

SERVICE OF DOCUMENTS

IN GENERAL YOU MUST SERVE THE OTHER PARTY A COPY OF ANY DOCUMENT THAT IS FILED WITH THE COURT. IF SERVICE IS NOT DONE PROPERLY, IT MAY DELAY YOUR CASE

A. TYPES OF SERVICE (for initial filing of Complaint or Petition)

- 1) **PERSONAL SERVICE** - any third person (not a party to the action) can personally serve a document.
 - a) Process can be served by the sheriff of the county where the defendant is found, or by a deputy, or by any person who is not a party and who is over 18 years of age - (contact Sheriff's Office for procedures and costs)
 - b) Some businesses specialize in serving documents – see Yellow Pages under “Process Servers”
 - c) In general, the complaint and summons must be served on the Defendant within 120 days after the complaint is filed per NRCP4(e). If the complaint is not **served**, the complaint may be dismissed by the Court.
- 2) **SERVICE BY PUBLICATION** (for use when party resides out of the state, or has departed from the state, or cannot, after due diligence, be found within the state, or by concealment seeks to avoid the service of summons)
 - a) Complete an *Affidavit for Publication of Summons Residence (Known/Unknown)* **and** *Order for Publication of Summons Residence (Known/Unknown)* *

*Forms available at carson.org or selfhelp.nvcourt.gov/forms
 - b) After the judge has signed the *Order for Publication of Summons Residence (Known/Unknown)*, you must publish the Complaint and Summons in a newspaper of general circulation in Carson City one time per week for four weeks in a row (NOTE: It will be published a total of five times to meet this requirement). Contact the paper for procedures and costs.
 - c) You will also need to mail a copy of the Complaint and Summons to Defendant at his/her last known address.

B. SERVICE OF OTHER PLEADINGS AND PAPERS

- 1) After the commencement of the action and the completion of Initial Filing, every pleading subsequently filed is required to be served on the other party/parties. This is generally done by mailing a copy to the other party **or** his or her attorney.

FOR INFORMATION ON OTHER TYPES OF SERVICE SEE NEVADA RULES OF CIVIL PROCEDURE (NRCP RULE 4 – PROCESS and NRCP RULE 5 – SERVICE AND FILING OF PLEADINGS AND OTHER PAPERS)

*******IMPORTANT DISCLOSURE*******

THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. THE FIRST JUDICIAL DISTRICT COURT, AND THEIR EMPLOYEES SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHING OF THIS MATERIAL - Private Counsel is always recommended for legal matters.