

DESIGNATION OF LOCAL COUNSEL in ADVERSARY

9/11/06

When filing a verified petition the out of state attorney must associate a resident member of the Nevada State Bar. This can be done by filing a Designation of Local Counsel.

1. Select **Adversary** → **Adversary Misc**
2. Input case number
3. Select **Designation of Local Counsel** from menu
4. **Select the Party** you represent
5. Browse to attach pdf
6. At **Search for an attorney** screen input last name of local associated attorney and click [Search]
7. At **Attorney search results** select applicable name from list and after verifying name and address click [Select name from list] (Fig. 1)

The screenshot shows a web interface with a light blue background. At the top, the heading "Search for an attorney" is displayed in blue. Below it are two input fields: "Bar Id" and "Last name". To the right of the "Last name" field is a "Search" button and a "Clear" button. Below the search fields is the heading "Attorney search results" in blue. Underneath is a scrollable list box containing three entries: "IVEY, KENT", "IVEY, KENT L.", and "Ivey, Aty". The "Ivey, Aty" entry is highlighted with a grey background. Below the list box are two buttons: "Select name from list" and "Create new attorney". The "Select name from list" button is circled in black.

Fig. 1

8. At **Attorney Information** screen click [Add attorney]

9. **Select the Party** you represent
10. At **Search for an attorney** screen add last name of attorney applying for verified petition and click [Search]
11. If **Attorney search results** reflect list of names select applicable name and after verifying name and address click [Select name from list]

(NOTE: If no name reflected or **No person found** click [Create new attorney])
12. At **Attorney Information** screen add address if not already reflected and click [Add attorney] (Fig. 2)

Attorney Information

Last name	VINE	First name	HOLLY
Middle name	D.	Generation	
Title		Bar Id	
Office	VINE AND ASSOCIATES	Address 1	2596 SHOWLANE DR
Address 2		Address 3	
City	SILVERTHORNE	State	CO
Zip	80498	Country	
Phone	(303) 892-5369	Fax	
E-mail		Lead attorney	yes ▼

Fig. 2

13. **Select the Party** to be represented
14. When **Search for an attorney** screen appears again, click [End attorney selection]
15. Select **Refer to existing event(s)?**
16. Ensure the correct Verified Petition is selected
17. At **Docket Text** complete prefix box and/or open text box if necessary
18. Click [Next] until transaction completed