

Sparks Justice Court
1675 E. Prater Way, Ste. 107
Sparks, Nevada 89434-8964
(775) 353.7600

**HOW TO APPEAL A SMALL CLAIMS DECISION
FROM JUSTICE COURT TO DISTRICT COURT**

Any party dissatisfied with the Court’s decision has the right to appeal it. If a party chooses to appeal a decision stemming from a Small Claims action, a notice of appeal must be filed within **seven (7) calendar days** from service of the judgment or order. (JCRCP 98).

WHAT IS INCLUDED IN THIS PACKET?

1. Notice of Appeal; and
2. Motion to Set Supersedeas Bond to Stay Execution of Judgment.

You will need to complete the Notice of Appeal, and if you wish to request the Court stay the execution of a judgment or order, the Motion to Set Supersedeas Bond to Stay Execution of Judgment. Once you have prepared your forms, you will file them with the Sparks Justice Court.¹

FEES / BONDS

At the time the appeal is filed with the Justice Court, the appellant is also responsible to pay the fees and costs outlined below. Fees and costs are payable to Sparks Justice Court, unless otherwise noted below.

Notice of Appeal and Preparation & Transmittal of Appeal to District Court	\$ 50.00
Appeal Cost Bond (<i>small claims</i>)	115.00
District Court filing fee on appeal (<i>payable to Second Judicial District Court</i>)	211.00

The Appeal Cost Bond must be posted at the time the Notice of Appeal is filed. (JCRCP 100). The Appeal Cost Bond, as well as any supersedeas bond ordered by a judge, **must be tendered in cash, cashier’s check, or a trust account check or business check of appellant’s attorney.**

The filing of a notice of appeal by a judgment debtor in a “Justice Court” civil or small claims case and posting of Appeal Cost Bond will not automatically stay the execution of a judgment. An appealing party may also file a motion to set supersedeas bond to stay the execution of a judgment. A supersedeas bond will usually be set in the amount of the judgment. (JCRCP 62(d); 73(a); 73A).

TRANSMITTAL

The Justice Court must transmit the case to the District Court within seven (7) calendar days of the filing date of the appeal. The Justice Court will mail all parties a copy of the Notice of Transmittal when the matter has been forwarded to the Second Judicial District Court.

¹ Civil clerks cannot provide any assistance in the preparation of pleadings. It is the obligation of the appellant to mail copies of all pleadings to any other parties of their case. Failure to do so could result in a dismissal of your appeal.