IN THE JUSTICE COURT OF INCLINE VILLAGE – CRYSTAL BAY TOWNSHIP

COUNTY OF WASHOE, STATE OF NEVADA

Plaintiff(s): _____
Address: _____
Phone: _____
Email: _____

Case No: _____
Mediation Date: _____
Hearing Date: _____

vs.

Defendant(s): _____
Address: _____
Phone: _____
Email: _____

DECLARATION OF COMPLAINT

I, _____ *(insert name)* declare, either upon knowledge or information and belief, that Defendant(s) owe(s) the Plaintiff(s) $_____, plus court costs, for the following reason(s): _____

_____

_____

_____

This case ☐ does or ☐ does not involve an Order for Protection.

I declare that I have demanded payment of said sum; that the defendant(s) refused to pay the same and no part thereof has been paid.

I declare to the best of my knowledge that jurisdiction exists under NRS 73.010 because:

☐ Defendant(s) is/are a resident in the Incline Village – Crystal Bay Township;
☐ Defendant(s) does/do business in the Incline Village – Crystal Bay Township;
☐ Defendant(s) is/are employed in the Incline Village – Crystal Bay Township;
☐ This case involves injury to person/property committed in Incline Village – Crystal Bay Township; or
☐ This case involves a contract to perform an obligation that is or was supposed to be performed in the Incline Village – Crystal Bay Township.

The undersigned does hereby affirm that pursuant to NRS 239B.030, this document does not contain the social security number of any person.

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

Date:_____ _____

Plaintiff Signature

Incline Justice Court

ORDER FOR MEDIATION

THE STATE OF NEVADA to the above-named plaintiff(s) and defendant(s): **You are hereby ordered to appear for MANDATORY MEDIATION via videoconferencing on the _____ day of _____, 2026, at 1:00 p.m.**

Date Reset for _____ at 1:00 p.m.

Date Reset for _____ at 1:00 p.m.

Date Reset for _____ at 1:00 p.m.

*****IMPORTANT*****

- **Mediation will be held via zoom videoconferencing. To join the mediation, visit www.zoom.us/join and enter the following meeting ID: 986 8031 4606**
- Ensure your device is adequately charged and that zoom has been downloaded prior to the Mediation.
- Sign on 5 minutes before mediation starts to check in and ensure that your device is working properly.
- Email IJCinfo@washoecounty.gov or call 775-832-4100 if you have any trouble joining the mediation.
- Failure to appear at this Mediation or failure to appear on time may result in the entry of a default judgment or dismissal.
- Please review "Other Important Information" on the next page.

ORDER FOR SMALL CLAIMS HEARING

THE STATE OF NEVADA to the above-named defendant(s): **You are hereby ordered to appear for a SMALL CLAIMS HEARING on the _____ day of _____, 2026, at 1:00 p.m. at the Incline Justice Court, located at 855 Alder Blvd., Incline Village, NV 89451.**

Date Reset for _____ at 1:00 p.m.

Date Reset for _____ at 1:00 p.m.

Date Reset for _____ at 1:00 p.m.

CERTIFICATE OF PERSONAL SERVICE

State of Nevada; County of Washoe:

I declare 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 **Declaration of Complaint and Order for Small Claims Mediation and Small Claims Hearing**, and that I served the same by delivering to and leaving with the following persons, at the address and on the date set forth opposite each name below, in Washoe County, Nevada:

Name of Person Served	**Street Address and City Where Served**	**Date of Service**

Place of Service was ☐ a business; ☐ residence of party served; ☐ other:

_____

Fee for service $_____ plus mileage $_____ for a total cost of $_____.

Pursuant to NRS 53.045, I declare under penalty of perjury that the foregoing is true and correct.

Date	(Agency) Name	Signature of person making service
		License number: _____

OTHER IMPORTANT INFORMATION

COURT RULES: Small claims cases, including service of process, are governed by the Justice Court Rules of Civil Procedure. A copy of the rules can be found at www.washoecounty.gov/ijc/ under Court Forms > Civil and Small Claims > Small Claims > Justice Court Rules of Civil Procedure.

PROOF OF SERVICE: Plaintiff must file the Certificate of Service with the Incline Justice Court at least ten (10) days prior to the date set for Mediation. If the plaintiff fails to file a timely Certificate of Service, the court will vacate the Mandatory Mediation and Small Claims hearing.

NON-APPEARANCE: This is an Order of the Court to Appear for Mediation and Small Claims Hearing in an action filed in the Incline Village – Crystal Bay Township Small Claims Court. **If a defendant fails to appear for Mandatory Mediation or the Small Claims hearing, a Default Judgment may be entered against you in the amount the plaintiff claimed, plus costs**. **If a plaintiff fails to appear for Mediation or the Small Claims hearing, this case will be dismissed.**

SETTLEMENT: The parties may communicate prior to Mediation to make an out-of-court settlement.

DEFENSES: If Defendant wishes to contest Plaintiff's claim, Defendant **must appear** at the Mandatory Mediation.

COUNTERCLAIMS: If Defendant believes (A) Plaintiff owes Defendant money, or (B) Plaintiff's claim should be reduced by what Plaintiff owes Defendant, Defendant may file a counterclaim. Counterclaims must be filed and served at least 7 calendar days prior to the mediation date.

EXEMPTIONS: If a defendant is seeking exemption from Mediation, a written Motion Seeking Exemption from Mediation must be filed within ten (10) calendar days after being served with this Declaration and Order. The motion must be served to the Plaintiff, and a completed certificate of service must be filed with the Court.

INTERPRETER: If a court-appointed interpreter is required at a mediation for a party who does not speak English or for a party with a communication disability, that party must file a written Request for Interpreter with the Court at least seven (7) days prior to the mediation date for judicial review.

IF AN AGREEMENT IS REACHED: If the mediation results in an agreement, the Mediator will assist the parties in filing a Stipulation and Order After Mediation with the Court. Upon receipt, the Court will issue an Order and/or Motion to Dismiss Small Claims Hearing, as appropriate, based on the circumstances.

IF NO AGREEMENT IS REACHED: If no agreement is reached in mediation, the parties are required to attend the Small Claims Hearing in front of a judge. The parties must file all Exhibits (documents, photographs, papers, etc.) with the Court no less than ten (10) days prior to the date set for the Small Claims Hearing. Exhibits should be arranged chronologically and individually numbered if possible. Parties must provide one copy to the opposing party, one copy to the Court for filing, and keep one copy for themself. Failure to file the exhibits in a timely manner may result in their exclusion at the small claims hearing.

COURT INFORMATION: Please contact the Incline Village – Crystal Bay Justice Court's Civil Department at 775-832-4100 with any questions.