

Justice Court, \_\_\_\_\_ Township

CLARK COUNTY, NEVADA

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

**AFFIDAVIT OF COMPLAINT**

**SMALL CLAIMS**

Plaintiff,

---VS---

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Defendant,

STATE OF NEVADA       )  
COUNTY OF CLARK     )

\_\_\_\_\_, being duly sworn, states: that the Defendant owes the Plaintiff the

sum of \$ \_\_\_\_\_ for \_\_\_\_\_

that demand for payment has been made; the Defendant refuses to pay; that the Defendant either resides, works or does business in the Township of \_\_\_\_\_, County of Clark, State of Nevada.

**SUBSCRIBED AND SWORN** to before me this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

PLAINTIFF

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

NOTARY PUBLIC

**OR: ONE OF THE FOLLOWING: Per NRS 53.045**

(a) If executed in this state (Nevada): "I declare under penalty of perjury that the foregoing is true and correct."

Executed on \_\_\_\_\_  
(Date)

(Signature)

(b) If executed outside of this state (Nevada): "I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct."

Executed on \_\_\_\_\_  
(Date)

(Signature)

**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 on the Plaintiff's claim at the Justice Court located at:

\_\_\_\_\_. COURTROOM NO. \_\_\_\_\_

ON \_\_\_\_\_, \_\_\_\_\_ AT THE HOUR OF \_\_\_\_\_ and present any defense you may have. You are further notified that in the event you do not appear, Default Judgment will be given against you in the amount claimed due by the Plaintiff, which may result in the garnishment of wages and the seizure of property. **PLEASE BRING WITH YOU ALL WITNESSES, AN ORIGINAL AND 2 COPIES OF ANY EVIDENCE, RECEIPTS OR BOOK, NECESSARY TO PROVE YOUR CASE.**

APPROPRIATE COURTROOM ATTIRE REQUIRED. NO SHORTS, HALTER OR TANK TOPS  
SHOES ARE REQUIRED. (NO FOOD OR DRINK PERMITTED) NO SMOKING IN THE COURTHOUSE  
CHILDREN MUST REMAIN QUIET

<b>JUSTICE COURT, TOWNSHIP OF</b> <small>(insert township name)</small> _____, Clark County, Nevada	<b>Case No.</b> _____ <b>Department No.</b> _____
<b>Name of Plaintiff(s):</b> _____	<b>AFFIDAVIT OF SERVICE</b>
<b>VERSUS</b>	
<b>Name of Defendant(s):</b> _____	

(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 received a copy of the (insert name of documents you served) \_\_\_\_\_ on (insert date you received documents) \_\_\_\_\_, 20\_\_\_\_; and that I served the same on Defendant (insert Defendant's name) \_\_\_\_\_ on (insert date and time you served documents) \_\_\_\_\_, 20\_\_\_\_, at the hour of \_\_\_\_\_.M., by (complete appropriate paragraph below):

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

2. **For substitute service per JCRCP 4(d)(6) (other than Orders for Protection):** 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) \_\_\_\_\_

3. **For service by registered or certified mail per JCRCP 91 (if allowed):** Depositing a copy in a mailbox of the United States Post Office, enclosed in a sealed envelope, postage prepaid, certified or registered mail, return receipt requested, addressed to Defendant at (insert Defendant's address) \_\_\_\_\_. (A copy of the signed return receipt must be attached.)

4. **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) \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
☐ Residential/ ☐ Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**You MUST check one of the following boxes AND have this affidavit notarized (bottom left) or sign the unsworn declaration per NRS 53.045 (bottom right):**

- ☐ 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 I am not engaged in the business of serving legal process within the State of Nevada.

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
 \_\_\_\_\_  
 NOTARY PUBLIC in and for the  
 County of \_\_\_\_\_, State of \_\_\_\_\_

"I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct."  
 (Signature): \_\_\_\_\_  
 (Date): \_\_\_\_\_