

1 **SUMM**

2 _____
(Your Name)

3 _____
(Your Mailing Address)

4 _____
(Your City, State, Zip Code)

5 _____
(Your Telephone Number)

6 _____
(Your Fax Number)

7 _____
(Your E-mail Address)

8 Plaintiff, Self-Represented

9 **EIGHTH JUDICIAL DISTRICT COURT**

10 **CLARK COUNTY, NEVADA**

11 *Plaintiff's*
12 *Name:* _____

13 Plaintiff,

14 vs.

13 *Defendant's*
14 *Name:* _____

15 Defendant.

Case No.: _____

Dept. No.: _____

16 **SUMMONS**

17 **NOTICE! YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT**
18 **YOUR BEING HEARD UNLESS YOU FILE A RESPONSE WITH THE COURT**
19 **WITHIN 21 DAYS. READ THE INFORMATION BELOW CAREFULLY.**

19 To the Defendant named above: _____

20 A civil complaint has been filed by the Plaintiff against you. Plaintiff is seeking to recover the
21 relief requested in the complaint, which could include a money judgment against you or some other form
22 of relief.

23 If you intend to defend this lawsuit, within 21 calendar days¹ after this Summons is served on you
24 (not counting the day of service), you must:

- 25 1. File with the Clerk of the Court, whose address is shown below, a formal written
26 response (typically a legal document called an "answer," but potentially some other

27 _____
28 ¹ The State of Nevada, its political subdivisions, agencies, officers, employees, board members, commission members, and legislators each have 45 days after service of this Summons within which to file a response to Plaintiff's complaint.

1 response) to Plaintiff's complaint.

2 2. Pay the required filing fee to the court, or file an Application to Proceed *In Forma*
3 *Pauperis* and request a waiver of the filing fee.

4 3. Serve (by mail or hand delivery) a copy of your response upon the Plaintiff whose name
5 and address is shown below.

6 **Information and forms to assist you are available, free of charge, at the Civil Law Self-**
7 **Help Center at the Regional Justice Center, 200 Lewis Avenue, Las Vegas, Nevada, and on**
8 **the center's website at www.civillawselfhelpcenter.org.**

9 If you fail to respond, the Plaintiff can request your default. The court can then enter judgment
10 against you for the relief demanded by the Plaintiff in the complaint, which could result in money or
11 property being taken from you or some other relief requested in Plaintiff's complaint.

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

13 **STEVEN D. GRIERSON, CLERK OF COURT**

14 _____
15 By:

16 Deputy Clerk
17 Regional Justice Center
200 Lewis Avenue
Las Vegas, Nevada 89155

14 _____
Date:

18 Issued at the request of:

19 _____
(Signature)

20 _____
(Your Name)

21 _____
(Your Street Address)

22 _____
(Your City, State, and Zip Code)

23 Plaintiff, Self-Represented

24
25 *Note: When service is by publication, add a brief summary of the claims asserted, the relief sought, and include any special statutory*
26 *requirements. This summary should have been proposed through a Motion Seeking Publication and approved through an Order*
27 *for Service by Publication. See Nevada Rule of Civil Procedure 4.4(c).*

1 **AOS**

2 _____
(Your Name)

3 _____
(Your Mailing Address)

4 _____
(Your City, State, Zip Code)

5 _____
(Your Telephone Number)

6 _____
(Your Fax Number)

7 _____
(Your E-mail Address)

8 **Plaintiff, Self-Represented**

9 **EIGHTH JUDICIAL DISTRICT COURT**

10 **CLARK COUNTY, NEVADA**

11 *Plaintiff's*
Name: _____

Case No.: _____

Dept. No.: _____

12 **Plaintiff,**

13 vs.

14 *Defendant's*
Name: _____

15 **Defendant.**

16 **AFFIDAVIT/DECLARATION OF SERVICE UNDER PENALTY OF PERJURY**

17 *(Insert name of person performing service)* _____, being duly
18 sworn or under penalty of perjury, states that at all times relevant, I was over 18 years of age and not a
19 party to or interested in the above-captioned case; that I served a copy of the Summons, Complaint,

20 **Other** *(specify)* _____ on *(insert date and*
time you served) _____, 20____, at the hour of _____ .M., on Defendant *(insert Defendant's*
21 *name)* _____ by the

22 following method *(complete appropriate paragraph below):*

23 **Personal service per NRCP 4.2(a)(1):** Delivering and leaving a copy with *(insert*
24 *Defendant's name)* _____ at *(insert address at*
25 *which you served)* _____.

26
27 ///

1 **Substitute service per NRCP 4.2(a)(2):** Delivering and leaving a copy with *(insert name or*
2 *physical description of person served)* _____, a person of suitable age
3 and discretion residing at Defendant's dwelling house or usual place of abode, at *(insert Defendant's address)*
4 _____.

5 **Service on a business entity per NRCP 4.2(c)(1)(A):** Delivering and leaving a copy
6 with *(insert name or physical description of person served)* _____,
7 who is Defendant's *(check one)* registered agent, officer or director, partner; member, manager,
8 trustee, or other *(specify)* _____, at *(insert address at which you served)*
9 _____.

10 **Other method of service authorized by Nevada statute or court rule:**
11 _____
12 _____

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

15 **SERVER'S SIGNATURE:** _____ **Date:** _____

16 Server's Phone: _____

17 Server's Residential/ Business Address: _____

18 I am a licensed process server or an employee of a licensed process server; my license or registration
19 number is *(insert license or registration number):* _____.

20 I am not required to be licensed under chapter 648 of the Nevada Revised Statutes or another
21 provision of law because am not engaged in the business of serving legal process within the State of
22 Nevada.