

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

3 _____
4 (Name)

5 _____
6 (Address)

Case No.: _____

Dept. No.: _____

7 _____
8 (Telephone Number)

9 _____
10 (E-mail Address)

11 _____,
12 Plaintiff(s)

13 vs

14 _____,
15 Defendant(s).

16 **MEDIA SUBMISSION FORM**

17 **Instructions for Submitting Audio or Video Files to Reno Justice Court:** A party who
18 wants to submit audio or video files in support of their case must complete, file, and serve this
19 form and follow the following procedures:

- 20 • Audio and Video files must be saved onto a flash drive in one of the following
21 acceptable formats: **WAV, MP3, MP4, or MOV**.
- 22 • Each audio and video file must be saved onto the flash drive by identifying each file as
23 a separate exhibit. A ***Plaintiff*** should name the files as “PL AV 1”; “PL AV 2”; etc. A
24 Defendant should name the files as “DEF AV 1”; “DEF AV 2”; etc.
- 25 • The files cannot be password-protected.
- 26 • An identical copy of the audio and video files on the flash drive must be provided to
27 the other parties in the case.
- 28 • The flash drive must contain **only** audio or video files. No other files – such as
photographs or documents – should be included. Documents and photographs must be
filed separately by using the Court’s *List of Proposed Exhibits* form.
- Parties may not submit more than 10 audio/video files unless the judge approves a
motion to enlarge this number.
- Each audio or video file on the flash drive must be **named exactly** as it appears on the
Audio Video Exhibit List below. **The first line is for demonstration purposes only.**

Revised May 2025

File Name	Description of Exhibit
PL AV-1	Video from home security system taken on March 1, 2025

☐ I acknowledge that, once the media is submitted to the Court, it becomes part of the official court record, and I cannot retrieve the submission. I further acknowledge that the court acceptance of the media does not constitute service of the files submitted, and I am responsible for serving all media submissions upon the other parties to the case.

Pursuant to NRS 53.045 I declare under penalty of perjury that the above statements are true and correct to the best of my knowledge. I also affirm that I have created an e-filing account to accept service of any documents filed into this case at the e-mail address indicated above, or I have filed a motion to be exempt from this requirement.

Dated this ____ day of _____, 20____.

(Print Name)

(Signature)

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CERTIFICATE OF SERVICE

I CERTIFY that on (date) _____, I served the attached document, by the following method (check one box):

- ☐ Depositing a copy in the United States Mail, postage prepaid, to the address listed below *(below insert name and mailing address)*. You must attach a certificate of mailing from the United States Post Office.
- ☐ Delivering a copy of this motion by electronic means, as listed below *(insert name and electronic service information)*.
- ☐ Delivering, by hand delivery, a copy to the address listed below and leaving it with the following individual(s) *(below insert name and mailing address of person(s), attorney, or person of suitable age and discretion, as applicable)*.

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

(Date) *(Type or Print Name)* *(Signature)*