



NEVADA DIVORCE
& Document Services, Inc.

1-888-326-8876

Main Office
338 California Ave., Reno, NV 89509



NEVADA SEPARATION QUESTIONNAIRE
For Nevada Residents ONLY!
Or if military and Nevada is listed on your LES



Dear Sir/Madam:

Please fill out each section fully. If a particular section does not apply, such as children, property, debts, etc. simply leave blank. If there is information you do not have available at this moment you can leave it blank and return to your account and complete it later.

In Nevada, a resident witness is required to attest to the fact that one party has lived in Nevada six weeks prior to the separation. NRS 54.010, 125.020. If you are a military personnel with Nevada listed on your LES, you do not have to complete this section, but can send a copy of your LES with your final papers.

When completed, click the "Click to Submit Form" icon located at the end of the form and it will be automatically e-mailed to our office. Please include credit card information or send a check or money order to the **Reno** office for our typing fee of \$390 for a Joint Petition (when both parties sign) or \$550 for a Complaint for Separation (with only 1 party signing). Administrative charges of a minimum of \$50 apply if you terminate services prior to typing the paperwork. Once your papers have been typed our deposit/typing fee has been fully earned.

Additional costs and fees which are applicable to separation actions are as follows:

1. A filing fee, including handling the case of \$275; and,
2. For a complaint when only 1 party signs: Either personal service of approximately \$75; or service by publication of approximately \$100 and due diligence of \$85. We must publish in the county of defendant's last known address — so publication can be more.
3. You may need certified copies of the Order of Separation for the IRS, Social Security, employer, college, Department of Motor Vehicles, etc. Each certified copy is just \$15.

Please note for a complaint for separation, if the party responds you will need to hire an attorney. Our services do not include the preparation of replies, opposition to motions, motions nor any other pleading.

If you have any questions please call the office at 1-888-326-8876.
Sincerely,

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* **Type of Separation** (mark one)

We file separation actions in either Churchill or Nye County, which may not be your county of residence. Nevada law allows separation actions to be filed in any county. If you have any questions or preference, please call the office.

Joint Petition - both parties agree to the terms and will sign papers. If both parties do not sign our typing fees have been fully earned. However, a credit of \$50 will be given toward a Complaint for Separation.

- Reside in Northern Nevada
- Reside in Southern Nevada

Complaint - when only one party signs. Please be advised that your spouse has the right to file an Answer or Change of Venue to a different county.

- Reside in Northern Nevada
- Reside in Southern Nevada

Service upon spouse:

Can the defendant be served? Yes No

Information Regarding Marriage

Date of your Marriage?

State or Country of Marriage?

Date you Separated?



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Tell Us About Yourself

***bold** are required fields

First Middle Last

Husband **Wife**

Street Address

City

State/Other

Zip code

County

Contact Phone () -

This is a Complaint for Separation **No** **Yes** **We have minor children** **No** **Yes**
 If you answered **Yes** to either question the following sections must be completed.

Social Security # - -

Date of Birth

Drivers License

Drivers License State

Dates at Address From: To:

Ethnicity **White** **Hisp** **Black** **Asian/Pac. Islander**
 Am. Ind/AK **Other**

Employed **Yes** **No**

Name of Employer

Full Address of Employer

Employer Phone () -



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Tell Us About Your Spouse

***bold** are required fields

First Middle Last

Street Address

City

State/Other

Zip code

County

Contact Phone () -

This is a Complaint for Separation No Yes **We have minor children** No Yes
If you answered Yes to either question the following sections must be completed.

Social Security # - -

Date of Birth

Drivers License

Drivers License State

Dates at Address From: To:

Ethnicity White Hisp Black Asian/Pac. Islander
 Am. Ind/AK Other

Employed Yes No

Name of Employer

Full Address of Employer

Employer Phone () -



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Witness Information

Separation in Nevada requires you to have someone notarize an affidavit that the Wife or Husband has lived in Nevada a minimum of 6 weeks preceding the commencement of the separation. NRS 125.020, 54.010, 10.155. The witness must have resided in Nevada for at least 6 months and be at least 18 years old. Additional proof of residency may be required if the residency is short-term or questionable. This could include; utility bill, Nevada driver's license, pay stub with Nevada employment or mail record showing your address. If you are military and Nevada is your Home State of Record, we would need a copy of your LES paperwork or pay stub after your papers are typed.

I my Spouse is in the military and has Nevada on the LES paperwork. Please fax LES to 775-322-5583.

Branch in military?

Witness for?

Husband **Wife**

Name

Street Address

Lived at address since

City

Relationship to Husband/Wife

State

Lived in Nevada since

ZIP

Date Witness first saw husband or wife living in Nevada

County



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Additional Information on Wife

Is wife pregnant? Yes No If yes, is pregnancy a product of the marriage? Yes No

Spousal Support This is support specifically for the spouse, not child support. Nevada State law states if there is no end date, spousal support will cease upon one parties death or if the spouse receiving support remarries.

Party paying spousal support None Husband Wife Amount \$ per month
 To set date

Income Tax Obligation - Unknown income tax obligation for any past year, shall be paid:

- by the party whose income or deductions caused the tax liability
- by the Husband
- by the Wife
- by both parties equally



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Wife's Property/Debts - Even though the parties may have verbally agreed to a division of assets/debts after separation it is recommended by the attorney that the distribution of all assets/debts be included in the separation with all VIN numbers and balances. List below the property and debt that will be owned or paid by the Wife after the separation.

Wife's Property

None

	Type of Property or Institution	Account # or VIN#	Value/Balance
Retirement:	<input type="text"/>	<input type="text"/>	<input type="text"/>
401K Plan:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle Type:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Real Property:	Location <input type="text"/>	<input type="text"/>	<input type="text"/>
Checking:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saving:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stocks:	<input type="text"/>	<input type="text"/>	<input type="text"/>
All other Assets:	<input type="text"/>		

Wife's Total Assets: \$

Do you need a **Nevada Quit Claim Deed** for real property?: Yes No \$40 extra per quit claim

A Quit Claim Deed is a legal filing where one (1) person may "quit" any claim that they have to another party. A Quit Claim Deed may not release one from a mortgage responsibility. You should consult your mortgage representative for further information. Please provide the legal description of the real property, or you can call us. You will need to record the quit claim deed after you notarize it.

Legal Description:

Do you need a **Qualified Domestic Relations Order (QDRO)** to divide your retirement account(s)?:

Yes No \$150 per QDRO

A QDRO is a separate order from the Decree of Separation that must be signed by the court in order to divide your retirement funds, pensions, etc. between the spouses. It is advised that you contact your Plan Administrator to receive a sample, approved form.

List accounts needing QDRO(s)

Debts - List all debts, account numbers and balances.

Wife's Debt

None

Creditor	Account#	Balance

All other Debt:

--

Wife's Total Debt: \$

Wife's Equity: \$



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Husband's Property/Debts - Even though the parties may have verbally agreed to a division of assets/debts after separation, it is recommended by the attorney that the distribution of all assets/debts be included in the separation with all VIN numbers and balances. List below the property and debt that will be owned or paid by the Husband after the separation.

Husband's Property

None

	Type of Property or Institution	Account # or VIN#	Value/Balance
Retirement:			
401K Plan:			
Vehicle Type:			
Real Property:	Location		
Checking:			
Saving:			
Stocks:			
All other Assets:			

Husband's Total Assets: \$

Do you need a **Nevada Quit Claim Deed** for real property?: Yes No \$40 extra per quit claim

A Quit Claim Deed is a legal filing where one (1) person may "quit" any claim that they have to another party. A Quit Claim Deed may not release one from a mortgage responsibility. You should consult your mortgage representative for further information. Please provide the legal description of the real property, or you can call us. You will need to record the quit claim deed after you notarize it.

Legal Description:

All other Debt:

--

Husband's Total Debt: \$

Husband's Equity: \$

Equity Difference: \$



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Minor Children

Are there any minor children? Yes No
Are there any adopted children? Yes No

First Middle Last	Date of Birth	Social Security Number	Custodial Parent (Husband or Wife)

Child support is already being enforced through the _____ County District Attorney's Office under Case No. _____ in the amount of \$ _____ and will continue to be handled by that office.

Will you be requesting Child Support Enforcement services from the District Attorney? Yes No

Who will be providing transportation for visitation? Wife Husband Both equally

Who is responsible for child(ren)'s health insurance? Wife Husband

Payment for child(ren)'s health insurance provided by: Military Employer State Subsidy None Other

How much will Wife/Husband pay for health insurance per month? \$ _____

Does this case involve family violence? Yes No

Income Tax - Who is to claim the child/ren as dependants on the income tax return? Wife Husband Other, please specify:

Only complete A. & B. below if this is a Complaint for Separation

A. List all addresses of children for the last 5 years with dates at each address excluding current address:

Name	Address	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B. List children's visitation/contact with each parent for the last six months

Father Lives with Visitation Other

Mother Lives with Visitation Other

Child Custody - Click for [child custody definitions](#)

- Joint legal custody; primary physical custody with Wife
- Joint legal custody; primary physical custody with Husband
- Joint legal custody; primary physical custody shared by Husband and Wife equally
- Other, Please Specify:

For sole (full) legal custody we suggest you contact an attorney to discuss your legal rights.

Child Support - Click for [child support guidelines](#)

Husband & Wife certify that the amount of child support listed below is consistent with the appropriate formula set forth in paragraph (b) of subsection (1) of NRS 125B.070 and 125B.080, or an appropriate deviation is described below.

Husband's gross monthly income: \$

Wife's gross monthly income: \$

Is the support to be withheld from employer? Yes No

SUPPORT CALCULATION

1. Primary Custody with Wife - Husband's Support	\$ <input type="text"/>
2. Joint Shared Custody - Husband's Support Calculation	\$ <input type="text"/>
- Wife's Support Calculation	\$ <input type="text"/>
Difference - Husband's Statutory Support	\$ <input type="text"/>

3. If you deviate from the guidelines list the reasons:

- Non-custodial parent will be spending considerable time with the child(ren) each month. \$
- Non-custodial parent will be responsible for paying transportation costs for visitation \$
- Non-custodial parent will be responsible for medical insurance \$
- Non-custodial parent will allow custodial parent to claim child(ren) as income tax deductions \$
- The cost of child care \$
- Any special education needs of the child(ren) \$
- The age of the children \$
- The legal responsibility of the parent for the support of others \$

<input type="checkbox"/> The value of services contributed by either parent	\$	<input type="text"/>
<input type="checkbox"/> The relative income of both parents	\$	<input type="text"/>
<input type="checkbox"/> Any public assistance paid to support the child(ren)	\$	<input type="text"/>
<input type="checkbox"/> Any expenses reasonably related to the mother's pregnancy and confinement	\$	<input type="text"/>
<input type="checkbox"/> Any necessary expenses for the benefit of the child(ren)	\$	<input type="text"/>

NOTE: Should the Court feel the child support is not sufficient, he may reject the separation case.

Total value of deviations: \$

Husband's Agreed Upon Child Support. Statutory minimum is \$100.00 per child. \$

Required Visitation Schedule: Choose from the following for the non-custodial parent's visitation with the minor child(ren). Each **must** be specific as to days, dates and times. If you select **joint physical custody** you **must** list each parties' custody schedule in the "Other" section below and it must be roughly equal.

- Beginning with the second weekend following the signing of the Order of Separation and continuing thereafter every second weekend beginning on Friday at 6:00 p.m. until Sunday at 8:00 p.m.;
- For holidays on even numbered years from 8:00 a.m. until 8:00 p.m. on Christmas Eve, Thanksgiving, , and ;
- For the child(ren)'s birthday(s) on even numbered years from 8:00 a.m. until 8:00 p.m.;
- Each year the non-custodial parent will be entitled to one (1) week uninterrupted vacation with the child(ren) begin at 8:00 a.m. on , and continuing until 8:00 p.m. on ;
- During every summer vacation the non-custodial parent shall have physical custody of the parties' minor child(ren) beginning at 8:00 a.m. on , and continuing until 8:00 p.m. on ;
- Other (you **must** include all days, dates and times)



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Specific Issues

Are there any specific issues you have? Yes No

If Yes, please explain

How did you hear about us?

- 1. Internet
 - a. Search Engine
 - b. Keyword Used

- 2. Yellow Pages Las Vegas
 Reno
 Los Angeles

- 3. Direct Mail Advertising

- 4. Newspapers Big Nickel
 Nifty Nickel
 Military Times

- 5. Referred by a prior customer



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Payment for Service - A deposit of **\$390** for a Joint Petition or **\$550** for a Complaint is due when you begin our services.

Credit Card Information Included Below

This is a secured site so you can feel comfortable providing credit card information. However, if you prefer you can call the office to give the information over the telephone - 1-888-326-8876.

I will mail a check or money order to: Nevada Divorce at 338 California Avenue, Reno, NV 89509

Please write your driver's license/ID number and state of issuance on your check.

Card Holder's Name	<input type="text"/>	Credit Card	<input type="text"/>
Credit Card Number	<input type="text"/>	Expiration Date	<input type="text"/> / <input type="text"/>
Address for CC Bills	<input type="text"/>		
Zip code on CC Bills	<input type="text"/>	Amount	\$ <input type="text"/>

You may need certified copies of the Order of Separation for the IRS, Social Security, employer, college, DMV, etc. Each certified copy is just \$15. Number \$

If a third party credit card is used, that person must also complete and fax to (775) 322-5583 the [Authorization Form](#).

By submitting this form to Nevada Divorce I am authorizing the charge to my credit card for this purchase, the same as if I had personally signed a credit card purchase/payment receipt and I will be responsible for all collection fees and any other fees associated with the collection of my payment, should it become necessary.

Send Papers:

To my home address

To my email address* E-mail Address

*Note: Some Hotmail accounts cannot handle large files, so please use a non-Hotmail account.

TERMS OF AGREEMENT:

It is the intent of Nevada Divorce to assist clients in representing themselves in legal proceedings. Nevada Divorce's typing costs do not include the filing/handling fee or personal service (if required). Our service does not include replies, motions, nor any other pleading. Should an opposition be filed you may need to hire an attorney. Once the papers have been typed our typing fees have been fully earned. Nevada Divorce is not responsible for verifying the accuracy, veracity, or comprehensiveness of any information provided to it by the client. Neither Nevada Divorce, nor any attorney working with Nevada Divorce in the preparation of the paperwork requested by the client, represents any client, as the attorney of record, in any legal proceeding.

Nevada Divorce reserves the right to charge an administrative fee, for processing dishonored checks and if the customer terminates our services prior to typing an administrative charge of a minimum of \$100. or more depending on typing status. Nevada Divorce charges that are disputed with a credit card company, BBB, or any other source, ruled in favor of Nevada Divorce, will be charged at a minimum of \$200. or more depending on the amount of additional work required to answer the dispute. Any other costs including collection costs/court costs/legal fees incurred in obtaining payment will be paid by Customer.

Inquiries as to the status of your Nevada case may be addressed no sooner than three (3) weeks after returning your signed documents to our office. We will normally respond to status calls in 24-48 hours. We allow two (2) status calls for your case. Additional status calls will be charged \$25 for four (4) additional calls.

LIMITATION OF LIABILITY FOR ERRORS AND OMISSIONS: Read Carefully.

In the event of any error in or omission of all or any part of Nevada Divorce's services, the parties agree Nevada Divorce or any Associate's liability shall be limited to a pro rata abatement of the charges payable for such services performed by Nevada Divorce or any Associate in which such error or omission occurs in the same proportion that such error or omission reduces the value of the service. In no event shall Nevada Divorce's or any Associate's liability to Customer for claims of any kind whatsoever for loss or damage arising out of or in any way connected with any such error or omission exceed the total of such charges for the services. No monies paid to third parties is refundable to Customer.

CLAIMS: Any claim for loss must be made to Nevada Divorce in writing within 7 days of the date the service was initiated by Customer. No claim may be made against Nevada Divorce beyond the time listed herein.

In no event shall Nevada Divorce or any Associate be liable for any loss or punitive damages of any nature except as listed in this Agreement. In no event shall Nevada Divorce or any Associate be liable for errors or omission or other wrongful conduct of any third party. The foregoing provisions shall apply to the full extent permitted by law and regardless of whether the claim is based upon contract, tort

(including negligence of whatever degree), strict liability or otherwise, loss of profits, any incidental, special, indirect or consequential loss including but not limited to loss of income, loss of profits or loss of opportunity, arising out of in connection with the performance of its obligations as contained in this Agreement, including such loss/damages as may be reasonably foreseeable at the date hereof. Customer specifically waives any right to any such claim for loss or damage.

REMOVAL OF WAIVER OF CLAIMS: If Customer does not desire to waive such claim for loss or damage, Customer can agree to pay additional charges for the services to be rendered. If Customer pays the additional charges, in the event of errors or omission, the Customer may pursue all his legal remedies for such errors or omissions. Customers interested in obtaining additional information regarding this option should call Nevada Divorce's General Manager. Whether or not additional charges are paid, all claims based upon errors or omissions must be made during the claim period as specified herein.

WAIVER OF CLAIMS: All claims not made within the time period for claims are waived. No claim or lawsuit may be brought for any relief based upon any error or omission unless a written claim is first made within the time period for making claims and in no event more than 1 month after the expiration of the time period for making claims.

CHOICE OF LAW AND FORUM: This Agreement shall be governed by and construed in accordance with the laws of the state of Nevada, without regard to such state's rules regarding conflicts of laws. Customer agrees that courts located in Washoe County, Nevada shall have exclusive jurisdiction over all claims and actions arising out of or relating to this Agreement.

By submitting this form I acknowledge that I read, understand and agree to all disclosures and terms as contained in this document.

I Agree I Disagree

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