

GA-21 ANNUAL ACCOUNTING

Use this packet if the following statements are true:

- You are guardian over the estate, AND
- The Protected Person's total net assets exceed \$10,000 OR the Court ordered you to file an accounting of the estate.

IMPORTANT: You do not need to file the Accounting if the Court granted summary administration of the estate.

This packet contains the following:

1. Instructions
2. Accounting
3. Notice of Hearing
4. Certificate of Service
5. Declaration of Service

Note: The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00.

N.R.S. §199.145

Instructions:

- Step 1: You will need an eFlex account to file with the Court. If you do not have an eFlex account, you can sign up either in person at the Resource Center, or online here: <https://www.washoecourts.com/EFiling/SignUp>. Electronic filing is mandatory.

- Step 2: Fill out the **Accounting** form.

You may either electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them. If you take them to the Resource Center to file, skip to Step 3 once they have been filed.

- Step 2a: File the **Accounting**.

- Log into your eFlex account: <https://wcefex.washoecourts.com/>.
- Click “Existing Cases.”
- Locate the Guardianship case you are filing into, click on the blue “eFile” link.
- To file the **Accounting**, select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, then click “Add.”

Note: The Document Category field can be left blank.

➤ **Accounting**
Document Type: “Accounting”

- When the document has been uploaded, review it by clicking on the hyperlinked file name in the “View Document” column.
- When you have confirmed everything is correct, click “Next.”
- When you are ready to submit your document to the court, click “Submit the Filing.”

□ Step 3: Serve the **Accounting** form.

The **Accounting** must be served on the Protected Person and the attorney of the Protected Person. Note: upon filing the **Accounting**, the attorney will receive an electronic copy in eFlex. The Protected Person may be served by mail.

□ Step 4: Set the Hearing.

You must contact the guardianship court clerk by calling: 775-328-3135, or emailing: AdultGuardianship@washocourts.us to schedule the hearing on the **Annual Accounting**.

The clerk will provide you with a hearing date.

□ Step 5: Complete the **Notice of Hearing** with the hearing date you received from court staff.

You may either electronically file the documents yourself or bring your completed documents to the Resource Center to get help filing them. If you take them to the Resource Center to file, skip to Step 6 once they have been filed.

□ Step 5a: File the **Notice of Hearing**.

- Log into your eFlex account: <https://wceflex.washocourts.com/>.
- Click “Existing Cases.”
- Locate the Guardianship case you are filing into, click on the blue “eFile” link.
- To file the **Notice of Hearing**, select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, then click “Add.”

Note: The Document Category field can be left blank

➤ **Notice of Hearing**

Document Type: “Notice of Hearing”

- Review the document by clicking on the hyperlinked file name in the “View Document” column. When you are ready to submit your document to the court, click “Next” and then “Submit the Filing”.

- Step 6:** Serve the **Notice of Hearing** on all relatives and organizations required to receive notice.

You can print file-stamped copies of the documents you need to serve from your eFlex account or visit the Resource Center to obtain copies. Service may be made by certified mail, registered mail, ordinary first-class mail, electronic service, or personal service at least 10 days before the date set for hearing.

You will need to serve the **Notice of Hearing** to:

- The Protected Person.
- The spouse of the Protected Person and all other known relatives of the Protected Person.
- The Protected Person's attorney.
- The Director of the Department of Health and Human Service if the Protected Person has received or is receiving benefits from Medicaid.
 - Director of the Department of Health and Human Services
Division of Welfare and Supportive Services
1470 College Parkway
Carson City, Nevada 89706-7924
- The Department of Veteran Affairs if the Protected Person is receiving benefits from the VA.
 - VA Fiduciary Intake Center
P.O. Box 95211
Lakeland, FL 33804-5211
 - *Or the fiduciary hub listed on the VA benefits mailings.*
- Anyone else who is listed under NRS 159.034.

- Step 8:** Fill out the **Certificate of Service** and the **Declaration of Service** (*if applicable*) for the **Notice of Hearing**.

Fill out the **Certificate of Service** and/or the **Declaration of Service**, for all other relatives and organizations that are required to be served the **Notice of Hearing**. You may note on the **Certificate of Service** that the protected person and their attorney were served the **Accounting**.

- Step 9:** File the **Certificate of Service** and the **Declaration of Service**.

You may either bring your **Certificate of Service** and/or the **Declaration of Service** to the Resource Center to file them with the Court, or you can follow the instructions below to electronically file the documents yourself. If you take them to the Resource Center to file, skip to Step 10.

□ **Step 9a: File the Certificate of Service and/or the Declaration of Service.**

- Log into your eFlex account: <https://wceflex.washoecourts.com/>. Click “Existing Cases” and click on the blue “eFile” link next to the Guardianship case you are filing into.
- To file your document(s), select the applicable Document Type, and click “Choose File.” Locate your document file on your computer, then click “Add.”

Note: The Document Category field can be left blank.

➤ **Certificate of Service**

Document Type: “Certificate of Service”

➤ **Declaration of Service**

Document Type: “Declaration”

- Review the document by clicking on the hyperlinked file name in the “View Document” column. When you are ready to submit your document to the court, click “Next” and then “Submit the Filing”.

****You are now ready for your hearing.****

□ **Step 10: The Hearing.**

Your hearing will be virtual using Zoom. The Court will send you login instructions prior to the hearing. Log in approximately 15 minutes prior to your scheduled time for the hearing.

The Protected Person must attend the hearing. You must reasonably ensure the Protected Person is connected to the hearing.

Need to find important deadlines in your case? Use the Milestone Tracker to search for them: <https://www.washoecourts.com/Milestones>

For procedural questions, or help with electronically filing your documents, visit or contact:

**Resource Center
1 South Sierra St., 3rd Floor
Reno, NV 89501
775-325-6731**

**Law Library
75 Court St., Room 101
Reno, NV 89501
775-328-3250**

Legal Assistance Information

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or contact the Resource Center or the Law Library. **The Resource Center and the Law Library staff cannot give legal advice** but can give information regarding court procedures.

You may wish to speak with a lawyer at no cost through the Law Library's Lawyer in the Library program. The Lawyer in the Library program is held via Zoom; you must register ahead of time to participate. No walk-ins accepted as space is limited.

LAWYER IN THE LIBRARY

Sign up on our website:

<https://www.washoecourts.com/LawLibrary/LawyerInLibrary>

For questions, contact the Law Library at 775-328-3250

To seek assistance from other free or reduced-cost legal resources in the area, please contact:

NEVADA LEGAL SERVICES

449 S. Virginia St.
Reno, NV 89501

775-284-3491 – leave a message, if
necessary

<https://nevadalegalservices.org>

NORTHERN NEVADA LEGAL AID

1 S. Sierra St., 1st Floor
Reno, NV 89501

775-321-2062 – leave a message, if
necessary

<https://nnlegalaid.org>