



**CLARK COUNTY COURTS  
EIGHTH JUDICIAL DISTRICT COURT  
LAS VEGAS TOWNSHIP JUSTICE COURT**



REGIONAL JUSTICE CENTER  
200 LEWIS AVENUE, 3<sup>rd</sup> FL.  
LAS VEGAS, NEVADA 89155-1160  
(702) 671-4554

Edward A. Friedland  
Clerk of Court

Steve D. Grierson  
Assistant Clerk of Court

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**INSTRUCTIONS FOR  
REQUEST FOR FOREIGN  
DEPOSITION SUBPOENA  
(EDCR 2.80 & NRS 53.060)**

**EDCR 2.80. Subpoenas for foreign deposition.**

(a) A party seeking the issuance from the clerk of a subpoena for the purpose of taking a foreign deposition in the district must present and tender to the clerk the following:

(1) Copies of the papers required by the Uniform Foreign Depositions Act, [NRS 53.060](#).

(2) A cover sheet in the form required by Rule 7.20, with the title of the court as “Eighth Judicial District Court” and not the foreign court in which the action is pending. For purposes of Rule 7.20, the cover sheet must be described “Request for Foreign Deposition Subpoena.”

(3) Such filing fees as may be required by law.

(b) Upon compliance with subsection (a), the clerk must collect the required fee, assign a case number to the request, and retain for the clerk’s records the copies of the papers referred to in subsection (a)(1), as well as the cover sheet required by subsection (a)(2).

(c) Subpoena(s) may then be issued and enforced in conformance with N.R.C.P. 45.

(d) All subsequent proceedings involving the request or the issuance of a subpoena, including show cause proceedings, must be commenced by pleadings or papers bearing the case number as assigned above.

## **FOREIGN DEPOSITIONS (UNIFORM ACT)**

**NRS 53.050 Short title.** This section and NRS 53.060 and 53.070 may be cited as the Uniform Foreign Depositions Act.

(Added to NRS by 1971, 802)

**NRS 53.060 Authority to act.** Whenever any mandate, writ or commission is issued out of any court of record in any other state, territory, district or foreign jurisdiction, or whenever upon notice or agreement it is required to take the testimony of a witness or witnesses in this State, witnesses may be compelled to appear and testify in the same manner and by the same process and proceeding as may be employed for the purpose of taking testimony in proceedings pending in this State.

(Added to NRS by 1971, 802)

**NRS 53.070 Uniformity of interpretation.** This section and NRS 53.050 and 53.060 shall be so interpreted and construed as to effectuate their general purposes to make uniform the law of those states which enact them.

(Added to NRS by 1971, 802)

**EDCR 7.20. Form of papers presented for filing; exhibits; documents; legal citations.**

(a) All pleadings and papers presented for filing must be flat, unfolded, firmly bound together at the top, on white paper of standard quality, not less than 16-lb. weight and 8 1/2 x 11 inches in size. All papers must be typewritten or prepared by some other duplication process that will produce clear and permanent copies equally legible to printing. All print size shall not be smaller than size 12-pitch font for pleadings and papers created on a computer or 10 pica for pleadings and papers created on a typewriter. All or part of a pleading or paper may be legibly printed by hand at the discretion of the court. Carbon or photocopies may not be filed, except as provided in paragraphs (d) and (f) of this rule. Only one side of the paper may be used.

All papers presented for filing, receiving or lodging with the clerk shall be pre-punched with 2 holes, centered 2 3/4 inches apart 1/2 to 5/8 inches from the top edge of the paper. All original papers shall be stamped ORIGINAL between the punched holes.

The lines on each page must be double-spaced, except that descriptions of real property may be single spaced. All quotations of more than 50 words must be indented and single-spaced. Pages must be numbered consecutively at the bottom. Lines of pages must be numbered in the left margin. [Amended; effective November 27, 2003.]

(b) No original pleading or paper may be amended by making erasures or interlineations thereon, or by attaching slips thereto, except by leave of court.

(c) The following information shall appear upon the first page of every paper presented for filing, single-spaced:

(1) The document code (list of document codes available at the Court Clerk's Office), the name, Nevada State Bar identification number, address and telephone number of the attorney and of any associated attorney appearing for the party filing the paper; and whether such attorney appears for the plaintiff, defendant, or other party, or the name, address, and telephone number of a party appearing in proper person, shall be set forth to the left of center of the page beginning at line 1. The space to the right of center shall be reserved for the filing marks of the clerk.

CODE  
NAME  
BAR NUMBER  
ADDRESS  
CITY, STATE, ZIP CODE  
TELEPHONE NUMBER  
ATTORNEY FOR:

(2) The title of the court shall appear at the center of the page at line 5 below the information required by paragraph (1), as follows:

DISTRICT COURT  
CLARK COUNTY, NEVADA

(3) Below the title of the court shall appear in the space to the left of center, line 8, the name of the action or proceeding, e.g.:

JOHN DOE, )  
 )  
 Plaintiff, )  
 )  
 vs. )  
 )  
 RICHARD ROE, )  
 )  
 Defendant.)

(4) In the space to the right of center at line 10, shall appear the case number, the department number and/or letter as follows:

Case No. A 999999  
Dept. No. I or A

(5) The title of the pleading, motion or other document must be typed or printed center on the page directly below the name of the parties to the action or proceeding. The title must be sufficient in description to apprise the respondent and clerk of the nature of the document filed, or the relief sought, e.g. Plaintiff's Motion to Compel Answers to Interrogatories; Defendant's Motion for Summary Judgment against Plaintiff John Doe; Order Granting Plaintiff Doe's Motion for Summary Judgment against Defendant Roe.

For the convenience of the court and the parties, the same title used on the papers must appear on all calendars at the time of the hearing.

(Example)

CODE  
NAME  
BAR NUMBER  
ADDRESS  
CITY, STATE, ZIP CODE  
TELEPHONE NUMBER  
ATTORNEY FOR:

DISTRICT COURT  
CLARK COUNTY, NEVADA

JOHN DOE, )  
 )  
 Plaintiff, )  
 )  
 vs. )  
 )  
 RICHARD ROE, )  
 )  
 Defendant.)

Case No. A 000000

Dept. No. I or A

MOTION, ORDER, REPLY,  
JUDGMENT, ETC.

Date of Hearing:

Time of Hearing:

(6) If the paper to be filed is a response, reply or other document related to a matter which has already been set for hearing but not yet heard, the time and date of the hearing shall appear immediately below the title of the paper.

(d) All exhibits attached to pleadings or papers must be 8 1/2 inches x 11 inches in size. Exhibits which are smaller must be affixed to a blank sheet of paper of the appropriate size. Exhibits which are larger than 8 1/2 x 11 inches must be reduced to 8 1/2 x 11 inches or must be folded so as to measure 8 1/2 x 11 inches in size. All exhibits attached to pleadings or papers must clearly show the exhibit number at the bottom or on the right side. Plaintiffs must use numerical designations and defendants must use alphabetical designations. Copies of exhibits must be clearly legible and not unnecessarily voluminous. Original documents must be retained by counsel for introduction as exhibits at the time of a hearing or at the time of trial rather than attached to pleadings.

(e) When a decision of the Supreme Court of the State of Nevada is cited, the citation to Nevada Reports must be given together with the citation to West's Pacific Reporter and the year of the decision. Whenever a decision of an appellate court of any other state is cited, the citation to West's Regional Reporter System must be given together with the state and the year of decision. When a decision of the Supreme Court of the United States is cited, at least one parallel citation and year of decision must be given. When a decision of the court of appeals or of a district court or other court of the United States has been reported in the Federal Reporter System, that citation, court and year of decision must be given.

(f) The clerk must not accept for filing any pleadings or documents which do not comply with this rule, but for good cause shown, the court may permit the filing of noncomplying pleadings and documents. Paragraph (a), except as to the size of paper, and paragraph (c) of this rule do not apply to printed forms furnished by the clerk, the district attorney or the public defender. [Amended; effective May 1, 1996.]

**CODE**

● **ORIGINAL** ●

NAME

BAR NUMBER

ADDRESS

CITY, STATE ZIP CODE

TELEPHONE NUMBER

ATTORNEY FOR:

DISTRICT COURT

CLARK COUNTY, NEVADA

NAME,

Plaintiff(s),

-vs-

CASE NO.

NAME,

DEPT. NO.

Defendant(s).

**TITLE OF DOCUMENT**

HEARING DATE:

HEARING TIME:

BEGIN DOCUMENT.....

**SAMPLE**

\_\_\_\_\_  
SIGNATURE

NAME

BAR NUMBER

ADDRESS

CITY, STATE ZIP CODE

ATTORNEY FOR:

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CIVIL COVER SHEET

\_\_\_\_\_ County, Nevada

Case No. \_\_\_\_\_

(Assigned by Clerk's Office)

I. Party Information

Plaintiff(s) (name/address/phone):

Defendant(s) (name/address/phone):

Attorney (name/address/phone):

Attorney (name/address/phone):

II. Nature of Controversy (Please check applicable bold category and Arbitration Requested applicable subcategory, if appropriate)

Civil Cases

Real Property	Torts	
<input type="checkbox"/> <b>Landlord/Tenant</b> <input type="checkbox"/> Unlawful Detainer <input type="checkbox"/> <b>Title to Property</b> <input type="checkbox"/> Foreclosure <input type="checkbox"/> Liens <input type="checkbox"/> Quiet Title <input type="checkbox"/> Specific Performance <input type="checkbox"/> <b>Condemnation/Eminent Domain</b> <input type="checkbox"/> <b>Other Real Property</b> <input type="checkbox"/> Partition <input type="checkbox"/> Planning/Zoning	Negligence	<input type="checkbox"/> <b>Product Liability</b> <input type="checkbox"/> Product Liability/Motor Vehicle <input type="checkbox"/> Other Torts/Product Liability <input type="checkbox"/> <b>Intentional Misconduct</b> <input type="checkbox"/> Torts/Defamation (Libel/Slander) <input type="checkbox"/> Interfere with Contract Rights <input type="checkbox"/> <b>Employment Torts</b> (Wrongful termination) <input type="checkbox"/> <b>Other Torts</b> <input type="checkbox"/> Anti-trust <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Insurance <input type="checkbox"/> Legal Tort <input type="checkbox"/> Unfair Competition
Probate	Other Civil Filing Types	
<input type="checkbox"/> <b>Summary Administration</b> <input type="checkbox"/> <b>General Administration</b> <input type="checkbox"/> <b>Special Administration</b> <input type="checkbox"/> <b>Set Aside Estates</b> <input type="checkbox"/> <b>Trust/Conservatorships</b> <input type="checkbox"/> Individual Trustee <input type="checkbox"/> Corporate Trustee <input type="checkbox"/> <b>Other Probate</b>	<input type="checkbox"/> <b>Construction Defect</b> <input type="checkbox"/> Chapter 40 <input type="checkbox"/> General <input type="checkbox"/> <b>Breach of Contract</b> <input type="checkbox"/> Building & Construction <input type="checkbox"/> Insurance Carrier <input type="checkbox"/> Commercial Instrument <input type="checkbox"/> Other Contracts/Acct/Judgment <input type="checkbox"/> Collection of Actions <input type="checkbox"/> Employment Contract <input type="checkbox"/> Guarantee <input type="checkbox"/> Sale Contract <input type="checkbox"/> Uniform Commercial Code <input type="checkbox"/> <b>Civil Petition for Judicial Review</b> <input type="checkbox"/> Other Administrative Law <input type="checkbox"/> Department of Motor Vehicles <input type="checkbox"/> Worker's Compensation Appeal	<input type="checkbox"/> <b>Appeal from Lower Court</b> (also check applicable civil case box) <input type="checkbox"/> Transfer from Justice Court <input type="checkbox"/> Justice Court Civil Appeal <input type="checkbox"/> <b>Civil Writ</b> <input type="checkbox"/> Other Special Proceeding <input type="checkbox"/> <b>Other Civil Filing</b> <input type="checkbox"/> Compromise of Minor's Claim <input type="checkbox"/> Conversion of Property <input type="checkbox"/> Damage to Property <input type="checkbox"/> Employment Security <input type="checkbox"/> Enforcement of Judgment <input type="checkbox"/> Foreign Judgment - Civil <input type="checkbox"/> Other Personal Property <input type="checkbox"/> Recovery of Property <input type="checkbox"/> Stockholder Suit <input type="checkbox"/> Other Civil Matters

III. Business Court Requested (Please check applicable category; for Clark or Washoe Counties only.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> NRS Chapters 78-88   | <input type="checkbox"/> Investments (NRS 104 Art. 8)        | <input type="checkbox"/> Enhanced Case Mgmt/Business  |
| <input type="checkbox"/> Commodities (NRS 90) | <input type="checkbox"/> Deceptive Trade Practices (NRS 598) | <input type="checkbox"/> Other Business Court Matters |
| <input type="checkbox"/> Securities (NRS 90)  | <input type="checkbox"/> Trademarks (NRS 600A)               |   |

Date

Signature of initiating party or representative

1 **REQT**

2 ATTORNEY NAME

3 LAW FIRM

4 BAR CODE NUMBER

5 ADDRESS

6 CITY, STATE, ZIP CODE

7 TELEPHONE NUMBER

8 ATTORNEY FOR:

DISTRICT COURT

9 CLARK COUNTY, NEVADA

10 NAME,

11 Plaintiff(s),

CASE NO. \_\_\_\_\_

12 -vs-

DEPT. NO. \_\_\_\_\_

13 NAME,

14 Defendant(s).

15  
16 **REQUEST FOR FOREIGN DEPOSITION SUBPOENA**

17 USING THIS FORMAT:

- 18 1. GIVE SHORT HISTORY OF THE ACTION
- 19 2. GIVE REASON SUBPOENA NEEDS TO BE ISSUED
- 20 3. ASK COURT TO ISSUE SUBPOENA
- 21 4. ATTACH COPIES OF COMMISSION OR ORDER FROM REQUESTING

22 JURISDICTION

23 \_\_\_\_\_  
24 SIGNATURE

25 NAME

26 BAR NUMBER

27 ADDRESS

CITY, STATE, ZIP CODE

28 TELEPHONE NUMBER

1 **CC03**

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5 DISTRICT COURT  
6 CLARK COUNTY, NEVADA

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10 Plaintiff(s),

CASE NO.

11 -vs-

DEPT. NO.

12  
13 Defendant(s).

14  
15 **SUBPOENA – CIVIL**  
 **REGULAR**  **DUCES TECUM**

16 **THE STATE OF NEVADA SENDS GREETINGS TO:**

17  
18 \_\_\_\_\_

19 **YOU ARE HEREBY COMMANDED** that all and singular, business and excuses  
20 set aside, you appear and attend on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at the  
21 hour of \_\_\_\_\_.M. in Department No. \_\_\_\_\_ of the District Court, Clark County, Nevada.

22 The address where you are required to appear is the Regional Justice Center, 200  
23 Lewis Avenue, Las Vegas, Nevada. Your attendance is required to give testimony  
24 and/or to produce and permit inspection and copying of designated books, documents  
25 or tangible things in your possession, custody or control, or to permit inspection of  
26 premises. You are required to bring with you at the time of your appearance any items  
27  
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1 set forth below. If you fail to attend, you may be deemed guilty of contempt of Court  
2 and liable to pay all losses and damages caused by your failure to appear. Please see  
3 Exhibit "A" attached hereto for information regarding the rights of the person subject to  
4 this Subpoena.

5  
6 EDWARD A. FRIEDLAND, CLERK OF THE COURT

7  
8 By: \_\_\_\_\_  
9 Deputy Clerk Date

10 Submitted By:  
11 \_\_\_\_\_  
12  
13

14 **AFFIDAVIT OF SERVICE**

15 STATE OF )  
16 COUNTY OF )

ss:

17 \_\_\_\_\_, being duly sworn says: That at all times herein affiant was over 18 years  
18 of age, not a party to nor interested in the proceeding in which this affidavit is made.

19 That affiant received the Subpoena on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and served  
20 the same on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by delivering a copy to the witness at

21 (state address) \_\_\_\_\_  
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1 I declare under penalty of perjury under the law of the State of Nevada that the  
2 foregoing is true and correct.

3 EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

4 \_\_\_\_\_  
5 Signature of person making service

6 \_\_\_\_\_  
7 **ITEMS TO BE PRODUCED**  
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9 \_\_\_\_\_

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**EXHIBIT "A"**  
**NEVADA RULES OF CIVIL PROCEDURE**

Rule 45

**(c) Protection of Persons Subject to Subpoena.**

(1) A party or an attorney responsible for the issuance and service of a subpoena shall take reasonable steps to avoid imposing undue burden or expense on a person subject to that subpoena. The court on behalf of which the subpoena was issued shall enforce this duty and impose upon the party or attorney in breach of this duty an appropriate sanction, which may include, but is not limited to, lost earnings and a reasonable attorney's fee.

(2) (A) A person commanded to produce and permit inspection and copying of designated books, papers, documents or tangible things, or inspection of premises need not appear in person at the place of production or inspection unless commanded to appear for deposition, hearing or trial.

(B) Subject to paragraph (d)(2) of this rule, a person commanded to produce and permit inspection and copying may, within 14 days after service of the subpoena or before the time specified for compliance if such time is less than 14 days after service, serve upon the party or attorney designated in the subpoena written objection to inspection or copying of any or all of the designated materials or of the premises. If objection is made, the party serving the subpoena shall not be entitled to inspect and copy the materials or inspect the premises except pursuant to an order of the court by which the subpoena was issued. If objection has been made, the party serving the subpoena may, upon notice to the person commanded to produce, move at any time for an order to compel the production. Such an order to compel production shall protect any person who is not a party or an officer of a party from significant expense resulting from the inspection and copying commanded.

(3) (A) On timely motion, the court by which a subpoena was issued shall quash or modify the subpoena if it

(i) fails to allow reasonable time for compliance;

(ii) requires a person who is not a party or an officer of a party to travel to a place more than 100 miles from the place where that person resides, is employed or regularly transacts business in person, except that such a person may in order to attend trial be commanded to travel from any such place within the state in which the trial is held, or

(iii) requires disclosure of privileged or other protected matter and no exception or waiver applies, or

(iv) subjects a person to undue burden.

(B) If a subpoena

(i) requires disclosure of a trade secret or other confidential research, development, or commercial information, or

(ii) requires disclosure of an unretained expert's opinion or information not describing specific events or occurrences in dispute and resulting from the expert's study made not at the request of any party,

the court may, to protect a person subject to or affected by the subpoena, quash or modify the subpoena or, if the party in whose behalf the subpoena is issued shows a substantial need for the testimony or material that cannot be otherwise met without undue hardship and assures that the person to whom the subpoena is addressed will be reasonably compensated, the court may order appearance or production only upon specified conditions.

**(d) Duties in Responding to Subpoena.**

(1) A person responding to a subpoena to produce documents shall produce them as they are kept in the usual course of business or shall organize and label them to correspond with the categories in the demand.

(2) When information subject to a subpoena is withheld on a claim that it is privileged or subject to protection as trial preparation materials, the claim shall be made expressly and shall be supported by a description of the nature of the documents, communications, or things not produced that is sufficient to enable the demanding party to contest the claim.