

## FILING A SMALL CLAIM IN RENO JUSTICE COURT

The party you sue through our Court must reside, be employed, or do business in the Reno Township, at the time the course of action arose or the time the complaint is filed, which includes the following areas: The city of Reno, Stead, Bordertown, Cold Springs, Steamboat Springs, Lemmon Valley, Verdi and Washoe Valley jurisdiction. The maximum amount that you may file for is \$10,000.00. In addition, proper "venue" for your case will be where the injury to the person or property occurred, or in the case of breach of contract where the obligation is or was to be performed.

The filing fees are as follows;

Under \$1,000.00 .....	\$66.00
From \$1,000.01 to 2,500.00.....	\$86.00
From \$2,500.01 to 5,000.00.....	\$106.00
From \$5,000.01 to 7,500.00.....	\$146.00
From \$7500.01 to 10,000.00 .....	\$196.00

Please make checks payable to Reno Justice Court.

To sue a business or a corporation in Small Claims Court, the proper party to represent it must be named on the claim. If it is a business, call the Reno City License Bureau (775) 334-2090 or the Washoe County License Division (775) 328-3733 they can provide the business name on the license and the person listed as the licensee. If you are suing a corporation, LLC or other registered legal entity call the Secretary of State (775) 684-5708, (website:nvsos.gov), who can provide the exact name of the entity and who is listed as the Resident Agent along with the Resident Agent's address so you can personally serve them (see below). In either case, it is important to list the business or corporation exactly as it reads with the appropriate agency. If the party you wish to sue is an agency governed under the United States Federal Government, you will need to contact the U.S. Federal Court for the procedure on filing.

On Small Claim Declaration and Orders, if it is an individual filing for a business, the business name and address goes on the top of the form. The name of the person, along with their title giving them authorization to file, goes on the bottom part of the affidavit as the "Affiant". If you are filing your claim in person at the Civil Counter, the clerks may prepare your Declaration and Order for you.

Each defendant must be listed in the caption of the Declaration (not just the worksheet) and each person must be properly served: For example if you believe the legal entity e.g. corporation, LLC, trust etc. and an officer, manager, member or trustee is also liable to the Plaintiff then each Defendant must be named in the caption and each must be properly served for the court to have personal jurisdiction over each defendant.

If sending by mail please type or print the information on the Small Claims Worksheet and Declaration and Order, then mail it to the Court along with your filing fee check, service check if applicable and a self-addressed, stamped envelope. By return mail the Court will inform you of your court date and case number and enclosed will be your receipt for the court filing fee.

Pursuant to JCRCP Rule 91 the Declaration and attached worksheet must be personally served on each named defendant by the applicable Sheriff's office or Licensed Process Server in compliance with JCRCP Rule 4(d). There are no exceptions to this method of service unless approved by the Judge in writing. Service must be completed at least 10 days prior to the hearing date. Proof of service must be filed immediately with the court. The burden to make sure this is done is on the Plaintiff. If it is not properly done the judge may not accept the service of the Declaration and Order.