

TO-DO LIST

(After you complete Part I of the Petition for Judicial Review of Unemployment Decision interview)

Print & Sign Your Paperwork, Make Copies, Complete Fee Waiver (if necessary), and File with the Court

Print and sign all the documents on the signature lines.

Make the following number of copies:

1. Civil Cover Sheet (just original, no copies)
2. Petition for Judicial Review (original plus five copies)
3. Summons to Employment Security Division (original plus two copies)
4. Summons to Renee Olson as Administrator (original plus two copies)
5. Summons to Katie Johnson as Chairperson (original plus two copies)
6. Summons to Your Former Employer (original plus two copies)
7. Application to Proceed In Forma Pauperis (original plus two copies) (only if asking the court to waive service and interpreter fees)

If you will not be able to afford service or interpreter fees, use this interview to complete an application to waive those fees (called a fee waiver):
<https://nevada.tylerhost.net/SRL/SRL/Start?legalProcessKey=Clark County District Court Fee Waiver>

Take all your documents to the District Court Clerk's Office on the third floor at the Regional Justice Center, 200 Lewis Avenue, in downtown Las Vegas, for filing.

Prepare your documents for service.

Gather your file-stamped documents. If you did not file a fee waiver, the clerk will file the documents in front of you and return certain documents to you, and you will move on to the next step. If you did file a fee waiver, you will have to wait a few days to see if the judge approves it. If the judge approves the fee waiver, you will have to go back to the clerk's office to pick up your file-stamped order waiving fees before you can move on to the next steps. If the judge does not approve the fee waiver, you can still move on to the next steps, but you will have to pay the fees.

Address a large envelope to:

Carson City Sheriff's Office
c/o Kathy Thomas
911 E. Musser Street
Carson City, NV 89701

- Arrange your packet of documents in the envelope in the following order:
1. Your completed cover letter to the Carson City Sheriff;
 2. An original and one copy of the Summons to the Employment Security Division, with a copy of the Petition for Judicial Review attached (so two summons and two petitions total), all clipped together with a paper clip;
 3. An original and one copy of the Summons to Renee Olson as Administrator, with a copy of the Petition for Judicial Review attached, all clipped together;
 4. An original and one copy of the Summons to Katie Johnson as Chairperson, with a copy of the Petition for Judicial Review attached, all clipped together;
 5. An original and one copy of the Summons to your former employer, with a copy of the Petition for Judicial Review attached, all clipped together; and
 6. A check or money order payable to "Carson City Sheriff" in the amount of \$78.00 or an "Order to Proceed in Forma Pauperis" signed by a district court judge waiving the cost of service.

Mail the envelope with the packet inside to the Carson City Sheriff.

File Your Proof of Service with the Court Clerk.

When the Carson City Sheriff's Office receives the documents you mailed in the last step, the Sheriff's office will serve your summonses and petitions. The sheriff's office will then prepare Affidavits of Service for each of the respondents and mail them to you. After you receive the four affidavits from the sheriff's office, take them to the District Court Clerk's Office (where you filed your other documents) for filing.

Receive and Analyze Your Record from the Employment Security Division.

Within thirty days or so from the time the Employment Security Division receives your petition from the sheriff, the division will file with the court the entire "record" from your administrative hearing. You will receive a copy of your record in the mail. Note the date that the record was mailed to you—***you will have 40 days from the date it was mailed to you to file your opening brief.***

Complete your Opening Brief by visiting:

[https://nevada.tylerhost.net/SRL/SRL/Start?legalProcessKey=Clark County Opening Brief for Unemployment Judicial Review.](https://nevada.tylerhost.net/SRL/SRL/Start?legalProcessKey=Clark County Opening Brief for Unemployment Judicial Review)

For more detailed information on Petitions for Judicial Review of Unemployment Decisions, visit <http://www.civillawselfhelpcenter.org/self-help/other-topics/judicial-review-of-unemployment-decisions>