

Instructions for Preparing Documents for Filing with the Eighth Judicial District Court

District Court Clerk Office

Regional Justice Center
200 Lewis Avenue
3rd Floor
Las Vegas, NV 89101

Family Court Clerk

Family Court and Service Center
601 N. Pecos Road
1st Floor
Las Vegas, NV 89101

Additional information available at
www.clarkcountycourts.us

Charles J. Short
Clerk of the Court

All documents filed in the Eighth Judicial District Court (Clark County, Nevada) must comply with local court rule EDCR 7.20, included below. A completed Civil Cover Sheet must be presented at the time of filing any new civil or family law case. Civil Cover Sheets are available from the Forms Library on our website at: www.clarkcountycourts.us/clerk/index.html or may be picked up at the customer counter at our Civil/Criminal Court and Family Court locations.

A document data entry code must be included on Line 1, at the top left margin on the first page of each document filed with the court. A brief listing of frequently used data entry codes is attached to these instructions. Please use only one code per document and use only codes included on the approved code list. For information on "How to Use the Codes," please refer to our website at www.clarkcountycourts.us/clerk/document-codes.html.

When filing court documents, present an original (bearing original signatures) and two (2) copies. The Clerk's Office retains the original for the official court file. The copies will be file-stamped and returned to you for your records or for service on other parties in the case.

If your document requires a filing fee, the fee must be presented at the time of filing. Court filing fees are mandated by Nevada statute and the County Clerk's Office cannot waive these fees. Filing fees may be paid in cash, by check or money order. Proper identification is required if you are paying with a personal check.

Local laws may be researched at the Clark County Law Library, 309 South Third Street, Las Vegas, Nevada, or on the Internet at: www.leg.state.nv.us/law1.cfm. Assistance for family law cases is available at the Family Law Self Help Center, 601 North Pecos Road, Las Vegas, NV. The phone number is 702- 455-1500. Assistance for civil and criminal cases may be obtained by contacting the Civil/Criminal Resource Center for Self Represented Litigants at 702- 455-1854.

Documents presented for filing in the Eighth Judicial District Court must comply with the following local court rule:

Rule 7.20. Form of papers presented for filing; exhibits; documents; legal citations.

(a) All pleadings and papers presented for filing must be flat, unfolded, firmly bound together at the top, on white paper of standard quality, not less than 16-lb. weight and 8 1/2 x 11 inches in size. All papers must be typewritten or prepared by some other duplication process that will produce clear and permanent copies equally legible to printing. All print size shall not be smaller than size 12-pitch font for pleadings and papers created on a computer or 10 pica for pleadings and papers created on a typewriter. All or part of a pleading or paper may be legibly printed by hand at the

(6) If the paper to be filed is a response, reply or other document related to a matter which has already been set for hearing but not yet heard, the time and date of the hearing shall appear immediately below the title of the paper.

(d) All exhibits attached to pleadings or papers must be 8 1/2 inches x 11 inches in size. Exhibits which are smaller must be affixed to a blank sheet of paper of the appropriate size. Exhibits which are larger than 8 1/2 x 11 inches must be reduced to 8 1/2 x 11 inches or must be folded so as to measure 8 1/2 x 11 inches in size. All exhibits attached to pleadings or papers must clearly show the exhibit number at the bottom or on the right side. Plaintiffs must use numerical designations and defendants must use alphabetical designations. Copies of exhibits must be clearly legible and not unnecessarily voluminous. Original documents must be retained by counsel for introduction as exhibits at the time of a hearing or at the time of trial rather than attached to pleadings.

(e) When a decision of the Supreme Court of the State of Nevada is cited, the citation to Nevada Reports must be given together with the citation to West's Pacific Reporter and the year of the decision. Whenever a decision of an appellate court of any other state is cited, the citation to West's Regional Reporter System must be given together with the state and the year of decision. When a decision of the Supreme Court of the United States is cited, at least one parallel citation and year of decision must be given. When a decision of the court of appeals or of a district court or other court of the United States has been reported in the Federal Reporter System, that citation, court and year of decision must be given.

(f) The clerk must not accept for filing any pleadings or documents which do not comply with this rule, but for good cause shown, the court may permit the filing of noncomplying pleadings and documents. Paragraph (a), except as to the size of paper, and paragraph (c) of this rule do not apply to printed forms furnished by the clerk, the district attorney or the public defender. [Amended; effective May 1, 1996.]

DOCUMENT CODES - CONDENSED/REVISED - FEBRUARY 2005

ACSR	Acceptance of Service
ACCT	Accounting and Report
FACT	Final Accounting
ACKN	Acknowledgment
ADDM	Addendum
AOC	Advisement of Compliance
AFFT	Affidavit
ANAG	Agreement
ANS	Answer
AANS	Amended Answer
ANAC	Answer to Amended Complaint
XCAN	Answer to Crossclaim
ANTC	Answer to Third Party Complaint
APPR	Appearance
APPL	Application
APRV	Approval
ARBN	Arbitration
ARGU	Argument
ASSC	Association of Counsel
ATLN	Attorney Lien
BNCH	Bench Warrant
BOND	Bond
BREF	Brief
CASA	CASA Report
ASTA	Case Appeal Statement
	Case Conference Reports
ECCR	Early Case Conference Report
ICCR	Individual Case Conference Report
JCCR	Joint Case Conference Report
SCCR	Supplemental Case Conference Report
CMO	Case Management Order
CRTF	Certificate
COD	Certificate of Death
CERT	Certificate of Mailing
CER	Certification

COA	Change of Address
CVEN	Change of Venue
CSPI	Child Support & Welfare Party Identification Sheet
CITA	Citation
COMM	Commission to Take Deposition Outside Nevada
COMP	Complaint
ACOM	Amended Complaint
FPC	Fourth Party Complaint
TPC	Third Party Complaint
CONS	Consent
CTCM	Counterclaim
CC24	Creditor's Claim
RCC	Rejection of Creditor's Claim
SATC	Satisfaction of Creditor's Claim
CRCM	Crossclaim
DECN	Decision
CC13	Declaration Under Uniform Child Custody Jurisdiction Act
DFLT	Default
TDN	Three Day Notice of Intent to Take Default
DEMD	Demand
DMJT	Demand for Jury Trial
DROA	Designation of Record on Appeal
DOW	Designation of Witness
DSCL	Disclaimer
DISM	Dismissal
VDSM	Voluntary Dismissal
DRAR	Distributee's Receipt and Release
DAFF	Domestic Relations Affidavit of Financial Condition
ECCR	Early Case Conference Report
EFSO	Electronic Filing and Service Order
ERR	Errata
EXH	Exhibit
ETPO	Extended Protective Order Against Domestic Violence
MOFI	Family Court Motion/Opposition Fee Information Sheet
FFCL	Findings of Fact, Conclusions of Law and Judgment
IND	Indictment (Grand Jury)
ICCR	Individual Case Conference Report

INFO	Information
AINF	Amended Information
IAFD	Initial Appearance Fee Disclosure
INTG	Interrogatories
INVY	Inventory
CC25	Inventory, Appraisal and Record of Value
JOIN	Joinder
JCCR	Joint Case Conference Report
CC12	Joint Preliminary Injunction
JUDG	Judgment
FFCL	Findings of Fact, Conclusions of Law and Judgment
JOC	Judgment of Conviction
JOCP	Judgment of Conviction - Plea
OFFR	Offer of Judgment
SATF	Satisfaction of Judgment
JUVI	Juvenile Court Return Agreement
WILL	Last Will And Testament
LETT	Letters
LISP	Lis Pendens
MRAO	Master's Recommendation and Order
MRO	Master's Recommendation and Order Judgment (UIFSA)
MEMO	Memorandum
NOM	Nomination
NOTC	Notice
OATH	Oath
OBJ	Objection
OPPS	Opposition
NONO	Non-Opposition
ORDR	Order
EXPR	Ex Parte Order
PET	Petition Filed
PTAT	Points and Authorities
PROF	Proof
ROP	Receipt
ROC	Receipt of Copy
ROA	Record on Appeal
RELS	Release

REMV	Removal to the U.S. District Court
RPLY	Reply
CCAN	Reply to Counterclaim
RAR	Report and Recommendations
TRAN	Reporter's Transcript
REQT	Request
FMCO	Request and Order for Mediation
RSPN	Response
RET	Return
SCHD	Schedule of Arrears
STAT	Statement
STIP	Stipulation
SAO	Stipulation and Order
CC03	Subpoena
SUBT	Substitution of Attorney
SUMM	Summons
TPS	Third Party Summons
SUPP	Supplement
SCCR	Supplemental Case Conference Report
TPO	Temporary Protective Order
TRO	Temporary Restraining Order
TRNS	Transmittal
VERF	Verification
VAPP	Verified Application for Assn. of Counsel Under Nevada Supreme Court Rule 42
WAIV	Waiver
WARR	Warrant
WITH	Withdrawal
WOA	Withdrawal of Attorney
	Witnesses
LIST	Expert Witness List
LTWT	List of Witnesses
WRIT	Writ

CALENDAR CODES - CONDENSED/REVISED - FEBRUARY 2005

0157	Account & Report
0166	First & Final Accounting & Report
0264	Annulment Hearing
0126	Calendar Call
0178	Citation to Appear
0051	Examination Judgment Debtor
0066	Hearing
0074	Joinder/Mtn
0460	Joinder/Mtn in Limine
0001	Motion
0036	Mtn/Amend Answer
0035	Mtn/Amend Complaint
0092	Mtn/Appointment
0105	Mtn/Associate Counsel
0011	Mtn/Attorney Fees
0103	Mtn/Bifurcate
0131	Mtn/Cancel Lis Pendens
0050	Mtn/Change of Venue
0134	Mtn/Child Custody
0243	Mtn/Child Support
0096	Mtn/Clarify
0043	Mtn/Compel
0076	Mtn/Consolidate
0026	Mtn/Continue
0316	Mtn/Determine Good Faith Settlement
0056	Mtn/Dismiss
0143	Mtn/Disqualify Attorney
0033	Mtn/Disqualify Judge
0118	Mtn/Enforce
0005	Mtn/Exclusive Possession
0004	Mtn/Fees & Allowances
0090	Mtn/Immediate Occupancy
0144	Mtn/Increase
0128	Mtn/Interplead
0079	Mtn/Intervene

0071	Mtn/Limine
0156	Mtn/Mediation
0003	Mtn/Modify Child Custody
0149	Mtn/Modify Child Support
0002	Mtn/Modify Decree Of Divorce
0249	Mtn/Modify Probation
0231	Mtn/Modify Sentence
0138	Mtn/Modify Visitation
0031	Mtn/New Trial
0064	Mtn/Partial Summary Judgment
0009	Mtn/Preliminary Injunction
0115	Mtn/Produce
0113	Mtn/Protective Order
0022	Mtn/Quash
0365	Mtn/Quash Bench Warrant
0120	Mtn/Reconsider
0006	Mtn/Reduce Arrears To Judgment
0137	Mtn/Reduce Child Support
0070	Mtn/Rehear
0139	Mtn/Resolve Parent-Child Issues
0085	Mtn/Retax
0024	Mtn/Sanctions
0052	Mtn/Set Aside
0204	Mtn/Set Bail
0318	Mtn/Settlement Conference
0021	Mtn/Stay
0020	Mtn/Strike
0054	Mtn/Summary Judgment
0135	Mtn/Temporary Child Support
0136	Mtn/Temporary Custody
0008	Mtn/Temporary Restraining Order
0385	Mtn/Trial De Novo
0097	Mtn/Visitation Rights
0142	Mtn/Wage Assignment
0042	Mtn/Withdraw
0203	Mtn/Withdraw Plea

0146	Objection
0125	Opposition
0010	Order/Show Cause
0272	Petition
0159	Ptn/Allowances
0161	Ptn/Authority
0162	Ptn/Codicil
0167	Ptn/Fees
0169	Ptn/Instruction
0086	Ptn/Judicial Review
0174	Ptn/Partial Distribution
0232	Ptn/Post Conviction Relief
0175	Ptn/Probate of Will
0193	Ptn/Prove Will
0176	Ptn/Purchase
0177	Ptn/Return & Confirmation of Sale
0069	Ptn/Seal Records
0171	Ptn/Sell Property
0180	Ptn/Set Aside Estate Without Admin
0183	Ptn/Summary Admin
0184	Ptn/Temp. Guardianship
0083	Ptn/Terminate Guardianship
0072	Ptn/Writ of Attachment
0121	Ptn/Writ of Certiorari
0014	Ptn/Writ of Habeas Corpus
0016	Ptn/Writ of Mandamus
0015	Ptn/Writ of Restitution
0029	Pre-Trial Conference
0032	Prove Up/Default
	Trials
0123	Jury Trial
0063	Non-Jury Trial

OFFICIAL FEES FOR THE CLARK COUNTY DISTRICT COURT
 Effective **October 1, 2005**, (NRS 17.110, 19.013, 19.020, 19.031, 19.0313, 19.0315, 19.033, 33.030,
 41.200, 108.2275, 125A.200, 146.070, 440.605)

Adoptions	When filing a new Adoption proceeding.....	\$116.00
Answer or Appearance	When any defendant, or number of defendants filing jointly, answer a complaint; to be paid upon the filing of the first paper in the action Civil, including UIFSA and Domestic Cases not contained in NRS 125	\$101.00
	* For each additional defendant named in a civil answer or first appearance	\$30.00
	** For each additional party appearing in a civil action at the time the additional party appears	\$30.00
	Divorce, Annulment, Separate Maintenance	\$95.00
	Child Custody	\$90.00
Appeal from a Justice or Municipal Court	When filing an appeal from a Justice Court or Municipal Court.....	\$47.00
Appeal/Supreme Court	When filing a Notice of Appeal (payable to the Clerk of the Supreme Court).....	\$250.00
Complaints		
Annulment or Separate Maintenance	When filing a Complaint for Annulment or a Complaint for Separate Maintenance	\$147.00
Child Custody	When filing a Complaint for Child Custody	\$137.00
Civil	When filing a new Civil action or proceeding.....	\$148.00
	***For each additional plaintiff named in a civil complaint or amended civil complaint	\$30.00
Divorce	When filing for a Divorce	\$167.00
Domestic Not Specified Above	When filing a domestic case not specified above	\$148.00
Confession of Judgment	For filing a Confession of Judgment.....	\$28.00
Demand for Jury Trial	When filing a Demand for Jury Trial.....	Deposit of \$400.00
Domestic Case-Reopen	When filing a motion or other paper that seeks to modify or adjust a final order issued pursuant to NRS 125, 125B and 125C and on filing any answer or response to such a motion or other paper, excluding those exceptions noted in NRS 19.0312. (effective 11/04/02)	\$25.00
Fictitious Firm Name	For filing the name of a Fictitious Firm	\$20.00
Liens, Frivolous or Excessive	When filing an application regarding frivolous or excessive liens	\$177.00
Minor's Compromise	When filing a Petition to Compromise a Minor's Claim.....	NO FEE
Miscellaneous Filings	To file other papers to be kept by the clerk, except for papers filed in court or filed by public officers in their official capacity, and not otherwise provided for	\$15.00
	For issuing any certificate under seal, not otherwise provided for	\$6.00
Notary Public Bonds	When filing and recording a bond of a notary public.....	\$15.00
Notice of Appeal	For filing a Notice of Appeal to the Supreme Court	\$24.00
Peremptory Challenge	Peremptory challenge of a Judge (payable to the Clerk of the Supreme Court)	\$300.00
Petition to Seal Records	When filing a new Petition to Seal Records	\$148.00
Probate/Guardianship	When filing a petition for letters testamentary or administration or guardianship where the stated value of the estate is \$2,500 or less	NO FEE
	OR	
	Where the stated value of the estate is \$2,500 or more	\$161.00
	When filing a petition to contest any will or codicil, objection or cross-petition to the appointment of an executor, administrator or guardian or an objection to the settlement of account in an estate or guardianship	\$101.00
Transfer from another District Court or County	To transfer an action or proceeding from another District Court or County.....	\$148.00
Transfer from a Justice or Municipal Court	When transferring a case from a Justice Court or Municipal Court.....	\$42.00
Will	When filing an original Will	\$15.00
Copies	For each page copied from any document(s).....	\$1.00
Certify/Exemplify (Copy fees of \$1.00 per page also apply)	To certify copies of any document(s) prepared by the clerk	\$3.00
	To exemplify any document(s) prepared by the clerk	\$6.00
	To examine and certify a copy of any document(s) prepared by another.....	\$5.00
	To examine and exemplify a copy of any document(s) prepared by another	\$9.00
Searches	For performing a search of the records per year, per name	\$1.00