

**JUSTICE COURT, TOWNSHIP OF HENDERSON
CLARK COUNTY, NEVADA**

Name: _____

Plaintiff,
vs.

Name: _____

Defendant(s).

Case No.: _____
Dept No.: _____

**MOTION FOR SERVICE
OF SMALL CLAIMS COMPLAINT
BY CERTIFIED MAIL**

COMES NOW, the undersigned Plaintiff, and hereby requests that the Court allow service of process to be made upon *(name of Defendant)* _____ by certified mail, return receipt requested. This Motion is made pursuant to JCRCP 91 and is based upon the following facts:

1. That the last known address of the Defendant was:

2. That the Plaintiff is informed and believes that this is the last known address of the Defendant because:

3. That on the _____ day of _____, 20____ the Plaintiff provided *(specify how many)* _____ file-stamped copy(ies) of the Affidavit of Complaint to *(name of server)* _____, a person over the age of 18 who is neither a party to, nor interested in, these proceedings.
4. That the Plaintiff is informed and believes that *(name of server)* _____, has made efforts to personally serve the Defendant with process, but has been unable to complete service of process.

1 **5. A Declaration of Due Diligence is being filed herewith.**

2 6. That the Plaintiff therefore requests that the Court sign an Order allowing the Plaintiff
3 to serve the Defendant by sending a file-stamped copy of the Affidavit of Complaint by
4 certified mail, return receipt requested, to the Defendants' last known address.

5
6 **I DECLARE UNDER PENALTY OF PERJURY** under the laws of the State of
7 Nevada that the foregoing is true and correct.

8
9
10 _____
11 *(Date)*

12 _____
13 *(Type or Print Name)*

14 _____
15 *(Signature)*

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Section to be completed by Court:

ORDER REGARDING
MOTION FOR SERVICE OF SMALL CLAIMS COMPLAINT BY CERTIFIED MAIL

IT IS HEREBY ORDERED that:

Motion is **GRANTED**.

Motion shall be heard on the ____ day of _____, 20__ at _____, in

Department No. ____ located at **243 WATER ST., HENDERSON, NV 89015**.

Motion is **DENIED**.

Other: _____

JUSTICE OF THE PEACE
HENDERSON TOWNSHIP

**JUSTICE COURT, TOWNSHIP OF HENDERSON
CLARK COUNTY, NEVADA**

Name: _____
Plaintiff,
vs.
Name: _____
Defendant(s).

Case No.: _____
Dept No.: _____

**DECLARATION OF DUE
DILIGENCE IN SUPPORT OF
MOTION FOR SERVICE
OF SMALL CLAIMS COMPLAINT
BY CERTIFIED MAIL**

I, (*Name of process server*) _____, under penalty of perjury, declare as follows:

1. That I am over 18 years of age and I am not a party to, or interested in, the above-entitled case.
2. That I reside at (*your address*):

and my telephone number is _____.

3. That on the _____ day of _____, 20__ the Plaintiff provided me with (*specify how many*) _____ file-stamped copy(ies) of the Affidavit of Complaint.
4. That I have made diligent efforts to personally serve the Defendant with process, but I have been unable to complete service of process. The following attempts to serve the Defendant were made:

Date	Time	Reason Service Unsuccessful

1 **I DECLARE UNDER PENALTY OF PERJURY** under the laws of the State of Nevada that
2 the foregoing is true and correct.

3
4
5 _____
6 *(Date)*

(Type or Print Name)

(Signature)