

DOCUMENT PREPARATION SERVICE

A WILICK LAW GROUP ENTERPRISE
3551 EAST BONANZA ROAD, SUITE 107
LAS VEGAS, NV 89110-2198
PHONE (702) 438-3031 • FAX (702) 438-1764
WWW.WILICKLAWGROUP.COM

E-MAIL ADDRESSES:
DPS@WILICKLAWGROUP.COM

DOCUMENT PREPARATION SERVICE PRICE LIST¹

(Valid through December 31, 2004)

The following are currently available (cost includes original plus two copies):

Marshal Law Arrearage Calculation (for up to 24 months of arrears/partial payments, additional charges beyond that)	\$100.00
Complaint for Divorce or Annulment & Summons (and Joint Preliminary Injunction, if called for), and Civil Cover Sheet	\$350.00
Answer (with or without Counterclaim)	\$350.00
Joint Preliminary Injunction ("JPI") individually	\$30.00
Notice of Joint Case Conference (16.1 Conference) with standard discovery disclosure request	\$50.00
Joint (or Individual) Case Conference (16.1 Conference) Report	\$100.00
Notice of Entry of Order or Judgment	\$35.00
Copy videotape or CD of hearing or hearings from Court	\$15.00
Substitution of Attorney (including into IN PROPER PERSON)	\$50.00
Notice of Taking Deposition (includes checklist of steps to be taken in order)	\$50.00
Subpoena Duces Tecum	\$50.00
Poster-sized Exhibit from small original (black and white, mounted to foam background board)	\$25.00
<i>Order from Hearing</i> based upon <i>Minute Order</i> (per page of resulting <i>Order</i>)	\$25.00
Welfare Identification Sheets	\$25.00

¹ Prices subject to change without notice.

Quit Claim Deeds	\$35.00
(To have the form Recorded with the Recorder's Office, add \$40.00)	
Homestead and Recorder's Cover Sheet	\$35.00
(To have the form Recorded with the Recorder's Office, add \$40.00)	
Wage Assignment Letter to Employer	\$25.00
Application for Former Spouse Payments From Retired Pay, DD Form 2293	\$25.00
General Power of Attorney	\$35.00
Notice of Appeal	\$35.00
Notary Services (per item notarized)	\$5.00
Copies (per page)	\$0.20
To file with the Court and then mail any of the above documents that are to be filed and mailed to provide notice, add	\$15.00

There are many other services, documents, or tasks, that can only be provided by us if an attorney is retained or consulted to assist, or if individual arrangements are made (see the receptionist in Suite 101). These include:

Filling out and filing Affidavit of Financial Condition (blank forms, however, are available upon request).

Family Court Motions.

Qualified Domestic Relations Orders, and related retirement plan enforcement orders.

Providing court reporter.

Bankruptcy filings.

Drafting of Last Will and Testament, and directives to physicians.

Preparation and service of Executions or Garnishments.

GLOSSARY OF TERMS, DEFINITIONS, AND EXPLANATIONS

The below basic glossary provides *basic legal information only*. It is **NOT** legal advice, and (as with most things in law) there are exceptions, conditions, and lots of other information available as to virtually everything mentioned below. **Nothing** stated here should be construed as legal advice or as creating any kind of attorney/client relationship.

Marshal Law Arrearage Calculation

The law allows for collection of interest on most kinds of judgments that are not paid when they are due, and for collection of an additional sum, called a penalty, on overdue child support payments. The court rules require an “arrearage summary” to be filed by any party seeking to collect such sums. Since interest and penalties accrue on each overdue sum from the date it is due and not paid, however, the calculations can be complex and difficult to do by hand.

This office developed specialized software, called MLAW for short, that performs all calculations and even produces the arrearage summary form as an affidavit that can be submitted to a court, so that when arrears are collected, all interest and penalties due on those arrears are correctly and fully calculated as well.

Complaint for Divorce or Annulment

One spouse files a document that can be as short as a simple two- or three-page sworn Complaint asking for a divorce and stating the basic facts of the case. That Complaint, along with a summons, is usually served on the other spouse by a process server. Whoever files first becomes the “Plaintiff”; the other spouse becomes the “Defendant.” There is no real procedural advantage or disadvantage to filing first.

Answer and Counterclaim

The spouse receiving the Complaint may file an Answer, with or without a Counterclaim, requesting that the court make a final order different from the one requested by the Plaintiff. If no Answer to the Complaint is filed by the Defendant within 20 days after he or she is served, the Plaintiff can file default against the Defendant and can usually get a judgment on whatever terms the Plaintiff wants.

Joint Preliminary Injunction (“JPI”)

Either party, when filing the Complaint or the Answer, may have the Clerk issue upon request a “Joint Preliminary Injunction” which provides that both parties are restrained from: (1) transferring, encumbering, concealing, selling or otherwise disposing of any joint, common or community property, except in the usual course of business or for the necessities of life, without the written consent of the parties or the permission of the Court; (2) molesting, harassing, disturbing the peace of or committing an assault or battery upon the other spouse or a child or step-child; and (3) removing any child of the parties then residing in Nevada with an intent or effect of depriving the

court of jurisdiction as to the child, without prior written consent of the other party, or advance permission of the court.

Notice of Joint Case Conference

Before setting a case for trial, the court requires the parties (or their attorneys) to participate in and file a report from an “Early Case Conference” (also known as a “16.1 Conference”). It is set by the Plaintiff sending the Defendant a “Notice of Early Case Conference.” The purpose of the conference is to exchange various documents and settle on a “Discovery Plan” (for exchanging information needed in preparation for the trial). This conference is typically held within 30 days of the filing of the Defendant’s Answer to the Plaintiff’s Complaint. A trial will not be scheduled until the conference is held and a report on the conference is submitted.

Joint (or Individual) Case Conference (16.1 Conference) Report

Following the Early Case (16.1) Conference, a Report must be filed with the Court’s Discovery Commissioner. If both parties showed up for the conference and agree to the content of the report, it is only necessary to file a single “Joint Case Conference Report.” If one party did not show up, or the parties are unable to agree on the report’s content, each party can and should submit their own “Individual Case Conference Report” so that the trial can be set.

Notice of Entry of Order or Judgment

Anytime a Judge makes an “Order” in the case, up to and including the final Decree of Divorce, Judgment (the court’s final decision on a matter), it is necessary to send the other party a formal “Notice” of that order. It is service of the Notice that starts various time clocks for possible other procedures, such as motions to correct the order, or to appeal.

Copy Videotape or CD

The Clark County Family Court makes audio and video recordings of all hearings. Parties can obtain a recording of their hearing by providing the prescribed brand of video cassette to the court before a hearing (tapes are available from the court video transcription office on the second floor of the Family Court for \$5.00). Or, any person can request a tape or CD copy of a hearing after the fact from the court video transcription office for \$25.00. Our office offers duplication services if you require additional copies of a hearing tape or CD.

Substitution of Attorney

This is a formal document to be filed with the Court that is required to change the attorney of record on a matter, or to change representation from an attorney to “In Proper Person” (representing oneself), which some departments of the Family Court permit.

Notice of Taking Deposition

A Deposition is a procedure for gathering testimony from a witness under oath, but outside of a courtroom. The deposition is recorded by a court reporter. Notice of the time, date and location of the deposition must be given to the party being deposed.

Subpoena Duces Tecum

Information gathered in preparation for trial or settlement negotiations is called “Discovery.” Discovery includes depositions (see above), interrogatories (a list of questions to be answered by the other party) and requesting production of documents by the other spouse or third parties. Third parties, such as banks and credit card companies will generally only produce account information under order of a Subpoena Duces Tecum (Latin for “You must bring [documents] with you under penalty of law”).

Poster-Sized Exhibits

It is often helpful to enlarge important documents from standard-sized paper to a poster-sized exhibit for use in court, so it can be seen and referenced by everyone present at the same time. Our poster production services allow practically any standard sheet of paper to be enlarged to an approximately 24-inch by 36-inch, black-and-white poster, mounted on a thick, foam backing for easier handling and display.

Order from Hearing

Orders issued by the judge in open court must be drafted on paper in proper form, signed by the judge, and filed with the Clerk’s office to be enforceable. Upon request, a party can obtain the “Minute Order” from a hearing – the Court Clerk’s notes as to what was ordered, or sometimes an informal version of a judge’s decision issued by the judge or the judge’s secretary. These Orders vary in length based on the number and/or complexity of the orders issued.

Welfare Identification Sheets

Completion of this form is required upon the entry of a decree of divorce by Nevada law.

Quitclaim Deed

A Quitclaim Deed is frequently used in divorces to terminate one spouse’s interest or legal claim to a piece of real property (such as a home and the ground on which it stands). The spouse transferring ownership in the land does so not make guarantees as to the validity of the deed or ownership of the property, but simply gives up any claim by that person to the property. One spouse becomes the sole owner of the property and the other becomes completely disassociated with the real property. However, such a deed does *not* terminate the signing person’s liability to pay a mortgage, which is a matter of contract between that party and the mortgage company. To be valid, such a deed must be “recorded” with the Recorder’s Office. Recording is available for an extra charge.

Homestead and Recorder's Cover Sheet

A cover sheet is required for quitclaim deeds which do not meet the requirements of NRS 247.110, which relates to the proper format for filing deeds with the recorder's office.

Wage Assignment Letter to Employer

Upon Order of court, an employer can be obligated to withhold a portion of an employee's paycheck to pay child support for which that parent is liable. To start such a "wage assignment," a letter enclosing the Court's *Order* is sent to the employee, demanding that the money be sent to the parent with custody of the child.

Application for Former Spouse Payments from Department of Defense Retirement Pay

If a Court orders that a spouse or former spouse is to receive a portion of military retired pay as property distribution, or for alimony or child support, direct payment may be requested from the military through the filing of a DD Form 2283. If the rules for application are fulfilled, the Defense Finance and Accounting Service (DFAS) will cooperate in enforcement of *Order*.

General Power of Attorney

A Power of Attorney is a legal document by which one person can authorize another person to lawfully act for him or her. This can include the power to transfer property, enter into contracts for the purchase and/or sale of goods, services and insurance, or sell items owned by the person who signed the Power of Attorney. A Power of Attorney can also authorize a person to make decisions regarding finances and healthcare.

Notice of Appeal

A Notice of Appeal is required to appeal an order or judgment to the Nevada Supreme Court. It is a formal document to be filed with the District Court (Family Court), and must be filed within a strict time limit after service of notice of entry of an order or judgment, or no appeal is permitted. The notice must be sent to the other spouse or the other spouse's attorney after it is filed.

Notary Services

Many pleadings and other legal documents require signatures which are attested to (witnessed, counter-signed, and stamped) by a notary public.

Copies

Additional copies of any documents which we prepare, or which are brought to our office, are available for a nominal charge.

Filing

Many documents must be formally ***filed*** with the Clerk's office and then ***served*** (often by mail) in order to be valid for Court purposes.