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SMALL CLAIMS

SPECIAL INSTRUCTIONS FOR SMALL CLAIMS APPLICATION:

1. Leave the case number and department number blank.
2. Completely fill out all contact information requested. Names and addresses should be an exact match with the information in your Declaration.
3. “Amount of Suit” should be the exact amount due unless your claim exceeds \$10,000 as described above. Do not include any court cost or filing fees (these costs will be added later).
4. “Summary” should be a short description of why you are making a claim. If the amount due is for more than one thing, you will need to provide a breakdown of what is owed. This summary should match the reason in your Declaration.
5. Lastly, provide a detailed description of what happened. For example, if the monies owed are the result of a tenant vacating a rental unit, you need to include a breakdown of what is owed for rent, damages, late fees, etc. Use a separate sheet of paper if necessary.

SPECIAL INSTRUCTIONS FOR DECLARATION OF COMPLAINT:

1. If you are filing your small claims case in person at Sparks Justice Court, the clerks may prepare your Declaration and Order for you.
2. Leave the case number, department number, and court hearing information blank.
3. TYPE/PRINT “Plaintiffs” name and contact information on upper left portion of form.
4. TYPE/PRINT “Defendants” name and address on upper left portion of form. If the defendant is a business, please see special instructions for businesses.
5. The reason should be a short description of why you are making a claim. (This should match the “Summary” portion of the Small Claims Application). Examples:
 - \$925.00, plus court costs, for “Nonpayment of rent \$400, late fees \$25 and damage to unit \$500.”
 - \$1,000.00, plus court costs, for “Refund of money paid to defendant to install engine that they installed improperly. Cost to repair engine to working condition is \$1,200.00.”
 - \$2,000.00, plus court costs, for “Repairs to vehicle damaged by defendant in automobile collision and other expenses incurred as a result. Vehicle repairs \$1,500.00, rental car \$500.00.”
6. Choose the reason you are filing your claim in Sparks Justice Court by checking the appropriate box.
7. You will then date and sign the bottom of the Declaration as the Plaintiff/Declarant.

Sparks Justice Court, 1575 E. Prater Way, Suite. 107, Sparks, Nevada 89434
(775) 353.7600, Ext. 3 / <https://www.washoecounty.gov/sjc>