

Checklist - Joint Petition for Divorce (With Kids)

Plain-English guide. Not legal advice.

This is general information, not legal advice. If you are not sure what to do, contact the Family Law Self-Help Center at 601 N. Pecos Road, Las Vegas, or at www.familylawselfhelpcenter.org.

Use this checklist if you and your spouse are filing for divorce together and have minor children together. Each form below is its own PDF. Lexly gives you two versions of each form:

- **Upload version** (its file name ends in "(Upload)"): fill this one in and file it.
- **Guide version**: the same form with Lexly's notes on screen. Read it alongside the Upload version, but don't file it.

Why it matters: The Upload version has no Lexly notes, so only the official form reaches the court. On some computers, saving the guide version as a PDF can print its notes into your filing.

Don't upload this checklist. *Why it matters: Only the forms themselves get filed. Instruction pages don't belong in your filing.*

Step 1: E-file these forms together, in this order

E-file through [eFileNV \(efilenv.tylertech.cloud/OfsEfsp/ui/landing\)](https://efilenv.tylertech.cloud/OfsEfsp/ui/landing). Upload each form as its own PDF, in the order below, all in the same submission. Never combine them into one PDF. *Why it matters: The Self-Help Center guide says "One pdf = one form" and not to upload forms "as one bundled PDF file," and EDCR 8.03 treats bundled documents as nonconforming.*

1. ☐ **Joint Petition for Divorce (With Children)**. Filing code **DVJ**. This is the lead document, so upload it first.
 - Fill in and file: "Joint Petition for Divorce - With Kids - Lexly Template (Upload).pdf"
 - Read alongside: "Joint Petition for Divorce - With Kids - Lexly Template.pdf"
 - Rename before uploading, for example: **JointPetitionDVJ.pdf**
 - Keep the /s/ on the signature lines that don't call for a notary, and type your name after it.

- Where the form calls for a notarized signature, don't use /s/. Have that signature notarized, then upload the notarized form through eFileNV with the rest of your forms.
 - *Why it matters: The lead document goes first so the clerk sees what your submission is, and a signature the form says must be notarized isn't complete until a notary has notarized it.*
 - **Getting the Verification notarized:** Each spouse must sign the Verification page in front of a notary public. Don't sign it ahead of time. Bring a current government-issued photo ID, such as a driver's license or passport. Notaries can often be found at banks or credit unions (sometimes free for members), at shipping and print stores, and through mobile notary services. Call ahead to confirm availability and the fee. Once it's notarized, scan it to a PDF and upload it through eFileNV. *Why it matters: An unnotarized or pre-signed Verification can get your petition rejected, which means you'd have to redo it and refile.*
2. ☐ **Family Court Cover Sheet.** Filing code **FCC**.
- Fill in and file: "Family Court Cover Sheet - Lexly Template (Upload).pdf"
 - Read alongside: "Family Court Cover Sheet - Lexly Template.pdf"
 - Rename before uploading, for example: **CoverSheetFCC.pdf**
 - Check ONE case type box only: "Joint Petition – With minor child(ren)."
 - *Why it matters: A filing that starts a case without the right cover sheet is nonconforming (EDCR 8.03), and checking one case type tells the clerk which kind of case to open.*
3. ☐ **Affidavit of Resident Witness (Joint Petition).** Filing code **AFFR**.
- Fill in and file: "Affidavit of Resident Witness - Joint Petitions - Lexly Template (Upload).pdf"
 - Read alongside: "Affidavit of Resident Witness - Joint Petitions - Lexly Template.pdf"
 - Rename before uploading, for example: **ResidentWitnessAFFR.pdf**
 - Someone other than either spouse fills out and signs this form. It must be someone who knows the spouse who lives in Nevada (the same spouse named as the Nevada resident in the Joint Petition and Decree).
 - *Why it matters: The form is the witness's sworn statement that the Nevada spouse has lived in Nevada for at least six weeks before filing.*
4. ☐ **Confidential Information Sheet (With Children).** Filing code **CSPI**. Its official title is "Confidential Family Court Information Sheet." For step-by-step help, see *Tutorial - Filling Out the Confidential Information Sheet (With Children)*. The form's "Mother/Wife" and "Father/Husband" labels are written by the State of Nevada and may not reflect every family structure; each parent fills in one column.

- Fill in and file: "Confidential Information Sheet - WITH CHILDREN - Lexly Template (Upload).pdf"
- Read alongside: "Confidential Information Sheet - WITH CHILDREN - Lexly Template.pdf"
- Rename before uploading, for example: **ConfidentialInfoCSPI.pdf**
- File it under its own code, CSPI. The code flags the document as confidential, so no extra step is needed.
- *Why it matters: The right code keeps your Social Security numbers and other private details out of the public file.*

Step 2: The decree. Do NOT e-file it

1. ☐ **Decree of Divorce (With Children).** Filing code **DECD**, for reference only, because you don't e-file it.
 - Fill in: "Joint Petition Decree of Divorce - With Kids - Lexly Template (Upload).pdf"
 - Read alongside: "Joint Petition Decree of Divorce - With Kids - Lexly Template.pdf". It also lists every department's submission inbox.
 - Keep the /s/ on your signature lines. Leave the judge's signature and date blank.
 - Wait until the clerk has filed your Joint Petition. Then put a file-stamped copy of the Joint Petition behind the decree as **Exhibit A**, and save the two together as **one combined PDF**. This one PDF is emailed, not e-filed.
 - Email that one PDF to your assigned department's **submission inbox**. That inbox is only for documents that need the judge's review and signature. The inboxes are listed in the *Lexly Judicial Signature Lookup* and on the guide version of the decree.
 - Rename before emailing, for example: **D-25-123456-D DECD.pdf** (your full case number, one space, then the code).
 - *Why it matters: A decree e-filed without a judge's signature is a nonconforming document, so the clerk sends it to the judge's department instead of filing it (EDCR 8.03). The decree form itself says to attach a filed copy of the Joint Petition as Exhibit A, and some departments accept only one attachment per email.*

After the judge signs

- After the judge signs, watch your case file. If the signed decree doesn't appear, contact the department using the general phone or email on its clarkcountycourts.us page, not the submission inbox. *Why it matters: The*

submission inbox is only for documents that need the judge's signature, so questions sent there may not be answered.

- **You may need:** ☐ **Certificate of Mailing.** Filing code **CERT**. This is not a Lexly template; use the Self-Help Center's form. If the final decree is sent to only one of you, that person mails a copy of the filed decree to the other spouse, then fills out and e-files a Certificate of Mailing. Rename before uploading, for example: **D-25-123456-D CERT.pdf**. *Why it matters: The Certificate of Mailing shows the court that the other spouse was sent the final decree.*

Before you upload any form

- **Save as a regular PDF.** Before you upload, save each filled-in form as a regular PDF: use Print, then "Save as PDF" (this flattens it). *Why it matters: Odyssey may reject a fillable form, and even when it's accepted, the form's fill-in fields can lay a second copy of your text over what you typed, making the document unreadable. This matters most for orders.*
- **Check every page.** Before you submit, double-check every page, and make sure each box you meant to check still shows a mark after you save as PDF. *Why it matters: A missing checkmark can change what you're asking the court for.*
- Keep a copy of everything you file.
- For more e-filing tips, see *Tutorial - E-Filing Your Documents*.

Note on print size: State fill-in forms use 8-to-10-point fields, which is below EDCR 7.20's 12-point minimum, but Lexly cannot modify official state forms. These forms are used as provided by the Family Law Self-Help Center; the 12-point rule applies to Lexly documents meant for filing or printing only.

Not legal advice. Lexly is not a law firm.