

# DEFAULT PACKET

## PACKET P-1

### INSTRUCTIONS FOR COMPLETING FORMS

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT ANY OF THE FORMS.

Use **black or blue ink only**. Neatly print the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. Notice Of Intent To Take Default
2. Clerk's Default
3. Declaration In Support Of Default
4. Request For Submission
5. Notice Of Entry Of Decree / Order

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00.  
N.R.S. §199.145

**Use this Default Packet only if ALL of the following requirements have been met:**

- A Complaint or Petition was filed with the court.
- The Defendant / Respondent was served with the Complaint or Petition and Summons.
- The completed Summons was filed with the court.
- More than 20 calendar days have passed since the Defendant / Respondent was served with the Complaint or Petition and Summons.
- The Defendant / Respondent has not filed with the Court an answer or other response to the Complaint / Petition.

**Making Copies of Forms**

Make at least two (2) copies of every form you intend to use.

The Filing Office may make copies for you if they have time, however, they must charge you \$1.00 per page for any copies made.

**How to Serve Completed Forms on the Defendant/Respondent**

You must serve the Defendant / Respondent with a copy of every form you intend to file with the Court. Unless the Court orders a different method of service, you may serve the Defendant / Respondent by mailing to his / her last known address.

If the Complaint or Petition was served by publication you need not mail the forms to the other party.

**Filing Documents with the Court**

Take the original and one or more copies of the forms you wish to use to the District Court Filing Office, which is located on the first floor of the courthouse at 801 Clark St., ElyNV. A Clerk in the Filing Office will keep the original form and return the file stamped copies to you.

**STEP 1**

If the Defendant / Respondent has communicated to you that he / she opposes your Complaint or Petition, you must give him / her at least six (6) days advance written notice of your intent to seek a default before going to Step 2. Do this by completing, serving, and filing the Notice Of Intent To Take Default form.

If the Defendant / Respondent has not communicated with you that he/she opposes your Complaint or Petition, skip Step 1 and go to Step 2.

**Completing the Notice of Intent to Take Default Form (Page 1 of 2)**

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) Print the date that you served the Defendant / Respondent with this Notice.

1 Code: 2525  
2 Name: \_\_\_\_\_  
3 Address: \_\_\_\_\_  
4 Telephone: \_\_\_\_\_  
4 Self-Represented Litigant

5  
6 IN THE FAMILY DIVISION  
7 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
8 IN AND FOR THE COUNTY OF WASHOE

9  
10 \_\_\_\_\_ Case No. \_\_\_\_\_  
11 Plaintiff / Petitioner, Dept. No. \_\_\_\_\_  
12 vs.  
13 \_\_\_\_\_  
14 Defendant / Respondent.

15 **NOTICE OF INTENT TO TAKE DEFAULT**

17 TO: Defendant / Respondent

18 Please take notice that the Plaintiff / Petitioner intends to take your default unless an Answer or  
19 other responsive pleading is filed with the Court and served on Plaintiff / Petitioner on or before six  
20 (6) days from the date of service of this Notice.

22 On \_\_\_\_\_, I served a true and correct copy of this Notice Of  
23 (Date the Notice was served)

24 Intent To Take Default as described below:

26  CHECK THE APPLICABLE BOX INDICATING HOW THE OTHER PARTY WAS SERVED

27  
28

REV 10/2012 1 NOTICE OF INTENT

Completing the Notice Of Intent To Take Default Form (Page 2 of 2)

3) Complete if service was by hand delivery.

3) Complete if service was by mail.

4) Date, sign, and print your name on the form.

1	<input type="checkbox"/> I personally served _____ at the following
2	location: _____
3	_____
4	_____
5	_____
6	_____
7	<input type="checkbox"/> I placed a copy of this Notice of Intent To Take Default in a sealed envelope upon which
8	first class postage was fully prepaid and mailed said Notice via the United States
9	Post Office, addressed as follows:
10	
11	Name: _____
12	Address: _____
13	_____
14	_____
15	This document does not contain the Social Security Number of any person.
16	I declare under penalty of perjury, under the law of the State of Nevada, that the foregoing
17	statements are true and correct.
18	Date: _____ Signature: _____
19	
20	Print Your Name: _____
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	REV 10/2012
	2
	NOTICE OF INTENT

1 Code: 2525

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

5 Self-Represented Litigant

6 IN THE FAMILY DIVISION

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

8 IN AND FOR THE COUNTY OF WHITE PINE

9  
10 \_\_\_\_\_, Case No. \_\_\_\_\_  
11 Plaintiff / Petitioner,

12 vs.

13 Dept. No. \_\_\_\_\_

14 \_\_\_\_\_,  
15 Defendant / Respondent.

16 NOTICE OF INTENT TO TAKE DEFAULT

17 TO: Defendant / Respondent

18 Please take notice that the Plaintiff / Petitioner intends to take your default unless an Answer or  
19 other responsive pleading is filed with the Court and served on Plaintiff / Petitioner on or before six  
20 (6) days from the date of service of this Notice.

21  
22 On \_\_\_\_\_, I served a true and correct copy of this Notice Of  
23 (Date the Notice was served)

24 Intent To Take Default as described below:

25  
26  CHECK THE APPLICABLE BOX INDICATING HOW THE OTHER PARTY WAS SERVED  
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I personally served \_\_\_\_\_ at the following

location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I placed a copy of this Notice of Intent To Take Default in a sealed envelope upon which first class postage was fully prepaid and mailed said Notice via the United States

Post Office, addressed as follows:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

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

Print Your Name: \_\_\_\_\_

**STEP 2**

Complete and file (see page 1 for filing instructions) the Clerk's Default, Declaration in Support of Default, and Request for Submission forms. Service of these forms is not required.

**Completing the Clerk's Default 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) Leave these spaces blank. The Clerk at the Filing Office will fill in that information when you file your forms.

1 Code: 1550  
2 Name: \_\_\_\_\_  
3 Address: \_\_\_\_\_  
4 Telephone: \_\_\_\_\_  
5 Self-Represented Litigant

6 IN THE FAMILY DIVISION  
7 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
8 IN AND FOR THE COUNTY OF WASHOE

9 \_\_\_\_\_ Case No. \_\_\_\_\_  
10 Plaintiff / Petitioner, Dept. No. \_\_\_\_\_  
11 vs.  
12 \_\_\_\_\_  
13 Defendant / Respondent.

14  
15 **CLERK'S DEFAULT**

16  
17 It appearing that the Defendant/Respondent, is in default for failure to plead or otherwise  
18 defend as required by law, DEFAULT is entered against the Defendant/Respondent on  
19 \_\_\_\_\_  
20  
21 JOEY ORDUNA HASTINGS  
22 CLERK OF THE COURT

23 By: \_\_\_\_\_  
24 Deputy Clerk

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REV 10/2012 1 CLERK'S DEFAULT

1 Code: 1550

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

5 Self-Represented Litigant

6 IN THE FAMILY DIVISION

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

8 IN AND FOR THE COUNTY OF WHITE PINE

9  
10 \_\_\_\_\_, Case No. \_\_\_\_\_  
11 Plaintiff / Petitioner,

12 vs.

13 Dept. No. \_\_\_\_\_

14 \_\_\_\_\_,  
15 Defendant / Respondent.

16 CLERK'S DEFAULT

17 It appearing that the Defendant/Respondent, is in default for failure to plead or otherwise  
18 defend as required by law, DEFAULT is entered against the Defendant/Respondent on

19 \_\_\_\_\_.

20 \_\_\_\_\_  
21 CLERK OF THE COURT

22  
23 By: \_\_\_\_\_  
24 Deputy Clerk

## Completing the Declaration in Support of Default 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 in all other forms in this case.

3) Check all of the boxes to indicate that you have completed all of the necessary steps to take default against the Defendant/Respondent.

4) Date, sign, and print your name on the form.

1	Code: 2523
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Self-Represented Litigant
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	_____ Case No. _____
11	Plaintiff / Petitioner, Dept. No. _____
12	vs.
13	_____
14	Defendant / Respondent
15	<u>DECLARATION IN SUPPORT OF DEFAULT</u>
16	
17	<input type="checkbox"/> I filed a Complaint Petition in this case.
18	<input type="checkbox"/> The Complaint Petition and Summons were served on the Defendant/Respondent. Proof of Service was filed with the Court.
19	<input type="checkbox"/> The Clerk of the Court has informed me that the Defendant/Respondent has not filed an answer or other response with the Court.
20	<input type="checkbox"/> The Defendant/Respondent has not communicated to me that they oppose my Complaint Petition.
21	OR
22	I have served Notice of Intent to Take Default and the Defendant has not filed an Answer or other response with the Court.
23	<input type="checkbox"/> The Defendant/Respondent is not in the active military service of the United States, is not under 18 years of age and is not an incompetent person.
24	<input type="checkbox"/> I ask that my Complaint Petition be granted to me by the Court.
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30	DECLARATION IN SUPPORT

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2	This document does not contain the Social Security Number of any person.
3	I declare under penalty of perjury, under the law of the State of Nevada, that the foregoing statements are true and correct.
4	
5	Date: _____ Signature: _____
6	
7	Print Your Name: _____
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29	2
30	DECLARATION IN SUPPORT

1 Code: 2525

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

Self-Represented Litigant

5 IN THE FAMILY DIVISION

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

7 IN AND FOR THE COUNTY OF WHITE PINE

8  
9  
10 \_\_\_\_\_, Case No. \_\_\_\_\_  
Plaintiff / Petitioner,

11 vs.

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

12  
13 \_\_\_\_\_,  
Defendant / Respondent.

14  
15 DECLARATION IN SUPPORT OF DEFAULT

16  
17  I filed a Complaint/Petition in this case.

18  The Complaint/Petition and Summons were served on the Defendant/Respondent. Proof of  
19 Service was filed with the Court.

20  The Clerk of the Court has informed me that the Defendant/Respondent has not filed an  
21 answer or other response with the Court.

22  The Defendant/Respondent has not communicated to me that they oppose my  
23 Complaint/Petition.

24 OR

25 I have served Notice of Intent to Take Default and the Defendant has not filed an Answer or  
26 other response with the Court.

27  The Defendant/Respondent is not in the active military service of the United States, is not  
28 under 18 years of age and is not an incompetent person.

I ask that my Complaint/Petition be granted to me by the Court.

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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.

Date: \_\_\_\_\_

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

Print Your Name: \_\_\_\_\_

## Completing the Request for Submission 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 documents in this case.

3) Print the requested information.

4) Date, sign, and print your name on the form.

1	Code: 3720
2	Name: _____
3	Address: _____
4	Telephone: _____
5	Self-Represented Litigant
6	IN THE FAMILY DIVISION
7	OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
8	IN AND FOR THE COUNTY OF WASHOE
9	
10	_____ Case No. _____
11	Plaintiff / Petitioner, Dept. No. _____
12	vs.
13	_____
14	Defendant / Respondent.
15	<b>REQUEST FOR SUBMISSION</b>
16	
17	I, _____, request that the
18	(Print your name)
19	_____ that was filed on
20	(Name of the form to be submitted to the Court)
21	_____ be submitted to the Court for decision.
22	(Date the form was filed with the Court)
23	This document does not contain the Social Security Number of any person.
24	Date: _____ Signature: _____
25	Print Your Name: _____
26	
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	1
	REV 10/2012
	REQUEST FOR SUBMISSION

1 Code: 3720

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

5 Self-Represented Litigant

6 IN THE FAMILY DIVISION

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

8 IN AND FOR THE COUNTY OF WHITE PINE

9 \_\_\_\_\_, Case No. \_\_\_\_\_

10 Plaintiff / Petitioner,

11 Dept. No. \_\_\_\_\_

12 vs.

13 \_\_\_\_\_,  
14 Defendant / Respondent.

15 REQUEST FOR SUBMISSION

16  
17 I, \_\_\_\_\_, request that the  
18 (Print your name)

19 \_\_\_\_\_ that was filed on  
20 (Name of the form to be submitted to the Court)

21 \_\_\_\_\_ be submitted to the Court for decision.  
22 (Date the form was filed with the Court)

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

24 Date: \_\_\_\_\_ Signature: \_\_\_\_\_

25 Print Your Name: \_\_\_\_\_

**STEP 3**

**Wait For The Judge's Decision**

The Judge has up to 60 days to make a decision. The decision will be mailed to you at the address you provided to the Court. While waiting, do whatever the Court instructs you to do, including attending any scheduled hearings or conferences.

**STEP 4**

After receiving the Judge's decision granting your default, complete, serve, and file the Notice of Entry form together with a copy of the Judge's decision.

**Completing Notice of Entry Form (Page 1 of 2)**

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 in all other forms in this case.

3) Complete if service was by hand delivery.

1 Code: 3720  
2 Name: \_\_\_\_\_  
3 Address: \_\_\_\_\_  
4 Telephone: \_\_\_\_\_  
5 Self-Represented Litigant \_\_\_\_\_  
6  
7 IN THE FAMILY DIVISION  
8 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
9 IN AND FOR THE COUNTY OF WASHOE  
10 \_\_\_\_\_ Case No. \_\_\_\_\_  
11 Plaintiff / Petitioner, Dept. No. \_\_\_\_\_  
12 vs.  
13 \_\_\_\_\_  
14 Defendant / Respondent.  
15  
16 **NOTICE OF ENTRY OF DECREE / ORDER**  
17 On \_\_\_\_\_, I served a true and correct copy of the Decree /  
18 (Date the Decree / Order was served)  
19 Order entered on \_\_\_\_\_ as described below:  
20 (Date the Decree / Order was filed by the Court)  
21 **CHECK THE APPLICABLE BOX INDICATING HOW THE OTHER PARTY WAS SERVED**  
22  I personally served \_\_\_\_\_ at the following  
23 location: \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_  
27 \_\_\_\_\_  
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REV 10/2012 1 NOTICE OF ENTRY

Completing Notice of Entry Form (Page 2 of 2)

4) Complete if service was by mail.

1  
2  I placed a copy of the Decree / Order listed above in a sealed envelope upon which  
3 first class postage was fully prepaid and mailed said Decree / Order via the United States  
4 Post Office, addressed as follows:

5 Name: \_\_\_\_\_  
6 Address: \_\_\_\_\_  
7 \_\_\_\_\_  
8 \_\_\_\_\_

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

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

5) Date, sign, and print your name on the form.

12  
13 Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
14 Print Your Name: \_\_\_\_\_  
15  
16

6) A Notice of Entry form must be prepared for each individual who has been served with the form(s).

SAMPLE

1 Code: 3720

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

5 Self-Represented Litigant

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

9  
10 \_\_\_\_\_, Case No. \_\_\_\_\_  
11 Plaintiff / Petitioner,

12 vs.

13 Dept. No. \_\_\_\_\_

14 \_\_\_\_\_,  
15 Defendant / Respondent.

16 NOTICE OF ENTRY OF DECREE /ORDER

17 On \_\_\_\_\_, I served a true and correct copy of the Decree /  
18 (Date the Decree / Order was served)

19 Order entered on \_\_\_\_\_ as described below:  
20 (Date the Decree / Order was filed by the Court)

21 CHECK THE APPLICABLE BOX INDICATING HOW THE OTHER PARTY WAS SERVED

22  I personally served \_\_\_\_\_ at the following

23 location: \_\_\_\_\_  
24 \_\_\_\_\_  
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I placed a copy of the Decree / Order listed above in a sealed envelope upon which first class postage was fully prepaid and mailed said Decree / Order via the United States Post Office, addressed as follows:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Your Name: \_\_\_\_\_