

JUSTICE COURT, LAS VEGAS TOWNSHIP Clark County, Nevada <small>Name and Address of Plaintiff(s)</small> <small>(Plaintiff's(s) Telephone Number)</small>	Case No. _____ Department No. _____	
VERSUS	PROOF OF SERVICE (for use by Plaintiffs in Small Claims Cases)	
<small>Name and Address of Defendant(s)</small> <small>(Defendant's(s) Telephone Number)</small>		

I, (Insert name of person performing service) _____, being duly sworn or under penalty of perjury, state 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 (check the name of documents you served) Small Claims Complaint, Instructions to Plaintiff or Defendant, Small Claims Answer, Other: _____, and that I served the same on Defendant (insert Defendant's name) _____ ON (insert date and time you served the documents) _____, 20____, at the hour of _____M., by (complete appropriate paragraph below):

1. **For personal service per JCRCP 4(d)(6):** Delivering and leaving a copy with Defendant at (insert address at which you served) _____.

2. **For substitute service per JCRCP 4(d)(6):** Delivering and leaving a copy with (insert name or physical description of person served) _____, a person of suitable age and discretion residing at Defendant's dwelling house or usual place of abode, at (insert Defendant's address) _____.

3. **For service by registered or certified mail per JCRCP 91 (if allowed):** Depositing a copy in a mailbox of the United States Post Office, enclosed in a sealed envelope, postage prepaid, registered or certified mail, return receipt requested, addressed to Defendant at (insert Defendant's address): _____ (A copy of the signed return receipt must be attached.)

4. **For service on a business entity per JCRCP 4(d)(1) or (2):** Delivering and leaving a copy with (insert name or physical description of person served) _____, who is Defendant's (check one) president or other head, secretary, cashier, managing agent, resident agent, or other (specify) _____, at (insert address at which you served) _____.

Date: _____ **Signature:** _____
 Residential Business Address of Process Server: _____ Phone: _____

You MUST check one of the following boxes AND have this affidavit notarized (block on the left) or sign the unsworn declaration per NRS 53.045 (block on the right):

I am a licensed process server or an employee of a licensed process server; my license or registration number is (insert license or registration number): _____.

I am not required to be licensed under Chapter 648 of the Nevada Revised Statutes or another provision of law because I am not engaged in the business of serving legal process within the State of Nevada.

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): _____