

AFFIDAVIT AND ORDER  
IN THE SMALL CLAIMS COURT OF SPARKS TOWNSHIP IN AND FOR  
THE COUNTY OF WASHOE, STATE OF NEVADA

Plaintiff

Phone No.

Defendant

VS

Case No: \_\_\_\_\_

Department: \_\_\_\_\_

Calendared: \_\_\_\_\_

Filed: \_\_\_\_\_

Phone No.

**AFFIDAVIT OF COMPLAINT**

STATE OF NEVADA, COUNTY OF WASHOE

I, the undersigned \_\_\_\_\_ residing at \_\_\_\_\_, being sworn, say, either upon my

Knowledge or my information and belief, defendant(s) is (are) indebted to the plaintiff in the sum of:

\$ \_\_\_\_\_, plus court costs for the following reason(s) \_\_\_\_\_

This declarant has demanded payment of said sum. The defendant(s) refused to pay the same and no part has been paid. At the

Commencement of this action defendant

RESIDES,  DOES BUSINESS, OR  IS EMPLOYED IN THE SPARKS TOWNSHIP.

Subscribed and Sworn to before me this Date: \_\_\_\_\_

Sparks, Nevada

\_\_\_\_\_  
DEPUTY CLERK/NOTARY

\_\_\_\_\_  
PLAINTIFF OR DECLARANT

**ORDER**

THE PEOPLE OF THE STATE OF NEVADA, to the within-named defendant(s): You are hereby directed to appear and answer the foregoing claim, in the entitled court at:

**SPARKS JUSTICE COURT, 1675 E. PRATER WAY, SUITE 107 SPARKS, NEVADA 89434**

On \_\_\_\_\_ at \_\_\_\_\_ M reset for \_\_\_\_\_ at \_\_\_\_\_ M

**PLAINTIFF AND DEFENDANT SHOULD EACH BRING ALL BOOKS, PAPERS AND WITNESSES NEEDED, DEFENDANT S, FOR MORE INFORMATION ON WHAT TO DO NEXT; SEE THE BACK OF THIS PAPER. THE CLERKS AND JUDGES MAY NOT GIVE YOU LEGAL ADVICE.**

Filed on \_\_\_\_\_ at \_\_\_\_\_ M date reset \_\_\_\_\_ at \_\_\_\_\_ M

Anita Whitehead

\_\_\_\_\_  
CLERK OF THE COURT

By

\_\_\_\_\_  
Deputy Clerk

CERTIFICATE OF PERSONAL SERVICE

State of Nevada, County of Washoe

The undersigned, declares: I, was at the time of the service of the papers herein referred to, over the age of eighteen years and not a party to this action: I served the Affidavit and Order in this action by delivering to and leaving with the persons hereinafter named, a copy, at the address and on the date set forth opposite each name below, in Washoe County, Nevada:

Table with 3 columns: Name of Person Served, Street Address and City Where Served, Date of Service. Includes three rows of blank lines for entry.

Place of Service was \_\_\_ a business \_\_\_ residence of party served \_\_\_ other, specify \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee for service\$ \_\_\_\_\_

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

\_\_\_\_\_  
Signature of person making affidavit Agency Name  
\_\_\_\_\_  
Agency License Number

INFORMATION FOR DEFENDANTS IN SMALL CLAIMS ACTIONS

- 1. NON-APPEARANCE: YOU HAVE BEEN SERVED AN ORDER OF THE COURT TO APPEAR FOR TRIAL IN AN ACTION FILED AGAINST YOU IN THE SMALL CLAIMS COURT OF SPARKS TOWNSHIP. IF YOU DO NOT WISH TO CONTEST THE PLAINTIFF'S CLAIM YOU MAY: a) MAKE AN OUT-OF-COURT SETTLEMENT WITH PLAINTIFF BEFORE THE COURT DATE OR b) MAKE NO APPEARANCE AT THE TIME, IN WHICH CASE THE PLAINTIFF MAY BE GIVEN A JUDGMENT BY DEFAULT FOR THE AMOUNT CLAIMED, PLUS COSTS.
2. DEFENSES: IF YOU WISH TO CONTEST THE CLAIM AGAINST YOU, YOU MUST APPEAR ON THE DATE SET FOR TRIAL WITH ALL BOOKS, PAPERS, AND WITNESSES NEEDED TO ESTABLISH YOUR DEFENSE. AT YOUR REQUEST, THE CLERK WILL ISSUE SUBPOENAS FOR THE APPEARANCE OF ANY WITNESSES YOU MAY NEED. SEE CIVIL CLERK FOR INFORMATION ON SUBPOENA FEES.
3. COUNTERCLAIMS: IF YOU BELIEVE EITHER a) THE PLAINTIFF OWES YOU MORE MONEY THAN YOU OWE PLAINTIFF OR b) PLAINTIFF'S CLAIM SHOULD BE REDUCED BY A SUM PLAINTIFF OWES YOU, YOU MUST FILE A COUNTERCLAIM IF YOU WANT TO FILE A COUNTERCLAIM CONTACT THE CIVIL CLERK AS SOON AS POSSIBLE. THE PLAINTIFF WILL BE ENTITLED TO 10 DAYS NOTICE OF YOUR COUNTERCLAIM.
4. 10 DAYS NOTICE: YOU ARE ENTITLED TO BE SERVED WITH THIS "AFFIDAVIT AND ORDER" AT LEAST 10 DAYS BEFORE THE TRIAL DATE. IF YOU ARE SERVED LESS THAN 10 DAYS BEFORE TRIAL, YOU MAY a) APPEAR IN COURT AND REQUEST A CONTINUANCE OR b) APPEAR IN COURT, WAIVE YOUR STATUTORY RIGHT TO SUCH SERVICE, AND PROCEED WITH THE TRIAL.
5. PAYMENT: IF THE PLAINTIFF RECOVERS A JUDGMENT AGAINST YOU, HE IS ENTITLED TO IMMEDIATE PAYMENT OF THE FULL AMOUNT OF THE JUDGMENT WHICH MAY INCLUDE COURT COSTS OR THE JUDGE MAY SET UP TIME PAYMENTS. PAYMENTS SHOULD BE MADE DIRECTLY TO THE PLAINTIFF AND NOT TO THE CLERK. WHEN THE JUDGMENT HAS BEEN PAID IN FULL, PLAINTIFF SHALL ADVISE THE COURT THAT THE JUDGMENT HAS BEEN FULLY SATISFIED.
6. APPEAL: IF YOU ARE DISSATISFIED WITH THE JUDGMENT, YOU MAY APPEAL THE COURT'S DECISION WITHIN 5 JUDICIAL DAYS AFTER THE DATE OF ENTRY OF THE JUDGMENT. SEE THE CLERK FOR PROCEDURE ON APPEAL.
7. EVIDENCE: AT LEAST 5 DAYS BEFORE YOUR COURT DATE PLEASE PROVIDE THE ORIGINAL AND A COPY OF ANY DOCUMENTS, PICTURES STATEMENTS, ETC. THAT YOU WANT CONSIDERED AT YOUR HEARING. FAILURE TO DO SO MAY RESULT IN A DISMISSAL OR CONTINUANCE OF YOUR CASE OR ASSESSMENT OF COPY FEES AT YOUR EXPENSE.
8. DRESS CODE: PESONS WEARING TANK TOPS, SHORTS, OR CUT-OFFS WILL NOT BE ADMITTED INTO COURT. SHOES AND SHIRTS ARE REQUIRED.
9. IF YOU HAVE ANY FURTHER QUESTIONS CALL THE COURT AT 775-353-7600.