

1
2 IN THE JUSTICE COURT OF SPARKS TOWNSHIP
3 COUNTY OF WASHOE, STATE OF NEVADA
4

5 _____,	Case No.: _____
6 Plaintiff,	Dept. No.: _____
7 vs.	
8 _____	
9 _____,	
10 Defendant(s).	

11 **SUMMONS**

12 **NOTICE! YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT**
13 **YOUR BEING HEARD UNLESS YOU FILE A RESPONSE WITH THE COURT WITHIN 21**
14 **DAYS. READ THE INFORMATION BELOW CAREFULLY.**

15 **TO THE DEFENDANT NAMED ABOVE:** _____
(INSERT (ONE) DEFENDANT'S NAME)

16 A civil complaint has been filed by the Plaintiff against you. Plaintiff is seeking to recover the
17 relief requested in the complaint, which could include a money judgment against you or some other
18 form of relief.

19 If you intend to defend this lawsuit, within 21¹ days after this Summons is served on you (not
20 counting the day of service), you must:

21 1. File with the Clerk of the Court, whose address is shown below, a formal written
22 response (typically a legal document called an "answer," but potentially some other response) to
23 Plaintiff's complaint.

24 2. Pay the required filing fee of \$71 to the Court or file an Application to Proceed In
25 Forma Pauperis and request a waiver of the filing fee.

26 3. Serve (by mail or hand delivery) a copy of your response upon the Plaintiff, or
27 Plaintiff's attorney, whose name and address is shown below.
28 _____

¹ The State of Nevada, its political subdivisions, agencies, officers, employees, board members, commission members, and legislators each have 45 days after service of this Summons within which to file a response to Plaintiff's complaint.

1 If you fail to respond, the Plaintiff can request your default. The Court can then enter judgment
2 against you for the relief demanded by the Plaintiff in the complaint, even though you have never
3 appeared in Court. To enforce the judgment, the Plaintiff could take money or property from you or
4 some other relief awarded by the court.

5 If you intend to seek an attorney's advice, do it quickly so that your response can be filed on time.

6 Issued date: _____, 20____.

7 CYNDA HORNING
8 CLERK OF THE COURT

9
10 By: _____
11 Deputy Clerk
12 Sparks Justice Court
1675 E. Prater Way, Suite 107
Sparks, Nevada 89436

13 Issued at the request of:

14 _____
15 Plaintiff/Plaintiff Attorney Signature

16 _____
17 Plaintiff/Plaintiff Attorney Printed Name

18 _____
19 Address (including City, State & Zip Code)

20 _____
21 Phone Number

22 _____
23 Email Address

24 **NOTE:** When service is by publication, add a brief statement of the object of the action. See Justice
25 Court Rule of Civil Procedure 4.4(c).

26 APPROPRIATE COURT ATTIRE AND SHOES ARE REQUIRED.
27 NO SHORTS, HALTER TOPS, TANK TOPS, FOOD, OR DRINK ARE PERMITTED.

28 Forms are available on the Sparks Justice Court website at
<https://www.washoecounty.gov/sjc/Forms.php>