

Overview of the Small Claims Process

(Other Than Las Vegas Justice Court)



Plaintiff must send **DEMAND LETTER** to Defendant by certified mail. Plaintiff must wait 10 business days after mailing (15 days in Henderson Justice Court) to file case.

Plaintiff files **SMALL CLAIMS COMPLAINT**. Must provide court clerk with complaint, demand letter, and proof of mailing, and must pay filing fee. Plaintiff will receive court date from court clerk. Plaintiff must have Defendant served with complaint and must file proof of service with court at least 10 business days before scheduled court date.

If Plaintiff **HAS NOT** served complaint on Defendant prior to court date, Plaintiff must file **APPLICATION TO RESET EXPIRED COURT DATE**, obtain new court date, serve Defendant, and file proof of service with court at least 10 days before court date.

IN NORTH LAS VEGAS AND HENDERSON JUSTICE COURTS
Parties must mediate through Neighborhood Justice Center on court date set by clerk.
MANDATORY MEDIATION HELD.

If both sides **DO** attend mediation and reach settlement, case **CLOSED**.

If Defendant **DOES NOT** attend mediation, **DEFAULT JUDGMENT** for Plaintiff.

If Plaintiff **DOES NOT** attend mediation, case **DISMISSED**.

If both sides **DO** attend mediation but no settlement reached, case set for **HEARING**.
• In Henderson, hearing held same date.
• In North Las Vegas, hearing set for future date.

SMALL CLAIMS HEARING HELD. Case is heard by Justice of the Peace.

If Defendant **DOES NOT** attend hearing, **DEFAULT JUDGMENT** for Plaintiff.

If Plaintiff **DOES NOT** attend hearing, case **DISMISSED**.

If either party disagrees with **JUDGMENT**, file **APPEAL** to District Court within 5 days. Must pay filing fee, cost bond, and judgment amount.