Overview of the Small Claims Process in the Las Vegas <u>Ju</u>stice Court

Plaintiff must send DEMAND LETTER to Defendant by certified mail. Plaintiff must wait 10 business days after mailing to file Small Claims Complaint.

Plaintiff files SMALL CLAIMS COMPLAINT. Must provide demand letter, proof of mailing, and pay filing fee. Plaintiff has one year after filing to serve Defendant with complaint, instructions, and answer form. Plaintiff must file proof of service with court.

If Plaintiff DOES serve Defendant, Defendant must file SMALL CLAIMS ANSWER within 20 days.

If Plaintiff DOES NOT serve Defendant, case DISMISSED.

If Defendant DOES file answer, mandatory MEDIATION scheduled with the Neighborhood Justice Center.

If Defendant DOES NOT file answer, Plaintiff files for DEFAULT JUDGMENT against Defendant.

SMALL CLAIMS MEDIATION HELD.

If Plaintiff DOES NOT attend mediation, case DISMISSED.

If Defendant DOES
NOT attend
mediation, DEFAULT
JUDGMENT for
Plaintiff.

If both sides DO attend mediation but no settlement, case set for HEARING.

If both sides DO attend mediation and settle, case CLOSED.

SMALL CLAIMS HEARING HELD. Case is heard by referee.

If Plaintiff DOES NOT attend hearing, case DISMISSED.

If Defendant DOES NOT attend hearing,

DEFAULT JUDGMENT for Plaintiff.

If either party disagrees with JUDGMENT, file FORMAL OBJECTION within 5 days.

FORMAL OBJECTION HEARING HELD. Case is reheard by Justice of the Peace.

If Plaintiff DOES NOT attend hearing, case DISMISSED.

If Defendant DOES NOT attend hearing,
DEFAULT JUDGMENT for Plaintiff.

If either party disagrees with JUDGMENT, file APPEAL to District Court within 5 days.

Must pay filing fee, cost bond, and judgment amount.

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For forms and additional information, visit www.civillawselfhelpcenter.org