

NOTICE OF  
REGISTRATION OF A  
FOREIGN DECREE/  
ORDER

**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 including the 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.***

## **GENERAL INFORMATION ABOUT REGISTERING A FOREIGN DECREE**

*The forms must be typewritten or legibly handwritten in black ink.*

There will be a filing fee to file this document with the Court. The fee may change from time to time, and it is recommended that you contact the Court Clerk's office to check on the current fee prior to presenting the documents for filing.

IF you are indigent and cannot afford the filing fee, you may request the fee be waived by filing the packet entitled **Request for Waiver of Fees and Costs**. The Court will examine your financial status and determine whether a full or partial waiver can be granted, or if the request will be denied.

There are facilities for copying your documents at the Court Clerk's office at the charge of **\$.25 per page**. Therefore, it is recommended that you make any copies of the documents you may want, or need, prior to going to the Court Clerk's office. You will need **two** copies of each document to be filed unless told otherwise. If exhibits are attached to the original document, a copy of the exhibits must be attached to each copy.

### Location of the Court Clerk's Office

The Court Clerk's Office for **Churchill County** is located at 73 N. Maine Street, Suite B, Fallon, NV, 89406, on the second floor. The phone number is (775) 423-6088.

If you are mailing the documents to the Court Clerk's office for filing, OR if you have submitted an Order of Decree for the Judge to sign, **it is strongly suggested that you provide a self-addressed, stamped envelope when you file your documents. A copy of the file-stamped documents will then be mailed to you.**

### FILLING OUT THE DOCUMENTS

1. Complete the Notice of Registration and make *two* copies of the Notice.
2. Mail one copy of the Notice of Registration to the opposing party.
3. Prepare the Affidavit of Service and *sign it before a Notary Public*.
4. Hold the original and one copy of both the Notice of Registration and the Affidavit of Service. You must wait 30 days before filing the Petition to Domesticate. During this time the other party may oppose the Registration of the Decree/order. If an Opposition is filed, you may return to the District Court to obtain the necessary forms to file a Reply.
5. After 30 days you may file the Petition to Domesticate. At this time you will include the original Notice of Registration and Affidavit of Service in your Petition as an exhibit.

**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.**

**If you are requesting that the Court waive the filing fee, the filing procedure is different than above.** Complete the **Request for Waiver of Fees and Costs** packet and follow those directions.