

1 **IN THE JUSTICE COURT OF**
2 **CLARK COUNTY, STATE OF NEVADA**

3 _____
4 _____, Defendant(s)/Counterclaimant(s),
5 vs.
6 _____, Plaintiff(s)/Counterdefendants.
7 _____

Case No.: _____

COUNTERCLAIM
(Small Claims)

8 I, _____, being duly sworn, state: that the Plaintiff/Counterdefendant
9 owes the Defendant/Counterclaimant the sum of \$ _____ for _____
10 _____; that demand for payment
11 has been made; that the Plaintiff/Counterdefendant refuses to pay; that the Plaintiff/Counterdefendant either resides,
12 works or does business in the Township of _____, County of Clark, State of Nevada.

13 Per NRS 53.045, "I declare under penalty of perjury that the foregoing is true and correct."

14 Executed on _____ (Date) _____ (Signature)
15 Address: _____
16 Phone: _____

17 **SUMMONS & ORDER TO APPEAR**

18 **NOTICE: YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT YOUR BEING HEARD**
19 **UNLESS YOU APPEAR ON THE FOLLOWING DATE:**

20 You are hereby ordered to appear for trial at the Justice Court at the following location:

21
22 DEPARTMENT NO. _____, COURTROOM NO. _____, ON THE _____ DAY OF _____, 20____, AT
23 THE HOUR OF _____ and present any defense you may have. You are further notified that in the event you do not appear, Default
24 Judgment will be given against you in the amount claimed due by the Defendant/Counterclaimant, which may result in the garnishment of wages
25 and the seizure of property. PLEASE BRING WITH YOU ALL WITNESSES, AN ORIGINAL AND 2 COPIES OF ANY EVIDENCE,
26 RECEIPTS OR BOOKS, NECESSARY TO PROVE YOUR CASE.

27 APPROPRIATE COURTROOM ATTIRE REQUIRED. NO SHORTS, HALTER OR TANKTOPS.
28 SHOES ARE REQUIRED. NO FOOD OR DRINK PERMITTED. NO SMOKING IN THE COURTHOUSE.
CHILDREN MUST REMAIN QUIET

1 **IN THE JUSTICE COURT OF**
2 **CLARK COUNTY, STATE OF NEVADA**

3 _____
4 Plaintiff(s),
5 vs.
6 _____
7 Defendant(s).

Case No.: _____

AFFIDAVIT OF SERVICE

7 STATE OF NEVADA)
8) ss.
9 COUNTY OF CLARK)

10 _____, being duly sworn, or under penalty of perjury, states that at all times
11 herein Affiant was and is a citizen of the United States, over 18 years of age, and not a party to or interested in the
12 proceedings in which this Affidavit is made. That Affiant received a copy of the following document: _____
13 _____ on the ____ day of _____, 20____, and
14 served the same on this ____ day of _____, 20____, by:

(Affiant must complete the appropriate paragraph)

- 15 1. Delivering and leaving a copy with Defendant _____ at *(state address)* ____
16 2. Serving Defendant _____ by personally delivering and leaving a copy with
17 _____, a person of suitable age and discretion residing at Defendant's usual place of
18 abode located at *(state address)* _____
19 3. Personally depositing a copy in a mailbox of the United States Post Office, enclosed in a sealed envelope,
20 postage prepaid, certified or registered mail, return receipt requested, addressed to Defendant at: _____

(For valid service a copy of the signed return receipt must be attached hereto.)

21 DATED: _____

Signature of Person Making Service

22 **SUBSCRIBED AND SWORN** to before me this
_____ day of _____, 20____.

Phone Number: _____

Date: _____

23 **NOTARY PUBLIC** in and for the
County of _____, State of _____.

24 **OR ONE OF THE FOLLOWING: Per NRS 53.045**

25 (a) If executed in the State of Nevada: "I declare under penalty of perjury that the foregoing is true and correct."

26 Executed on: _____
(Date)

(Signature)

27 (b) If executed outside of the State of Nevada: "I declare under penalty of perjury under the law of the State of
28 Nevada that the foregoing is true and correct."

Executed on: _____
(Date)

(Signature)