

**EX PARTE PETITION  
FOR ORDER TO  
RELEASE MEDICAL  
RECORDS**

**PR – 2**

Resource Center  
1 South Sierra St., Third Floor  
Reno, NV 89501  
775-325-6731  
[www.washoecourts.com](http://www.washoecourts.com)

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**EX PARTE PETITION FOR ORDER TO  
RELEASE MEDICAL RECORDS**

**PACKET PR-2**

**INSTRUCTIONS FOR COMPLETING FORMS**

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT ANY OF  
THE FORMS

Use **black or blue ink only**. Neatly type or print the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. Ex Parte Petition for Order to Release Medical Records
2. Index of Exhibits and Exhibit Cover Page
3. Request for Submission

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.

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## INSTRUCTIONS: STEP 1


### eFlex Account and eFile User Agreement:

To file your documents, you will need to sign up for an eFlex account and have a valid email address. There is no fee to sign up for a standard eFlex account. If you already have an eFlex account for a different case, you do not need to create another account and can skip this step.

To sign up:

- 1) Carefully read and complete the eFile User Agreement (Standard) by filling in as much information as possible, signing, and dating page two;
- 2) Return the eFile User Agreement (Standard) to the Second Judicial District Court, or email it to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us);
- 3) Request an account at <https://wceflex.washoecourts.com/>.

**SECOND JUDICIAL DISTRICT COURT**



WASHOE COUNTY  
STATE OF NEVADA

**EFILE USER AGREEMENT  
(Standard)**

This serves as your eFile User Agreement with the Second Judicial District Court for the purpose of registering an account to permit eFiling of court case documents using the eFlex Electronic Filing System (eFlex account). Currently, this account will be subject to a \$0.00 fee per transaction. This agreement will expire at the end of 1 year unless the account is renewed. Accounts may be renewed online at <http://www.washoecourts.com>.

By registering for an eFlex account I agree and consent to the following:

- I will submit court filings electronically through eFlex on court cases for which I am an active party or attorney of record, or an officer of the Court filing documents in my official capacity.
- As a registered eFlex account holder, I cannot deactivate my email address without filing a Written Notice of Intent to change my email address with the District Court. This Written Notice of Intent must include my name, bar number and a list of all pending court matters. Also included must be an acknowledgment that all parties and attorneys of record on those pending matters have been notified of my new email address. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I understand that once my eFlex account is deactivated, I will no longer be able to electronically eFile or view any documents using my account nor will I receive eFlex electronic service. Furthermore, I will no longer have access to court records through my eFlex account.
- Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the e-File E-Flex account. (See Nevada Electronic Filing and Conversion Rules, Rule 11).
- I will accept eFlex electronic notices sent to my email on file with eFlex as valid and effective service for eFiled documents (except for the original paper service). Electronic service of documents is limited to those documents permitted to be served by mail, express mail, overnight delivery, or facsimile transmission. Complaint, petition or other document that must be served with a summons, and summons or a subpoena cannot be served electronically.
- I agree to the terms of the license agreement as stated by Tybers on the court's eFlex website under "Terms of Use" and "Privacy Policy" when registering for an eFlex account and pressing the submit button.
- I understand that email addresses supplied by the registered user via the username/password access through the eFlex account supersede the court's case management system for the purpose of determining valid and effective service of eFiled documents. I understand that it is my responsibility to keep my email address updated on my eFlex account profile.
- I agree to file the proper motion to withdraw/notice of change/substitution of counsel/notice of termination employment (whatever applies) into each of my cases whenever I depart from an agency, office, or law firm or cease to represent a party in any case, or cease to be an eFlex user **within 10 days of any such change**. If known, I will designate the new attorney and/or e-File contact on each case. Further, I will separately notify the Clerk of Court of any employment change which will globally affect all or a majority of my cases.

Revised September 26, 2018

- I acknowledge receipt, understanding and agree to follow the Nevada Electronic Filing and Conversion Rules (EFCR).
- I understand if a party submits a proposed Order and the Order is eFiled by the Court, **ONLY** eFlex account holders will be served by the Court. I understand all other parties must be served by the party who submitted the proposed Order by other means.
- I understand as a registered eFlex account holder, I will only have access to documents in court cases for which I am an active party or attorney of record. In the event that I inadvertently obtain access to unauthorized information on any case, I will immediately notify the Court Administrator/Clerk of Court regarding judicial officer and all active attorneys on that specific case. I will take every precaution to shield myself and all members of my firm from viewing, downloading or disseminating any unauthorized information. I will delete and destroy immediately any unauthorized information that I inadvertently obtain.
- I understand any violation of the terms of this agreement may result in sanctions imposed by the Court.

Attorney or Person Name: \_\_\_\_\_  
If an attorney, Bar ID: \_\_\_\_\_ Law Firm: \_\_\_\_\_  
If not an attorney, DOB: \_\_\_\_\_ Interpreter needed:  Yes or  No Language: \_\_\_\_\_  
If not an attorney, Case number(s): \_\_\_\_\_  
eFlex Email Address: \_\_\_\_\_  
1<sup>st</sup> Alternate eFlex Email Address: \_\_\_\_\_  
2<sup>nd</sup> Alternate eFlex Email Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Designated eFlex contact person: \_\_\_\_\_

**I hereby certify that I have read the above information and agree to abide by the requirements and terms as stated in this agreement.**

Date: \_\_\_\_\_ Signature of Attorney/Person Agency Signatory: \_\_\_\_\_

Check one:  
 Renewal of Standard Account. Follow online instructions at <http://www.washoecourts.com/index.cfm?page=eflex>  
 New Standard Account

To become a registered eFlex account holder, you must request an account online at <https://wceflex.washoecourts.com> and click on the "Request an Account" button. Next, print out this form, complete and sign it and deliver the ink-signed copy to the Second Judicial District Court Filing Office, 75 Court Street, Reno, NV 95501. Upon completion of your account request **AND** receipt of the signed eFile User Agreement, your electronic request for a user account will be approved. You will be notified by email and be able to login with your user name and requested password within three (3) working days.

Translated/interpreted by (if applicable): \_\_\_\_\_ Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Revised September 26, 2018

If you need further assistance signing up for an account, please call the Resource Center at 775-325-6731.

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## INSTRUCTIONS: STEP 2

### Complete the Ex Parte Petition for Order to Release Medical Records as Shown:

A certified copy of the decedent's death certificate **OR** other proof of death must be attached as "Exhibit 1".

1) Print your name, address, telephone number, and email address.

2) Print the names of the decedent. You will be given a case number when you file the Petition with the Court.

3) Complete the rest of pages 1-2, following the instructions on each page.

1	Code: 3616
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	IN THE MATTER OF THE ESTATE OF:
10	_____
11	Deceased. Case No. _____
12	Dept. No. PR _____
13	<u>EX PARTE PETITION FOR ORDER TO RELEASE MEDICAL RECORDS</u>
14	I, a self-represented litigant, allege as follows:
15	1. I am the _____ of Decedent, _____, and
16	(Your relationship to Decedent) (Decedent's name)
17	reside at _____
18	(Your Street address, City, State, and Zip Code)
19	2. Decedent died on _____, in _____
20	(Date, to include, month, day, year) (County where death occurred)
21	and, on the date of death, Decedent was a resident of Washoe County, Nevada. A certified copy of
22	<input type="checkbox"/> <u>DECEDENT'S DEATH CERTIFICATE</u> -OR- <input type="checkbox"/> <u>OTHER PROOF OF DEATH</u> is attached as
23	"Exhibit 1".
24	3. Jurisdiction is proper in this proceeding.
25	4. The names, relationships, ages of minors and residence addresses of all the devisees,
26	legatees, heirs, and next-of-kin of Decedent, as known to me, are (include spouse, parents,
27	siblings, and all children of Decedent, even if estranged or out of State (if address is unknown,
28	write unknown));
	REV 4/14/22 JDB 1 EX PARTE PETITION - MEDICAL RECORDS

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## INSTRUCTIONS: STEP 3

### Complete the Index of Exhibits and the Exhibit Cover Page as Shown:

To attach documents in support of your Ex Parte Petition for Order to Release Medical Records you will need an Exhibit Index and Exhibit Cover Page(s). The decedent's death certificate or other proof of death must be attached as "Exhibit 1"

1) For each exhibit you are attaching, you must include:

- a) An exhibit number, starting with 1,
- b) The number of pages in the exhibit, and
- c) A description of the exhibit.

2) For each exhibit, you must fill out an Exhibit Cover Page with the exhibit number listed on the Index of Exhibits.

3) The documents should be in the following order:

- The Ex Parte Petition for Order to Release Medical Records,
- the Index of Exhibits,
- the Exhibit Cover Page,
- the decedent's death certificate or other proof of death,
- the Exhibit Cover Page,
- the exhibit. and so on.

INDEX OF EXHIBITS

Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	
Exhibit Number _____	Number of Pages _____
Exhibit Description _____	

**Exhibit Cover Page**

EXHIBIT NUMBER \_\_\_\_\_

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## INSTRUCTIONS: STEP 4

### Complete the Request for Submission as Shown:

1) Print your name, address, telephone number, and email address.

2) Print the name of the decedent. You will be given a case number when you file the Petition with the Court.

3) Print the date you filed the Ex Parte Petition for Order to Release Medical Records with the court.

4) Date, sign, and print your name.

1	Code: 3860
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Email: _____
6	Self-Represented Litigant
7	IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	IN THE MATTER OF THE ESTATE OF:
10	_____, Case No. _____
11	Deceased, Dept. No. PR
12	_____
13	
14	<u>REQUEST FOR SUBMISSION</u>
15	
16	I request that the Ex Parte Petition for Order to Release Medical Records that was filed on
17	(date the document was filed with the Court) _____ be submitted to the Court
18	for decision.
19	This document does not contain the personal information of any person as defined by NRS
20	603A.040.
21	
22	DATED this (day) _____ day of (month) _____, 20 ____.
23	
24	Submitted By: (Your signature) _____
25	(Print your name) _____
26	
27	
28	
	REV 4.14.2022 JDB
	Page 1 of 1 Request for Submission

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## INSTRUCTIONS: STEP 5

### Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wceflex.washoecourts.com/>, and in the Law Library and the Resource Center.

If you have not done so, you will need to sign up for an eFlex account and turn in the EFile User Agreement (*see INSTRUCTIONS: STEP 1*), to the Second Judicial District Court, or email to [eflexsupport@washoecourts.us](mailto:eflexsupport@washoecourts.us).

Sign into your eFlex account using the username and password you created and electronically file the documents. When electronically filing, the documents should go as follows:

- Ex Parte Petition for Order to Release Medical Records and Exhibit Index as one PDF;
- Exhibit Cover Page and Exhibits as one PDF (this will be added as **\*\*continuation**); and
- Request for Submission as one PDF.

Make sure to keep the original documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available in the Law Library and the Resource Center.

There may be a filing fee charged when the documents are filed. Fee information is available at the Resource Center and online at: [www.washoecourts.com](http://www.washoecourts.com).

### FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the **Application for Waiver of Fees and Costs packet**, which you can get at:

- Resource Center, 1 South Sierra Street, Reno, NV, Third Floor
- Law Library, 75 Court Street, Reno, NV, First Floor
- Online at: [www.washoecourts.com](http://www.washoecourts.com) (select the “Forms & Packets” tab on the top right hand side of the home screen)

**Any additional documents regarding this decedent shall be filed with this case number.**

## 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., 1<sup>st</sup> Floor  
Reno, NV 89501

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

<https://nnlegalaid.org>