

RENO JUSTICE COURT

HOUSING COURT



RJC's Housing Court partners with certain rental assistance agencies in order to provide a quick decision on rental assistance applications for tenants who are facing eviction for non-payment of rent. Please fill out this form to ask the Court to assign your case to Housing Court.

If you complete and file this document along with your Tenant's Affidavit, the Court will screen your case to decide whether or not your case can be accepted into Housing Court.

If you complete and file this form **you should be aware of the following:**

- Acceptance into Housing Court only means that the court will refer your case to a rental assistance agency that might be able to provide assistance.
- It **does not** guarantee that you will receive rental assistance.
- You can, and should, contact any agencies that might be able to help you as soon as possible.
- You do not need to be accepted into Housing Court to apply for rental assistance.
- If you are accepted into Housing Court, you will be required to complete an application with the applicable rental assistance agency and will be required to submit additional documents to that agency. You should start collecting the supporting documents as soon as possible.
- The additional documents **may** include the following:
 - ☐ Proof of Income (Pay Stubs, Unemployment, Most Recent Tax Return, No Income Verification Form etc.).
 - ☐ Rental Agreement (Lease); Most Recent Rent Ledger.
 - ☐ Valid Photo ID for all household members (18 years of age or older).
 - ☐ Social Security Cards for all household members.
 - ☐ Proof of Financial Hardship.
 - ☐ VA Card (If a Veteran)
- Please go to RJC's Civil Law Self Help Center if you need assistance with completing rental assistance applications and copying/scanning supporting documents

Please fully cooperate and provide necessary documentation to the rental assistance agencies. Incomplete applications or documentation may result in a continuation of your hearing, up to and including possible eviction.

Acceptance into Housing Court does not guarantee rental assistance or that you will not be evicted at your hearing.

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**IN THE JUSTICE COURT OF RENO TOWNSHIP
COUNTY OF WASHOE, STATE OF NEVADA**

Landlord's Name: _____
Preferred Pronoun(s): _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Landlord,

vs.

Tenant's Name: _____
Preferred Pronoun(s): _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Tenant.

Case No.: _____
Dept. No.: _____

**REQUEST TO PARTICIPATE IN
HOUSING COURT**

*(If completing by hand, please **print** in clear, legible ink. Illegible documents may be summarily dismissed by the Court)*

1. **Household Members:** In my household there are _____ adults (*any other person over the age of 18 living in the home*) and _____ children (*any other person under the age of 18 living in the home*) for a total of _____ people.

1 **List names of household members:**

2 _____

3 _____

4 _____

5 2. **Income** includes employment (*include tips/overtime*), unemployment, retirement,
6 pension, social security, child support. Please list all income for household member(s):
7 (*all numbers should be before taxes are taken out*):

8 **For each adult in the home, list GROSS MONTHLY income (*before taxes*):**

9 My total income	\$
10 Household Adult #1 total income	\$
11 Household Adult #2 total income	\$
12 Household Adult #3 total income	\$
13 Household Adult #4 total income	\$
14 Household Adult #5 total income	\$
15 HOUSEHOLD TOTAL	\$

17

18 3. If no income is listed above, do you plan to have income in the near future? Please

19 explain: _____

20 _____

21 _____

22 _____

23 _____

24 _____

25 ☐ *check here if continuation sheets are attached.*

1
2 4. Have you or anyone in your household been approved for unemployment benefits?

3 ☐ Yes or ☐ No

4 5. Have you or anyone in your household recently received a reduction in income or
5 experienced financial hardship? ☐ Yes or ☐ No

6 If yes, please explain: _____

7 _____

8 _____

9 _____

10 ☐ check here if continuation sheets are attached.

11 6. Do you have a written lease agreement with your landlord? ☐ Yes or ☐ No

12 7. Is your name included in the lease agreement? ☐ Yes or ☐ No

13 8. Are you on a housing voucher? ☐ Yes or ☐ No

14 If yes, what is the amount of your recurring rent? _____.

15 9. Has any adult within the household received rental assistance within the last TWO (2)
16 years? ☐ Yes or ☐ No

17 If yes, what agency provided rental assistance? _____.

18 10. Has any adult within the household participated in the Housing Court Program through
19 Reno Justice Court within the last TWO (2) years AND their Landlord received rental
20 assistance from the City of Reno? ☐ Yes or ☐ No

21 11. Have you or any adult within your household served in the military? ☐ Yes or ☐ No.

22 If yes, list name household member who served in the military _____.

23 What branch of service _____, years served _____, character of
24 discharge _____.

25 12. Have you or any adult within the household used a military housing program?

26 ☐ Yes or ☐ No.

13. Are you a member of a union? ☐ Yes or ☐ No.

If yes, which one? _____ (name of union)

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I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge and that the reason for this request is not for the purpose of delay or any other frivolous or improper purposes. I affirm this document does not contain the personal information of any person as defined by NRS 603A.040.

_____	_____	_____
<i>(Date)</i>	<i>(Type or Print Name)</i>	<i>(Signature)</i>

HOUSING COURT RESOURCES



Resources that may provide legal or housing assistance, financial guidance, and other services.

☐ **Reno Justice Court Civil Self-Help
Center**

Free Legal Assistance
Northern Nevada Legal Aid (NNLA) and
Nevada Legal Services (NLS)
1 S. Sierra St. Reno, NV 89501
(775) 321-2062
selfhelp@nnlegalaid.org

☐ **City of Reno - Rental Assistance**

(775) 334-3310
Housingassistance@reno.gov
Reno.gov/housing

☐ **Opportunity Alliance Nevada**

Financial Guidance
(702) 546-9880
Email: OpportunityAllianceNV@gmail.com
<https://opportunityalliancenv.org/unite-nevada-request/>

☐ **Division of Welfare & Supportive
Services**

(775) 684-7200
<https://accessnevada.dwss.nv.gov/>

☐ **Nation's Finest- Support for Veterans**

419 W. Plumb Lane
Reno, NV 89509
(775) 284-8387
Email: mblanchfield@nationsfinest.org
<https://nationsfinest.org/our-services/>



STEPS TO ACHIEVE SUCCESS



CONTACT OANV

Contact OANV at OpportunityAllianceNV@gmail.com or 702-546-9880 to set up and appointment.

PROVIDE YOUR INFO

NAME PHONE, EMAIL, ZIP CODE, COURT DATE IN YOUR MESSAGE TO OANV.

PREPARE

HAVE YOUR MONTHLY FINANCIAL INFORMATION READY-YOU SHOULD KNOW YOUR INCOME & EXPENSES

KEEP YOUR APPOINTMENT WITH OANV

KEEP YOUR APPOINTMENT SO THAT YOU MAY COMPLETE THE SAVINGS AND SPENDING PLAN- IT'S REQUIRED TO MOVE FORWARD WITH THE COURT

FOLLOW UP

IT'S YOUR RESPONSIBILITY TO FOLLOW UP WITH THE EVICTION COURT- ALWAYS READ AND RESPOND TO COURT-RELATED COMMUNICATIONS.

BE RESILIENT

Don't give up when things get hard-stay strong, adapt to changes, and push forward.

CELEBRATE SMALL WINS

OANV WANTS TO CELEBRATE WITH YOU. LET YOUR VFN KNOW WHEN YOU ARE SUCCESSFUL WITH THE EVICTION COURT PROCESS.

RECOVERY FRIENDLY WORKPLACE



ABOUT US

Recovery Friendly Workplace (RFW) supports individuals in recovery from Substance Use Disorder (SUD) and those facing judicial barriers in achieving lasting success in work and life.

OVERCOMING BARRIERS

The RFW team provides support and resources to increase job skills, while assisting with barriers such as transportation, documentation, training, and more.



EMPLOYMENT

The RFW team partners with employers to assist those facing barriers while providing one-on-one support to create a balance between their work and recovery commitments.

CONTACT US

If you have any questions or need support, please send us an email with your current contact information. One of our specialists will reach out to you directly.



rfw@dss.nv.gov

