

CODE
NAME
ADDRESS
CITY, STATE ZIP CODE
TELEPHONE NUMBER
PLAINTIFF/DEFENDANT IN PROPER PERSON

DISTRICT COURT
CLARK COUNTY, NEVADA

NAME,

Plaintiff(s),

CASE NO.

-VS-

DEPT. NO.

NAME,

Defendant(s).

TITLE OF DOCUMENT
HEARING DATE:
HEARING TIME:

BEGIN DOCUMENT.....

SIGNATURE
NAME
ADDRESS
CITY, STATE ZIP CODE

Document Preparation

The Clerk of the Court has provided *Instructions for Preparing Documents for Filing with the Eighth Judicial District Court*. These instructions may be downloaded from the Internet at www.clarkcountycourts.us/res/clerk/civil-criminal-library/legal-forms/DOCPREPGUIDE4-25-11.pdf.

Civil Cover Sheet

According to the Clerk of the Court "A completed Civil Cover Sheet must be present at the time of filing any new Civil or Family Law Case." These forms may be completed online and are available on the Clark County Courts website at www.clarkcountycourts.us/departments/clerk/common-forms/.

Each document needs a code. Codes are included in the *Instructions for Preparing Documents for Filing with the Eighth Judicial District Court* or may be found online at: www.clarkcountycourts.us/res/clerk/civil-criminal-library/legal-forms/DOCPREPGUIDE4-25-11.pdf

The form is a Civil Cover Sheet with the following fields and instructions:

- CODE** (Line 1): Instruction: "Each document needs a code. Codes are included in the *Instructions for Preparing Documents for Filing with the Eighth Judicial District Court* or may be found online at: www.clarkcountycourts.us/res/clerk/civil-criminal-library/legal-forms/DOCPREPGUIDE4-25-11.pdf"
- NAME** (Line 2): Instruction: "You must show a local address, NOT a post office box, and a local telephone number. This allows the court to contact you if necessary."
- ADDRESS** (Line 3): Instruction: "You must show a local address, NOT a post office box, and a local telephone number. This allows the court to contact you if necessary."
- CITY, STATE ZIP CODE** (Line 4): Instruction: "You must show a local address, NOT a post office box, and a local telephone number. This allows the court to contact you if necessary."
- TELEPHONE NUMBER** (Line 5): Instruction: "You must show a local address, NOT a post office box, and a local telephone number. This allows the court to contact you if necessary."
- PLAINTIFF/DEFENDANT IN PROPER PERSON** (Line 6): Instruction: "You are a Plaintiff (or a Defendant) throughout the pleading or paper you are preparing."
- DISTRICT COURT FAMILY DIVISION CLARK COUNTY, NEVADA** (Line 7): Instruction: "This is the court description. Type the appropriate court here."
- NAME, Plaintiff(s), -VS- NAME, Defendant(s).** (Lines 8-13): Instruction: "Include 'Family Division' ONLY if you are in Family court."
- CASE NO. DEPT. NO.** (Line 14): Instruction: "These numbers are assigned by the court when the first document is filed. If you know this information, include it."
- TITLE OF DOCUMENT** (Line 15): Instruction: "This is the caption, which may vary between courts. You may check the Internet or the Forms Index for sample forms for a specific court."
- HEARING DATE: HEARING TIME:** (Line 16): Instruction: "This is the caption, which may vary between courts. You may check the Internet or the Forms Index for sample forms for a specific court."
- BEGIN DOCUMENT.....** (Line 17): Instruction: "Text of the pleading begins here. Examples of standard wording used in pleadings may be found in several resources. The Library staff can direct you to these books and show you how to use them, but CANNOT choose language or comment on your form. Court Rules require that you use paper numbered down the left side, with one inch margins at top, left, and bottom. The text of the pleading must be double spaced and aligned to the left. Blank pleading paper may be purchased at the Reference Desk for \$0.25 per page."
- SIGNATURE NAME ADDRESS CITY, STATE ZIP CODE** (Line 22): Instruction: "Signatures are required at the end of the document, but are signed in front of a Notary Public. A Notary can be found at most banks or you can look in the telephone directory to locate one near you."
- These are completed IF a hearing is set.** (Line 23): Instruction: "These are completed IF a hearing is set."