assets and income / is or will be entitled to assets or income.

14 56. That the proposed ward (**check one**) does/ does not receive any money from the
15 Department of Veterans’ Affairs.

16 57. The types of assets and/or income are: (if none write “N/A” on first blank)

- 17 a. _____ value: \$ _____
- 18 b. _____ value: \$ _____
- 19 c. _____ value: \$ _____
- 20 d. _____ value: \$ _____

21 These funds will be safeguarded by: (**Check one**)

- 22 being placed into a blocked account.
- 23 a bond which the Petitioner will obtain in an amount equal to the liquid assets
24 described above.

1 **General Information**

2 58. That a general guardianship is needed for the proposed wards because: _____

3 _____
4 _____
5 _____
6 _____

7
8 59. That documentation demonstrating the need for a guardianship will be filed when/if it
9 becomes available to the Petitioner.

10 60. That a copy of the following form(s) of identification will be filed in a separate
11 document: **(check all that apply for the Petitioner and the Proposed Wards)**

12 a. For the Petitioner: Social Security Number / Taxpayer Identification
13 Number / Valid Drivers License Number / Valid Identification Card Number/ Valid
14 Passport Number.

15 b. For the First Proposed Ward: Social Security Number / Taxpayer
16 Identification Number/ Valid Drivers License Number/ Valid Identification Card Number/
17 Valid Passport Number.

18 c. For the Second Proposed Ward: Social Security Number / Taxpayer
19 Identification Number/ Valid Drivers License Number/ Valid Identification Card Number/
20 Valid Passport Number.

21 d. For the Third Proposed Ward: Social Security Number / Taxpayer
22 Identification Number/ Valid Drivers License Number/ Valid Identification Card Number/
23 Valid Passport Number.

24 61. That Petitioner **(check one)** has/ has not been appointed as guardian over the
25 proposed wards in a state other than Nevada. If Petitioner has been appointed Guardian over the
26 proposed wards in another state, Petitioner will file an exemplified copy of the guardianship order

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with this Court.

WHEREFORE, Petitioner prays that this general guardianship be granted and for such other and further relief as the court may deem just and proper.

DATED this ____ day of _____, _____.

Petitioner

VERIFICATION

STATE OF NEVADA)
) ss:
COUNTY OF _____)

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

That I am the Petitioner in the within action; that I have read the foregoing Petition For Appointment of Guardian 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.

Petitioner

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

NOTARY PUBLIC

///
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(Your name) _____

(Address) _____

(Telephone) _____

In Proper Person

DISTRICT COURT
CLARK COUNTY, NEVADA

In the Matter of the Guardianship of)
 the person,)
 the estate,)
 the person and estate.)
_____,)
_____,)
_____,)
Minor Children)
_____)

CASE NO. G _____

DEPT. NO: _____

CONFIDENTIAL INFORMATION SHEET

	Ward's Mother	Ward's Father	1 st Proposed Ward	Guardian
Date of Birth				
Taxpayer ID Number				
Valid Driver's License Number				
Valid ID Card Number				
Valid Passport Number				
Social Security Number				

A copy of the above identification is attached.

	Ward's Mother	Ward's Father	2nd Proposed Ward	Guardian
Date of Birth				
Taxpayer ID Number				
Valid Driver's License Number				
Valid ID Card Number				
Valid Passport Number				
Social Security Number				

A copy of the above identification is attached.

	Ward's Mother	Ward's Father	3rd Proposed Ward	Guardian
Date of Birth				
Taxpayer ID Number				
Valid Driver's License Number				
Valid ID Card Number				
Valid Passport Number				
Social Security Number				

A copy of the above identification is attached.

SUBMITTED BY:

(Petitioner's name)

1 CASC
2 (Your name) _____

3 (Your address) _____

4 _____
5 (Telephone) _____

6 In Proper Person

7 DISTRICT COURT
8 CLARK COUNTY, NEVADA

9 In the Matter of the Guardianship of)

10 the person)

11 the estate)

12 the person and estate)

CASE NO. G _____

DEPT. NO. _____

13 _____)

14 _____, and)

15 _____)

16 Minor Children.)

17 **CITATION TO APPEAR AND SHOW CAUSE**

18 TO: (Name of first proposed ward) _____

19 TO: (Name of second proposed ward) _____

20 TO: (Name of third proposed ward) _____

21 TO: THE PEOPLE OF THE STATE OF NEVADA, and

22 TO: Any person having the care, custody and control of the Proposed Wards

23 YOU ARE HEREBY CITED and required to appear before a Judge of this Court at the
24 date, time and place specified below and to show cause, if any, why the Proposed Wards should
25 not be declared incompetent or in need of a guardian for their persons and/or estates and to
26 further show cause, if any, why Petitioner (your name) _____
27
28

1 should not be appointed to act as Guardian of the Proposed Wards' persons and/or estates.

2 YOU ARE NOTIFIED that a Guardian will have the management and control of the
3 minors' persons and/or estates. The minors have the right to appear at the hearing, the right to
4 oppose this Petition at the hearing and the right to be represented by an attorney, who may be
5 appointed by the Court if they are unable to retain one.
6

7 THIS CITATION is based upon the verified Petition for Appointment of Guardian filed
8 by (your name) _____.

9 NOTE: The Proposed Wards and Petitioner need to appear at the scheduled hearing; all
10 other interested parties do not need to appear unless they wish to enter an objection.
11

12 DATE AND TIME OF COURT APPEARANCE

13 (day) _____, the _____ day of (month) _____,

14 at (time) _____, in Dept. _____
15

16 FAMILY COURT, 601 N. Pecos Road, Las Vegas, NV 89101
17

18 DATED this _____ day _____, _____.
19

20 CLERK OF COURT
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22 By: _____
23 Deputy Clerk
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1 AFOM
2 (Your name) _____
3 (Your address) _____
4 _____
5 (Telephone) _____

In Proper Person

6 DISTRICT COURT
7 CLARK COUNTY, NEVADA

8 In the Matter of the Guardianship of)
9 the person,)
10 the estate,)
11 the person and estate.)
12 _____,)
13 _____, and)
14 _____)
15 Minor Children.)
16 _____)

CASE NO. G _____

DEPT. NO. _____

17 **AFFIDAVIT OF MAILING**

18 THE UNDERSIGNED does hereby certify that I am over 18 years of age, not a party to,
19 nor interested in the within action, that on the _____ day of _____,
20 affiant deposited in the United States Mail, a copy of the Citation and Petition for Appointment
21 of Guardian, enclosed in a sealed envelope, upon which first class postage was fully prepaid,
22 **Certified Mail, Return Receipt Requested**, addressed to the persons listed on Exhibit 1.

23 DATED this _____ day of _____.

24 _____
(Signature)

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

27 _____
28 NOTARY PUBLIC

EXHIBIT 1

Relative's Name

Relationship to Ward

Address of Relative

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Relative's Name

Relationship to Ward

Address of Relative

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Relative's Name

Relationship to Ward

Address of Relative

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1 NEOJ
2 (Your name) _____
3 (Your address) _____
4 (Telephone) _____
5 In Proper Person

6 DISTRICT COURT
7 CLARK COUNTY, NEVADA

8 In the Matter of the Guardianship of)
9 the person) CASE NO. G _____
10 the estate)
11 the person and estate) DEPT. NO. _____
12 _____,)
13 _____, and)
14 _____)
15 Minor Children.)

16 **NOTICE OF ENTRY OF ORDER**

17 **TO:** The persons listed on Exhibit 1, attached hereto

18 **PLEASE TAKE NOTICE** that an ORDER APPOINTING GUARDIAN was entered in
19 the above-entitled matter on (date) _____, a copy of which is attached
20 hereto.

21 DATED this _____ day of _____.

22 _____
23 (Your signature)

24 **CERTIFICATE OF MAILING**

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

28 _____
(Your signature)

EXHIBIT 1

Relative's Name

Relationship to Ward

Address of Relative

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Relative's Name

Relationship to Ward

Address of Relative

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Relative's Name

Relationship to Ward

Address of Relative

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(Your name) _____

(Your address) _____

(Telephone) _____

In Proper Person

DISTRICT COURT
CLARK COUNTY, NEVADA

In the Matter of the Guardianship of)

the person)

the estate)

the person and estate)

CASE NO. G _____

DEPT. NO. _____

_____,)

_____, and)

_____)

Minor Children.)

_____)

ORDER APPOINTING GUARDIAN

UPON REVIEW of the verified Petition for Appointment of Guardian submitted by the
Petitioner, the same having come before the above-entitled Court, and it appearing to the
satisfaction of the Court that proper Notice of hearing of this matter has been duly given in the
manner required by law; that all allegations contained in the verified petition are true and correct,
and that the Wards are residents of the State of _____, and good cause
appearing therefore;

NOW THEREFORE, IT IS HEREBY ORDERED that the Petitioner, (your name)
_____ is appointed as Guardian of the **(check one)** person/

1 estate/ person and estate of (first child's name) _____
2 and that Letters of Guardianship shall issue to Guardian upon taking of the oath of office as
3 required by law.

4 **IT IS FURTHER ORDERED** that the Petitioner, (your name) _____
5 _____ is appointed as Guardian of the **(check one)** person/ estate/
6 person and estate of (second child's name) _____ and that
7 Letters of Guardianship shall issue to Guardian upon taking of the oath of office as required by
8 law.

9 **IT IS FURTHER ORDERED** that the Petitioner, (your name) _____
10 _____ is appointed as Guardian of the **(check one)** person/ estate/
11 person and estate of (third child's name) _____ and that
12 Letters of Guardianship shall issue to Guardian upon taking of the oath of office as required by
13 law.

14 **IT IS FURTHER ORDERED** that as to (first child's name) _____
15 no bond or blocked account will be required,
16 (your name) _____ shall post a bond in the sum
17 of \$ _____
18 the Ward's funds shall be placed into a blocked account at a financial institution

19 **IT IS FURTHER ORDERED** that as to (first child's name) _____
20 this guardianship is a summary administration and therefore no accounting is
21 required;
22 the guardian shall file an accounting every _____ years, beginning
23 _____;
24 the guardian shall file an accounting one time each year, beginning
25 _____.

1 **IT IS FURTHER ORDERED** that as to (second child's name) _____

2 no bond or blocked account will be required,

3 (your name) _____ shall post a bond in the sum
4 of \$ _____

5 the Ward's funds shall be placed into a blocked account at a financial institution

6 **IT IS FURTHER ORDERED** that as to (second child's name) _____

7 this guardianship is a summary administration and therefore no accounting is
8 required;

9 the guardian shall file an accounting every _____ years, beginning
10 _____;

11 the guardian shall file an accounting one time each year, beginning
12 _____.

13 **IT IS FURTHER ORDERED** that as to (third child's name) _____

14 no bond or blocked account will be required,

15 (your name) _____ shall post a bond in the sum
16 of \$ _____

17 the Ward's funds shall be placed into a blocked account at a financial institution

18 **IT IS FURTHER ORDERED** that as to (third child's name) _____

19 this guardianship is a summary administration and therefore no accounting is
20 required;

21 the guardian shall file an accounting every _____ years, beginning
22 _____;

23 the guardian shall file an accounting one time each year, beginning
24 _____.

25 **IT IS FURTHER ORDERED** that the Guardian shall enjoy all normal powers conferred by

1 the Nevada Revised Statutes to take those steps necessary to preserve the real and/or personal
2 property of the Wards of this Court as indicated above;

3 ///

4 ///

5 ///

6 **IT IS FURTHER ORDERED** that the Guardian mail a copy of this Order and the Notice of
7 Entry of Order to those persons and care providers entitled to notice under Chapter 159 of the
8 Nevada Revised Statutes.

9 DATED this _____ day of _____, _____.

10

11 _____
DISTRICT COURT JUDGE

12 Respectfully submitted:
13 (Your signature) _____

14 (Your name) _____

15 (Address) _____

16 _____

17 (Telephone) _____

18 In Proper Person

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**EIGHTH JUDICIAL DISTRICT COURT
CLARK COUNTY, NEVADA
FAMILY COURT COVER SHEET**

CASE NO. _____ (To be assigned by the Clerk's Office)

<p>Do you or any other party in this case (including any minor child) have any other current case(s) or past case(s) in the Family Court or Juvenile Court in Clark County?</p> <p align="center"> <input type="checkbox"/> YES <input type="checkbox"/> NO </p> <p>If yes, complete the other side of this form</p>

PARTY INFORMATION (Please Print)

Plaintiff/Petitioner		Defendant/Respondent/Co-Petitioner	
Last Name:		Last Name:	
First Name:	Middle Name:	First Name:	Middle Name:
Home Address:		Home Address:	
City, State, Zip:		City, State, Zip:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Phone #:	Date of Birth:	Phone #:	Date of Birth:
Attorney Information		Attorney Information	
Name:	Bar No.:	Name:	Bar No.:
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone #:		Phone #:	

(Check one box only for the type of case being filed with this cover sheet)

DOMESTIC	MISC. DOMESTIC RELATIONS PETITIONS	GUARDIANSHIP
<p align="center">Marriage Dissolution</p> <input type="checkbox"/> Annulment <input type="checkbox"/> Divorce –No minor child(ren) <input type="checkbox"/> Divorce –With minor child(ren) <input type="checkbox"/> Foreign Decree <input type="checkbox"/> Joint Petition –No minor child(ren) <input type="checkbox"/> Joint Petition – With minor child(ren) <input type="checkbox"/> Separate Maintenance	<input type="checkbox"/> Adoption –Minor <input type="checkbox"/> Adoption –Adult <input type="checkbox"/> Mental Health <input type="checkbox"/> Name Change <input type="checkbox"/> Paternity <input type="checkbox"/> Permission to Marry <input type="checkbox"/> Temporary Protective Order (TPO) <input type="checkbox"/> Termination of Parental Rights <input type="checkbox"/> Child Support/Custody <input type="checkbox"/> Other (identify) _____	<p align="center">Guardianship of an Adult</p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate <p align="center">Guardianship of a Minor</p> <input type="checkbox"/> Person <input type="checkbox"/> Estate <input type="checkbox"/> Person and Estate <input type="checkbox"/> Guardianship Trust
MISC. JUVENILE PETITIONS	DA CHILD SUPPORT PETITIONS	
<input type="checkbox"/> Emancipation	<input type="checkbox"/> DA – UIFSA <input type="checkbox"/> DA - Child Support In State	

List children involved in this case (If more than 3 children, please enter the information on the reverse side)

Last Name	First Name	Middle Name	Date of Birth	Relationship
1.				
2.				
3.				

Printed Name of Preparer

Signature of Preparer

Date

Supply the following information about any other proceeding (check all that apply):

- Divorce Temporary Protective Orders (TPO) Custody/Child Support
- UIFSA/URESAs Paternity Juvenile Court Other

Please Print

List full name of all adult parties involved			Case number of other proceeding(s)	Approximate date of last order in other proceeding(s)
Last Name	First Name	Middle Name		
1.				
2.				
3.				
4.				

If children were involved (other than those listed on front page), please provide:

Last Name	First Name	Middle Name	Date of Birth	Relationship
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Children involved in this case (continuation from front page)

Last Name	First Name	Middle Name	Date of Birth	Relationship
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**THIS INFORMATION IS REQUIRED BY
NRS 3.025, NRS 3.223, NRS 3.227, NRS 3.275,
NRS 125.130, NRS 125.230,
And will be kept in a confidential manner by the Clerk's Office.**

1 **LETT**

2 Name: _____

3 Address: _____

4 Telephone No.: _____

5 DISTRICT COURT

6 CLARK COUNTY, NEVADA

7
8 In the Matter of the Guardianship of

9 _____
10 _____
11 _____
12 _____
13 _____

A(n) Adult/Minor Ward.

CASE NO. _____

DEPT. NO. _____

14
15 **GENERAL LETTERS OF GUARDIANSHIP**

16 On the ____ day of _____, 20__ an Order of the Court was entered
17 appointing _____ as

18 General Guardian of the Person Estate Person and Estate of the above-
19 named ward, a(n) Minor Adult. The named Guardian, having duly qualified, is
20 authorized to act and has the authority to perform the duties of such Guardian.

21 In testimony of which, I have this date signed these Letters and affixed the seal
22 of the Court.

23
24 EDWARD A. FRIEDLAND, CLERK OF COURT

25
26 By: _____
27 Deputy Clerk Date

OATH

I, _____, residing at

_____,

whose mailing address is _____

(State mailing address if different from residence)

solemnly affirm that I will faithfully perform according to law duties of Guardian and that any matters stated in any petition or paper filed with the Court are true of my own knowledge or if any matters are stated on information or belief, I believe them to be true.

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

EXECUTED this ____ day of _____, 20____.

Guardian

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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.

DISTRICT COURT
CLARK COUNTY, NEVADA

In the Matter of the Guardianship of)

the person,)

CASE NO. G _____

the estate,)

the person and the estate,)

DEPT NO. _____

_____,)

A Minor.)

INVENTORY, APPRAISAL AND RECORD OF VALUE

	Asset Value	Amount Owed	Estate's* Interest	Value of Estate's Interest
A. <u>REAL PROPERTY</u>				
Description				
Item				
1. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
2. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
3. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
B. <u>PERSONAL PROPERTY</u>				
Cash and Deposits (List)				
4. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
5. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
6. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
Partnership Interest, Etc. (Describe)				
7. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
8. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
Notes, Bonds, Securities, Debts, Etc., (List Name & Address of Debtor, Date Debt Originated, Endorsement W/Date, Estimate As To Amount Collectible)				
9. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
10. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
11. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
12. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
Vehicles (Describe)				
13. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
14. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____
15. _____	\$ _____	\$ _____	\$ ___ % ()	\$ _____

*Designate Nature of Estate's Interest & % of Ownership; (C) Community; (S) Separate; I.E. 50 % (C) or (S)

1 STATE OF NEVADA)
2)ss:
3 COUNTY OF CLARK)

OATH OF GUARDIAN

4 I, the undersigned guardian of the Estate of the above-named ward, solemnly affirm that
5 the foregoing inventory is a true statement of all assets of the Estate having come into my
6 possession or for which I have knowledge, and the inventory includes all money and claims of
7 the ward.

Guardian

8 SUBSCRIBED and SWORN to before
9 me this ____ day of _____, _____.

10 _____
NOTARY PUBLIC

VERIFIED RECORD OF VALUE IN LIEU OF APPRAISEMENT

12 I, the undersigned solemnly affirm that Items _____ of the
13 Inventory of the Estate have been examined by me and that I record the value of these items on
14 the Inventory at the value shown opposite thereof for a total sum _____
15 _____ (\$ _____) Dollars.

Guardian

17 STATE OF NEVADA)
18) ss:
19 COUNTY OF CLARK)

20 The above guardian being duly sworn, states that he or she is the guardian of the Estate of
21 the above-named ward, has read the above and foregoing Record of Value, knows the contents
22 thereof, and is true of his or her own knowledge, except for those matters therein stated on
23 information and belief, and as for those matters believed them to be true.

Guardian

25 SUBSCRIBED and SWORN to before
26 me this ____ day of _____, _____.

27 _____
NOTARY PUBLIC