

NOTICE OF EARLY CASE CONFERENCE
AND
JOINT CASE CONFERENCE REPORT
(ALSO KNOWN AS A "16.1 REPORT")

EXPLANATION OF JOINT CASE CONFERENCE REPORT

WHAT IS A JOINT CASE CONFERENCE REPORT?

The Nevada Rules of Civil Procedure state that the parties need to hold an "Early Case Conference" after the Answer has been filed. In general, this conference should take place within 30 days after the Answer is filed, but that time can be extended under certain circumstances. At this conference, the parties are to exchange documents, discuss the possibility of settling the case and make a time line for the rest of the case. The "Joint Case Conference Report" is a written record of what happened in the Early Case Conference.

WHY DO I NEED TO PREPARE A CASE CONFERENCE REPORT?

Most of the time, the parties will agree to file only one Case Conference Report. The report that they file together is called a "Joint Case Conference Report". However, sometimes the parties cannot agree on what the report should say. When this happens, each side is required to file his/her own report, which is called an "Individual Case Conference Report". If one party files an Individual Case Conference Report and the other party decides that he/she agrees with that report, that party can file a "Notice of Joinder" instead of his/her own Individual Case Conference Report.

The Case Conference Report (either the joint or individual report) tells the court what you believe happened at the Early Case Conference. More importantly, the report acts as a signal to the court that your case needs to get a trial date because you have not been able to settle the case. If at least one party does not file either a Joint Case Conference Report or an Individual Case Conference Report, the court usually will not know that you need a trial date and your case will not be processed. Therefore, it is **very important** to file either a Joint Case Conference Report, an Individual Case Conference Report or a Notice of Joinder and give a copy of that report to the judge's office.

**YOU CAN USE THIS PACKAGE FOR NOTICE OF EARLY CASE CONFERENCE AND
JOINT CASE CONFERENCE REPORT IF:**

- The Answer has been filed
- One of the following applies:
 - You need to schedule an Early Case Conference
or
 - You have attended the Early Case Conference
and you and the other party agree on the
contents of the Case Conference Report

INSTRUCTIONS FOR PREPARING A NOTICE OF EARLY
CASE CONFERENCE AND A JOINT CASE
CONFERENCE REPORT(ALSO KNOWN AS A "16.1 REPORT")

* * * IMPORTANT DISCLOSURE * * *

THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. CLARK COUNTY, THE EIGHTH JUDICIAL DISTRICT COURT, THE SELF-HELP CENTER AND THEIR EMPLOYEES SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL.

MANY FAMILY LAW MATTERS INVOLVE COMPLEX AND VALUABLE LEGAL RIGHTS. THESE FORMS AND INSTRUCTIONS ARE BASIC, GENERAL FORMS, AND MAY NOT FIT ALL SITUATIONS. SOME RIGHTS CANNOT BE ADEQUATELY PROTECTED WITHOUT THE ASSISTANCE OF AN ATTORNEY. YOU SHOULD CONSULT WITH AN ATTORNEY BEFORE YOU ATTEMPT TO USE SELF-HELP.

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I. EXPLANATION OF JOINT CASE CONFERENCE REPORT

A. WHAT IS A JOINT CASE CONFERENCE REPORT?

The Nevada Rules of Civil Procedure state that the parties need to hold an "Early Case Conference" after the Answer has been filed. In general, this conference should take place within 30 days after the Answer is filed, but that time can be extended under certain circumstances. At this conference, the parties are to exchange documents, discuss the possibility of settling the case, and make a time line for the rest of the case. The "Joint Case Conference Report" is a written record of what happened in the Early Case Conference.

B. WHY DO I NEED TO PREPARE A CASE CONFERENCE REPORT?

Most of the time, the parties will agree to file only one Case Conference Report. The report that they file together is called a "Joint Case Conference Report". However, sometimes the parties cannot agree on what the

report should say. When this happens, each side is required to file his/her own report, which is called an "Individual Case Conference Report". If one party files an Individual Case Conference Report and the other party decides that he/she agrees with that report, that party can file a "Notice of Joinder" instead of his/her own Individual Case Conference Report.

The Case Conference Report (either the joint or individual report) tells the court what you believe happened at the Early Case Conference. More importantly, the report acts as a signal to the court that your case needs to get a trial date because you have not been able to settle the case. If at least one party does not file either a Joint Case Conference Report or an Individual Case Conference Report, the court usually will not know that you need a trial date and your case will not be processed. Therefore, it is **very important** to file either a Joint Case Conference Report, an Individual Case Conference Report or a Notice of Joinder and to give a copy of that report to the judge's office.

C. You can use this package for Notice of Early Case Conference and Joint Case Conference Report if:

- The Answer has been filed
- One of the following applies:
 - You need to schedule an Early Case Conference; or
 - You have attended the Early Case Conference and you and the other party agree on the contents of the Case Conference Report.

D. This package should contain the following documents:

- Instructions for Preparing a Notice of Early Case Conference and Joint Case Conference Report (Also Known As a "16.1 Report")
- Notice of Early Case Conference
- Joint Case Conference Report
- Two Certificate of Mailing forms
- Court information class flyer

- List of telephone numbers for the judges' staffs and Court Clerks
- Customer survey

II. STEP 1: PREPARE YOUR PAPERWORK

NOTE: WHEN FILLING OUT ANY FORM, YOU MUST USE BLACK INK. PRINT CLEARLY. THE CLERK'S OFFICE WILL NOT FILE YOUR DOCUMENT IF THE HANDWRITING IS HARD TO READ.

A. THE CAPTION:

The "caption" is the portion of your document which assists the court in identifying your particular case. It is the part of the page that has the blanks above the words "Plaintiff" and "Defendant". Generally, this caption will be the same throughout the entire case and will be on every document filed in the case. In this package, the caption is on the: (1) Notice of Early Case Conference, (2) Joint Case Conference Report, and (3) Certificate of Mailing.

B. THE NOTICE OF EARLY CASE CONFERENCE:

NOTE: USE THIS DOCUMENT ONLY IF YOU HAVE NOT HAD AN EARLY CASE CONFERENCE.

1. As mentioned above, the parties must have a conference to talk about their case. The Notice of Early Case Conference is used to tell the other party when and where the conference will take place. The Plaintiff is responsible for setting the Early Case Conference.
2. Insert your name, address, and phone number in the upper left-hand corner of the page. Cross out the words "Bar No:". Cross out the words "Attorney for:" and write in "In Proper Person".
3. Insert the name of the Plaintiff on the blank above the word "Plaintiff" in the caption and insert the name of the Defendant on the blank above the word "Defendant" in the caption. You can determine who is the "Plaintiff" and who is the "Defendant" by looking at the other documents that have been filed in your case.
4. Insert the case number on the line after the words

“Case No.” and insert the department letter on the line after the words “Dept. No.” You can find the case number and department letter by looking at other documents that have been filed in your case.

5. The Notice of Early Case Conference uses a fill-in-the-blank format. The form will tell you what information you need to put into the blank.
 - a. Toward the bottom of the page, check the box next to the word “Litigant”.
 - b. This document needs to be signed before a Notary Public. The Self-Help Center has a Notary available. **Do not make any copies until the document is notarized.**

C. THE JOINT CASE CONFERENCE REPORT (ALSO KNOWN AS A “16.1 REPORT”:

1. Insert your name, address, and phone number on the first page, upper left-hand corner.
2. Insert the name of the Plaintiff on the blank above the word “Plaintiff” in the caption and insert the name of the Defendant on the blank above the word “Defendant” in the caption. You can determine who is the Plaintiff and who is the Defendant by looking at the other documents that have been filed in your case.
3. Insert the case number on the line after the words “Case No.” and insert the department letter on the line after the words “Dept. No.” You can find the case number and department letter by looking at other documents that have been filed in your case.
4. The Joint Case Conference Report uses a fill-in-the-blank format and will tell you what information you need to put into the blanks.
 - a. Under “Dispute Resolution Conference Requested” on page 1, you may want to review Nevada Rules of Civil Procedure 16.1 before you decide whether to check “yes” or “no”. You can find the Nevada Rules of Civil Procedure at the Law Library, at any Clark County public library, the Self-Help Center or online at <http://www.leg.stat.nv.us/CourtRules/index.htm> 1.

- b. For I, "A-C" use the original filing dates of the Complaint, Answer, and Reply (if applicable). You can find these dates by looking in the upper right-hand corner of the first page of each document. There should be a stamp with the date and time the document was filed.
- c. Paragraph II refers to different discovery rules. It is important that you understand these rules before you decide what you will do in your case.
- d. For III, list all witnesses who may have information that is "discoverable". You can read the Nevada Rules of Civil Procedure to learn more about what is and is not "discoverable".
- e. For IV, list all documents exchanged at, or as a result of, the Early Case Conference. If there is a dispute about whether a document is genuine, you must say so in this Report. If you do not make this objection in this Report, you may not be able to make it later in court.
- f. Paragraph V refers to the time line for the rest of the case.
- g. For VI, list every agreement between you and the other party. For example, you may agree that all bank statements are admissible at trial.
- h. For VII, list every area in your case that doesn't need a trial because you and the other side agree (i.e., custody and visitation, who gets the house and the mortgage, etc.).
- i. Paragraph VIII refers to custody issues. According to court rules, the judge must make orders on contested custody matters before a trial date can be scheduled. In light of this rule, some judges may require that the custody/visitation issues be completely resolved (either through an agreement between the parties or after a motion is filed and a hearing is held) before a trial date can be

set. You may want to call the law clerk for the department that your case is assigned to and ask about that department's policy.

- j. When you act as your own attorney, you have a duty to avoid filing frivolous documents. You should read Nevada Rule of Civil Procedure 11 before signing this document. After you have read this rule, complete the signature block that applies to you. The other party will also have to sign the document.

D. THE CERTIFICATE OF MAILING:

NOTE: PART OF THIS DOCUMENT WILL HAVE TO BE COMPLETED BY SOMEONE ELSE. (PLEASE SEE THIS SECTION AND SECTIONS III AND VI, BELOW.)

NOTE: THERE ARE TWO CERTIFICATES OF MAILING FORMS IN THIS PACKAGE. ONE FORM WILL BE USED FOR THE NOTICE OF EARLY CASE CONFERENCE (IF APPLICABLE) AND THE OTHER WILL BE USED FOR THE JOINT CASE CONFERENCE REPORT. IF YOU DO NOT USE THE NOTICE OF EARLY CASE CONFERENCE FORM, YOU WILL ONLY NEED TO COMPLETE ONE CERTIFICATE OF MAILING.

1. The Certificate of Mailing is a document to show the court that the other party received a copy of the papers you have just filed. Someone who is not related to by blood or marriage and who is over 18 years old will need to complete part of this document. This other person is called a "third party". (Please see Sections III and VI, below, for more information.)
2. Insert your name, address, and phone number on the first page, upper left-hand corner.
3. Insert the name of the Plaintiff on the blank above the word "Plaintiff" in the caption and insert the name of the Defendant on the blank above the word "Defendant" in the caption.
4. Insert the case number on the line after the words "CASE NO." on your documents and insert the department letter on the line after the words "DEPT. NO."
5. The Certificate of Mailing uses a fill-in-the-blank format and will tell you what information you need to put into the blank.

- a. The third party will need to fill in the date that he/she mailed the documents to the other side.
- b. The third party will need to sign the Certificate of Mailing before a Notary Public. The Self-Help Center has a Notary available. **Do not make any copies until the document is notarized.**

III. STEP 2: FILE AND SERVE THE NOTICE OF EARLY CASE CONFERENCE AND ATTEND THAT CONFERENCE

NOTE: ONLY COMPLETE THIS STEP IF YOU HAVE NOT HAD YOUR EARLY CASE CONFERENCE. IF YOU HAVE ALREADY HAD THIS CONFERENCE, SKIP THIS STEP AND GO TO SECTION IV, BELOW.

- A. Make two copies of the Notice of Early Case Conference.
- B. You need to use a two-hole punch on the top of the original Notice of Early Case Conference and also stamp or write "original" on the original Notice. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Go to the filing counter at the Clerk's Office. The Clerk will file the original Notice of Early Case Conference and will return the copies to you. These are called "file-stamped copies".
- D. You must give the other party a copy of the Notice. If that party is represented by an attorney, you must give the documents to the attorney instead of the other party. The way of giving the documents to the other party (or the attorney) is called "service of process" or "service". For this packet, you must serve the following documents:
 - (1) Notice of Early Case Conference (if applicable) and
 - (2) Joint Case Conference Report.
 1. Any document that is "served" must be mailed or delivered by someone who is not related to you by blood or marriage and who is over 18 years old. This person is called a "third party".
- E. There are several ways of serving the other party. The most common method of serving the documents in this packet is by mail. You can review the Nevada Rules of

Civil Procedure or speak to an attorney to learn about other methods of service.

1. If the other party does not have an attorney, the third party should mail the document to the other side's last known address (the address you put in the Certificate of Mailing).
 2. If the other party has an attorney, the third party must mail the document to the attorney at the attorney's business address.
- F. After the third party has mailed the Notice of Early Case Conference to the other side (or that side's attorney) he/she should complete their portion of the Certificate of Mailing.
1. Make one copy of the Certificate of Mailing.
 2. You need to use a two-hole punch on top of the original Certificate of Mailing and also stamp or write "original" on the original Certificate of Mailing. The Self-Help Center has a two-hole punch and a stamp that you can use.
 3. Go to the filing counter at the Clerk's Office. The Clerk will file the original Certificate of Mailing and will return the file-stamped copy to you. Keep this copy for your records.
- G. Attend the Early Case Conference. You should read Nevada Rule of Civil Procedure 16.1 before the date of the conference so that you know what to expect.
1. Be sure that you take good notes during your Early Case Conference so that you can refer to them while you are preparing the Joint Case Conference Report. (See Section II, C, above.)
- H. The other party (or the attorney if he/she is represented) must sign the Joint Case Conference Report. If the other party/attorney will not sign, you will need to file an Individual Case Conference Report. The Self-Help Center has this form or you can download it from the Center's Web site:
http://www.co.clark.nv.us/district_court/self_help_center.htm

IV. STEP 3: FILE THE JOINT CASE CONFERENCE REPORT

- A. After the other party has signed the Joint Case Conference report, make three copies of that report.
- B. You need to use a two-hole punch on the top of the original Joint Case Conference Report and also stamp or write "original" on the original document. The Self-Help Center has a two-hole punch and a stamp that you can use.
- C. Take the Joint Case Conference Report to the Clerk's Office. Go to the Legal Filing counter. The Clerk will file the original Joint Case Conference Report, stamp your copies and return them to you.

V. STEP 4: THE COURT'S REVIEW OF THE JOINT CASE CONFERENCE REPORT

- A. As mentioned above, it is extremely important that you give a copy of your paperwork to the judicial department. If neither party gives the judge's office a copy of the Joint Case Conference Report, the court will not know that your case needs a trial date.
 - 1. A file-stamped copy of any document that you give to the court before a hearing is called a "courtesy copy".
- B. Take the elevator to the third floor of the courthouse. Go to the reception area by "chambers." You will see brown boxes against the wall. Each box is marked with a department letter. Put the courtesy copy of the report in the box for the department assigned to your case.

VI. STEP 5: SERVE THE JOINT CASE CONFERENCE REPORT ON THE OPPOSING PARTY

- A. As stated above, you must give the other party a copy of any document that you file with the court. If that party is represented by an attorney, you must give the documents to the attorney instead of the other party.
 - 1. Any document that is "served" must be mailed or delivered by someone who is not related to you by blood or marriage and who is over 18 years old. This person is called a "third party".
- B. There are several ways of serving the other party. However, this packet contains two "Certificate of Mailing" forms. This is the most common method of serving the documents in this packet. You can review the Nevada Rules of Civil Procedure or speak to an attorney to learn

about other methods of service.

1. If the other party does not have an attorney, the third party should mail the document to the other side's last known address (the address you put in the Certificate of Mailing).
 2. If the other party has an attorney, the third party must mail the document to the attorney at the attorney's business address.
- C. After the third party has mailed the Joint Case Conference Report to the other side (or that side's attorney) he/she should complete their portion of the Certificate of Mailing.
1. Make one copy of the Certificate of Mailing.
 2. You need to use a two-hole punch on top of the original Certificate of Mailing and also stamp or write "original" on the original Certificate of Mailing. The Self-Help Center has a two-hole punch and a stamp that you can use.
 3. Go to the filing counter at the Clerk's Office. The Clerk will file the original Certificate of Mailing and will return the file-stamped copy to you. Keep this copy for your records.

VII. STEP 6: WHAT HAPPENS NEXT

What happens next depends on the department that your case has been assigned to. However, you should receive some sort of notification from that department within a few weeks from the time you deliver the courtesy copy of the Joint Case Conference Report. If you do not receive paperwork within a few weeks, you may want to call the Judicial Executive Assistant for that department and ask about the status of your trial setting. A list of telephone numbers for the judges' staffs is included in this package.

**CLARK COUNTY FAMILY LAW
SELF-HELP CENTER
SURVEY**

8/1/05

Please help us help you. If you complete this brief survey, we will be able to better determine your needs and how to serve you better.

Date _____ Zip Code _____

How many times have you visited the Center? First visit 2 3 4 5 or more

What is the general description of your legal actions: (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Divorce without children | <input type="checkbox"/> Order for protection against domestic violence |
| <input type="checkbox"/> Annulment | <input type="checkbox"/> Guardianship of a child | <input type="checkbox"/> Paternity |
| <input type="checkbox"/> Child support | <input type="checkbox"/> Guardianship of an adult | <input type="checkbox"/> Visitation |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Modification of child support | |
| <input type="checkbox"/> Divorce with children | <input type="checkbox"/> Name change | |
| <input type="checkbox"/> Other: _____ | | |

Are you starting or responding to a legal action?

- Starting Responding
 Other: _____

What services are you seeking from the Self-Help Center? (Check all that apply)

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Information about forms/procedures | <input type="checkbox"/> Information about other legal and community resources | <input type="checkbox"/> Listing of attorneys willing to accept family law cases | <input type="checkbox"/> Classes or clinics about family court procedures |
| <input type="checkbox"/> Assistance with completion of forms | | | <input type="checkbox"/> Notary services |
| <input type="checkbox"/> Other: _____ | | | |

How did you hear about the Self-Help Center? (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Judge, court employee, or court program | <input type="checkbox"/> Law Library | <input type="checkbox"/> Lawyer referral service |
| <input type="checkbox"/> Legal services provider | <input type="checkbox"/> Attorney | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> Social services provider | <input type="checkbox"/> District Attorney's Office | <input type="checkbox"/> Family member or friend |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Bar Association | <input type="checkbox"/> Website |

Are you aware that our forms are available on the internet? Yes No

Do you already have your documents? Yes No

If yes, where did you get your documents?

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> Self-Help Center Office | <input type="checkbox"/> Attorney | <input type="checkbox"/> Office supply store |
| <input type="checkbox"/> Self-Help Center Website | <input type="checkbox"/> Law Library | |
| <input type="checkbox"/> Other website | <input type="checkbox"/> Paralegal | |
| <input type="checkbox"/> Other: _____ | | |

Have you consulted an attorney regarding your case? Yes No

If no, why did you not hire an attorney? (Check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find an attorney who spoke my language |
| <input type="checkbox"/> Prefer to self-represent | <input type="checkbox"/> I do not know any attorneys |
| <input type="checkbox"/> Case refused by an attorney | |
| <input type="checkbox"/> Other: _____ | |

Have you consulted a paralegal regarding your case? Yes No

If no, why did you not hire a paralegal? (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Cost | <input type="checkbox"/> Could not find a paralegal who spoke my language | <input type="checkbox"/> I do not know any paralegals |
| <input type="checkbox"/> Case refused by a paralegal | | |
| <input type="checkbox"/> Other: _____ | | |

Please complete other side...

Please tell us a little about yourself...

Age Under 18 18 - 30 31 - 40 41 - 50 51 - 59 60 or older

Sex Male Female

Race: (Check the one that primarily applies)

- White American-Indian Asian
 African-American Hispanic
 Other: _____

What language is spoken in your home?

- English Spanish
 Other: _____

How many children under the age of 18 live in your home? 0 1 - 2 3 - 4 5 or more

Your gross monthly income is:

- Below \$500 \$1000 - \$1,999 \$3,000 - \$3,999 \$5,000 or more
 \$500 - \$999 \$2,000 - \$2,999 \$4,000 - \$4,999

Are you currently receiving public assistance? Yes No

If yes, what type of assistance are you receiving?

- SSI TANF Medicare Medicaid Food stamps
 Other: _____

What is your highest level of education?

- No high school High school graduate Post graduate work
 Some high school Some college
 GED certificate College graduate

Do you feel more able to represent yourself than before you visited the Self-Help Center? Yes No

Were you treated courteously at the Self-Help Center? Yes No

How would you evaluate the services offered by the Center?

	very helpful	Somewhat helpful	Not helpful	Did not use
Customer Assistance:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forms Packets / Instructions:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notarizations / Typewriters:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Area:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us how we can improve our services or any other comments. _____

Thank You for Your Feedback!

1 JCCR
2 (Your name) _____
3 (Address) _____
4 _____
5 (Telephone) _____

In Proper Person

6 DISTRICT COURT
7 CLARK COUNTY, NEVADA

8 _____)
9 Plaintiff,)
10 vs.)
11 _____)
12 Defendant.)

CASE NO.: _____

DEPT NO.: _____

13 **JOINT CASE CONFERENCE REPORT**

14 Dispute Resolution
15 Conference Requested
16 Yes _____ No _____

17 **I.**

18 **PROCEEDINGS PRIOR TO CASE CONFERENCE REPORT**

19 A. Date of filing Complaint: _____

20 B. Date of filing Answer/Counterclaim: _____

21 C. Date of filing Reply to Counterclaim: _____

22 D. Date of Case Conference and who attended: _____

23 E. Briefly describe (1)the type of case (2)what each party wants and (3)each
24 party's defense: _____

1 **II.**

2 **PARTIES DEVELOPED THE FOLLOWING DISCOVERY PLAN**

3 **(check only one box)**

4 A. The requirements of Rule 16.1 (a) will be met.

5 **OR**

6 The requirements of Rule 16.1 should be changed to: _____
7 because: _____

8 B. Discovery is needed for the following topics: _____
9 _____

10 C. Discovery will be completed by:(date)_____

11 D. Discovery should be conducted in: 1 phase different phases.

12 **(check only one box)**

13 E. Discovery should be limited to the following issues:(explain)_____

14 _____
15 _____

16 **OR**

17 Discovery will not be limited to certain issues.

18 **(check only one box)**

19 F. No changes should be made in the limitations in the discovery rules.

20 **OR**

21 The following limitations to the discovery rules should be made:

22 (explain)_____

23 _____

24 _____

25 _____

26 **(check only one box)**

27 G. No orders should be entered by the Court under Rule 26(c), or Rule 16(b) or
28 Rule 16(c).

1 **OR**

2 The Court should enter the following orders under Rule 26(c), or Rule 16(b) or
3 Rule 16(c) (explain): _____

4 _____
5 _____
6 _____

7 **III.**

8 **PROVIDE A LIST OF ALL POSSIBLE WITNESSES, EXCEPT PARTIES**
9 **AND RESIDENT WITNESSES, WHO MAY HAVE DISCOVERABLE INFORMATION**
10 **FOR THIS CASE**

11 A. Provide the name, address or other location, and telephone number of each person.

12 _____
13 _____
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18 B. Provide a brief description of the subject matter of each person's testimony.

19 _____
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26 **IV.**

27 **DOCUMENTS PROVIDED AT OR AS A RESULT OF THE CASE CONFERENCE AND**
28 **OBJECTIONS, IF ANY, AS TO AUTHENCITY OF SAID DOCUMENTS**

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V.

TIME LINE FOR THIS CASE

A. The proposed plan for any additional discovery is: (explain and include dates)

B. Discovery will be completed by: (date)_____

C. The last day for filing motions, amending pleadings and/or adding parties will be:_____

D. The last day for making initial disclosures as well as expert disclosures will be:_____

E. The last day for filing motions will be:_____

F. The estimated time needed for trial is:_____

G. A jury demand will not be filed.

VI.

STIPULATIONS BETWEEN THE PARTIES

1 NECC

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DISTRICT COURT
CLARK COUNTY, NEVADA

6

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Plaintiff(s),

CASE NO.

11

-vs-

DEPT. NO.

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Defendant(s).

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NOTICE OF EARLY CASE CONFERENCE

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State of _____)

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County of _____)

ss:

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TO: _____

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PLEASE TAKE NOTICE that you and each of you are hereby notified that pursuant to NRCP 16.1 an Early Case Conference has been scheduled for the _____ day of _____, 20____, at ____ M, at the following address: _____

22

23

You are invited to bring your files and participate in the Conference.

25

DATED this ____ day of _____, 20_____.

26

By: _____
 Litigant / Counsel for Litigant

27

28

SIGNED AND SWORN to before me this _____ day of _____, 20_____.

Notary Public

Pursuant to NRCP 16.1, an Early Case Conference is required to be held within 30 days of the date an Answer is filed. The conference is held in order to discuss and propose a plan for discovery as well as possible settlement of the case.

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CERT

(Your name) _____

(Address) _____

(Telephone) _____

(Check one) Plaintiff/ Defendant In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

_____)
Plaintiff,

vs.

_____)
Defendant.

CASE NO.: _____

DEPT NO.: _____

CERTIFICATE OF MAILING

I HEREBY CERTIFY that service of the (name of document) _____

was made on (date) _____ pursuant to NRCP 5(b) by depositing a copy of same in
the United States Mail in Las Vegas, Nevada, postage prepaid, addressed as follows:

(Other party's name) _____

(Other party's address) _____

(Address) _____

(Address) _____

DATED this _____ day of _____, (year) _____.

(Signature of person who mailed document) _____

(Name of person who mailed document) _____

SUBSCRIBED and SWORN to before
me this _____ day of
(month) _____, (year) _____.

NOTARY PUBLIC

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CERT

(Your name) _____

(Address) _____

(Telephone) _____

(Check one) Plaintiff/ Defendant In Proper Person

DISTRICT COURT

CLARK COUNTY, NEVADA

_____)
Plaintiff,

vs.

_____)
Defendant.

CASE NO.: _____

DEPT NO.: _____

CERTIFICATE OF MAILING

I HEREBY CERTIFY that service of the (name of document) _____

was made on (date) _____ pursuant to NRCP 5(b) by depositing a copy of same in
the United States Mail in Las Vegas, Nevada, postage prepaid, addressed as follows:

(Other party's name) _____

(Other party's address) _____

(Address) _____

(Address) _____

DATED this _____ day of _____, (year) _____.

(Signature of person who mailed document) _____

(Name of person who mailed document) _____

SUBSCRIBED and SWORN to before
me this _____ day of
(month) _____, (year) _____.

NOTARY PUBLIC

New Policy at the Clerk's Office

Please....

bring a blank 10X13 envelope when you file your documents. The clerk will mail your documents to you after they are reviewed by the judge. The clerk's office will pay the postage.

1 AFRM
2 (Your name) _____
3 (Address) _____
4 _____
5 (Telephone) _____

In Proper Person

6 DISTRICT COURT
7 CLARK COUNTY, NEVADA

8
9 _____,) CASE NO.: _____
10 Plaintiff,)
vs.) DEPT. NO.: _____
11)
12 _____,)
Defendant.)
13 _____)

14 **AFFIRMATION – CASE CONFERENCE REPORT OR PRE-TRIAL MEMORANDUM**
15 **Pursuant to NRS 239.030**

16 The undersigned does hereby affirm that the following documents do not contain the
17 social security number of any person: **(check the documents being filed at this time)**

- 18 Notice of Early Case Conference Individual Case Conference Report
19 Notice of Joinder Joint Case Conference Report
20 Pre-Trial Memorandum Affidavit of Financial Condition
 Certificate of Mailing
 Other _____

21 The undersigned does hereby affirm that the following documents contain the social
22 security number of a person as required by state or federal law or for the administration of a
23 public program or for an application for a federal or state grant: **(check the documents being
filed at this time)**

24 Other (name of document) _____

25
26 (your signature) _____ (date) _____
27
28