

**JUSTICE COURT, TOWNSHIP OF \_\_\_\_\_**  
**CLARK COUNTY, NEVADA**

*Plaintiff's*  
Name: \_\_\_\_\_

Plaintiff,

vs.

*Defendant's*  
Name: \_\_\_\_\_

Defendant.

Case No.: \_\_\_\_\_

Dept No.: \_\_\_\_\_

**SUMMONS**

**NOTICE! YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT YOUR BEING HEARD UNLESS YOU FILE A RESPONSE WITH THE COURT WITHIN 20 DAYS. READ THE INFORMATION BELOW CAREFULLY.**

To the Defendant named above:

A civil complaint has been filed by the Plaintiff against you. Plaintiff is seeking to recover the relief requested in the complaint, which could include a money judgment against you or some other form of relief.

If you intend to defend this lawsuit, within 20 days<sup>1</sup> after this Summons is served on you (not counting the day of service), you must:

1. File with the Clerk of the Court, whose address is shown below, a formal written response (typically a legal document called an "answer," but potentially some other response) to Plaintiff's complaint.
2. Pay the required filing fee of \$71 to the court, or file an Application to Proceed *In Forma Pauperis* and request a waiver of the filing fee.
3. Serve (by mail or hand delivery) a copy of your response upon the Plaintiff whose name and address is shown below.

**Information and forms to assist you are available, free of charge, at the Civil Law Self-Help Center at the Regional Justice Center, 200 Lewis Avenue, Las Vegas, Nevada, and on the center's website at [www.civillawselfhelpcenter.org](http://www.civillawselfhelpcenter.org).**

If you fail to respond, the Plaintiff can request your default. The court can then enter judgment against you for the relief demanded by the Plaintiff in the complaint, even though you have never

<sup>1</sup> The State of Nevada, its political subdivisions, agencies, officers, employees, board members, commission members, and legislators each have 45 days after service of this Summons within which to file a response to Plaintiff's complaint.

1 appeared in court. To enforce the judgment, the Plaintiff could take money or property from you or some  
2 other relief awarded by the court.

3 If you intend to seek an attorney's advice, do it quickly so that your response can be filed on time.

4 *(This Summons must be signed by the Clerk of the Court.)*

5 **CLERK OF COURT, \_\_\_\_\_**

6  
7 By: \_\_\_\_\_ *(Signature)*  
8 Deputy Clerk Date:

9 *(Insert court name and address below:)*

10  
11  
12 Issued at the request of:

13 I declare under penalty of perjury under the law of the  
14 State of Nevada that the foregoing is true and correct.

15 \_\_\_\_\_ *(Plaintiff's Signature)*  
16 *(Insert Plaintiff's name, address, phone, and e-mail:)*

17 \_\_\_\_\_  
18 \_\_\_\_\_  
19 \_\_\_\_\_  
20 \_\_\_\_\_

21 Plaintiff, In Proper Person

22 **Note: When service is by publication, add a brief statement of the object of the action. See Justice**  
23 **Court Rule of Civil Procedure 4(b).**

24  
25  
26 **APPROPRIATE COURTROOM ATTIRE AND SHOES ARE REQUIRED. NO**  
27 **SHORTS, HALTER TOPS, TANK TOPS, FOOD, OR DRINK ARE PERMITTED.**  
28

1 JUSTICE COURT, TOWNSHIP OF \_\_\_\_\_  
2 CLARK COUNTY, NEVADA

3 CASE NO.: \_\_\_\_\_

4 PLAINTIFF'S NAME: \_\_\_\_\_

5 DEFENDANT'S NAME: \_\_\_\_\_

6 **DECLARATION OF SERVICE UNDER PENALTY OF PERJURY**

7 (Insert name of person performing service) \_\_\_\_\_, being duly  
8 sworn or under penalty of perjury, states that at all times relevant, I was over 18 years of age and not a party to or  
9 interested in the above-captioned case; that I served a copy of the ☐ Summons, ☐ Complaint, ☐ Other (specify)  
10 \_\_\_\_\_ on Defendant (insert Defendant's name) \_\_\_\_\_  
11 \_\_\_\_\_ on (insert date and time you served) \_\_\_\_\_, 20\_\_\_\_,  
12 at the hour of \_\_\_\_\_ M., by the following method (complete appropriate paragraph below):

13 ☐ **For personal service per JCRCP 4(d)(6):** Delivering and leaving a copy with (insert  
14 Defendant's name) \_\_\_\_\_ at (insert address at  
15 which you served) \_\_\_\_\_

16 ☐ **For substitute service per JCRCP 4(d)(6):** Delivering and leaving a copy with (insert name or  
17 physical description of person served) \_\_\_\_\_, a person of suitable age  
18 and discretion residing at Defendant's dwelling house or usual place of abode, at (insert Defendant's address) \_\_\_\_\_

19 ☐ **For service on a business entity per JCRCP 4(d)(1) or (2):** Delivering and leaving a copy with  
20 (insert name or physical description of person served) \_\_\_\_\_,  
21 who is Defendant's (check one) ☐ president or other head, ☐ secretary, ☐ cashier, ☐ managing agent, ☐ resident  
22 agent, or ☐ other \_\_\_\_\_, at (insert address at which you served) \_\_\_\_\_

23 ☐ **Other method of service authorized by Nevada statute or court rule:** \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_

26 **I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAW OF THE STATE OF NEVADA THAT**  
27 **THE FOREGOING IS TRUE AND CORRECT.**

28 **SERVER'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Server's Phone: \_\_\_\_\_

Server's ☐ Residential/ ☐ Business Address: \_\_\_\_\_

☐ I am a licensed process server or an employee of a licensed process server; my license or registration number is  
(insert license or registration number): \_\_\_\_\_.

☐ I am not required to be licensed under chapter 648 of the Nevada Revised Statutes or another provision of law  
because am not engaged in the business of serving legal process within the State of Nevada.