

# NORTH LAS VEGAS JUSTICE COURT

## INSTRUCTIONS FOR PREPARING THE 24-HOUR EVICTION PACKET

### Filling out forms:

- One must be an original and copies need to be clear and readable.
- Handwritten forms need to be legible.

The **name** and **address** of the Plaintiff/Landlord and Defendant/Tenant must be listed on the heading of each form and must match the information listed on the notice.

If you have a lease/rental agreement, a copy must be attached.

The original Notice served must be provided along with the certificate of mailing (if there is one). If the Constable served the Notice you will need to pick up the original from their office prior to filing with the court.

It is your responsibility to obtain a copy of the Proof of Service form and Instruction sheet from the Constable's office. Upon the Order being granted, it is your responsibility to return completed forms to the Constable's office for lockout. Please contact them at 702-455-7800 for instructions on how those may be submitted to their office.

### Forms Required By North Las Vegas Justice Court:

**Affidavit** - provide 1 original, if you would like a file-stamped copy, it is your responsibility to make the copy before filing. The information on the affidavit should correspond with the information on the notice. The affiant prints their name on the first blank and then signs at the bottom. The signature either needs to be notarized or the affiant can sign the perjury statement. If the notice is posted and mailed, the mailing date will be the serve date.

**Order** - provide 1 original. The tenant's address must be typed in the body of the order. Do not date the order.

**Filing Fees:** \$71.00 (no personal checks) For Constable fees, call 455-7800

If you have any additional questions regarding preparing the 24-hour eviction packet, call North Las Vegas Justice Court at 455-7801

**Note:** If an interpreter is required, it is your responsibility to notify the court ahead of time so an interpreter may be scheduled by the court, free of charge. It is also your responsibility to bring any witnesses to the hearing that you want to testify on your behalf. The court will not continue your case if you fail to bring your witnesses.

# **NORTH LAS VEGAS JUSTICE COURT**

## **INSTRUCCIONES PARA LA PREPARACION DEL PAQUETE PARA LA ORDEN DE DESALOJO DE 24 HORAS**

### **Notificacion:**

Si se requiere un intérprete, es su responsabilidad notificar a la corte con anticipación para que la corte pueda programar un intérprete, sin cargo. También es su responsabilidad traer todos los testigos y los documentos en relación a su caso. La corte no aplazara su caso si usted no esta preparado el día de su audiencia.

### **Instrucciones:**

El formulario original debe de ser incluyido. Los formularios no se deben duplicar en blanco, solo despues de ya ser llenados. Una vez que ya esten llenados, por favor asegurese que las copias sean claras y legibles.

El formulario puede estar escrito a mano o a maquina. Los formularios deben completarse en Ingles.

El encabezado de cada formulario debe tener el nombre y la dirección del demandante/arrendador (dueno/ administrador) y los del demandado/arrendatario como aparese en el aviso.

Si usted tiene un contrato de arrendamiento, tiene que incluir una copia con este paquete.

Si la oficina del alguacil (constable) hizo la entrega oficial del aviso /notificación de desalojo, este debe ser incluida con su paquete. Una vez que se otorgue la Orden, es su responsabilidad devolver los formularios completos a la oficina del alguacil (Constable) para el desalojo. Comuníquese con ellos al 702-455-7800 para obtener instrucciones sobre cómo se pueden enviar a su oficina.

### **Formularios requeridos por el Tribunal de Justicia de North Las Vegas:**

#### **Declaracion Jurada/Affidavit:**

Proporcione 1 original, si desea una copia archivada, es su responsabilidad hacer la copia antes de presentarla. La información de la declaración jurada debe corresponder con la información de la notificación. El declarante imprime su nombre en el primer espacio en blanco y luego firma en la parte inferior. La firma debe ser notariada o el declarante puede firmar la declaración de perjurio. Si el aviso se publica y se envía por correo, la fecha de envío será la fecha de entrega.

El declarante que firma la declaracion jurada debe escribir su nombre en la primera linea de este formulario, y debe firmar la declaración de perjurio y poner la fecha en que se firmo en los espacios proveidos.

#### **Orden/Order**

1 original

La direccion del inquilino debe estar escrita en el encabezado y en la seccion principal de la orden.

No ponga fecha en la orden

Si ustedes tiene preguntas adicionales para preparar los formularios, Harne a North Las Vegas Justice Court 455-7801.

Los honorarios por la tramitación son de \$71.00(no se aceptan cheques peronsales)

1 JUSTICE COURT, TOWNSHIP OF North Las Vegas  
2 CLARK COUNTY, NEVADA

FOR COURT USE ONLY

3 Landlord's Name: \_\_\_\_\_  
4 Business Name: \_\_\_\_\_  
5 Agent's Name: \_\_\_\_\_  
6 Address: \_\_\_\_\_  
7 City, State, Zip: \_\_\_\_\_  
8 Phone: \_\_\_\_\_  
9 E-Mail: \_\_\_\_\_

Case No.: \_\_\_\_\_

Dept. No.: \_\_\_\_\_

7 \_\_\_\_\_ Landlord,  
8 vs.  
9 Tenant's Name: \_\_\_\_\_  
10 \_\_\_\_\_ Tenant.

**LANDLORD'S COMPLAINT  
FOR SUMMARY EVICTION FOR  
NONPAYMENT OF RENT**

11 Landlord or Landlord's authorized agent states as follows pursuant to NRS 40.253:

12 1. I am the (check one box) ☐ Landlord or ☐ Landlord's agent of the rental premises located at  
13 (insert rental's address, including city, state, and zip) \_\_\_\_\_.

14 2. The tenancy started on (insert date) \_\_\_\_\_.

15 3. The amount of Tenant's rent is (insert amount) \$ \_\_\_\_\_ per (check one)  
16 ☐ month, ☐ week, or ☐ other (specify) \_\_\_\_\_.

17 4. Tenant paid the following deposits (insert amounts):

18 Rent deposit of \$ \_\_\_\_\_

19 Security deposit of \$ \_\_\_\_\_

20 Cleaning deposit of \$ \_\_\_\_\_.

21 5. Tenant's rent became delinquent on (insert date) \_\_\_\_\_, and Tenant has remained in  
22 possession without paying rent since that date.

23 6. I verified Tenant has continued in possession of the rental premises following the expiration  
24 of the Notice to Pay Rent or Quit on (insert date you checked rental premises) \_\_\_\_\_.

1           7. Tenant's total amount of rent owed *(insert the "Total Owed" number you listed on the 7-Day Pay or Quit Notice)*,  
2 \_\_\_\_\_, is now due and delinquent.

3           8. Tenant was served with a written notice to pay rent or quit on *(insert date notice served)*  
4 \_\_\_\_\_ in compliance with NRS 40.280, and a copy of that notice and proof of service is  
5 attached or submitted with this complaint.

6           9. Tenant *(check one box)* ☐ did *not* sign a written rental agreement, or ☐ did sign a written rental  
7 agreement, and a copy of that agreement is attached or submitted with this complaint.

8           10. Tenant's rent *(check one box)* ☐ is *not*, or ☐ is subsidized by a public housing authority or  
9 governmental agency, and a copy of the Housing Assistance Payment Contract (or "HAP") is attached or  
10 submitted with this complaint and I have provided Southern Nevada Regional Housing Authority with a  
11 copy of the eviction notice pursuant to 24 C.F.R. § 982.310(e)(2)(ii).

12           11. ☐ I am moving for an exemption from a stay of this case due to the realistic threat of  
13 foreclosure. The following facts demonstrate that I am facing a realistic threat that the rental property will  
14 be foreclosed unless I am able to evict the tenant *(describe what facts that show the threat of foreclosure):*  
15 \_\_\_\_\_  
16 \_\_\_\_\_

17           The Tenant has not complied with the obligations of tenants set forth in Chapter 118A of the NRS  
18 by defaulting on the rent. THEREFORE, Landlord asks the Court to enter a date for mediation, or  
19 alternatively, an Order for Summary Eviction of Tenant.

20           I declare under penalty of perjury under the laws of the State of Nevada that the foregoing is true  
21 and correct.  
22  
23  
24

25 \_\_\_\_\_  
*(Date)*

26 \_\_\_\_\_  
*(Type or print name)*

27 \_\_\_\_\_  
*(Signature)*  
28

**JUSTICE COURT, NORTH LAS VEGAS TOWNSHIP**  
**Clark County Nevada**

NAME: \_\_\_\_\_ )

STREET ADDRESS: \_\_\_\_\_ )

CITY, STATE, ZIP CODE: \_\_\_\_\_ )

PLAINTIFF/LANDLORD )

VS. \_\_\_\_\_ )

NAME: \_\_\_\_\_ )

STREET ADDRESS: \_\_\_\_\_ )

CITY, STATE, ZIP CODE: \_\_\_\_\_ )

DEFENDANT/TENANT(S) \_\_\_\_\_ )

FOR COURT USE ONLY

CASE NO.: \_\_\_\_\_

DEPT NO.: \_\_\_\_\_

**ORDER FOR  
SUMMARY EVICTION**

An Application and Affidavit having been filed in the above-entitled cause by the above-named Plaintiff-Landlord or his duly authorized agent, seeking summary eviction of the above-named Defendant-Tenant, and it appearing from the records on file herein that the statutory requirements have been met and that the Defendant-Tenant, after notice, unlawfully detains and withholds the premises and the Court being fully advised and finding good cause therefore,

**IT IS HEREBY ORDERED, ADJUDGED AND DECREED** that the above-named Plaintiff be and hereby is awarded the right of immediate possession of the premises known generally as:

\_\_\_\_\_,  
North Las Vegas Township, Clark County, State of Nevada and the CONSTABLE of North Las Vegas Township or the Sheriff of Clark County, IS HEREBY AUTHORIZED TO ENTER UPON THE ABOVE-DESCRIBED PREMISES AND TO REMOVE THE DEFENDANT-TENANT(S) NOT EARLIER THAN TWENTY-FOUR (24) HOURS, BUT NO LATER THAN THIRTY-SIX (36) HOURS AFTER THE POSTING OF THE ORDER. USING ALL THE NECESSARY FORCE AS MAY BE REQUIRED.

Unless otherwise ordered by the Court, an order for summary eviction shall expire 30 days after the order is issued.

DATE: \_\_\_\_\_

\_\_\_\_\_  
**JUSTICE OF THE PEACE,**  
**North Las Vegas Township**