

**CLARK COUNTY CIVIL LAW RESOURCE CENTER
330 SOUTH THIRD STREET, SUITE 1105
LAS VEGAS, NV 89101
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**INSTRUCTIONS FOR PREPARING THE
STATEMENT OF INTENT TO PARTICIPATE IN PETITION
FOR JUDICIAL REVIEW — NRS 130-150**

**THIS PACKET CONTAINS
INSTRUCTIONS AND SAMPLE FORMS ALONG WITH THE
FOLLOWING BLANK DOCUMENTS**

1. Order Denying Judicial Review
2. Order Granting Judicial Review
3. Notice of Entry of Order
4. Certificate of Mailing

READ ALL THE MATERIALS CONTAINED IN THIS PACKET BEFORE FILLING IN ANY PORTION OF THE DOCUMENTS. USE BLACK INK AND TYPE OR PRINT CLEARLY WHEN FILLING OUT DOCUMENTS. THE CLERK'S OFFICE WILL NOT ACCEPT DOCUMENTS THAT ARE HARD TO READ.

FOR MORE INFORMATION ON DOCUMENT PREPARATION READ THE "DOCUMENT PREPARATION PAMPHLET" ON THE COUNTY CLERK'S WEB PAGE, ON-LINE AT:

WWW.CO.CLARK.NV.US/CLERK/FORMS.HTM

REVIEW THE CONTENTS OF THIS PACKET BEFORE FILLING OUT ANY OF THE FORMS. YOU MAY NEED TO MAKE ADDITIONAL COPIES OF THE BLANK FORMS BEFORE YOU START.

IMPORTANT
THESE MATERIALS ARE NOT INTENDED TO SUBSTITUTE FOR THE ADVICE OF
AN ATTORNEY

The law allows you to represent yourself in a legal action. While there is no requirement that you obtain a lawyer, the legal process is complex and very formal. It is strongly recommended that you have a lawyer to consult with or represent you.

Private Counsel Is Always Recommended For Legal Matters

The information provided in this form packet is offered to assist you in representing yourself in court if you do not have a lawyer. If you represent yourself (appear before the court “pro se” or “pro per”), you must follow the same rules that a lawyer must follow. Law prohibits courthouse employees from giving legal advice.

You are responsible for knowing the law that applies to your case and the rules of the court. This information is contained in the Nevada Revised Statutes and Nevada Rules of Civil Procedure, which are available at the Clark County Law Library. Basic law, court rules, and statutes are also available on the Internet at: www.leg.state.nv.us.

When you represent yourself, you are responsible for filing and serving the correct court documents within the required time. You must also make sure that the documents are complete before they are signed and filed. Failure to comply with any of the court requirements may cause you to lose important legal rights.

Additional information is available at the Clark County webpage on the Internet at: www.co.clark.nv.us.

This packet was prepared for educational and information purposes only. It contains general information and is not intended to apply to any specific situation or as legal advice.

THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. THE COURT, SELF-HELP CENTER, NON-PROFIT ORGANIZATION OR LAW LIBRARY THAT MAY PROVIDE THIS INFORMATION SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.

ORDER DENYING OR GRANTING JUDICIAL REVIEW

The court will review all the documents and evidence in the case and make a decision. If the court rules in your favor, you are responsible for preparing the court order. The order is the document that puts the judge's decision into writing.

There are two blank order forms in this packet. The order denying judicial review is for use by the respondent in the case. If you are the petitioner in the case, you will complete the order granting judicial review if the court rules in your favor.

PREPARING YOUR DOCUMENTS

All papers presented to the court clerk for filing must be flat, unfolded, firmly bound together at the top and on standard quality white paper, 8 ½ X 11 inches in size. Papers must be two-hole punched at the top. You must stamp or print "**ORIGINAL**" on the top of the first page of each original document in the space between the punched holes. If the document contains more than one page, you must staple the pages together in the upper left corner.

This packet contains instructions and blank forms for the order, notice of entry of order, and certificate of mailing. You may use the blank forms contained in this packet. Simply fill in the appropriate information in the space provided; print clearly and use black ink. If you chose to type your own documents, use the exact format shown for the blank documents. Use numbered legal pleading paper where indicated.

Order Denying Judicial Review

The upper left-hand portion of the order must contain the document code (ORDR) followed by your printed or typed name, complete address, and telephone number above the words "**IN PROPER PERSON**" as shown on the sample document.

The case caption — the part of the document that follows the name and location of the court — must appear exactly as shown on the document provided in this packet. Print or type the petitioner's name in the space provided above the word "**PETITIONER.**" Print or type the names of all other parties to the case in the space above the word "**RESPONDENTS.**" Insert the case number and judicial department assigned by the Clerk's Office in the spaces provided on the right side of the document.

Complete the document by inserting the date the court heard the petition for judicial review on the first blank line. Next, print or type the petitioner's name in the space provided. Insert the name of the person and/or agency that issued the administrative decision on the next line. Insert the date of the decision on the last line in the first paragraph.

You must sign the order and print or type your name, complete address and telephone number in the space provided at the bottom of the document.

Order Granting Judicial Review

The upper left-hand portion of the order must contain the document code (ORDR) followed by your printed or typed name, complete address, and telephone number above the words **“IN PROPER PERSON”** as shown on the sample document.

The case caption — the part of the document that follows the name and location of the court — must appear exactly as shown on the document provided in this packet. Print or type the petitioner’s name in the space provided above the word **“PETITIONER.”** Print or type the names of all other parties to the case in the space above the word **“RESPONDENTS.”** Insert the case number and judicial department assigned by the Clerk’s Office in the spaces provided on the right side of the document.

Complete the document by inserting the date the court heard the petition for judicial review on the first blank line. Next, print or type the petitioner’s name in the space provided. Insert the name of the person and/or agency that issued the administrative decision on the next line. Insert the date of the decision on the last line in the first paragraph.

Use the space provided in the second paragraph to list the findings of the court. These are the reasons the court gave for granting your request for judicial review.

You must sign the order and print or type your name, complete address and telephone number in the space provided at the bottom of the document.

Notice of Entry of Order

To complete the notice of entry of order included in this packet, print or type your name, complete address and telephone number in the upper left corner of the document following the document code (NOTC).

The case caption — the part of the document that follows the name and location of the court — must appear exactly as shown on the blank document in this packet. Print or type the petitioner’s name in the space provided above the word **“PETITIONER.”** Print or type the names of all other parties to the case in the space above the word **“RESPONDENTS.”** Insert the case number and judicial department assigned by the Clerk’s Office in the spaces provided on the right side of the document. Insert the date the judge issued the order in the space provided. Date and sign the document.

Certificate of Mailing

This is your proof to the court that you sent a copy of the order to the other parties in the case. To complete the certificate of mailing included in this packet, print or type the word **“DENYING”** or **“GRANTING”** on the first line. Next, insert the city or town where you will mail a copy of the order to all other parties in the case. You must also list the name of each party and the address to which you will mail the order. Sign the certificate, print your name and insert the date you mailed the copies in the spaces provided.

SUBMITTING YOUR DOCUMENTS TO THE COURT

You will need one original and three copies of the order, notice of entry of order and certificate of mailing. You must two hole punch and identify the original set of documents as described earlier in this packet.

Take the original and two copies of the order to the Clerk's Office located on the 3 floor of the courthouse. Tell the Clerk that you want to submit the order to the judge for signature. Attach a note asking the judge's staff to call you when the judge signs the order so that you may pick it up at the Clerk's Office. The Clerk will keep the original and one copy of the order and return a file-stamped copy to you.

Bring one original and two copies of the notice of entry of order and certificate of mailing when you go to the Clerk's Office to pick up the signed order. Also, bring two copies of the file-stamped order you received from the Clerk's Office. At the filing counter, the clerk will use a stamp to "sign" the two file —stamped copies of the order. The Clerk will keep the original and one copy of the signed order, notice of entry of order and certificate of mailing. The clerk will return one set of documents to you. This is your "file-stamped" copy. You will make additional copies of these documents to mail to the other parties in the case that you listed on the certificate of mailing.

You must mail the documents to the other parties in the case on the date indicated on the certificate of mailing. Keep one copy of the file-stamped documents for your records.

NOTC

Name

Address

City, State, Zip Code

Telephone number

IN PROPER PERSON

DISTRICT COURT

CLARK COUNTY, NEVADA

)	Case No.: _____
Petitioner)	
vs.)	Dept. No.: _____
)	
)	
)	
)	
Respondents)	

NOTICE OF ENTRY OF ORDER

PLEASE TAKE NOTICE that on the _____ day of _____
20____, an Order was entered in the above -entitled action, a copy of which is attached
hereto:

DATED: _____, 20____.

Submitted by:

Signature

Print Name

ORDR

Name

Address

City, State, Zip Code

Telephone number

IN PROPER PERSON

**DISTRICT COURT
CLARK COUNTY, NEVADA**

)	Case No.: _____
Petitioner)	
vs.)	Dept. No.: _____
)	
)	
)	
Respondents)	

ORDER GRANTING JUDICIAL REVIEW OF ADMINISTRATIVE DECISION

This matter having come on for hearing _____ on Petition
_____'s Petition for Judicial Review of the administrative decision issued
by _____ dated
_____ is based upon the pleadings and papers on file herein and
the Points and Authorities attached hereto.

The Court having examined the record on appeal, reviewed all the documents
and evidence submitted by the parties and, being fully advised in the premises finds that

good cause appearing therefore;

IT IS HEREBY ORDERED that the Petition for Judicial Review is hereby **GRANTED**.

DATED this _____ day of _____, 20__.

DISTRICT COURT JUDGE

Respectfully submitted by:

Signature

NAME _____

ADDRESS

TELEPHONE NUMBER

IN PROPER PERSON

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Name

City, State, Zip Code

Telephone number

CLARK COUNTY, NEVADA

) Case No.: _____

) Dept. No.: _____

Respondents

This matter having come on for hearing _____ on Petitioner

_____ Petition for Judicial Review of the administrative decision issued by _____
dated _____

_____ is based upon the pleadings and papers on file herein and the Points and Authorities attached hereto.

The Court having examined the record on appeal, reviewed all the documents and evidence submitted by the parties and, being fully advised in the premises finds that the appeals officer's decision and order is supported by substantial evidence, good cause appearing therefore;

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IT IS HEREBY ORDERED that the Petition for Judicial Review is hereby **DENIED**.

DATED this _____ day of _____, 20__.

DISTRICT COURT JUDGE

Respectfully submitted by:

Signature

NAME _____

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

IN PROPER PERSON

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CERTIFICATE OF MAILING

I HEREBY CERTIFY that on the date shown below, a true and correct copy of the foregoing Order _____ Judicial Review was mailed postage prepaid, in a sealed envelope, at _____, Nevada, to the following interested parties:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DATED this _____ day of _____, 20__

By: _____
Signature

PRINT NAME

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