

Your name: _____
Your street address: _____
Your city, state, zip: _____
Your phone: _____

Today's Date: _____

Carson City Sheriff's Office
ATTN: Civil Processing Division
911 E. Musser Street
Carson City, NV 89701

To whom it may concern:

Enclosed please find the following:

1. Original and one copy of Summons and Petition for Judicial Review directed to respondent EMPLOYMENT SECURITY DIVISION, STATE OF NEVADA.
2. Original and one copy of Summons and Petition for Judicial Review directed to respondent LYNDA PARVEN, as Administrator of the Employment Security Division.
3. Original and one copy of Summons and Petition for Judicial Review directed to respondent J. THOMAS SUSICH, as Chairperson of the Board of Review.
4. Original and one copy of Summons and Petition for Judicial Review directed to *(name of your former employer)*: _____.

All documents listed above must be served upon Lynda Parven, Administrator of the Nevada Employment Security Division, at the following address:

LYNDA PARVEN, ADMINISTRATOR
Employment Security Division
500 E. Third Street
Carson City, NV 89713

The cost of serving the four Summonses and Petitions is \$19.00 per Summons and \$2.00 per mile, which totals \$78.00. I have enclosed the following to cover the cost of service:

A check or money order made payable to "Carson City Sheriff" in the amount of \$78.00.

OR

An Order to Proceed in Forma Pauperis signed by a judge of the Eighth Judicial District Court to waive service fees pursuant to NRS 12.015(2)(b).

Very truly yours,

*(Your
signature)* _____