

**Justice Court, Henderson Township**  
**CLARK COUNTY, NEVADA**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Defendant / Counterclaimant,  
---vs---  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Plaintiff(s) / Counterdefendant(s).

CASE NO. \_\_\_\_\_

DEPT NO. \_\_\_\_\_

**COUNTERCLAIM  
SMALL CLAIMS**

STATE OF NEVADA    )  
COUNTY OF CLARK    )

I, *(insert your full name)* \_\_\_\_\_, being duly sworn, state that the Plaintiff/Counterdefendant owes the Defendant/Counterclaimant the sum of \$ \_\_\_\_\_. The reason for this indebtedness is:

Demand for payment has been made, and the Plaintiff/Counterdefendant refuses to pay the same. Henderson Justice Court, in the County of Clark, State of Nevada has jurisdiction because the Plaintiff/Counterdefendant resides, does business in, or is employed in Henderson Township at the time of the filing of the complaint, or was so when the cause of action arose; or in cases involving injury to the person or property, Henderson Township is the location where the injury occurred; or in cases involving a contract to perform an obligation, where the obligation is or was to be performed.

**I declare under penalty of perjury under the laws of the State of Nevada that the foregoing is true and correct (NRS 53.045).**

\_\_\_\_\_  
*(Affiant's Signature)*

\_\_\_\_\_  
*(Date)*

**SUMMONS & ORDER TO APPEAR**

**NOTICE: YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT YOUR BEING HEARD UNLESS YOU APPEAR ON THE FOLLOWING DATE.**

**YOU ARE HEREBY ORDERED TO APPEAR FOR TRIAL AT:**

**HENDERSON JUSTICE COURT • 243 WATER STREET • HENDERSON, NEVADA 89015**

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at the hour of **8:30AM** in Dept. # \_\_\_\_\_ and present any defense you may have. All parties who appear in Court must be authorized to potentially enter into binding agreements through a mediation process. You are further notified that in the event you do not appear on time, judgment will be given against you, which may result in the garnishment of wages and the seizure of property.

**IT IS MANDATORY TO BRING WITH YOU ALL WITNESSES AND AN ORIGINAL AND TWO (2) COPIES OF ANY EVIDENCE, RECEIPTS OR BOOKS NECESSARY TO PROVE YOUR CASE.**

**INDIVIDUAL PIECES OF EVIDENCE SHOULD BE ORGANIZED AND CLEARLY MARKED FOR REFERENCE FOR THE COURT.**

CONTACT HENDERSON JUSTICE COURT TO CONFIRM COURT DATE: (702) 455-7980.

COURT COSTS           \$ \_\_\_\_\_  
CONSTABLE/PS FEES   \$ \_\_\_\_\_  
TOTAL                   \$ \_\_\_\_\_

**AFFIDAVIT OF SERVICE**

STATE OF NEVADA )  
  :ss  
COUNTY OF CLARK )

\_\_\_\_\_ being duly sworn says: That at all times herein affiant was and is a citizen of the United States, over 18 years of age, not a party to or interested in the proceeding in which this affidavit is made. That affiant received \_\_\_\_ copy(ies) of the Affidavit of Complaint Small Claims on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ and served the same on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by:

**(Affiant must complete the appropriate paragraph)**

- 1. Delivering and leaving a copy with the Plaintiff/Counterdefendant \_\_\_\_\_ at *(insert address)* \_\_\_\_\_.
- 2. Serving the Plaintiff/Counterdefendant \_\_\_\_\_ by personally delivering and leaving a copy with \_\_\_\_\_, a person of suitable age and discretion residing at the Plaintiff/Counterdefendant’s usual place of abode located at *(insert address)*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Use paragraph 3 for service upon agent, completing A or B)**

- 3. Serving the Plaintiff/Counterdefendant \_\_\_\_\_ by personally delivering and leaving at: *(insert address)* \_\_\_\_\_  
\_\_\_\_\_
  - a. With \_\_\_\_\_ as \_\_\_\_\_, an agent lawfully designated by statute to accept service of process;
  - b. With \_\_\_\_\_, pursuant to NRS 14.020 as a person of suitable age and discretion at the above address, which address is the address of the resident agent as shown on the current certificate of designation filed with the Secretary of State.

- 4. **You must obtain an Order from the Judge prior to service by mail of an Affidavit of Complaint.** Personally depositing a copy in a mailbox of the United States Post Office, enclosed in a sealed envelope postage prepaid *(check appropriate method)*: \_\_\_\_\_ Certified mail, return receipt requested \_\_\_\_\_ Registered mail, return receipt requested addressed to the Plaintiff/Counterdefendant \_\_\_\_\_ at Plaintiff/Counterdefendant’s last known address which is: *(insert address)* \_\_\_\_\_  
\_\_\_\_\_

(For valid service by mail, a copy of the Certificate of Mailing or Return Receipt must be attached hereto.)

**Pursuant to NRS 53.045, I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct. Executed in the State of Nevada, County of Clark.**

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Person Making Service)*

\_\_\_\_\_  
*(Phone Number)*

\_\_\_\_\_  
*(Printed Name of Person Making Service)*

**NOTATIONS**