

EIGHTH JUDICIAL DISTRICT COURT

# File & Serve

---

How To Electronically File a Foreign Deposition  
Subpoena case



## First Things - Forms

- Form samples and additional instructions for filing a Foreign Deposition Subpoena can be found on the 8<sup>th</sup> Judicial District Court's website: [www.clarkcountycourts.us](http://www.clarkcountycourts.us)
- **3** separate Forms are typically submitted electronically for the Clerk's review in this case type:
  - The **8<sup>th</sup> Judicial District Court Civil Cover Sheet** – *available in our Forms Library*: [http://www.clarkcountycourts.us/res/clerk/civil-criminal-library/Legal\\_Forms2/PDF%20Pro%20Pers/New%20Civil%20Cover%20Sheet.pdf](http://www.clarkcountycourts.us/res/clerk/civil-criminal-library/Legal_Forms2/PDF%20Pro%20Pers/New%20Civil%20Cover%20Sheet.pdf)
  - The **Request for Foreign Deposition Subpoena** – *must be prepared based on the sample in the Instructions and EDCR 2.08/NRS 53.170*
  - The **8<sup>th</sup> Judicial District Court Subpoena** (for Issuance) – *is available in our Forms Library – there are several versions to choose from*
- If you also have a Commission, Order, or subpoena from the Original Court – these should be scanned as **EXHIBITS to the REQUEST**, rather than separately
- Be sure to sign your documents– you can sign electronically by entering **/s/ your name** on the signature line of your pleading
- Scan or Save each document (**not** each page) to your computer as a PDF – settings should be for Black & White, Portrait orientation; Adobe Acrobat is recommended

*All forms should be prepared and submitted 8 ½ x 11 in size, Portrait orientation and saved as PDF images: either Print to a PDF printer, or when scanning save as a PDF: Scanner settings should be for Black & White, 200 dpi, with no embedded fonts, or hyperlinks and OCR turned off*

**The Filing fee for a Foreign Deposition Subpoena is \$270.**

**(Currently there is no requirement for the additional party fee of \$30.)**

# FORMS OVERVIEW

## The CIVIL COVER SHEET

1. Fill in the Primary Plaintiff and Primary Defendant names, and attorney contact information if represented
2. Please check ONE case category type: if you are not sure, 'Other Civil Matters' is the most commonly selected for this type of civil action in our court
3. Date and sign the document
4. Save as a PDF – Civil Cover Sheet – the document filing code is **CCS**

DISTRICT COURT CIVIL COVER SHEET  
County, Nevada

Case No. \_\_\_\_\_  
(Assigned by Clerk's Office)

---

**I. Party Information** *(provide both home and mailing addresses if different)*

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

---

**II. Nature of Controversy** *(please select the one most applicable filing type below)*

Civil Case Filing Types:

<p><b>Real Property</b></p> <p><b>Landlord/Tenant</b></p> <input type="checkbox"/> Unlawful Detainer <input type="checkbox"/> Other Landlord/Tenant <p><b>Title to Property</b></p> <input type="checkbox"/> Judicial Foreclosure <input type="checkbox"/> Other Title to Property <p><b>Other Real Property</b></p> <input type="checkbox"/> Easement/Eminent Domain <input type="checkbox"/> Other Real Property	<p><b>Negligence</b></p> <input type="checkbox"/> Auto <input type="checkbox"/> Premises Liability <input type="checkbox"/> Other Negligence <p><b>Malpractice</b></p> <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Legal <input type="checkbox"/> Accounting <input type="checkbox"/> Other Malpractice	<p><b>Torts</b></p> <input type="checkbox"/> Product Liability <input type="checkbox"/> Intentional Misconduct <input type="checkbox"/> Employment Tort <input type="checkbox"/> Insurance Tort <input type="checkbox"/> Other Tort
<p><b>Probate</b> <i>(select case type and estate value)</i></p> <input type="checkbox"/> Summary Administration <input type="checkbox"/> General Administration <input type="checkbox"/> Special Administration <input type="checkbox"/> Set Aside <input type="checkbox"/> Trust Conservatorship <input type="checkbox"/> Other Probate <p><b>Estate Value</b></p> <input type="checkbox"/> Over \$200,000 <input type="checkbox"/> Between \$100,000 and \$200,000 <input type="checkbox"/> Under \$100,000 or Unknown <input type="checkbox"/> Under \$2,500	<p><b>Construction Defect &amp; Contract</b></p> <p><b>Construction Defect</b></p> <input type="checkbox"/> Chapter 40 <input type="checkbox"/> Other Construction Defect <p><b>Contract Case</b></p> <input type="checkbox"/> Uniform Commercial Code <input type="checkbox"/> Building and Construction <input type="checkbox"/> Insurance Contract <input type="checkbox"/> Commercial Instrument <input type="checkbox"/> Collection of Accounts <input type="checkbox"/> Employment Contract <input type="checkbox"/> Other Contract	<p><b>Judicial Review/Appeal</b></p> <p><b>Judicial Review</b></p> <input type="checkbox"/> Foreclosure Mediation Case <input type="checkbox"/> Petition to Seal Records <input type="checkbox"/> Mental Competency <p><b>Nevada State Agency Appeal</b></p> <input type="checkbox"/> Department of Motor Vehicle <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> Other Nevada State Agency <p><b>Appeal Other</b></p> <input type="checkbox"/> Appeal from Lower Court <input type="checkbox"/> Other Judicial Review/Appeal
<p><b>Civil Writ</b></p> <input type="checkbox"/> Writ of Habeas Corpus <input type="checkbox"/> Writ of Mandamus <input type="checkbox"/> Writ of Quo Warrant	<p><b>Civil Writ</b></p> <input type="checkbox"/> Writ of Prohibition <input type="checkbox"/> Other Civil Writ	<p><b>Other Civil Filing</b></p> <input type="checkbox"/> Compromise of Minor's Claim <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Other Civil Matters

*Business Court filings should be filed using the Business Court civil coversheet.*

---

Date \_\_\_\_\_ Signature of initiating party or representative \_\_\_\_\_

*See other side for family-related case filings.*

Nevada AOC - Research Statutes Unit  
Revised 10/2017

Form FA 201  
Rev 2.1

**The REQUEST FOR FOREIGN DEPOSITION SUBPOENA**

1. Prepare and complete the Request per the sample and instructions, EDCR 2.80 and NRS 53.170; leave the case number blank
2. Date and sign the document
3. Save as a PDF – Request – the document filing code is **RFDS**

RFDS NAME BAR NUMBER ADDRESS CITY, STATE ZIP CODE TELEPHONE NUMBER ATTORNEY FOR:	DISTRICT COURT CLARK COUNTY, NEVADA  NAME,  Plaintiff(s),  -vs-  NAME,  Defendant(s).	CASE NO. DEPT. NO.
<b>REQUEST FOR FOREIGN DEPOSITION SUBPOENA</b>		
COMES NOW (Plaintiff/Defendant), _____ by and through its counsel of record, _____ and hereby requests the issuance for the Clerk of a foreign deposition subpoena pursuant to EDCR 2.80 and NRS 53.170.		
		SIGNATURE NAME BAR NUMBER ADDRESS CITY, STATE ZIP CODE ATTORNEY FOR:

Request for Foreign Subpoena cover.doc/6/5/2017

**Rule 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.

[Amended; effective October 13, 2005.]

**The SUBPOENA** (for our court clerk to issue)

1. If the subpoena form in the instruction packet does not apply to your case, please look in our Court's Forms library for a different version of the Subpoena (i.e. Duces Tecum/Business Records) or prepare one in accordance with our EDCR 7.20.
2. Prepare and complete the document – leave the case number blank
3. Sign and date the Subpoena in the 'Submitted by' section
4. Save as a PDF – Subpoena – the document filing code is **SUBI**

DISTRICT COURT CLARK COUNTY, NEVADA	
Plaintiff(s),	CASE NO.
-vs-	DEPT. NO.
Defendant(s).	<b>SUBPOENA – CIVIL</b>
	<input type="checkbox"/> REGULAR <input type="checkbox"/> DUCES TECUM
<b>THE STATE OF NEVADA SENDS GREETINGS TO:</b>	
_____	

## How Do I Register To File?

Video Walkthrough available at <http://www.clarkcountycourts.us/fns/#Register>

Please follow the steps below to register for a new account

Navigate to <https://nevada.tylerhost.net/OfsWeb/> in your web browser.

Click the Green Register Icon

Video Walkthrough available at <http://www.clarkcountycourts.us/fns/#Register>

Please follow the steps below to register for a new account

Navigate to <https://nevada.tylerhost.net/OfsWeb/> in your web browser.

Click the Green Register Icon



You will be directed to the **User Information page**.

- Complete all fields with red borders.
- Password parameters: Your password must be at least 8 characters and include an upper case letter, a lowercase letter, and a number or special character.
- Click Next

## Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » Complete

**First Name**  **Middle**  **Last Name**

A valid email address is required for filing notifications. Your email address will also be used to sign in. Please select a password that is easy for you to remember, but would be difficult for others to guess.

**Email Address**  **Password**

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

**Security Question**

**Security Answer**

[Next](#)

You will be directed to the Registration Options. If you are representing yourself, select 'Register for a Self-Represented Account'; If you are a Law Firm, choose the Attorney option

## Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants



*Please Note: The account approval box should remain unchecked. The User Approval feature is not available at this time.*

Require administrator approval of new user registration



Complete the Contact information and click **Next**.

You will be redirected to a success page. Please go to your email to activate your e-filing account.

## Initial Filing – Part 1

**SKIP THIS SECTION IF YOU ALREADY HAVE A 8<sup>th</sup> Judicial District Court CASE NUMBER –**

**see Page 8 for Subsequent Filing instructions**

To initiate a new Foreign Deposition Civil case in the 8<sup>th</sup> Judicial District Court, you should be prepared to submit at least 2 separate documents to the Envelope:

- A completed District Court Civil Cover Sheet
- A Request for Foreign Deposition Subpoena

You may have other documents, including the Subpoena or an additional Request, they can also be added to your “envelope” separately

The **Cover Sheet** should have only 1 (one) category selected. You should choose the same category when you complete the Case Information section of the Submission screen (next page).

Some common *Initial Filing* Document Codes:

- CCS – for the District Court Civil Cover Sheet
- RFDS - for 1<sup>st</sup> Request for Foreign Deposition Subpoena
- SUBI – for the Subpoena Duces Tecum
- REQT – for any additional Requests for Foreign Deposition subpoena being submitted with the same underlying case in the same envelope

To have a clerk electronically issue any submitted Subpoena, you **MUST** use filing code:

- **SUBI** for Subpoena electronically issued

### **Alerts:**

***Be sure your documents are signed***

***Do NOT add any unsigned Orders to your envelope.***

***Many of the statutory Fees are associated with a document code. Be sure not to duplicate the fee by also selecting them in the Optional services section during your submission. Check the Fees section (Page 12) to verify the total charge is accurate.***

## Initial Filing – Part 2

Video Walkthrough available at <http://www.clarkcountycourts.us/file-and-serve/#Initial-Filing>

With File & Serve, filers are able to submit *multiple filings for the same case in a single envelope* (as long as total file size is under 50 MB), saving E-File fees. Perform the following steps to file a new case:

- On the Home Page, click on the blue **Start a New Case** button.
- Complete the details for the new case by using the drop down lists in the case information section.
  - Location - Select
    - Clark District **Criminal/Civil** for a **Civil** case
  - Category – Select
    - Civil
  - Case Type – select the SAME category that is selected on your Cover Sheet
- Fields with a red border are required. Click **Save Changes**.

The screenshot shows the 'Start a New Case' form. The 'Case Information' section is highlighted. It contains three dropdown menus: 'Location', 'Category', and 'Case Type'. Each dropdown menu has a red border, indicating it is a required field. The 'Location' dropdown is currently empty. The 'Category' dropdown is currently empty. The 'Case Type' dropdown is currently empty. There are 'Undo' and 'Save Changes' buttons at the bottom right of the form.

### Input the Party Information.

The screenshot shows the 'Party Information' form. It features a table with columns for 'Party Type', 'Party Name', and 'Lead Attorney'. The 'Party Type' column has two rows: 'Plaintiff' and 'Defendant'. The 'Party Name' column is empty. The 'Lead Attorney' column has a dropdown menu. There are 'Required Party' labels and arrows next to the 'Plaintiff' and 'Defendant' rows. Below the table, there is a section for 'Enter details for this Party'. It includes a checkbox for 'Party is a Business/Agency'. Below that, there are four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'Last Name' field has a red border. Below the input fields, there is a dropdown menu for 'Lead Attorney'. At the bottom, there is an 'Add Attorneys' button and 'Undo' and 'Save Changes' buttons.

- The system will normally pre-populate the required party types based on the selected case type.

- Check the **Business/Agency** box if the party is NOT an individual.
- Enter your party's first and last name, or business name and any other information you would like to include.

**If you do not have a Nevada State Bar #, do not associate the attorney with the Party for the submission– the program will error out**

- If you are an attorney or filing on behalf of attorney, select your lead attorney from the drop down box ONLY IF YOU ARE LICENSED IN THE STATE OF NEVADA.
  - Leave blank if you are representing yourself, or do not have a Nevada State Bar #
- Click on Save Changes.
- Enter the information for the other party following the previous steps.

## Enter the Filing Information

Filings Need Help?

Enter the details for this filing

Filing Type ? Filing Code

EFile  ?

Filing Description

?

Client Reference Number ? Comments to Court

There is a 30 character limit

Courtesy Copies

?

Lead Document (Required)

Computer  ?

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
<span>+</span> Add Optional Services and Fees			

Undo Save Changes

1. Enter the proper **Filing Code** for your first document (and Upload it **(Required)**):
  - Enter or select the Filing Code **CCS** for the District Court Civil Cover Sheet,
  - Enter the Filing Description – District Court Civil Cover Sheet, and
  - Upload the image of the Civil Cover Sheet.
2. Click on **Save Changes**

**WARNING** The program will automatically direct you to the next section – FEES. To add the other documents you must go back UP to the Filings Header and look for the '+Add Another Filing' button and click on it

Filings

Filing Code	Client Ref #	Filing Description
Request - REQT (PRB)		Request for Foreign Deposition S...

+ Add Another Filing

3. Click on **Add Another Filing** to upload your second document, for example, the Request:
  - Enter or select the Filing Code – **RFDS**
  - Enter the Filing Description – Request for Foreign Deposition Subpoena
  - Upload the image of the Request
4. Click on **Save Changes**

IF YOU HAVE THE SUBPOENA PREPARED AND READY (saved as a PDF) TO YOU CAN ADD IT TO THE ENVELOPE AT THIS TIME

- Go back up to the **Filings Header** and click on **Add Another Filing** to upload your third document, for example, the Subpoena:
  - Enter or select the Filing Code – **SUBI**
  - Enter the Filing Description – Subpoena (Duces Tecum, etc...)
  - Upload the image of the Subpoena
- Click on **Save Changes**

If you have additional documents, you can continue to add them to your envelope by repeating the ‘**Add Another Filing**’ steps.

### Complete the Fee Section

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	

Total Filing Fee	\$0.00
E-File Fee	\$3.50
<b>Envelope Total:</b>	<b>\$3.50</b>

Payment Account  
Click to select Payment Account

Party Responsible for Fees  
Click to select Party Responsible for Fees

Filing Attorney  
Click to select Filing Attorney

- Confirm that the \$270 fee has been applied
- Choose the proper Payment Account
- Select a Party Responsible for Fees
- Select The Filing Attorney, if any (this will not cause an error)
- Click **Save Changes**

Once you have filled in all of the above information, click **Summary**. Review your filing on the next page. If you are satisfied and wish to file, click **Submit**. If you wish to edit your envelope, click **Back**.

**Registration for electronic service is NOT automatic. Once your new case has been submitted, you should immediately register for electronic service. (Next section)**

# Adding Service Contacts

## Linking your E-mail Contacts to your cases

**Option 1:** Add service contacts without filing into the case (this option is only available after the case has been initially created.)

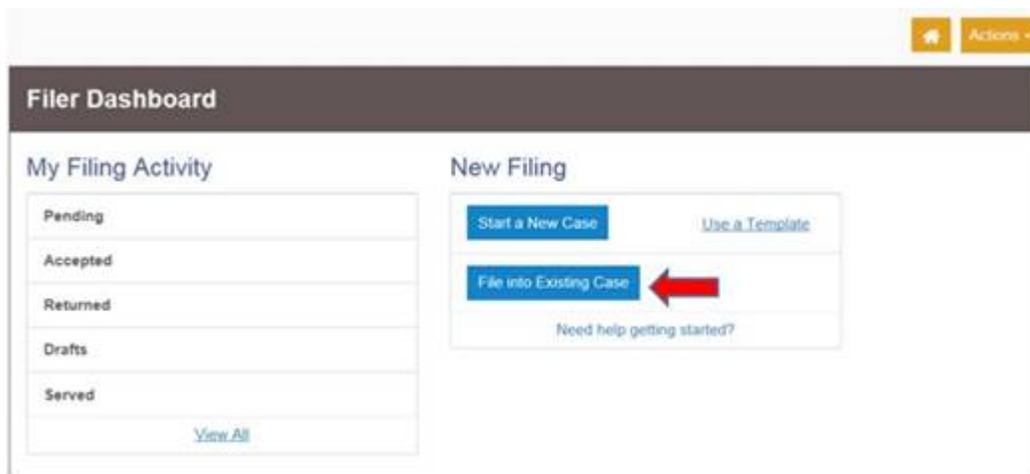
**Option 2:** Add service contacts **during the filing** process.

**Best Practice Recommendation:** It is recommended that you add yourself to the case as soon as you are able. Adding yourself to the case early on in the life of the case guarantees that you will be an eService contact on the case

### OPTION 1

#### To Add the Service Contact to the Case without filing:

Search for the case by selecting **File into Existing Case**; or clicking .



Select your location from the drop down menu, enter your case number **OR** party information, and select search.

Once your case populates, click on the **Actions** tab located on the right hand side of the case. Then select **View Service Contacts**. This will bring up the service contacts list.



Locate the party that you would like to attach your service contact information to. Then select the **Actions** tab located to the right of that party. (See screenshot below) Enter the contact information to create a new contact party. (Name and email, typically)

Serve	Name	Email
▶	Party: Debbie G - Plaintiff	
▶	Party: Eddie G - Defendant	
▶	Other Service Contacts	

Actions

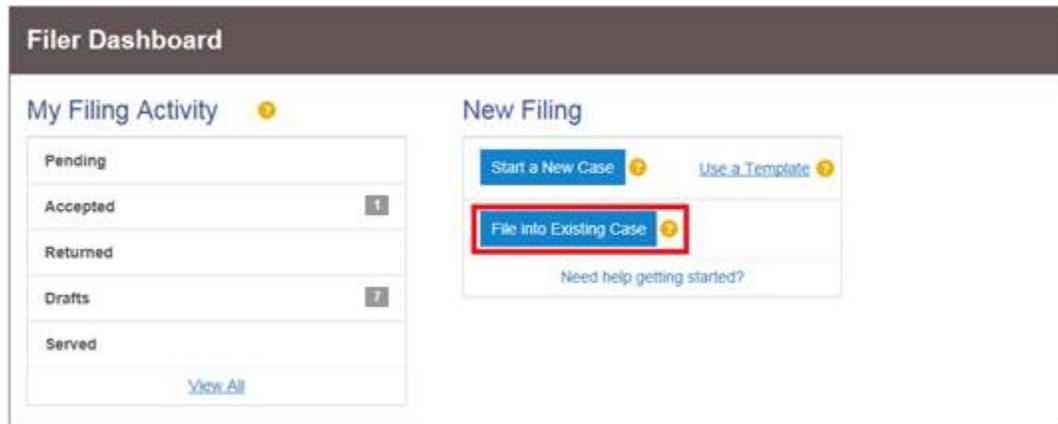
- Add New Service Contact
- Add From Firm Service Contacts

Actions

## Subsequent Filing- for an existing District Court case

To file additional Requests into an existing case you will first need to search for your existing case.

From the Filer Dashboard, click on **File into Existing Case**



Select the Court Location.

Input the case number **OR** search by party name.



Click on the **Search** button.

Once the case populates, click on the **Actions** button to the right of the case information and select **File Into Case**.



## Enter the Filing Information

The screenshot shows a web form for entering filing information. The form is titled "Filings" and has a "Need Help?" link. The form is divided into several sections:

- Enter the details for this filing**: This section contains the "Filing Type" dropdown (set to "EFile") and the "Filing Code" dropdown (with a placeholder "Click to select Filing Code").
- Filing Description**: A text input field with a placeholder "Enter the document title".
- Client Reference Number**: A text input field.
- Comments to Court**: A text input field with a note "There is a 30 character limit".
- Courtesy Copies**: A text input field.
- Lead Document (Required)**: A section with a placeholder "Computer" and an upload icon.
- Optional Services and Fees**: A table with columns for "Optional Services and Fees", "Fee Amount", "Quantity", and "Fee Total". There is a button "Add Optional Services and Fees" below the table.
- Buttons**: "Undo" and "Save Changes" buttons are located at the bottom right of the form.

1. Select your **Filing Type** - Efile and Serve, or Efile
  - If you select Efile only, your documents will NOT be served on the other parties
    - If parties are not registered for electronic service, select E-file, then plan on serving them alternatively and in accordance with Nevada Statutes and Nevada Civil Rules of Procedure
  - If you select Serve only, your documents will NOT be Filed into the case
2. Enter the proper **Filing Code** for your first document and Upload it (**Required**)
  - For example, enter REQT for an additional Request for Foreign Deposition Subpeona
3. Enter the **Filing Description** – this is the Title of your pleading,
4. Upload the PDF image of your document .
5. Click on **Save Changes**.

If you have another document to submit, go back up to the **Filings Header** and click on **Add Another Filing** to upload it, then

6. Select your **Filing Type** - Efile and Serve
  - If you select Efile only, your documents will NOT be served on the other parties
  - If you select Serve only, your documents will NOT be Filed into the case
7. Enter the proper **Filing Code**
8. Enter the **Filing Description** – this is the Title of your pleading
  - Upload the PDF image of your next document
9. Click on **Save Changes** –

If you have additional documents, you can continue to add them to your envelope by repeating the '**Add Another Filing**' steps, otherwise, Click **Save Changes**

## Complete the Fee Section

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	

Total Filing Fee	\$0.00
E-File Fee	\$3.50
<b>Envelope Total:</b>	<b>\$3.50</b>

Payment Account  
Click to select Payment Account

Party Responsible for Fees  
Click to select Party Responsible for Fees

Filing Attorney  
Click to select Filing Attorney

- Confirm that the fees have been applied
- Choose the proper Payment Account
- Select a Party Responsible for Fees
- Select The Filing Attorney
- Click Save Changes

Once you have filled in all of the above information, click **Submit**. Review your filing on the next page. If you are satisfied and wish to file, click **Submit**. If you wish to edit your envelope, click **Back**.

*Registration for electronic service is NOT automatic.*

*You should immediately register for electronic service in your case, if you have not already done so.*

*See Option 1 or 2 on Page 17-19 of this document for instructions*

## Steps to Attach your Service Contact to a Case During Filing

Search for the case by selecting **File into Existing Case**. (See the Subsequent Filing section for detailed information on this topic.)



The screenshot shows a form titled "File Into Existing Case". It has a section "Select a Location" with a dropdown menu currently showing "Clark District Criminal/Civil". Below that is a "Search for a Case by" section with two radio buttons: "Case Number" (selected) and "Party Name". Under "Case Number", there is a text input field with "Case #".

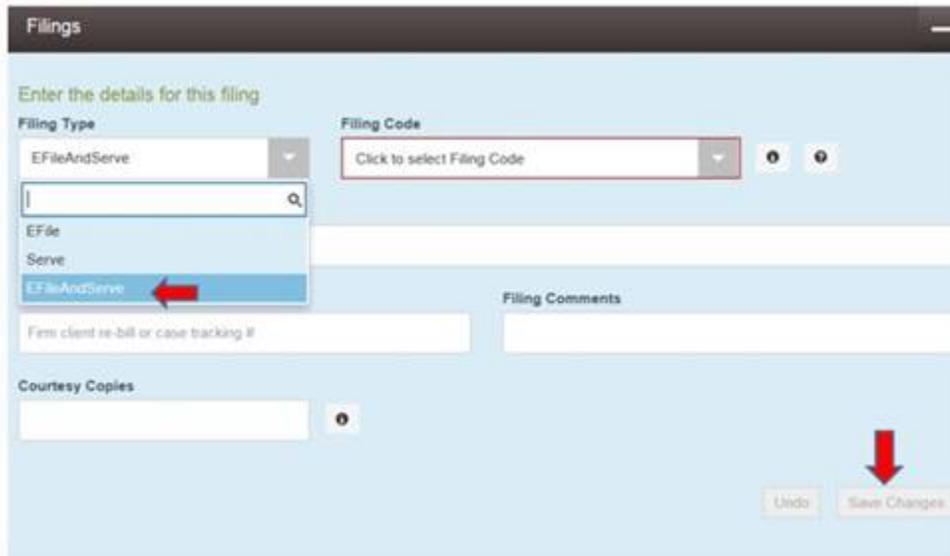
Select your location from the drop down menu, enter your case number **OR** party information and select search

Once the case populates, click on the **Actions** tab to the right of the case and select **File into Case**.



The screenshot shows a table with columns: Case Number, Location, Description, and Case Type. The first row contains: 200909277, Harris County - 247th Fa..., ROCHA, DAYSI v ROC..., Sapcr - Custody. To the right of the table is an "Actions" dropdown menu with a red arrow pointing to it. The menu is open, showing options: "File Into Case" (highlighted with a red arrow), "File Into Case With Template", and "View Service Contacts". Below the table is a "Back to Search" button.

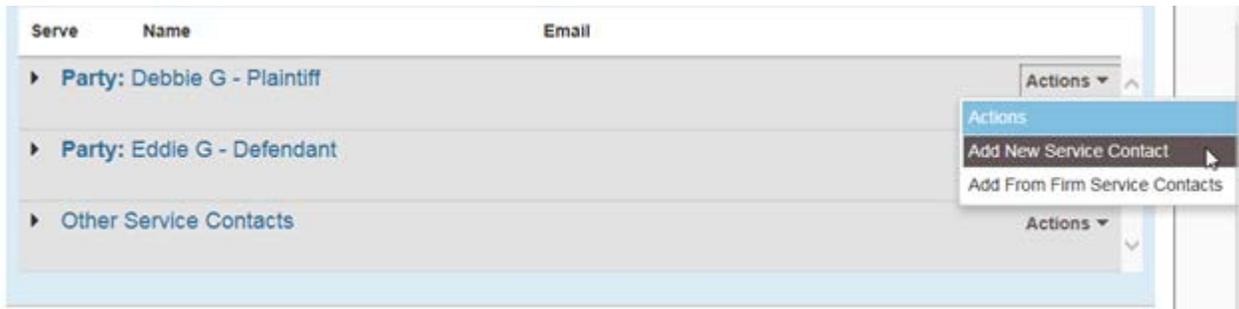
Select **Efile & Serve** or **Serve** only for your Filing Type. Complete the remaining required fields in the Filings Section & select **Save Changes**.



The screenshot shows a form titled "Filings". It has a section "Enter the details for this filing". Under "Filing Type", there is a dropdown menu with "EFileAndServe" selected, and a red arrow points to it. Below the dropdown is a search box with "EFile", "Serve", and "EFileAndServe" listed. To the right is a "Filing Code" dropdown with "Click to select Filing Code" and a red arrow pointing to it. Below these are "Filing Comments" and "Courtesy Copies" sections. At the bottom right are "Undo" and "Save Changes" buttons, with a red arrow pointing to "Save Changes".

Once you select **Save Changes** you will be brought down to the Service Contact section. Locate the party you need to attach you service contact to.

Locate the party that you would like to attach your service contact information to. Then select the **Actions** tab located to the right of that party. Select **Add New Service Contact** and enter the contact information to create a new contact party.



**Please Note:** You also have the option to serve the opposing counsel in this section. If you need to serve the opposing counsel and they have not added themselves to the case, you will be unable to serve them via electronic service until they do so.

### Viewing Served Status of Parties

To view the status of documents you have served through File & Serve, first go to the **Filer Dashboard**.

1. Click on the **Accepted** folder under **My Filing Activity**.
2. Click on the **Actions** menu for the appropriate case and select **View Envelope Details**.
3. Scroll to the bottom of the envelope and click **View Receipt**.
4. Scroll down to **eService Details** where you will find the status of those served.