

JUSTICE COURT, TOWNSHIP OF [SELECT TOWNSHIP]  
CLARK COUNTY, NEVADA

Plaintiff's  
Name:

[INSERT PLAINTIFF'S COMPLETE NAME]

Plaintiff,

vs.

Defendant's  
Name:

[INSERT DEFENDANT'S COMPLETE NAME]

Defendant.

Case No.: [INSERT CASE NUMBER]

Dept No.: [INSERT DEPT. NO.]

TIP! You can find the information to fill out this caption section by looking at the Complaint for Unlawful Detainer that you prepared.

- The "Township" will be the township where the property is located (for example, Las Vegas, North Las Vegas, Henderson, etc.).
- Type "Plaintiff's Name" and "Defendant's Name" just as they appear on the complaint you prepared.
- If you're filing this Summons at the start of your case, you may not have a Case Number and Department Number yet. Just leave those spaces blank, and the court clerk will assign them.

**SUMMONS – UNLAWFUL DETAINER**

**NOTICE! YOU HAVE BEEN SUED. THE COURT MAY DECIDE YOUR BEING HEARD UNLESS YOU FILE A RESPONSE WITH THE COURT WITHIN 20 DAYS.<sup>1</sup> READ THE INFORMATION BELOW CAREFULLY.**

To the Defendant named above:

A Complaint for Unlawful Detainer has been filed by the Plaintiff against you. Plaintiff is seeking to recover possession of the premises referenced in the complaint and could also be seeking a money judgment against you.

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 (called an "answer") 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, which could result in your removal

<sup>1</sup> Your time to file a response and defend this action may have been shortened by order of the court per NRS 40.300(2). Read all documents you receive carefully to determine whether a court order shortening your time was issued and your exact deadline to respond.

1 from the premises at issue and the taking of money from you.

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

TIP! Type the justice court's name and address where you are filing.

- Boulder City Justice Court, 505 Ave G, Boulder City, NV
- Bunkerville Justice Court, 190 W Virgin St, Bunkerville, NV
- Goodsprings Justice Court, 23120 Las Vegas Blvd So, Jean, NV
- Henderson Justice Court, 243 South Water St, Henderson, NV
- Las Vegas Justice Court, 200 Lewis Ave, Las Vegas, NV
- Laughlin Justice Court, 101 Civic Way Suite 2, Laughlin, NV
- Mesquite Justice Court, 500 Hillside Drive, Mesquite, NV
- Moapa Justice Court, 1340 E Hwy 168, Moapa, NV
- Moapa Valley Justice Court, 320 N Moapa Valley Rd, Overton, NV
- North Las Vegas Justice Court, 2428 N Martin Luther King Blvd A, North Las Vegas, NV
- Searchlight Justice Court, 1090 Cottonwood Cove Rd, Searchlight, NV

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

CLERK OF COURT, \_\_\_\_\_

By: \_\_\_\_\_ (Signature)  
Deputy Clerk Date:

(Insert court name and address below:)

**[INSERT NAME AND ADDRESS OF JUSTICE COURT WHERE FILING]**

Issued at the request of:

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

**[SIGN HERE AFTER PRINTING, OR ATTACH DIGITAL SIGNATURE IF ALLOWED BY COURT RULES]**

\_\_\_\_\_  
(Plaintiff's Signature)

(Insert Plaintiff's name, address, phone, and e-mail:)

**[INSERT PLAINTIFF'S NAME, ADDRESS, PHONE, AND E-MAIL ADDRESS]**

Plaintiff, In Proper Person

#### Is this the right form for you?

This form might be right for you if all of the following apply:

- You are the owner listed on the deed to the property. (If the property is owned by a business entity such as a corporation, an LLC, or a trust, you cannot use this form. Those entities must be represented by an attorney.)
- You have prepared a Complaint for Unlawful Detainer and have filed (or intend to file) the complaint with the court.
- If you have already filed, not more than 120 days have passed since the date you filed. (If more than 120 have passed, you will need to file a motion asking the court to enlarge the time for service. JCRCP 4(i).)
- You are filing your case in one of the justice courts other than the Las Vegas Justice Court. That court generates a Summons automatically when you file your case.

#### What you should know before you file:

- Filing fee: The court will charge you a filing fee to file your Complaint for Unlawful Detainer. The filing fee may vary depending on the dollar amount of your claim. To verify the amount of the filing fee, click to visit [Filing Fees And Waivers](#). There is no additional charge for the court clerk to issue this Summons.

#### Filing With the Court:

In person: Take your completed form to the justice court for the township where the rental property is located. You'll need to make at least two additional copies of your form. Give the original and all copies to the court clerk for filing. The clerk will return the filed copies to you.

#### Serving the Other Side:

After the clerk issues this summons, you must arrange to have the summons and the Complaint for Unlawful Detainer "served" (delivered) to each occupant of the property whom you named as a defendant (along with any other applications or orders you are filing).

- Service can be completed by the constable, sheriff, or a private process server. For contact information for the sheriff and constable, click to visit [Constables & Sheriffs](#).
- There will be a charge to have your summons and complaint served. The cost is usually a flat fee plus mileage. Contact the sheriff, constable, or process server in advance to determine the cost of service and the number of copies of the summons and complaint needed for service.
- After service is complete, the constable, sheriff, or process server must complete the Declaration of Service on the next page (or a similar affidavit of service), specifically describing the method of service. You must ensure that a declaration or affidavit is filed with the court as proof that the Defendant was properly served.
- If you named more than one Defendant, each named Defendant must be served separately, and a separate declaration or affidavit of service must be filed for each.
- If you have set a "show cause" hearing, the summons and complaint must be served on Defendant at least 11 calendar days before the hearing date.
- The summons and complaint must be served on Defendant within 120 from the date you file your complaint.

JUSTICE COURT, TOWNSHIP OF [SELECT TOWNSHIP]  
CLARK COUNTY, NEVADA

CASE NO.: [INSERT CASE NUMBER]

PLAINTIFF'S NAME: [INSERT PLAINTIFF'S NAME FROM CASE CAPTION]

DEFENDANT'S NAME: [INSERT DEFENDANT'S NAME FROM CASE CAPTION]

**DECLARATION OF SERVICE UNDER PENALTY OF PERJURY**

(Insert name of person performing service) \_\_\_\_\_, being duly 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 interested in the above-captioned case; that I served a copy of the ☐ Summons, ☐ Complaint for Unlawful Detainer, ☐ Ex Parte Application for Order to Show Cause Why a Temporary Writ of Restitution Should Not Issue and Order Shortening Time to Answer Complaint, ☐ Order to Show Cause Why a Temporary Writ of Restitution Should Not Issue and Order Shortening Time to Answer on (insert date and time you served)

\_\_\_\_\_, 20\_\_\_\_, at the hour of \_\_\_\_\_.M., by (complete appropriate paragraph below):

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

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

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

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

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

**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.