

JUSTICE COURT, LAS VEGAS TOWNSHIP Clark County, Nevada	Case No. _____ Department No. _____
<small>Name of Plaintiff(s) and Address(es)</small>	SMALL CLAIMS ANSWER
<small>(Plaintiff's(s) Telephone Number:</small>	
VERSUS	
<small>Name of Defendant(s) and Address(es)</small>	
<small>(Defendant's(s) Telephone Number:</small>	

There is no statutory filing fee for filling a Small Claims Answer. Each Defendant must file his or her own Answer and must pay any applicable E-Filing fee imposed by the Court.

PLEASE TYPE OR PRINT LEGIBLY.

Defendant's Answer to the Small Claims Complaint:

1. Are you currently a resident of the Las Vegas Township? Yes No
2. Do you currently do business in the Las Vegas Township? Yes No
3. Are you currently employed within the Las Vegas Township? Yes No

Please check the applicable box below.

- I agree that I owe the amount of money claimed by the Plaintiff(s).
- I do not agree that I owe the amount of money claimed by the Plaintiff(s), for the following reasons:

- Check here if you need more space. Add additional sheet(s) of paper and attach to this form with "SMALL CLAIMS ANSWER" on top.

TO DEFENDANT: Your original Answer must be filed with the Las Vegas Justice Court Clerk's Office and a copy provided to the Plaintiff(s) within 20 calendar days of service of the Complaint. Your failure to answer (respond to) the Complaint within 20 calendar days from service of the Complaint, may result in the Plaintiff filing a Motion for Default Judgment against you. This means the Referee or Judge may grant a Judgment for the Plaintiff based on the claims/allegations in the Complaint without considering your possible defense(s) or explanation(s).

You may electronically file your Answer, (\$2.50 charge) at: <http://efilenv.com>, or you may come to the Court and electronically file, for free, the original copy of your Answer at either:

Self-Help Center Regional Justice Center, 1 st Floor 200 Lewis Avenue, Las Vegas, NV 89155-2511	Justice Court Clerks' Office, Las Vegas Township Regional Justice Center, 2 nd Floor 200 Lewis Avenue, Las Vegas, NV 89155-2511
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Please check the applicable box below.

- In conjunction with the filing of the Answer, I am mailing a copy of the Answer to the Plaintiff(s) at the following address: _____

(Printed/Typed Name of Answering Defendant): _____

(Agent's/Representative's Name if a Business): _____

(Defendant's Signature): _____ (Date): _____

Answering Defendant's Address: _____ Phone Number: _____

Both the Plaintiff(s) and Defendant(s) will be notified by mail of the date and time that the Court has scheduled this case for mandatory Mediation, unless the case is exempted from Mediation.

You MUST have this affidavit notarized *(block on the left)* **or sign the unsworn declaration per NRS 53.045** *(block on the right):*

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

NOTARY PUBLIC
 in and for the
 County of _____, State of _____.

OR UNSWORN DECLARATION: Per NRS 53.045
 "I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct."

(Signature): _____
(Date): _____

INSTRUCTIONS TO PLAINTIFF OR DEFENDANT

Read Carefully

1. **Before filing a Small Claims Complaint**, the PLAINTIFF must do the following:

- Send a demand letter, with return receipt requested, to the DEFENDANT. The demand letter must instruct the DEFENDANT to pay the amount due within 10 days of the date that the letter is sent, or the PLAINTIFF will file a Small Claims case against the DEFENDANT.
- Wait at least 10 days from the date the demand letter is sent before filing a Small Claims case against the DEFENDANT.
- Include a copy of the demand letter along with the signed return receipt (as proof of mailing) with the Small Claims Complaint when the Small Claims case is filed against the DEFENDANT.

If the PLAINTIFF does not follow the steps above, including filing a copy of the demand letter and proof of mailing, or waiting 10 days from the date the demand letter is sent before filing a Small Claims case, the Referee or Judge may dismiss the Small Claims case and/or impose another sanction.

2. The PLAINTIFF must file a Small Claims action in the township where the DEFENDANT currently resides, works, or does business.

3. The PLAINTIFF cannot sue in Small Claims court for more than \$10,000.00, excluding interest and costs. Payment by the losing party of the attorney's fees of the winning party is not allowed except in cases involving shoplifting.

4. The PLAINTIFF must show the complete name and address of the DEFENDANT in the caption (*Name & Address of Defendant(s)*) to ensure service on the DEFENDANT. If there are two DEFENDANTS and they reside at different addresses, the PLAINTIFF must include both addresses.

5. The PLAINTIFF may serve the DEFENDANT by licensed private process server, a disinterested third party, or the Constable. The PLAINTIFF, himself or herself, may not serve the Small Claims Complaint on the DEFENDANT. The fully completed Affidavit of Service Form must be filed immediately after the Complaint is served.

6. If a Small Claims Complaint is not served for one year after it is filed, the Judge or Clerk may dismiss the case without prejudice (this means the case may be refiled within the statute of limitations for such cases, but a new filing fee would be required).

7. The PLAINTIFF must pay court costs at the time of filing this Complaint. If a Plaintiff cannot afford the costs, he or she may apply for a fee waiver.

8. The DEFENDANT may electronically file the Answer, no later than 20 calendar days from the date of service of the Complaint, making any defense to the claim. The Defendant may electronically file the Answer,

(\$2.50 charge using credit or debit card)

at: <http://efilenv.com> or the Defendant may come to the Court and electronically file, for free, the original copy of the Answer. A copy of this Answer **must be mailed by U.S. Mail, first-class postage, to PLAINTIFF immediately after E-Filing the Answer with the Las Vegas Justice Court.**

9. If an Answer is filed, the Court will schedule the case for mandatory mediation and will notify all parties of the date, time, and location by mail. All parties, not otherwise exempted from mediation, must appear for mandatory mediation. If the DEFENDANT fails to appear, a mediation judgment may be entered against the DEFENDANT.

10. Standard forms are supplied in order to expedite the handling of Small Claims cases. The forms are designed to cover the most common claims but are not specifically designed for any individual case.

11. If DEFENDANT believes the case should be dismissed, DEFENDANT may petition the Court to dismiss the case and must explain the reasons for the request. A Motion to Dismiss form is available for use. It is designed to cover the most common reasons for dismissal but is not specifically designed for any individual case.

12. Hearings in Small Claims cases are informal and are designed to promote fair and speedy justice. The PLAINTIFF and DEFENDANT may offer evidence, including witnesses, to support their arguments.

13. If English is not your first language and you would like someone to interpret for you during your court appearance, you are encouraged to use a volunteer language interpreter. You may ask a friend, relative, or coworker to come to court to interpret for you. Bringing your own interpreter with you is both effective and efficient and will allow you to better understand the proceedings.

14. If a court-appointed interpreter is needed for a party who does not speak English, or for a party with a communications disability, that party must file a written motion to request an interpreter, and the compensation for that interpreter shall be paid as provided by law.

15. The Las Vegas Justice Court Clerks can neither give legal advice nor assist in completing Court forms. The staff of the Self-Help Center, located on the 1st floor of the Regional Justice Center, can assist in providing information and forms for people who are representing themselves in Court. If you need more detailed assistance, you should consult an attorney.

16. Additional Small Claims information is available on the Court's website at: http://www.lasvegasjusticecourt.us/divisions/small_claims/index.php.