

1 JUSTICE COURT, _____ TOWNSHIP
2 CLARK COUNTY, NEVADA

3 Name: _____) CASE NO.: _____)
4 Plaintiff,))
5 -vs-))
6 Name: _____))
7 Defendant(s).))

MOTION FOR SERVICE OF SMALL
CLAIMS COMPLAINT BY CERTIFIED
MAIL

8 COMES NOW, the undersigned Plaintiff and hereby requests that the Court allow service of process to be
9 made upon (Name of Defendant(s)) _____ by certified mail, return
10 receipt requested. This Motion is made pursuant to JCRCP 91 and is based upon the following facts:

11 1. That the last known address of the Defendant(s) was _____

12
13 2. That the Plaintiff is informed and believes that this is the last known address of the Defendant(s)
14 because: _____

15 3. That on the _____ day of _____, 20____ the Plaintiff provided
16 (specify how many) _____ file-stamped copy(ies) of the Affidavit of Complaint to (name of server) _____
17 _____, a person over the age of 18 who is neither a party to nor interested in these proceedings.

18 4. That the Plaintiff is informed and believes that (name of server) _____,
19 has made efforts to personally serve the Defendant(s) with process but has been unable to complete service of
20 process.

21 5. A Declaration of Due Diligence is being filed herewith.

22 6. That the Plaintiff therefore requests that the Court sign an Order allowing the Plaintiff to serve the
23 Defendant(s) by sending a file-stamped copy of the Affidavit of Complaint by certified mail, return receipt
24 requested, to the Defendant(s)' last known address.

25 Per NRS 53.045, I declare under penalty of perjury that the foregoing is true and correct.

26 Executed on _____ (Date) _____ (Signature)
27
28

JUSTICE COURT, _____ TOWNSHIP
CLARK COUNTY, NEVADA

Name: _____) CASE NO.: _____)

Plaintiff,)

-vs-)

Name: _____)

Defendant(s).)

**DECLARATION OF DUE DILIGENCE
IN SUPPORT OF MOTION FOR SERVICE
OF SMALL CLAIMS COMPLAINT BY
CERTIFIED MAIL**

I, (name of third party process server) _____, under penalty of perjury, declare as follows:

1. That I am over 18 years of age and am not a party to or interested in the above-entitled case.

2. That I reside at (your address) _____

and my telephone number is (_____) _____.

3. That on the _____ day of _____, 20____ the Plaintiff provided me with (specify how many) _____ file-stamped copy(ies) of the Affidavit of Complaint.

4. That I have made diligent efforts to personally serve the Defendant(s) with process but have been unable to complete service of process. The following attempts to serve the Defendant(s) were made:

DATE	TIME	REASON SERVICE COULD NOT BE MADE

Per NRS 53.045, I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____
(Date)

(Signature)

