

Filling Out the Confidential Information Sheet (With Children)

Plain-English guide. Not legal advice.

If you have children together and are filing a joint petition for divorce, you also file this form: the **Confidential Family Court Information Sheet** (filing code **CSPI**). It gives the court and the state child support program contact and ID details for both parents and the children.

The "Mother/Wife" and "Father/Husband" labels on this form are written by the State of Nevada and may not reflect every family structure.

Before you start

- Have each parent's Social Security number, date of birth, home and mailing address, phone number, driver's license number and employer details ready.
- Have each child's full name, Social Security number and date of birth ready.

Step by step

1. **Top of the form (the caption).** Write both spouses' names on the party lines, the same way they appear on your Joint Petition. Add the case number and department letter if you have them.
2. **One column per parent.** The form has two columns of identical questions. Each parent fills in one column. If the state's column labels don't fit your family, pick a column for each parent and fill it in completely. What matters is that each parent's information is complete and correct.
3. **Custodial or non-custodial.** Each parent checks the box that matches the custody plan in your Joint Petition.
4. **Employment.** Answer YES or NO. If YES, give the employer's name, address and phone number.
5. **Children of the parties.** List each child. The form has room for five. If you have more, list the others on a separate sheet and attach it, as the form says.
6. **Family violence question.** The form's second page explains that this information goes to a federal registry. It says that if you do not want your identifying information shared with other states because of domestic violence, you should check **YES**.
7. **Sign and date.** Each parent signs on one of the signature lines. Lexly's Upload version of this form puts /s/ in front of the name for an electronic

signature.

After you file

The second page of the form explains that each party has to keep this information up to date with the court and the state child support program. Read that page and keep a copy for your records.

Filing tips

- **Fill in and file the Upload version.** Use "Confidential Information Sheet - WITH CHILDREN - Lexly Template (Upload).pdf". The guide version has the same form with a Lexly note on screen; read it, but don't file it. *Why it matters: The Upload version has no Lexly notes, so only the official form reaches the court.*
- **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.*
- E-file this form through [eFileNV \(efilenv.tylertech.cloud/OfsEfsp/ui/landing\)](https://efilenv.tylertech.cloud/OfsEfsp/ui/landing), Clark County's official e-filing portal, as **its own PDF**. Do not combine it with other forms (EDCR 8.03). *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.*
- New to e-filing? See [Tyler's e-filing training videos \(odysseyfileandservecloud.zendesk.com/hc/en-us/sections/360010408551-Training-Videos\)](https://odysseyfileandservecloud.zendesk.com/hc/en-us/sections/360010408551-Training-Videos). *Why it matters: short videos show how to set up an account as a filer without a lawyer before you file your first form. (Some videos on that page are for other states; skip those.)*
- **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.*
- **This form is confidential.** File presumptively confidential documents under their own filing code: your Confidential Information Sheet as CISD (no children) or CSPI (with children), and your Financial Disclosure Form as FDF. The code flags the document as confidential, so no extra step is needed. A judge can also order a document, or part of one, sealed after it is filed. *Why it matters: The right code keeps your Social Security numbers and financial details out of the public file.*

- **E-filing help desk.** For Family Court e-filing help, call 702-455-2807 or 702-455-2152, or email familyefilehelp@clarkcountycourts.us. *Why it matters: If a filing gets stuck, the help desk can help get it fixed sooner.*
- 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.