



# SERVICE INSTRUCTIONS

SHERIFF'S CIVIL BUREAU  
KEVIN MCMAHILL, SHERIFF, CLARK COUNTY, NEVADA

FOR OFFICE USE ONLY

\_\_\_\_\_  
**Plaintiff**

\_\_\_\_\_  
**Defendant**

\_\_\_\_\_  
**Court Case Number**

\_\_\_\_\_  
Hearing Date and Time

**Court:**  District Court  LV Justice Court  Other: \_\_\_\_\_

**TYPE OF SERVICE REQUESTED**

OWF

- SUMMONS  JOINT PRELIMINARY INJUNCTION
- COMPLAINT \_\_\_\_\_
- SMALL CLAIMS  ORDER TO APPEAR
- OTHER SMALL CLAIMS: \_\_\_\_\_
- SUBPOENA  NOTICE
- OTHER CIVIL PROCESS \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING INFORMATION ABOUT THE PERSON OR COMPANY WE ARE SERVING**  
**(ONLY ONE NAME/COMPANY PER SERVICE INSTRUCTION SHEET)**

**PERSON/ENTITY TO SERVE:** \_\_\_\_\_

**COMPLETE ADDRESS:** \_\_\_\_\_

ALTERNATE ADDRESS: \_\_\_\_\_

PHONE NUMBER OF PERSON TO BE SERVED – HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

**PLAINTIFF'S NAME:** \_\_\_\_\_

**PLAINTIFF'S PHONE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**COMPLETE ADDRESS:** \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

**DEPUTY SERVICE NOTES/COMMENTS/ACTIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

