

MOTION
GENERAL

IMPORTANT

**THIS PACKET IS IN NO WAY INTENDED TO SUBSTITUTE FOR THE
ADVICE OF A PRIVATE ATTORNEY**

Private Counsel Is Always Recommended For Legal Matters

The law allows any person to represent themselves in a legal action. However, filing an action with the Court and representing yourself in the courtroom can be a complicated legal procedure and this packet does not attempt to address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, the Rules of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the Court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

Before filling in any portion of the following documents, read all the materials included in this packet regarding custody, visitation, child support and definitions of terms.

THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. THE COURT, SELF-HELP CENTER, NON-PROFIT ORGANIZATION, OR LAW LIBRARY THAT MAY PROVIDE THIS INFORMATION SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHINGS OF THIS MATERIAL.

5. The Request for Submission: In order to submit a Motion, Request, Objection, Petition, or other original document to the court for consideration, a Request for Submission must be filed. The Court may not review the file unless this document is filed.
6. Important Note: The other party has thirteen (13) days in which to file a response to your document.
7. If the other party files an opposition, you have five (5) days within which to file a Reply. Your Reply is limited to strictly what the other party refers to in their response. No new issues can be made in your Reply. New issues must be done in another Motion.
8. The Request for Submission should be filed along with your Reply. In addition, a new Certificate of Service must be completed for both the Reply and Request for submission.
9. If the other party does NOT respond within thirteen (13) days, you may file the Request for Submission form, together with a new Certificate of Service. However, if you do not receive a copy of the opposition, it is your responsibility to contact the filing clerk to ensure one has not been filed.
10. Once the documents are completed, make two copies of each. Serve one copy as noted in the Certificate of Services. If there are multiple parties, make enough copies for yourself and each party. Take the original and one copy to the Court Clerk to be filed. The copy will be returned to you and your file.
11. The Order: Complete all information, but do not fill in the dates, times, or sign the document.
12. Submit the original Order and two copies to the Court Clerk, who will give them to the Judge. If the Order is signed, a file-stamped copy will be mailed to you if you have provided a self-addressed, stamped envelope.

If you need guidance in filling out the forms or in the procedure of the case, seek the advice of a private attorney.

NOTE: YOU MAY NOT USE THESE FORMS IF YOU ARE PRESENTLY REPRESENTED BY AN ATTORNEY IN THIS MATTER.

1 Case No.

2 Dept. No.

3 The undersigned hereby affirms that
4 this document does not contain the
5 social security number of any person.

5

6 _____

7 IN THE 7TH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8 IN AND FOR THE COUNTY OF WHITE PINE

9

10 _____,

11 Plaintiff,

12 v.

MOTION

13 _____,

14 Defendant.

15 _____/

16 I, _____, in proper person, hereby moves this
17 (Your name)

18 Court for an Order granting the following:

19 (State what you want the Court to Order. If you have more than one request, clearly list
20 and number reach request. Do not explain your requests in detail, just list them.)

21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____

1
2
3 This Motion is made for the following reasons:

4 *Fully explain why you believe you should be granted your request(s).*
5 *List and number each request. Be specific and give details*
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

*If you need more space, you may attach additional sheets of paper.
Be sure to write only on one side of the sheet.*

Date: _____

(Print Name)

(Signature)

(Address)

(Telephone number)

1 **CERTIFICATE OF SERVICE**

2 The undersigned hereby certifies that they are 18 years of age or older, and on this date
3 served a true and correct copy of the document/s entitled: _____
4

5 (Clearly list all documents you served

6 In the following way: *(check the appropriate blank, and fill in the appropriate information)*

7 **IF THE DOCUMENTS WERE SERVED BY MAIL:**

8 _____ by placing a copy enclosed in a sealed envelope upon which first class
9 postage was fully prepaid

10 _____ by placing a copy enclosed in a sealed envelope and mailing it certified,
11 return receipt requested

12 The envelope was addressed to:

13 (Name) _____ at

14 (Address) _____
15 _____

16 And that there is regular communication by mail between the place of mailing and the place
17 addressed.

18 **IF THE DOCUMENTS WERE PERSONALLY SERVED:**

19 _____ by personally serving:

20 (Name) _____ at

21 (Address) _____
22 _____
23 _____

24
25 DATED: This ____ day of _____, _____.

26
27 _____
28 (Signature of person who performed service)

1 Case No. _____

2 Dept. No. _____

3 The undersigned hereby affirms that
4 this document does not contain the
5 social security number of any person.

6
7

IN THE 7TH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WHITE PINE

9
10

11 _____,
Plaintiff

12
13 vs.

REQUEST FOR SUBMISSION

14 _____,
Defendant

15
16

17
18 I, _____, the _____ in this matter,
19 (Your Name) (Plaintiff or Defendant)

20 request the _____ filed on _____
21 (Title of Document you want submitted to the Court) (Date document filed)

22 in this case be submitted to the Judge for consideration and determination.

23
24 Dated: _____

25 Your Signature: _____
26 Name (Printed): _____
27 Address: _____
28 Phone: _____

1 Case No. _____

2 Dept. No. _____

3 The undersigned hereby affirms that
4 this document does not contain the
5 social security number of any person.

5

6

7 IN THE 7TH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8 IN AND FOR THE COUNTY OF WHITE PINE

9

10

11

Plaintiff

12

VS.

ORDER

13

14

Defendant

15

16

17

It appears to the satisfaction of the Court from the Motion _____
(Name of Motion)

18

19

_____, filed on _____, and the Court hereby finds,
(Date Motion filed)

20

and good cause appearing,

21

IT IS HEREBY ORDERED that *(note exactly what you want the Court to Order.)*

22

23

24

25

26

Dated: This _____ day of _____, _____.

27

28

DISTRICT COURT JUDGE

1 **CERTIFICATE OF SERVICE**

2 The undersigned hereby certifies that they are 18 years of age or older, and on this date
3 served a true and correct copy of the document/s entitled: _____
4

5 (Clearly list all documents you served

6 In the following way: *(check the appropriate blank, and fill in the appropriate information)*

7 **IF THE DOCUMENTS WERE SERVED BY MAIL:**

8 _____ by placing a copy enclosed in a sealed envelope upon which first class
9 postage was fully prepaid

10 _____ by placing a copy enclosed in a sealed envelope and mailing it certified,
11 return receipt requested

12 The envelope was addressed to:

13 (Name) _____ at

14 (Address) _____
15 _____

16 And that there is regular communication by mail between the place of mailing and the place
17 addressed.

18 **IF THE DOCUMENTS WERE PERSONALLY SERVED:**

19 _____ by personally serving:

20 (Name) _____ at

21 (Address) _____
22 _____
23 _____

24
25 DATED: This ____ day of _____, _____.

26
27 _____
28 (Signature of person who performed service)

1
2 **IMPORTANT**

3 **YOU HAVE BEEN SERVED WITH A LEGAL MOTION TO CHANGE OR CLARIFY**
4 **AN ORDER, TO RECONSIDER AN ORDER, TO TAKE ACTION OR FOR OTHER**
5 **REASONS.**

6
7 **IF YOU DO NOT FILE A WRITTEN RESPONSE TO THIS MOTION WITHIN A**
8 **CERTAIN TIME, THE COURT MAY MAKE RULINGS AGAINST YOUR**
9 **INTERESTS IN THIS CASE.**

10 *****

11 **If you were served by mail, you have thirteen (13) days from the postmarked date on the**
12 **envelope in which to file a written response with the Court.**

13
14 **If you were served in person, you have ten (10) days from the date of service in which to**
15 **file a written response with the Court.**

16 **Your response must be filed with the Court Clerk's office located at 801 Clark St.,**
17 **Suite 4, Ely, Nevada 89301. There may be a filing fee to file your**
18 **response. You can contact the Court Clerk's office at (775) 293-6509.**

19
20 **If you have any questions on how to file a response to this Motion, contact a private**
21 **attorney.**

22
23
24
25
26
27
28

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

*If you need more space, you may attach additional sheets of paper.
Be sure to write only on one side of the sheet.*

I, _____ request a hearing on this matter.
(do or do not)

If a hearing is requested, please state why you feel a hearing is necessary:

Date: _____

(Print Name)

(Signature)

(Address)

(Telephone number)

1 CERTIFICATE OF SERVICE

2 The undersigned hereby certifies that they are 18 years of age or older, and on this date
3 served a true and correct copy of the document/s entitled: _____
4

5 (Clearly list all documents you served)

6 In the following way: (check the appropriate blank, and fill in the appropriate information)

7 **IF THE DOCUMENTS WERE SERVED BY MAIL:**

8 _____ by placing a copy enclosed in a sealed envelope upon which first class
9 postage was fully prepaid

10 _____ by placing a copy enclosed in a sealed envelope and mailing it certified,
11 return receipt requested

12 The envelope was addressed to:

13 (Name) _____ at

14 (Address) _____
15 _____

16 And that there is regular communication by mail between the place of mailing and the place
17 addressed.

18 **IF THE DOCUMENTS WERE PERSONALLY SERVED:**

19 _____ by personally serving:

20 (Name) _____ at

21 (Address) _____
22 _____
23 _____

24
25 DATED: This ____ day of _____, _____.

26
27 _____
28 (Signature of person who performed service)

1 Case No. _____

2 Dept. No. _____

3 The undersigned hereby affirms that
4 this document does not contain the
5 social security number of any person.

6 _____

7 IN THE 7TH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8 IN AND FOR THE COUNTY OF WHITE PINE

9
10
11 _____
12 Plaintiff

13 vs.

REQUEST FOR SUBMISSION

14 _____
15 Defendant

16 _____

17
18 I, _____, the _____ in this matter,
19 (Your Name) (Plaintiff or Defendant)

20 request the _____ filed on _____
21 (Title of Document you want submitted to the Court) (Date document filed)

22 in this case be submitted to the Judge for consideration and determination.

23
24 Dated: _____

25 Your Signature: _____
26 Name (Printed): _____
27 Address: _____
28 Phone: _____

1 Case No.

2 Dept. No.

3 The undersigned hereby affirms that
4 this document does not contain the
5 social security number of any person

5

6

7

IN THE 7TH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WHITE PINE

8

9

10

Plaintiff,

11

v.

MOTION

12

13

Defendant.

14

15

16

I, _____, in proper person, hereby moves this

(Your name)

17

Court for an Order granting the following:

18

(State what you want the Court to Order. If you have more than one request, clearly list
19 and number each request. Do not explain your requests in detail, just list them.)

19

20

21

22

23

24

25

26

27

28