

Exhibits

Parties who wish to submit exhibits to the court must make three copies of each exhibit. The original and one copy will go to the judge. One copy must be given to the opposing party and one copy should be kept for use during trial.

No later than one day before the trial, parties with exhibits must submit all original exhibits along with one copy of each exhibit to the judge.

If your judge is located at the main Family Court Campus at 601 North Pecos Road, the judge has a box located on the 3rd floor. However, if your judge is located at the Regional Justice Center at 200 South Lewis Avenue, the judge has a box on the 10th floor. Simply place the exhibits in the judge's box.

Each exhibit must have a cover page. Plaintiffs must identify each exhibit numerically (i.e. Exhibit 1, Exhibit 2, and Exhibit 3). On the other hand, Defendants must identify each exhibit alphabetically (i.e. Exhibit A, Exhibit B, and Exhibit C).

The court will mark the exhibits once it receives them.



Phone:

(702) 455-1500
(702) 455-2500 (Español)
(800) 326-6868 (TT/TTD)

Website:

www.clarkcountycourts.us/shc

Location:

601 N. Pecos Road
Las Vegas, Nevada 89101

Hours of Operation:

Monday – Thursday
8:30 a.m. – 5:00 p.m.

Friday
8:30 a.m. – 4:30 p.m.

DISCLAIMER: This brochure is intended as a courtesy only. It is not intended to give legal advice. Clark County, the Eighth Judicial District Court, the Self-Help Center, and its 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. This brochure only includes basic, general information 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 file any document.

Trial & Discovery



Clark County
Family Law
Self-Help Center
Informational Brochure

Discovery

Discovery is a mandatory phase in any court case where each party can use certain methods to obtain information and facts and gather evidence in preparation for trial. The theory behind discovery is that each party should go to trial with as much knowledge and information as possible.

Usually, the first time the parties participate in discovery is during the Early Case Conference. Nevada law requires parties to hold an Early Case Conference within thirty days after service of the answer. The purpose of the conference is to give the parties a chance to exchange documents, make discovery requests, exchange witness lists, and discuss possible settlement.

After the parties hold an Early Case Conference they must file a Case Conference Report. The Case Conference Report should be filed within thirty days after the Early Case Conference is held. There are two types of case conference reports: (1) a Joint Case Conference Report and (2) an Individual Case Conference Report.

The Joint Case Conference Report is a document that is filed by both parties. The report is a written record of what happened at the Early Case Conference. If the parties cannot agree on what should go in the Report, each party can complete an Individual Case Conference Report.

Both of these Reports are available at the Self-Help Center or online on the Center's website: www.clarkcountycourts.us/shc. The Case Conference Report serves a very important function; it tells the court that the case is ready to go to trial.

Once the Report is completed, three copies of it must be made. Next, the original along with the copies should be taken to legal filing. The clerk will file the original and give back three file stamped copies.

One file stamped copy must be given to the judge. If your judge is located at the main Family Court Campus at 601 North Pecos Road, the judge has a box on the 3rd floor. However, if your judge is located at the Regional Justice Center at 200 Lewis Avenue, the judge has a box on the 10th floor. Simply place a copy of the filed Case Conference Report in the judge's box.

One file stamped copy must also be served upon the opposing party. Service may be completed by mailing a filed copy of the Report to the opposing party.

Once the judge receives the Case Conference Report the judge will assign the case a trial date. The judge will then send a Trial Setting Order to each party. The Order will state the date and time of the trial.

TIP: Every time a document is served proof of service must be filed with the court. When a document is served by mail a Certificate of Mailing must be completed and filed.

Trial

Once the judge has assigned a trial date to the case, each party must submit a Pre-Trial Memorandum. The Memorandum is a document that tells the judge many important things about the case. Specifically, the Pre-Trial Memorandum summarizes all legal and factual arguments, states witnesses, and identifies the remaining issues in the case.

The judge will decide all remaining issues at the end of the trial. Unlike criminal proceedings, there is no right to a jury trial in a family court case. Parties who represent themselves at trial are held to the same standards as attorneys. It is the duty of each party to know the law and present relevant facts and evidence to the court.

TIP: Parties cannot go to trial until all issues of custody, visitation, and child support are settled. The only issues at trial will be those of community property, community debt, and spousal support

