

IN THE SMALL CLAIMS COURT OF SPARKS TOWNSHIP  
COUNTY OF WASHOE, STATE OF NEVADA

Plaintiff(s):  
Address:

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

Dept. No.: \_\_\_\_\_

vs.

Defendant(s):  
Address:

**DECLARATION OF COMPLAINT**

I, \_\_\_\_\_ (*your name*) declare, either upon my knowledge or my information and belief, that defendant(s) owe(s) the plaintiff the amount of \$ \_\_\_\_\_ plus court costs for the following reason(s): \_\_\_\_\_

I further declare that I have demanded payment of the sum; that the defendant(s) refuse(s) to pay the same; and that the Justice Court of Sparks Township, Washoe County, Nevada, is the proper venue for this action pursuant to NRS 73.010 because (*choose one of the following*):

- The defendant(s) named is (are) a resident of the Sparks Township at the time the cause of action arose or at the time the complaint was filed.
- The defendant(s) named does (do) business in the Sparks Township at the time the cause of action arose or at the time the complaint was filed.
- The defendant(s) named is (are) employed in the Sparks Township at the time the cause of action arose or at the time the complaint was filed.
- This case involves injury to the person or property, and Sparks Township is where the injury was committed.
- This case involves a contract to perform an obligation, and Sparks Township is where the obligation is or was to be performed.

I declare that I reside or receive mail at the address listed above.

I declare under penalty of perjury that the forgoing is true and correct pursuant to NRS 53.045.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

**ORDER TO APPEAR**

THE STATE OF NEVADA to the above-named defendant(s): **You are hereby ordered to appear and answer this claim at the Sparks Justice Court located at 1675 E. Prater Way, Suite 107, Sparks, Nevada 89434 on \_\_\_\_\_ at \_\_\_\_\_ m.** PLEASE NOTE: If you do not appear at the above court date, a default judgment will be entered against you for the amount set forth in this Declaration of Complaint. Please arrive 15 minutes before your court appearance start time and check in at the bailiff's counter.

Date Reset for \_\_\_\_\_ at \_\_\_\_\_ M    Date Reset for \_\_\_\_\_ at \_\_\_\_\_ M

Date Reset for \_\_\_\_\_ at \_\_\_\_\_ M    Date Reset for \_\_\_\_\_ at \_\_\_\_\_ M

### CERTIFICATE OF PERSONAL SERVICE

State of Nevada; County of Washoe:

I declare that at all times relevant, I was over 18 years of age and not a party to or interested in the above-captioned case; that I received a copy of the **Declaration and Order and Small Claims Application**, and that I served the same by delivering to and leaving with the following persons, at the address and on the date set forth opposite each name below, in Washoe County, Nevada:

Name of Person Served	Street Address and City Where Served	Date of Service
_____	_____	_____
_____	_____	_____

Place of Service was  a business;  residence of party served;  other: \_\_\_\_\_

Fee for service \$ \_\_\_\_\_ plus mileage \$ \_\_\_\_\_ for a total cost of \$ \_\_\_\_\_.

Pursuant to NRS 53.045, I declare under penalty of perjury that the forgoing is true and correct.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of person making service

\_\_\_\_\_  
Agency License Number

\_\_\_\_\_  
Agency Name

### IMPORTANT INFORMATION FOR DEFENDANTS

- 1. EXHIBITS:** At least five (5) judicial days before your court date, please provide to Sparks Justice Court, an original and one copy of all documents, pictures, statements, etc. you will use at your court appearance to Sparks Justice Court. You must also provide a copy of your evidence to the plaintiff at least five (5) judicial days before your court date. You must arrive 15 minutes before your court appearance start time and check in at the bailiff's counter.
- 2. DEFENSES:** If you disagree with plaintiff's claim you must appear at Sparks Justice Court on the court date provided in this Order with any witnesses you want to use at your court date and provide evidence (if any) as outlined above. Contact the civil department for information on requesting witness subpoenas and fees.
- 3. 10-DAY NOTICE:** If you were served with this document less than 10 days before your court date, you may go forward with your scheduled court date or contact the civil department to request a continuance.
- 4. COUNTERCLAIMS:** If you believe plaintiff owes you money or that plaintiff's claim should be reduced by an amount plaintiff owes you, at least 10 days prior to your court date, you must file a Counterclaim and serve it on the plaintiff by Certified Mail, Return Receipt Requested. Proof of service must also be filed with the Court. The Counterclaim form can be found on the Sparks Justice Court website.
- 5. APPEAL:** If you do not agree with the outcome of this case, you may appeal a judge's decision within five (5) judicial days from the entry of judgment. Appeal forms can be found on the Sparks Justice Court website.
- 6. DRESS CODE:** Persons wearing tank tops, shorts, or cut-offs will not be admitted into Court. Shoes and shirts are required.
- 7. CONTACT INFORMATION:** For other information, please contact Sparks Justice Court's civil department at 775-353-7600, Ext. 3.