

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

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

Plaintiff,	Case No.: _____
vs.	Dept. No.: _____
Defendant.	<b>SUMMONS</b>

**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:

AUBREY ROWLATT, 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** \_\_\_\_\_ )  
2 \_\_\_\_\_ ) ss.  
3 **COUNTY OF** \_\_\_\_\_ )

4 \_\_\_\_\_, declares under penalty of perjury:  
5 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,  
6 nor interested in, the within action; that the affiant received the Summons on the \_\_\_\_\_ day of  
7 \_\_\_\_\_, 20\_\_\_\_\_, and personally served the same upon \_\_\_\_\_  
8 the within named defendant, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by delivering to the said defendant,  
9 personally, in \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_, a  
10 copy of the Summons attached to a copy of the Complaint.

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

12 Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
13 \_\_\_\_\_  
14 Signature of person making service

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

15 **STATE OF NEVADA** )  
16 \_\_\_\_\_ ) ss.  
17 **CARSON CITY** )

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

22 KENNY FURLONG, Sheriff of Carson City, Nevada

23 Date: \_\_\_\_\_, 20\_\_\_\_\_. By: \_\_\_\_\_, Deputy

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

24 **STATE OF** \_\_\_\_\_ )  
25 \_\_\_\_\_ ) ss.  
26 **COUNTY OF** \_\_\_\_\_ )

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

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

36 Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
37 \_\_\_\_\_

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