COMPLAINT FOR SEPARATE MAINTENANCE

WITH NO MINOR CHILDREN

D – 19

The District Court Filing Office
is located on the first floor at

801 CLARK STREET, SUITE 4
ELY, NV 89301

(775) 293-6509

ATTENTION

THIS PACKET IS NOT A SUBSTITUTE FOR THE ADVICE OF AN ATTORNEY

IMPORTANT

If either party is in the military, special rules may apply and it is recommended you seek the advice of an attorney.

Counsel Is Always Recommended For Legal Matters

The law allows any person to represent himself or herself in a legal action. However, filing papers with the court and representing yourself in the courtroom can involve complicated legal issues. This packet does not address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, The Rules of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

Before filling in any portion of the following documents, read all the materials included in this packet including the definitions of terms.

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.

COMPLAINT FOR SEPARATE MAINTENANCE WITH NO MINOR CHILDREN

PACKET D-19

The procedure for a "legal separation" or "decree of separate maintenance" is the same as for a divorce.

The division of assets and debts are all addressed in this action just as they would be addressed in a divorce action.

This packet is to be used only when the following circumstances exist:

1. There are no minor children of the marriage, either natural or adopted; and,

2. Wife is not pregnant with a child of the marriage; and,

3. One party is a resident of Nevada for a period of not less than six weeks.

This packet **CANNOT BE USED** if **ANY** of the following circumstances exist:

1. There are minor children of the parties, whether natural or adopted;

2. Wife is pregnant with a child of the marriage;

3. One of the parties has not been a resident of Nevada for at least six weeks.

COMPLAINT FOR SEPARATE MAINTENANCE WITH NO MINOR CHILDREN

PACKET D-19

CAREFULLY READ THROUGH ALL OF THE INSTRUCTIONS BEFORE FILLING OUT ANY OF THE FORMS.

Use black ink only to fill out the forms and neatly print the information requested.

Do not use Wite-Out or other correction fluid/tape on the forms. They will not be accepted by the Filing Clerk's Office if correction fluid/tape is used.

GENERAL INFORMATION

Included in this packet are the following documents:

1. A Civil Cover Sheet
2. A Family Court Information Sheet
3. A Financial Disclosure Form
4. A Complaint for Separate Maintenance
5. A Declaration of Resident Witness
6. Two (2) Summons forms

The penalty for making a false statement in a declaration that is made under penalty of perjury is a minimum of 1 year and a maximum of 4 years in prison, with the possibility of an additional fine of $5000 or more if authorized or required by statue. See N.R.S. §199.145

INSTRUCTIONS FOR FILLING OUT FORMS

The Civil Cover Sheet

Starting at the top, leave the Case No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Fill in your name address and telephone number in the space for Plaintiff. Fill in the name, address and telephone number of the other party in the space for Defendant. If you do not know the address and telephone number of the Defendant, write "unknown" in the space provided.

Check the box next to **Legal Separation - LS** under heading of "Marriage Dissolution Case" on the left-side of the form.

You must sign and date the document at the bottom of the page.

The Family Court Information Sheet

Print your name on the line for Plaintiff and the other party's name on the line for Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Fill in both parties names, Social Security numbers, and dates of birth where indicated in the body of the form. If you or the other party does not have a Social Security Number, print "do not have" on the line for the number.

The Financial Disclosure Form

Fill in your name, address and telephone number in the upper left hand corner.

Print your name on the line for Plaintiff and the other party's name on the line for Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Review the document carefully prior to attempting to answer the questions. This form focuses on your employment, income and expenses as they are ***at this moment in time.*** This is a snapshot of your financial status as you fill out this form, not your financial status as it was in the past or what it will be in the future.

The income and expenses are based on your ***monthly*** income and expenses. Those items that you pay every few months should be averaged as to their monthly cost. For instance, if you pay your car

insurance every six months, your monthly expense for the insurance would be 1/6th of your payment.

If you do not know the approximate value of such things as a vehicle or a house, state "unknown". Do not guess as to values of major property. It is important to remember that the value of such things as furniture and clothes is not the replacement value or the original cost. The value is what one would pay for such things in a second hand store or a thrift store.

The Complaint for Separate Maintenance

Fill in your name, address and telephone number in the upper left hand corner.

Print your name on the line for Plaintiff and the other party's name on the line for Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Follow the directions printed on the Complaint for Separate Maintenance carefully. If the information is not complete, the court cannot grant the separation.

Be sure you are familiar with the terms and the definitions regarding community assets and debts. Pensions and bank accounts are assets and should be listed as such. If there are vehicles, include the VIN numbers on the vehicles. Credit cards should be listed as debts and the last four numbers on the accounts should be included if you know them.

The Declaration of Resident Witness

Fill in your name, address and telephone number in the upper left hand corner.

Print your name on the line for Plaintiff and the other party's name on the line for Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

Do not fill in any other part of the Declaration. The Declaration must be filled in by the person who is going to declare you have been in the State of Nevada for at least six (6) weeks prior to filing any of the documents. YOU CANNOT BE YOUR OWN RESIDENT WITNESS.

The Two Summons Forms

On both copies of the Summons:

1. Print your name as the Plaintiff and the other party's name as the Defendant. Leave the Case No. blank and Dept. No. blank. When you file the documents with the filing clerk, a case number and a department number will be assigned.

2. Fill in "Legal Separation" as the object of this action on the line provided in the middle of the form.

3. Print your name, address and telephone number in the space on the bottom left side of the Summons

4. On the second page of the Summons, at item number 2, list any other documents that will be served to the other party along with the Summons and Complaint. **Do not fill in any other lines/information at this time. Leave all other spaces blank.**

Copying And Filing The Documents

Make two (2) copies of all documents ***except*** the Summons forms. You do not need to make copies of the Summons forms.

There are no facilities for making copies at the filing clerk's office. The filing clerks, if they have time, may make your copies, but they must charge you $.50 *per page* for any copies made.

Take all of the originals **and the copies** of the documents, as well as both of the Summons forms to the filing clerk's office to be "filed in." The filing clerk's office is located on the first floor of the courthouse located at 801 CLARK ST, STE 4, ELY, NV 89301.

THE FILING FEE FOR A LEGAL SEPARATION IS $299. THE CLERK'S OFFICE ACCEPTS CASH, LOCAL CHECK, MONEY ORDER, CASHIER'S CHECK, OR DEBIT/CREDIT CARDS.

FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the AFFIDAVIT IN SUPPORT OF MOTION TO PROCEED IN FORMA PAUPERIS and turn it in with your completed paperwork.

You must request the fee waiver Affidavit at the Clerk's Office or print it out at:
http://www.whitepinecounty.net/DocumentCenter/Home/View/28

The filing clerk will keep the original documents and return the file-stamped copies of the documents to you. The filing clerk will "issue" the Summons and place a raised stamp on one of the copies of the Summons, making this copy the **original Summons**. The second copy of the Summons will not have a raised stamp and will be considered a **copy** of the original Summons.

Serving The Documents

Once the documents have been filed by the Filing Clerk's Office, the document must be served by personal service or by publication. **The documents cannot be served by mail.**

Personal Service

Staple the **copy** of the Summons to a **copy** of the Complaint.

Someone other than you must make service on the other party. Service may be made:

1. By the Civil Division of the Sheriff's Office in the county in which the Defendant resides or works.
2. By a responsible adult over the age of 18 years, such as a friend or relative.
3. By a private process service.

After service is completed on the other party, the person who performed the service must fill out the Declaration of Service which is attached to the **original Summons**. The **original Summons** and Declaration of Service must then be filed with the Filing Clerk.

If service is accomplished by the Sheriff's Office or a private process service, they will either fill out the Declaration of Service attached to the **original Summons** and file it with the filing clerk or they may return the completed **original Summons** to you and you must file it with the filing clerk.

If you choose to have a friend or another adult over the age of 18 serve the documents, that person must fill out the Declaration of Service and it is your responsibility to file the **original Summons** with the Filing Clerk.

Without proof of service on the Defendant, the Court cannot grant a Decree of Annulment.

The Defendant has twenty (20) days **after** the date of service in which to file a formal, written Answer to the Complaint.

If You Do Not Know Where To Find Defendant

If you do not know where the Defendant is, you may serve by "publication" in the newspaper but you must get an Order from the Court allowing such service. The supplemental packet **E-4 Ex Parte Motion For Publication of Summons** is the packet used for this purpose.

IMPORTANT : Service on the other party, either in person or by publication, **MUST BE MADE** within ONE HUNDRED TWENTY DAYS (120) days after the Complaint is filed or the action may be dismissed.

After Service Is Completed

How your case will be handled after service of the Complaint and Summons is completed on the Defendant will depend entirely on whether an Answer or Answer and Counterclaim is filed by the Defendant.

Nothing happens automatically in a divorce case. It is your responsibility to keep the case moving.

It is strongly recommended that you seek the advice, counsel and representation of a private attorney. The Family Court Self-Help Center, located in the Courthouse at 1 South Sierra Street on the first floor, can give you general guidance on procedure.

GENERAL INFORMATION

This packet DOES NOT contain all the documents needed to complete your legal separation. The necessary documents AND THE PROCEDURE to complete your legal separation will depend upon the following circumstances:

1. Whether the other party files any kind of an "Answer" to the Complaint and Summons within the 20 day period after it is served on them. **NOTE: If the Summons and Complaint is personally served on the other party, the 20 day period starts to run on the day after personal service. If the Summons is served by publication, the 20 day period for the other party to answer the Complaint starts to run on the day after the last date of publication. For more information on service by publication, see the Ex Parte Motion For Service By Publication packet.

2. If the other party does file a document, whether that document is just a formal "Answer" or an "Answer and Counterclaim".

IF THE OTHER PARTY DOES NOT FILE A FORMAL "ANSWER" WITHIN 20 DAYS AFTER BEING SERVED WITH THE COMPLAINT AND SUMMONS

If the Defendant does not file a formal "Answer" of any kind after the 20 days following service, you must then fill out one of the supplemental "Default" packets and submit the documents to the Court for a final review and decision by the Judge. ***Without these documents, your legal separation will not become final and will eventually be dismissed for lack of follow-up on your part.***

Prior to filing the Default documents, you must check with the filing clerk's office to see if the Defendant has filed some kind of an "Answer" and has just not provided you with a copy of it. The Court cannot grant a default legal separation if the other party has filed an Answer.

IF THE OTHER PARTY FILES JUST A FORMAL "ANSWER" WITHIN THE 20 DAY PERIOD

If the Defendant does file a formal "Answer" within the 20 day answering period, the other party, or their attorney if they have one, should serve you with a copy of the document either by mail or by personal service. If the Defendant is also trying to represent themselves in the action, however, they may not send you a copy of the Answer. Therefore, it is very important that you check with the filing clerk's office to see if an Answer has been filed prior to filing any kind of Default documents.

When a Defendant files a formal "Answer" to the Complaint, the case is put on what is called a "trial track". In other words, since the legal separation is a contested action, the ultimate result may be that the issues are going to be heard and decided at a full trial in front of the judge. ***It is your responsibility, as the Plaintiff, to keep the action moving. However, if an attorney is representing the other party, the attorney <u>may</u> take the lead and steer the procedure.***

Depending upon whether there are assets and debts to be divided and just how many and how much they are worth, and whether there will be a legal fight over the custody, visitation and child support of children involved, will govern what kind of formal "discovery" should be conducted, and how it will be conducted. ***It is your responsibility to be aware of the rules that govern such aspects of a divorce as discovery, and the time limits and procedures of discovery.***

For purposes of these self-help documents, your rights and obligations regarding the discovery process are not addressed and you are strongly advised to seek the advice and counsel of a private attorney regarding the procedures and time lines. Discovery is addressed in the Nevada Rules of Civil Procedure and the Rules of the Second Judicial District Court as well as in the pre-trial orders of the court to which your case is assigned. Your case may be seriously compromised if you do not know and follow the Rules.

If minor children are involved in the legal separation with custody and visitation issues to be decided, unless unusual circumstances are present, you and the other party may be ordered to attend mediation to see if you can formulate a Parenting Plan for the children. If mediation is unsuccessful, the judge will make the final decision regarding custody and visitation. If there are serious claims that one parent is not fit to be the custodian of the children, the court may appoint an advocate for the children through the Court Appointed Special Advocate program.

You can file your own Request For Mediation through the use of the supplemental packet of the same name. This will shorten the time it takes for an Order For Mediation to issue through the court.

Either party may file a motion to be exempt from mediation if there has been domestic violence in the relationship or if other circumstances exist of which the court should be aware. Usually, the only exemption is granted for domestic violence reasons. The packet to be used to request an exemption is the **General Motion** packet.

Additional Motions

If there are minor children involved and the child support issue has not been addressed through any legal way, such as through the District Attorney's Family Support Division, this may be the time additional motions should be filed for such things as temporary child support, temporary spousal support, preliminary attorney's fees, etc. For more information regarding these additional motions, you should consult a private attorney or talk with the Family Court Facilitator's Office regarding your options.

Setting The Case For Hearing

It is up to you, as the Plaintiff, to actually set the case for a hearing in front of the judge. ***A hearing is not automatically set.*** The court to which your case has been assigned may issue an Order directing you to set the case for hearing, but it still remains your obligation to initiate the setting of the case, whether the court issues such an order, or not.

To set the case for a hearing you will need the **Notice To Set** packet.

IF THE OTHER PARTY FILES AN "ANSWER AND COUNTERCLAIM"

All of the above instructions apply, **but there is one additional step you must take.** You must file a "Reply To Counterclaim" and to do that, you must use the supplemental packet entitled **"Reply To Counterclaim"**. Follow the instructions within that packet carefully.

The Reply to Counterclaim must be filed within 20 days of receipt if the counterclaim was personally served on you and within 23 days from the postmarked date if it was served on you by mail. ***If you do not reply to the counterclaim, the other party may be granted what they ask in the counterclaim.***

If Your Case Goes To Trial Before A Judge

It is important to remember that if your case goes to trial before a judge, you will be held responsible for knowing the court rules and court etiquette. Legal separation cases are highly emotional and each has unique factors to be brought before the court in a manner governed by specific Rules of Procedure. Therefore, it is strongly recommended you seek the advice, counsel and representation of a private attorney.

SOME DEFINITIONS and EXPLANATIONS OF TERMS USED IN FAMILY CASES

The following definitions and explanations are only to be used as general guidance. In no way are they intended to cover all the legal significance and importance of the terms. You are advised to seek a full explanation of the terms, definitions, and explanations, from a private attorney licensed to practice law in the State of Nevada.

Alimony or Spousal Support: Alimony, or Spousal Support is the amount paid to one spouse by the other for a period of time after the marriage is over, usually to assist the spouse in being able to maintain a lifestyle to which that spouse is accustomed, until that spouse can get back on firm financial footing. Spousal support may be for a limited amount of time, such as months or years, until remarriage, or may be permanent until remarriage. If the spouse that is receiving support remarries, unless otherwise agreed upon, and ordered by the court, the spousal support stops at the time of remarriage. There is no formula for spousal support and either party may receive spousal support. The factors governing spousal support are complicated and if you have any questions regarding spousal support, ***they should be discussed with a private attorney.***

Answer to Complaint or Petition: When a defendant or respondent is "served" with a complaint or petition, a ***formal, written, "answer"*** must be filed with the court by the "defendant" or "respondent" within twenty (20) days of the date the Complaint was served, either agreeing with, or opposing, the requests of the plaintiff or petitioner. If the defendant or respondent does not file a written, formal, answer to the claims, the other party (the plaintiff or petitioner) may take a "default" and receive all that they request in the complaint or petition. Very often, when a person receives a copy of the "complaint" or "petition", they wait for some kind of a notice of a hearing. No hearing is automatically scheduled. Unless the defendant or respondent actually, formally, answers the complaint or petition, in writing, and files it with the court, the court will, most likely, automatically grant the plaintiff or petitioner everything they request.

If the defendant or respondent wants something different than is stated in the Complaint, the defendant or respondent may file a "counterclaim" with the answer.

Complaint: The document filed to start a case. Also may be known as a "Petition". The "complaint" or "petition" sets out the claims of the "plaintiff" or "petitioner" and tells the court what they want the court to order, as well as the basis for why the court should enter an order granting them what they want. The Complaint, or Petition, is then served on the Defendant, or Respondent, with a Summons notifying the Defendant, or Respondent, that a suit has been filed against them.

Counterclaim While the Complaint or Petition sets out the claims of the "plaintiff" or "petitioner", a counterclaim sets out the claims of the "defendant" or "respondent". The counterclaim is included within the answer to the Complaint that defendant or respondent files. For example, if plaintiff asks for a specific asset or debt to be divided and defendant does not agree with the division, defendant can use the counterclaim to ask that it be divided the way he/she wants it divided.

Debts: Generally, any bills or debts acquired during the marriage are considered community debts and are equally divided at the time of the divorce. ***There are exceptions.*** Debts that are incurred for such things as gambling or for purchasing things that are not for the benefit of the community, may be considered sole and separate debts. ***Such debts should be discussed with a private attorney.***

Default: When a party does not formally, ***in writing,*** answer or respond to legal documents served on them, the party that filed the documents can request that the court grant them everything they ask for in the documents. The party upon whom the documents were served is said to have "defaulted" and, because they did not file something saying they disagreed with what is being requested, it is assumed they agree with the requests and the court enters a "default" order. The "default" is most commonly used when a party is served with a divorce complaint and does not file any kind of answer or response and the court grants the divorce on "default". ***It is important to remember that there are legal time frames in which an answer or response must be filed.***

Defendant: The party that answers or "defends" an action brought against them by the Plaintiff or Petitioner. The Defendant may also be labeled as the Respondent.

Motion: A request to the court, by one party, to enter an order requiring the other party to do something, or, to prevent the other party from doing something, or, for a clarification or reconsideration of an order that has already issued from the court. For example, the motion may request the court to:

1. Order the other party to do something
2. Prevent the other party from doing something
3. To review and/or change child support
4. To allow the custodial parent to relocate with the children
5. To change provisions of the custody and visitation order or agreement
6. Make the terms of a prior order clearer or easier to understand

This list is only an ***example*** of those things that can be addressed in a motion. Unless the motion is an ***ex parte motion,*** the motion must be served on the other party and the other party must have an opportunity to file a "response" or "opposition" to the motion.

An ex parte motion is one that is presented to the court without notice to the other party that it is being filed and requests that an immediate order issue from the court without any notice to the other party and without the other party being able to respond to the motion before the order is entered. Usually, the ex parte motion is used only when there is an immediate, physical, danger to children. However, an ex parte motion may also be used in a disputed divorce to protect the assets of the community by preventing both parties from selling, or hiding, or transferring, or giving the assets away. Ex parte motions are extremely rare.

Moving Party: The person who files a motion or brings an action against another party. The moving party may be either the plaintiff or the defendant, or the petitioner or the respondent. For instance, a defendant may file a motion against the plaintiff in an action.

Order To Show Cause Regarding Contempt: When one party is not obeying a court order, the other party may bring a contempt charge against that party. The court will issue the order directing the party charged with not obeying the order to appear and "show cause" why they should not be held in contempt. The moving party, or the one bringing the contempt must prove three things: (1) that there exists a valid court order regarding the issue; (2) that the other party has the ability to obey the order; and, (3) the other party simply chooses not to obey the order. If the party is found in contempt of the court order, the party can be punished. Punishment may range from a fine to jail time.

Petitioner: or Plaintiff: A party that starts or "brings" an action against another party. The party who answers the action, or against whom the action is brought, is termed the Defendant.

Property: Following are terms associated with property.

Assets: Generally, *anything* acquired or purchased during the time of the marriage is considered a community asset and, therefore, community property, and it usually does not matter if one name is on the property or both names are on the property. Nevada is a "community property" State and the law in Nevada is that community assets are equally divided at the time of a divorce. *There are some exceptions, and those should be discussed with a private attorney.* The term "community assets" includes: the income of both parties during the marriage and anything purchased with either income, any interest acquired in real property, any retirement funds earned during the marriage, vehicles purchased during the marriage (even if in only one name), furniture purchased during the marriage, etc. In many cases, it does not matter in whose name these things are purchased. Sole and separate property is not *usually* considered "community property" *unless* it was given as a gift to the community or the community has acquired an interest in it in another way. If one party "wastes" community assets or give community assets away without the other party's knowledge or consent, that party may have to reimburse the community for the "wasting" of assets. If there is a question of wasted assets, *those should be discussed with a private attorney.*

Community Property: Any assets acquired or purchased during the marriage are usually considered "community property", no matter whose name they are in. That is the starting point for the division of property of the marriage. Nevada is a community property State and it is the law that the division of community property start with an equal division. *However,* there are important deviations and exceptions to equal community property distribution. See "Assets" above. *A private attorney should be consulted regarding division and distribution of community property.*

Sole and Separate Property: Sole and separate property are those things Husband and Wife owned prior to the marriage, and it *may* also include a personal injury settlement received during the marriage by one of the parties, or money or property

inherited by a party *if* the proceeds were kept entirely separate from the community, during the marriage. Sole and separate property remains the property of the individual who owned it prior to the marriage. *There are exceptions, such as a home or other real property.* The "community" may acquire an interest in a home or real property during the time of the marriage even if it belonged to one party prior to the marriage. If there is a question regarding such an interest, and what percentage the community may have acquired, *you are urged to see a private attorney.*

Reply to Counterclaim: When defendant or respondent files and serves their answer and counterclaim on the plaintiff or petitioner, the plaintiff or petitioner then has the opportunity to respond to the counterclaim by filing a Reply to Counterclaim. Within that Reply, plaintiff can tell the court what parts of the counterclaim he/she agrees with and what part of the counterclaim she/he disagrees with. Plaintiff or petitioner has 20 days from the date the counterclaim is served on them to file and serve the Reply. If plaintiff does not file a Reply to Counterclaim within that 20 days, the defendant or respondent has the right to take a default against the plaintiff. If a default is granted, the defendant may get everything she/he asked for in the counterclaim.

Reply to Response or Reply to Opposition: The person who files a motion with the court, has an opportunity to "reply" to the formal "response" or "opposition" to their motion, if one is filed by the opposing party. This "reply" is filed by the "moving party".

Residency Requirement: One of the parties must be a resident of the State of Nevada and that person is known as the "resident". In order to establish residency in the State of Nevada, that person must have physically lived and physically been here in the State for at least six (6) weeks immediately prior to filing the Complaint or Petition. If both people are residents of the State of Nevada, only one is actually designated as the "resident" for purposes of the filling out and filing of the Declaration of Resident Witness Form.

A child, or the children, MUST be a resident, or residents, of the State of Nevada for a period in excess of six (6) MONTHS before the State of Nevada can enter any orders regarding custody, or visitation, of the child or children. This is FEDERAL LAW. If the child, or children, are not residents of the State of Nevada for a period of more than six (6) months immediately prior to the filing of the Petition or Complaint, the State of Nevada has no jurisdiction over orders regarding the children. THERE ARE EXCEPTIONS, but those should be discussed with a private attorney. The parties ***cannot*** automatically agree to waive the jurisdiction issue.

Resident Witness: A person that will swear under oath or on the Declaration of Resident Witness that one of the parties has been physically present in the State of Nevada for a period of at least six (6) weeks immediately prior to the filing of the Complaint or Petition. The Resident Witness may be a friend, a family member or a co-employee.

Response or Opposition: An answer to a motion that has been filed and served. The person upon whom the motion has been served has ten (10) days to file a formal "response" or "opposition"

to the motion if the motion is personally served on them and thirteen (13) days from the date of mailing in which to file a formal "response" or "opposition" if the motion is mailed to them. If no formal "response" or "opposition" is filed, in some counties, the person making the motion may then request to have their motion submitted to the judge for a decision and the judge can grant the person everything they asked for in the motion. See also "default".

Summons: Notice to a party that a complaint or petition has been filed against them in court. The Summons is a court document which is "issued" by the court clerk at the time the complaint or petition is filed in. It must be served on the other party, with a copy of the complaint or petition, **usually by personal service by a third, independent, party, but there are some other methods of service by court order.** The party upon which it is served, has twenty days (not counting the day of service) in which to file a **written** response, or answer, with the court. A copy of the written response, or answer, must be served by the party filing it, on the other party.

IMPORTANT

BEFORE YOU START

READ ***ALL*** INSTRUCTIONS CAREFULLY

Do NOT use Wite-Out®

or other correction fluid/tape on the documents.
The Filing Office will not accept documents with Wite-Out® or other correction fluid/tape on them.

Use Black Ink

PRINT all information neatly

REV 7/2010 AA

CIVIL (FAMILY-RELATED) COVER SHEET

White Pine County, Nevada

Case No. _____
(Assigned by Clerk's Office)

I. Party Information (provide both home and mailing addresses if different)

Plaintiff/Petitioner (name/address/phone):	Defendant/Respondent/Co-Petitioner (name/address/phone):
Date of Birth (DOB): _____ Attorney (name/address/phone):	Date of Birth (DOB): _____ Attorney (name/address/phone):

II. Nature of Controversy (Place X in applicable bold category and another in applicable subcategory, if available)

Family-Related Cases

Domestic Relations

- ☐ **Marriage Dissolution Case**
  - ☐ Annulment - AN
  - ☐ Divorce – With children - DC
  - ☐ Divorce – Without children - DO
  - ☐ Foreign Decree - FD
  - ☐ Joint Petition – With children - JC
  - ☐ Joint Petition – Without children - JN
  - ☐ Separate Maintenance – LS
- ☐ **Support/Custody/Visitation** – CU
- ☐ **UIFSA Case (formerly URESA)** – UF
- ☐ **Adoptions**
  - ☐ Adult - AA
  - ☐ Minor – AM
- ☐ **Paternity** - PY
- ☐ **Termination of Parental Rights**
  - ☐ State - TS
  - ☐ Private – TV
- ☐ **Miscellaneous Domestic Relations**
  - ☐ Name Change – Minor - NM
  - ☐ Permission to Marry - MM
  - ☐ Other Family – OF

Guardianship

- ☐ **Guardianship of an Adult** - GA
- ☐ **Guardianship of a Minor** - GB
- ☐ **Guardianship Trust** - OG

Other Family-Related Case Filing Types

- ☐ **Mental Health** – IC
- ☐ **Request for Temporary Protective Order**
  - ☐ Children - TC
  - ☐ No Children - TP
- ☐ **Miscellaneous Juvenile**
  - ☐ Emancipation - EM

Children involved in this case:

Name: _____	Date of Birth (DOB): _____
Name: _____	Date of Birth (DOB): _____
Name: _____	Date of Birth (DOB): _____

_____ Date

_____ Signature of Preparer

For Clark and Washoe Counties, please use their family court cover sheet for family-related case filings. Please see the Family Court Clerk in those counties for copies of their forms.

IN THE FAMILY DIVISION
OF THE 7TH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WHITE PINE

CONFIDENTIAL
FAMILY COURT INFORMATION SHEET

_____,
Plaintiff/Petitioner,

vs.

_____,
Defendant/Respondent.

Case No. _____

Dept. No. _____

Name: _____	Name: _____
Social Security #: _____	Social Security #: _____
Date of Birth: _____	Date of Birth: _____

IF THIS CASE INVOLVES CHILDREN, PLEASE COMPLETE THE FOLLOWING:

Residential Address:	Residential Address:
_____	_____
Mailing Address:	Mailing Address:
_____	_____
City, State, Zip: _____	City, State, Zip: _____
Telephone #: _____	Telephone #: _____
Are you employed? YES [ ] NO [ ]	Are you employed? YES [ ] NO [ ]
Name of Employer:	Name of Employer:
_____	_____
Business Address:	Business Address:
_____	_____
City, State, Zip: _____	City, State, Zip: _____
Telephone #: _____	Telephone #: _____
Driver's License #: _____	Driver's License #: _____
Date of Birth: _____	Date of Birth: _____
Ethnicity: [ ] White (Not Hispanic)	Ethnicity: [ ] White (Not Hispanic)
[ ] African-American [ ] Hispanic	[ ] African-American [ ] Hispanic
[ ] Asian or Pacific Islander	[ ] Asian or Pacific Islander
[ ] Native American/Alaskan Native [ ] Other	[ ] Native American/Alaskan Native [ ] Other

CHILDREN INVOLVED IN THIS CASE

Name: _____ SSN: _____ DOB: _____
Name: _____ SSN: _____ DOB: _____
Name: _____ SSN: _____ DOB: _____
Name: _____ SSN: _____ DOB: _____
Name: _____ SSN: _____ DOB: _____

If there are more than five children, list their names on a separate sheet of paper and attach.

Does this case involve family violence: [ ] Yes [ ] No

Are you requesting Child Support Enforcement Services from the District Attorney's Office (IV-D) Services? [ ] Yes [ ] No

Court Personnel Only: [ ] Custodial Parent [ ] Non-Custodial Parent

This document contains the social security number of a person as required by NRS 123.130, NRS 125, 230, and NRS 125B.055

Completing the General Financial Disclosure Form

1) Print your name, address, and telephone number.

2) Print the names of the parties, the case number and department number just as they appear on all other forms in this case.

3) Answer all of the questions on each page of the form. There are a total of ten (10) pages that need to be completed.

Code: 1740
Name: _____
Address: _____
_____
Telephone: _____

SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY, NEVADA

_____,
Plaintiff / Petitioner,

vs.

_____,
Defendant / Respondent.

Case No._____

Dept. No. _____

GENERAL FINANCIAL DISCLOSURE FORM

The judge uses this form to understand the financial position of the Plaintiff / Petitioner and the Defendant / Respondent. You must fill this form out completely and truthfully.

A. Personal Information:
1. What is your full name? (first, middle, last) _____
2. How old are you?_____
3. What is your date of birth?
4. What is your occupation?
5. What is your highest level of education?_____

B. Employment Information:
1. Are you currently employed?
   - ☐ No
   - ☐ Yes If yes, what is the name of your employer?
     What date were you hired on? (mm/dd/yy) _____
2. Are you disabled?
   - ☐ No
   - ☐ Yes If yes, what is your level of disability?_____
     What agency certified you disabled?_____
     What is the nature of the your disability?_____

Code: 1740
Name: _____
Address: _____
_____
Telephone: _____

SEVENTH JUDICIAL DISTRICT COURT

WHITE PINE COUNTY, NEVADA

_____,
Plaintiff / Petitioner,

vs.

_____,
Defendant / Respondent.

Case No._____

Dept. No. _____

GENERAL FINANCIAL DISCLOSURE FORM

The judge uses this form to understand the financial position of the Plaintiff / Petitioner and the Defendant / Respondent. You must fill this form out completely and truthfully.

A. Personal Information:
   1. What is your full name? (first, middle, last) _____
   2. How old are you?_____
   3. What is your date of birth?_____
   4. What is your occupation? _____
   5. What is your highest level of education?_____

B. Employment Information:
   1. Are you currently employed?
      - ☐ No
      - ☐ Yes If yes, what is the name of your employer? _____
        What date were you hired on? (mm/dd/yy) _____
   2. Are you disabled?
      - ☐ No
      - ☐ Yes If yes, what is your level of disability?_____
        What agency certified you disabled?_____
        What is the nature of the your disability?_____

C. Attorney Information: Complete the following sentences:

1. An Attorney (has/has not) _____ been retained on my behalf in this case.
2. As of today, the attorney has been paid a total of $_____ on my behalf.
3. I have a credit with my attorney in the amount of $ _____.
4. I currently owe my attorney a total of $ _____.
5. I owe my prior attorney a total of $ _____.

Section 1: Personal Income

Before you can complete the next section you need to figure out your pay frequency. Your pay frequency is determined by the number of times you are paid each month.

Pay Frequency Table

1.00= Paid one time per month
2.00= Paid two times per month
2.17= Paid every two weeks
4.00= Paid every week

A. Fill in the line that applies to you. Only complete Line 1 **OR** Line 2.

Line #	Income Question	Amount Earned		Number of Hours Worked per Week		Pay Frequency (1.00, 2.00, 2.17, or 4.00)		Monthly Income
1	I am paid an hourly wage in the amount of	$	X		X		=	$
2	I am paid a base salary in the amount of	$		N/A	X		=	$

B. Fill in the amount of money you receive each month from the following types of income.

Line #	Income Question	Amount Received Monthly
3	I regularly work overtime and each month earn an average of	$
4	I receive bonuses, commissions, or tips in the amount of	$
5	I receive a car, gas, housing, or other allowance in the amount of	$
6	I receive spousal support in the amount of	$

7	I receive social security in the amount of	$
8	I receive social security disability in the amount of	$
9	I receive workman's compensation benefits in the amount of	$
10	I receive unemployment benefits in the amount of	$
11	I receive pension or retirement income in the amount of	$
12	I receive net rental income on the amount of	$
13	I receive income from other sources in the amount of	$
14	Total Income Received (**add** lines 3-13)	$

C. Total monthly income from all sources:

Line #		
15	Total from Line 1 **OR** 2	$
16	Total from Line 14	$
17	Total Gross Monthly Income (**add** lines 15-16)	$

Section 2: Personal Deductions

A. Fill in the amount of money that is taken out of <u>every paycheck</u> for each of the following deductions:

Line #	Name of Deduction	Amount Deducted Monthly
18	Court Ordered Child Support is deducted from every paycheck in the amount of	$
19	Federal Income Tax is deducted from every paycheck in the amount of	$
20	Social Security Tax is deducted from every paycheck in the amount of	$
21	Medicare is deducted from every paycheck in the amount of	$
22	Union Dues are deducted from every paycheck in the amount of	$

23	Health Insurance Cost is deducted from every paycheck in the amount of	$
24	Life, Disability, or Other Insurance Premiums are deducted from every paycheck in the amount of	$
25	Federal Health Savings Plan contribution is deducted from every paycheck in the amount of	$
26	Retirement, Pension, IRA, or 401(k) contributions are deducted from every paycheck in the amount of	$
27	Savings are deducted from every paycheck in the amount of	$
28	Other:	$
29	Other:	$
30	Total Monthly Deductions (**add** Lines 18-29)	

Section 3: Income Summary

Line #		
31	Total from Line 17	$
32	Total from Line 30	$
	Net Monthly Income (**subtract** Line 32 from Line 31)	$

Section 4: Child Information

A. Fill in the table below with the name and date of birth of each of your children, parent the child is living with, and whether the child is from this marriage or relationship?

Child's Name:	Child's Date of Birth	Whom is child living with? (Mom, Dad, or Both)	Is this child from this marriage/relationship? (Yes or No)
1st			
2nd			

3rd			
4th			
5th			

B. Fill in the table below with the amount of money you spend each month on the following expenses for the children:

	Children's Expenses	1st Child	2nd Child	3rd Child	4th Child	5th Child
1	Clothes, Shoes, and Accessories	$	$	$	$	$
2	Unreimbursed Medical Expenses	$	$	$	$	$
3	Telephone and Internet	$	$	$	$	$
4	Entertainment	$	$	$	$	$
5	Food	$	$	$	$	$
6	Insurance (other than health)	$	$	$	$	$
7	Education Related Expenses	$	$	$	$	$
8	Summer Camp/Programs	$	$	$	$	$
9	Vehicle	$	$	$	$	$
10	Transportation Cost for Visitation	$	$	$	$	$
11	Total Monthly Expenses for Children (add Lines 1-11)	$	$	$	$	$

Section 5: Household Information

A. I live with (*number*) _____ other adults, including children over the age of eighteen, who contribute to or pay the household expenses in the amount of $ _____.

Section 6: Personal Expenses

A. Fill in the table with the amount of money you spend <u>each month</u> on the following expenses and check whether you pay the expense for you, for the other party, or for both of you.

Expense	Monthly Amount of Expense	For Me	For the Other Party	For Both
Home				
Mortgage / Rent / Lease	$			
Property Taxes	$			
HOA	$			
Home Owner's Insurance	$			
Lawn Care	$			
Pest Control	$			
Pool Service	$			
Security	$			
Other	$			
Utilities				
Water	$			
Electric	$			
Gas	$			
Sewer	$			
Home Phone	$			
Internet / Cable	$			
Other	$			
Medical	$			
Health Insurance				
Unreimbursed Medical Expenses	$			
Other	$			

Expense	Monthly Amount of Expense	For Me	For the Other Party	For Both
Transportation				
Car Loan / Lease Payment	$			
Fuel	$			
Auto Insurance	$			
Other	$			
Personal				
Food (groceries and restaurants)	$			
Pets	$			
Cell Phone	$			
Membership Fees	$			
Clothing, Shoes, Etc.	$			
Dry Cleaning	$			
Other	$			
Debts				
Credit Card Payments	$			
Child Support	$			
Alimony / Spousal Support	$			
Student Loans	$			
Other	$			
Total Monthly Expenses	$			

Section 7: Asset and Debt Chart

A. Complete the chart below by listing all assets and debts, the value of each, the amount owed on each, and whose name the asset or debt is under (You, the Other Party, or Both).

Line #	Description of Asset or Debt	Gross Value		Amount Owed		Net Value	Whose Name is on the Account (Me, the Other Party, or Both)
1		$	-	$	=	$	
2		$	-	$	=	$	
3		$	-	$	=	$	
4		$	-	$	=	$	
5		$	-	$	=	$	
6		$	-	$	=	$	
7		$	-	$	=	$	
8		$	-	$	=	$	
9		$	-	$	=	$	
10		$	-	$	=	$	
11		$	-	$	=	$	
12		$	-	$	=	$	
13		$	-	$	=	$	
14		$	-	$	=	$	
15		$	-	$	=	$	
16		$	-	$	=	$	
17		$	-	$	=	$	
18		$	-	$	=	$	
19		$	-	$	=	$	
20		$	-	$	=	$	
Total Value of Assets (add Lines 1-20)		$	-	$	=	$	

IMPORTANT: Read the following paragraph carefully.

I am the (☑ check one) ☐ Plaintiff/Petitioner ☐ Defendant/Respondent in the above action. I swear or affirm under penalty of perjury that I have read and followed all instructions in completing this Financial Disclosure Form. I understand that, by my signature, I guarantee the truthfulness of the information on this Form. I also understand that if I knowingly make false statements I may be subject to punishment, including contempt of court.

➢_____ _____

Your Signature Date

SEVENTH JUDICIAL DISTRICT COURT
COUNTY OF WHITE PINE, STATE OF NEVADA

AFFIRMATION
Pursuant to NRS 239B.030

The undersigned does hereby affirm that the preceding document, _____

_____

GENERAL FINANCIAL DISCLOSURE FORM

(Title of Document)

filed in case number: _____

[X] Document does not contain the social security number of any person

- OR -

[ ] Document contains the social security number of a person as required by:

[ ] A specific state or federal law, to wit:

_____
(State specific state or federal law)

- or -

[ ] For the administration of a public program

- or -

[ ] For an application for a federal or state grant

- or -

[ ] Confidential Family Court Information Sheet
(NRS 123.130, NRS 125, 230, and NRS 125B.055)

Date: _____

_____
(Signature)

_____
(Print Name)

Code: $1442

Name: _____

Address: _____

_____

Telephone No._____

Appearing in Proper Person

IN THE FAMILY DIVISION

OF THE 7TH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

IN AND FOR THE COUNTY OF WHITE PINE

_____
Plaintiff,

vs.

_____
Defendant.
_____/

Case No. _____

Dept. No. _____

COMPLAINT FOR SEPARATE MAINTENANCE
(Also known as a Legal Separation)
(No Children)

Plaintiff, _____ (Your Name), in proper person, and for a cause of action, alleges as follows:

I.

Plaintiff is a resident of the State of Nevada, County of _____ (County in which you live), and for a period of more than six weeks immediately preceding the commencement of this action, has resided in, been physically present in, and is a resident of the State of Nevada, and intends to continue to make the State of Nevada his/her home for an indefinite period of time.

The Defendant is a resident of the State of _____ (State where Defendant lives), the County of _____ (County where Defendant lives).

II.

The parties were married on _____ in _____,
(Date of marriage) (City or County of marriage)

State of _____ and ever since that day have been, and now are, husband and wife.
(State of marriage)

III.

Wife _____ pregnant at this time.
(is or is not)

If wife is pregnant at this time, answer the following questions.
If wife is not pregnant, print "N/A" in the spaces.

Husband _____ the father of the unborn child. The unborn child is due to be born
(is or is not)

on _____.
(Date of expected birth)

IV.

There are no minor children born to or adopted through this union.

V.

Division of Assets
Initial ONLY ONE of the three statements below. Print "N/A" in the spaces you do not use.

1. _____ All of the community assets and property have been previously divided and each is to keep the property each has in his or her possession at this time.

2. _____ There is no community property to be divided.

3. _____ The community property should be divided as follows:
(Include retirement and pension benefits)

///

///

///

WIFE SHALL RECEIVE THE FOLLOWING ASSETS

HUSBAND SHALL RECEIVE THE FOLLOWING ASSETS

(If more room is needed, attach additional pages. Write on only one side of the paper and make sure the pages are clearly identified as a continuation of the division of assets. Each additional page must be initialed.)

There may be additional community assets of the parties, the exact amounts and descriptions of which are unknown to Plaintiff at this time. Plaintiff asks permission of the Court to amend this Complaint to insert that information when it becomes known to Plaintiff, or at the time of trial.

VI.

Division of Debts
Initial ONLY ONE of the paragraphs below. Print "N/A" in the spaces you do not use.

_____ All of the community debts have been previously divided and each is to keep those debts assigned to them and hold the other party harmless from those debts.

_____ There are no community debts to be divided.

_____ The community debts should be divided as follows:
(List the specific debts with the last four numbers of the account, if known)

WIFE SHALL RECEIVE THE FOLLOWING DEBTS

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

HUSBAND SHALL RECEIVE THE FOLLOWING DEBTS

_____ _____
_____ _____
_____ _____
_____ _____

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

(If more room is needed, attach additional pages. Write on only one side of the paper and make sure the pages are clearly identified as a continuation of the division of assets. Each additional page must be initialed.)

There may be additional community debts of the parties, the exact amounts and descriptions of which are unknown to Plaintiff at this time. Plaintiff asks permission of the Court to amend this Complaint to insert that information when it becomes known to Plaintiff, or at the time of trial.

VII.

Spousal Support (Alimony)
Initial ONE of the following statements. If you initial one of the statements that makes a provision for spousal support, be sure to fill in all the spaces in that statement. DO NOT LEAVE ANY SPACES BLANK. Print "N/A" in all spaces that don't apply to you. Spousal support automatically ceases upon remarriage of the recipient or the death of either party.

_____ Alimony is not appropriate in this case.

_____ Wife shall receive spousal support in the amount of $_____
(Amount to be received)

per_____, due and payable on _____
(Week or Month) (Date Amount Due)

of each _____ for a period of _____
(Week or Month) (Number of weeks, months or years)

The spousal support shall begin on _____
(Date spousal support to begin)

and end on _____.
(Date last spousal support payment will be made)

_____ Husband shall receive spousal support in the amount of $_____
(Amount to be received)

per_____, due and payable on _____
(Week or Month) (Date Amount Due)

of each _____ for a period of _____
(Week or Month) (Number of weeks, months or years)

The spousal support shall begin on _____
(Date spousal support to begin)

and end on _____.
(Date last spousal support payment will be made)

VIII.

Former Name
If Wife is filing, Wife should initial ONLY ONE of the following three statements and print "N/A" in the spaces that do not apply to you.
If Husband is filing, Husband should print "N/A" in all spaces.

_____ Wife does not wish to return to her former name.

_____ Wife wishes to return to her former name of _____.

_____ Wife never changed her name so does not request restoration of a former name.

IX.

The parties are incompatible in marriage.

X.

The Plaintiff should be awarded attorney's fees and costs.

WHEREFORE, Plaintiff prays for judgment against Defendant as follows:

1. That the Court enter a Decree of Legal Separation thereby judicially bringing to a conclusion the community aspects of the marriage and the legal responsibilities of one party to and for the other for all purposes heretofore and now existing between the Plaintiff and Defendant, except as set forth in this Complaint.

2. That the assets and debts be divided as set forth in this Complaint.

3. That spousal support be addressed as state above.

4. That Wife's former name be addressed and ordered as stated above.

5. That Plaintiff be granted reasonable attorney's fees and costs if Defendant objects to this Complaint for Separate Maintenance in any manner.

6. For other and further relief as the Court may deem just and proper in this action.

This document does not contain the Social Security Number of any person.

I declare, under penalty of perjury under the Law of the State of Nevada, that the foregoing is true and correct.

DATED this _____ day of _____, 20_____.

_____
(Signature)

_____
(Print Your Name)

_____
(Address)

_____
(City, State, Zip)

_____
(Telephone Number)

Code: 1521
Your name: _____
Address: _____
_____
Telephone: _____
Appearing in Proper Person

IN THE FAMILY DIVISION

OF THE 7TH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

IN AND FOR THE COUNTY OF WHITE PINE

_____, Case No. _____
Plaintiff / Petitioner / Joint Petitioner

Dept. No. _____

vs.

_____
Defendant / Respondent / Joint Petitioner

_____/

DECLARATION OF RESIDENT WITNESS

I, _____, do hereby declare under penalty of perjury
(Name of Resident Witness)

that the assertions of this Declaration are true.

1. I am over the age of eighteen and competent to testify of my own knowledge to the following.

2. I have lived in the State of Nevada for _____ years and presently live at _____, City of _____, State of Nevada.
(Street address of Resident Witness)

I intend to live in the State of Nevada for the foreseeable future.

3. To my personal knowledge, _____, lives at
(Name of person whose residency is being established)

_____, State of Nevada and has
(Street address of person whose residency is being established)

lived at that address since_____ and has been physically living within the State of
(Date)

Nevada on a daily basis for at least six (6) weeks prior to the filing of this Complaint *-or-* Petition *-or-* Joint Petition on _____.
(Date Complaint/Petition/Joint Petition was filed)

4. To my personal knowledge, _____ has
(Name of person whose residency is being established)

physically lived in the State of Nevada since _____
(State the date you know the person has lived in Nevada)

5. I see the Petitioner on the average of _____ times a week. The Petitioner is
(State how often you actually see the person in a week.)

_____.
(Fill in how you know the Petitioner, such as friend, relative, co-worker, etc.)

6. I know of my own personal knowledge that _____
(Name of person whose residency is being established)

is a bona fide resident of the State of Nevada.

Dated this _____ day of _____, 20_____.

This document does not contain the Social Security Number of any person.

I declare under penalty of perjury, under the law of the State of Nevada, that the foregoing statements are true and correct.*

Dated this _____ day of _____, 20_____.

Signature: _____

Printed Name: _____

Address: _____

_____

Telephone: _____

* The penalty for making a false statement in a declaration that is made under penalty of perjury is a minimum of 1 year and a maximum of 4 years in prison, with the possibility of an additional fine of $5000 or more if authorized or required by statute. See N.R.S. §199.145.

In the Seventh Judicial District Court

OF THE STATE OF NEVADA, IN AND FOR THE COUNTY OF WHITE PINE

_____
_____
_____,

Plaintiff(s),

vs.

_____
_____
_____,

Defendant(s).

Case No:_____
Dept._____

Summons

The State of Nevada Sends Greetings to the above-named Defendant(s):

You are hereby summoned and required to serve upon _____
_____,
plaintiff's attorney, whose address is _____
_____,
an answer to the complaint which is herewith served upon you, within 20 days after service of this summons upon you, exclusive of the day of service. (The State of Nevada, its political subdivisions, agencies, officers, employees, board members, commission members, and legislators, each has 45 days after service of this summons within which to file an answer to the complaint.) If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.[1]

Dated this _____ day of _____, _____.

_____
Clerk of Court

[Seal of Court]

By:_____
Deputy Clerk

[1] When service is by publication, insert a brief statement of the object of the action. *See* N.R.C.P. 4.

RETURN OF SERVICE ON REVERSE SIDE

State of _____,
County of _____.

Affidavit of Service
(For General Use)

_____, being first duly sworn, deposes and says: That affiant is, and was on the day when he served the within Summons, a citizen of the United States, over 21 years of age, and not a party to, nor interested in, the within action; that the affiant received the Summons on the _____ day of _____, _____, and personally served the same upon _____, the within named defendant(s) on the _____ day of _____, _____, by delivering to the said defendant(s) personally in _____, County of _____, State of _____, a copy of the Summons attached to a copy of the Complaint.

_____
Signature of person making service

Subscribed and sworn to before me this
_____ day of _____, _____.

_____
Notary Public in and for said County and State (Seal)
My Commission Expires:_____.

STATE OF NEVADA
County of White Pine

Nevada Sheriff's Return
(For use of Sheriff of White Pine County)

I hereby certify and return that I received the within Summons on the _____ day of _____, _____, and personally served the same upon_____, the within named defendant(s), on the _____ day of _____, _____, by delivering to the said defendant(s), personally, in White Pine County, State of Nevada, a copy of the summons attached to a copy of the Complaint.

Dated this _____ day of _____, _____.

_____
Sheriff of White Pine County, Nevada

By:_____
Deputy Sheriff

In the Seventh Judicial District Court

OF THE STATE OF NEVADA, IN AND FOR THE COUNTY OF WHITE PINE

_____
_____
_____,

Plaintiff(s),

vs.

_____
_____
_____,

Defendant(s).

Case No:_____
Dept._____

Summons

The State of Nevada Sends Greetings to the above-named Defendant(s):

You are hereby summoned and required to serve upon _____
_____,

plaintiff's attorney, whose address is _____
_____,

an answer to the complaint which is herewith served upon you, within 20 days after service of this summons upon you, exclusive of the day of service. (The State of Nevada, its political subdivisions, agencies, officers, employees, board members, commission members, and legislators, each has 45 days after service of this summons within which to file an answer to the complaint.) If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.[1]

Dated this _____ day of _____, _____.

_____
Clerk of Court

[Seal of Court]

By:_____
Deputy Clerk

[1] When service is by publication, insert a brief statement of the object of the action. *See* N.R.C.P. 4.

RETURN OF SERVICE ON REVERSE SIDE

State of _____,
County of _____.

Affidavit of Service
(For General Use)

_____, being first duly sworn, deposes and says: That affiant is, and was on the day when he served the within Summons, a citizen of the United States, over 21 years of age, and not a party to, nor interested in, the within action; that the affiant received the Summons on the _____ day of _____, _____, and personally served the same upon _____, the within named defendant(s) on the _____ day of _____, _____, by delivering to the said defendant(s) personally in _____, County of _____, State of _____, a copy of the Summons attached to a copy of the Complaint.

_____
Signature of person making service

Subscribed and sworn to before me this
_____ day of _____, _____.

_____
Notary Public in and for said County and State
My Commission Expires: _____.

(Seal)

STATE OF NEVADA
County of White Pine

Nevada Sheriff's Return
(For use of Sheriff of White Pine County)

I hereby certify and return that I received the within Summons on the _____ day of _____, _____, and personally served the same upon _____, the within named defendant(s), on the _____ day of _____, _____, by delivering to the said defendant(s), personally, in White Pine County, State of Nevada, a copy of the summons attached to a copy of the Complaint.

Dated this _____ day of _____, _____.

_____
Sheriff of White Pine County, Nevada

By: _____
Deputy Sheriff