

Name: _____
Mailing Address: _____
City, State, Zip: _____
Telephone: _____

**In The First Judicial District Court of the State of Nevada
In and for Carson City**

_____) Case No.: _____
Plaintiff,)
) Dept. No.: _____
)
vs.)
) **SUMMONS**
)
_____)
Defendant.)
)

**THE STATE OF NEVADA SENDS GREETINGS TO THE ABOVE-NAMED DEFENDANT:
NOTICE! YOU HAVE BEEN SUED. THE COURT MAY DECIDE AGAINST YOU WITHOUT
YOUR BEING HEARD UNLESS YOU RESPOND WITHIN 20 DAYS.
READ THE INFORMATION BELOW.**

TO THE DEFENDANT: A civil Complaint has been filed by the plaintiff against you.
1. If you wish to defend this lawsuit, you must, within 20 days after this Summons is served on you, exclusive of the day of service, file with this Court a written pleading* in response to this Complaint.
2. Unless you respond, your default will be entered upon application of the plaintiff, and this Court may enter a judgment against you for the relief demanded in the Complaint**, which could result in the taking of money or property or the relief requested in the Complaint.
3. If you wish to seek the advice of an attorney in this matter, you should do so promptly so that your response may be filed on time.
4. You are required to serve your response upon plaintiff's attorney, whose address is:

SCOTT HOEN, Clerk of the Court

By: _____, Deputy Clerk

Date: _____, 20_____.

*There is a fee associated with filing a responsive pleading. Please refer to fee schedule.
**Note – When service by publication, insert a brief statement of the object of the action. See Rule 4.

RETURN OF SERVICE ON REVERSE SIDE

AFFIDAVIT OF SERVICE (For General Use)

1 **STATE OF** _____)
) ss.
2 **COUNTY OF** _____)

3 _____, declares under penalty of perjury:
4 That affiant is, and was on the day when (s)he served the within Summons, over 18 years of age, and not a party to,
5 nor interested in, the within action; that the affiant received the Summons on the _____ day of
6 _____, 20_____, and personally served the same upon _____
7 the within named defendant, on the _____ day of _____, 20_____, by delivering to the said defendant,
8 personally, in _____, County of _____, State of _____, a
9 copy of the Summons attached to a copy of the Complaint.

10 I declare under penalty of perjury under the law of the state of Nevada that the foregoing is true and correct.

11 Executed this _____ day of _____, 20_____. _____
12 _____
13 Signature of person making service

**NEVADA SHERIFF'S RETURN
(for use of Sheriff of Carson City)**

14 **STATE OF NEVADA**)
) ss.
15 **CARSON CITY**)

16 I hereby certify and return that I received the within Summons on the _____ day of _____,
17 20_____, and personally served the same upon _____,
18 the within named defendant, on the _____ day of _____, 20_____, by delivering to the said
19 defendant, personally, in Carson City, State of Nevada, a copy of the Summons attached to a copy of the Complaint.

20 _____
21 KENNY FURLONG, Sheriff of Carson City, Nevada
22 Date: _____, 20_____. By: _____, Deputy

**AFFIDAVIT OF MAILING
(For use when service is by publication and mailing)**

23 **STATE OF** _____)
) ss.
24 **COUNTY OF** _____)

25 _____, declares under penalty of perjury:
That affiant is, and was when the herein described mailing took place, over 18 years of age, and not a party to, nor
interested in, the within action; that on the _____ day of _____, 20_____, affiant deposited in the
Post Office at _____, Nevada, a copy of the within Summons attached to a copy of the
Complaint, enclosed in a sealed envelope upon which first class postage was fully prepaid, addressed to
_____ the within named defendant, at _____
_____ ; that there is a regular communication by mail
between the place of mailing and the place so addressed.

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

Executed this _____ day of _____, 20_____. _____

NOTE - If service is made in any manner permitted by Rule 4 other than personally upon the defendant, or is made
outside the United States, a special affidavit or return must be made.