

# Overview of Small Claims Process

(Reno Justice Court)

**Plaintiff files Declaration of Small Claims Complaint:** Plaintiff must provide court clerk with complaint. Complaint must be legible and completely filled out. Plaintiff will receive an Order to Attend Mediation from the clerk. This order will include a mediation date.

**DEFENDANT IS SERVED:** Plaintiff **MUST** have the Defendant served with the Declaration of Small Claims Complaint and the Order to Attend Mediation at least 20 days prior to the date of mediation by a license process server.

**If Plaintiff HAS NOT served** required paperwork on Defendant, Plaintiff may reset the Mediation Hearing, and the clerk will provide a new Order to Attend Mediation. The Mediation Hearing may be rescheduled if the Plaintiff provides a Declaration of Non-Service, or the mediation hearing has passed. Plaintiff must serve Defendant the Declaration of Small Claims Complaint and the new Order to Attend Mediation by a license process server.

**Mediation Hearing Held:** Parties must attend mediation at Reno Justice Court as instructed in the Order to Attend Mediation

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

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

If **ALL parties DO** attend mediation and reach settlement, the agreement is filed with the court.

If **ALL parties DO** attend mediation but a settlement is **NOT** reached, the case shall be set for a **Small Claims Trial**. The clerk will file a Pre-Trial Order to parties. Parties are to comply with Pre-Trial Order in preparation for the Trial.

**Small Claims Trial Held:** Case is heard by a Justice of the Peace.

If **Defendant DOES NOT** attend Trial, **DEFAULT JUDGMENT** is granted for the Plaintiff.

If **Plaintiff DOES NOT** attend the Trial, case is **DISMISSED**.

If **ALL parties DO** attend the Trial, the Judge will render a Decision.

If either party disagrees with the Decision, an **APPEAL** may be filed within 5 judicial days. Party filing appeal must pay the corresponding fees and cost bond.