

**GENERAL INSTRUCTIONS FOR COMPLETING NRCP 16.2
FINANCIAL DISCLOSURE FORM
(Remove These Instructions Before Filing Form)**

1. Nevada Rule of Civil Procedure 16.2 requires that this Financial Disclosure Form be filed and served no later than forty-five **(45) days** after the service of the summons and complaint in a divorce, annulment or separate maintenance action. This Financial Disclosure Form must also be filed and served by the responding party with any response or answer to such action.
2. Nevada Rule of Civil Procedure 16.2 requires unmarried parties filing a custody action where paternity is established to file and serve the cover sheet, the “personal income schedule” and the “business income/expense schedule” portions of the Financial Disclosure Form no later than forty-five **(45) days** after the service of the summons and complaint. This Form must also be filed and served by the responding party with any response or answer to such action.
3. Nevada Rule of Civil Procedure 16.2 requires parties to supplement or correct your Financial Disclosure Form within ten judicial days after you acquire additional information or learn that in some material respect your Form is incomplete or incorrect. If the supplemental disclosure includes an asset, liability, income, or expense omitted from the prior disclosure, you must include an explanation as to why the item was omitted.
4. Failure to comply with Rule 16.2 may result in court ordered sanctions.
5. The Financial Disclosure Form consists of seven printed pages, plus these instructions.
6. Answer and complete ***all*** sections in this form. If an item requiring your response is not applicable, write “N/A” in that section.
7. This form ***must*** be completed honestly and to the best of your knowledge after reasonable inquiry. This form has important legal consequences. You should carefully consider each of your answers. If necessary, you should consult with legal counsel.
8. After you have completed the Financial Disclosure Form you must make three copies. The original and all three copies must be filed with the Legal Filing Department at the Clerk’s Office.
9. The clerk will keep the original and give you back three file stamped copies. One copy is for you, one copy is for the judge, and one copy is for the opposing party.
10. Usually, a file stamped copy of the Financial Disclosure Form is served to the opposing party by mailing it to his or her last known address. If the opposing party is represented by an attorney you must serve the attorney instead of the opposing party directly.
11. Finally, you will need to complete and file a Certificate of Mailing to verify that you provided the opposing party with a file stamped copy of the Form.