

# ORDER SHORTENING TIME (“OST”) INSTRUCTIONS

**Filing fee:** There is no fee to file this paperwork. There may be a fee to file your underlying motion.

**This packet is for:**

- A person who already has a hearing set (or is about to set a hearing); and
- There is an emergency and you want the judge to hear the case quicker.

**NOTE:** If the judge grants the Order Shortening Time, the hearing date will be reset and the opposing party will have to be **personally served** with all of your paperwork.

**THERE MUST ALREADY BE A COURT DATE SET THAT YOU WANT THE JUDGE TO HEAR FASTER.** If there is not a court date set, you must also file a motion that explains what you want the judge to order and why. You will get a court date when you file that motion. This packet asks the judge to move your hearing up to an emergency court setting.

**You must normally serve the other party with the motion FIRST:** If you have not served the other party with the motion yet, you have to explain in these forms why the judge should set an emergency hearing without waiting for the other party to be served. **The judge may deny your request until the other party is properly served first.**

## **1. Fill out the forms:**

Use black ink and write clearly.

➤ **Ex Parte Motion for an Order Shortening Time**

This form tells the judge why you want to have the hearing quicker. You have to explain the emergency that cannot wait to be handled.

➤ **Order Shortening Time**

The judge will sign this if the judge decides to give you a quicker hearing date. Fill out the top and sign the bottom. The judge will fill in the new hearing date.

## **2. File the forms:**

**Online:** You can upload your documents at <https://nevada.tylertech.cloud/OfsWeb/Home>.

There is a \$3.50 fee to e-file your documents. **The Order Shortening Time should not be efiled**, but it can be emailed after you efile the ex parte motion. See Step 3 for more information.

**In person:** Bring your forms to the Family Courthouse. File them at the Clerk’s Office on the 1<sup>st</sup> floor (you will need to get a ticket for filing when you arrive).

**Mail:** Send your forms to Clerk of Court, 601 N Pecos, Las Vegas, NV 89101.

---

Questions? Call (702) 455-1500, email [flshcinfo@lacs.org](mailto:flshcinfo@lacs.org) or visit [www.familylawselfhelpcenter.org](http://www.familylawselfhelpcenter.org)

This packet includes basic, general information that may not fit all situations. It is your responsibility to know the court rules and the law that applies. The Self-Help Center cannot give you legal advice about your situation.

## OST INSTRUCTIONS – PART 2

### **3. Submit your Order Shortening Time to the judge:**

You can submit in one of these ways:

- **Email it to your judge:** Find the letter that your case is assigned to (for example, Dept C, Dept T, etc.). Insert the department letter where the \_ is in the following email format: dept\_inbox@clarkcountycourts.us and send it by email.
- **Mail or submit it directly at the courthouse:** Mail or bring it to: Family Court, 601 N. Pecos Rd., Las Vegas, NV 89101

**4. Wait for the judge's decision:** The judge will review your papers and decide whether to change your hearing date.

**If the judge denies your request:** You may receive your documents back in the mail or by email with a note explaining that your request was denied. Your original hearing date will still be on calendar. Make sure to serve the other party with your motion (usually by mail) and attend the hearing. The rest of these instructions do not apply.

**5. If the OST is granted:** The judge's staff will probably call you to let you know the new hearing date and will send you the order.

**Have someone else personally serve the other party:**

**When to Serve:** You must have the documents served **as soon as possible**.

**What to Serve:** A copy of the Ex Parte Motion for an Order Shortening Time and the Order Shortening Time. Serve the underlying motion as well if that hasn't been done.

**Who Can Serve:** A neutral person 18 or older, who is not a party to the case and not interested in the outcome. **Family members and significant others (boyfriends / girlfriends) CANNOT serve the documents! Some judges require you to use a professional, licensed process server – check with your judge's staff to find out if this is needed.** The Sheriff's Civil Process Section (702-455-5400) can serve documents for a fee.

**How to Serve:** The documents must be hand delivered to the other party.

**Who to Serve:**

- **If the other party has an attorney:** Serve the attorney. The attorney may be willing to sign a Receipt of Copy (which will avoid the need for an Affidavit of Service below).
- **If the other party does not have an attorney:** Serve the other party.

### **6. File the Affidavit of Service:**

The Affidavit of Service tells the Court when and where the other party was served. The person who served the documents must complete this form. File the Affidavit of Service with the court.