

### **VEHICLE OWNER:**

Please take note that it is **your** responsibility to make sure a copy of this packet (which includes the Notice of Hearing and the related Unlawful Tow Complaint) is served on the Defendants. Otherwise, the Defendants will not know to come to the hearing! The hearing cannot go forward unless the judge knows the Defendants were served. You will not serve it, but you must ask the Constable, Sheriff, or private process server to serve it. Follow these steps below to make sure that service is proper:

1. Get a copy of the file-stamped packet with the hearing dates filled out by the clerk on page 3, the Notice of Hearing. Make 2 copies of the packet.
2. As soon as possible, take your 3 copies and go to the Constable or Sheriff in your town and ask them to serve it. You can also request a licensed process server to serve.
  - a. You will have to give the server the names and addresses of the Defendants.
  - b. Make sure you tell the Constable/Sheriff/process server that it must be served before your hearing date.
3. After it is served, the Constable/Sheriff/ process server will fill out an Affidavit of Service.
  - a. If your case is in Las Vegas Justice Court, the Las Vegas Constable/Sheriff will file that Affidavit of Service for you.
  - b. If your case is not in Las Vegas, make sure you ask your server if they will file the Affidavit of Service for you, or you will have to figure out how to get the Affidavit of Service back from the server so you can file it yourself before the hearing.
4. Before your hearing, check your case online ([www.civillawselfhelpcenter.org/courts-and-case-lookup/look-up-my-case](http://www.civillawselfhelpcenter.org/courts-and-case-lookup/look-up-my-case)) or by calling the justice court where you filed to make sure the Affidavit of Service has been properly filed. If service has not been done—maybe because there hasn't been enough time to serve, you will have to go to Court on your hearing day and ask for a continuance so the Defendants can be served before that continued date.