AFFIDAVIT OF SERVICE

IMPORTANT

THIS PACKET IS IN NO WAY INTENDED TO SUBSTITUTE FOR THE ADVICE OF A PRIVATE ATTORNEY

Private Counsel Is Always Recommended For Legal Matters

The law allows any person to represent themselves in a legal action. However, filing an action with the Court and representing yourself in the courtroom can be a complicated legal procedure and this packet does not attempt to address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, the Rules of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the Court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

Before filling in any portion of the following documents, read all the materials included in this packet regarding custody, visitation, child support and definitions of terms.

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GENERAL INFORMATION ABOUT FILING AN AFFIDAVIT OF SERVICE

The forms must be typewritten or <u>legibly</u> handwritten in black ink.

There is no fee to file this document, so long as you have paid you fee with the initial filing of your documents.

There are facilities for copying your documents at the Court Clerk's office at the charge of \$.025 per page. Therefore, it is recommended that you make any copies of the documents you may want, or need, prior to going to the Court Clerk's office. You will need **two** copies of each document to be filed unless told otherwise. If exhibits are attached to the original document, a copy of the exhibits must be attached to each copy.

Location of the Court Clerk's Office

The Court Clerk's Office for **Churchill County** is located at 73 N. Maine Street, Suite B, Fallon, NV, 89406, on the second floor. The phone number is (775) 423-6088.

If you are mailing the documents to the Court Clerk's office for filing, OR if you have submitted an Order of Decree for the Judge to sign, it is strongly suggested that you provide a self-addressed, stamped envelope when you file your documents. A copy of the file-stamped documents will then be mailed to you.

FILLING OUT THE DOCUMENTS

- 1. **For All Documents**: Fill in the spaces on lines 9 through 13, **exactly** as they appear in your other documents. This is the "heading" of the document and it is always the same. If you are the Plaintiff in the original document, you will remain the Plaintiff; if you are listed as the Defendant in the original document, you will remain the Defendant. The Case No. and Dept. No. are always the same.
- 2. <u>The Affidavit of Service:</u> The opposing party must be personally served with a copy of the documents. Service may be made by mail or by personal service. After the documents have been served on the other party, the Affidavit of Service must be filled out and filed with the Court Clerk.
- 3. Place an "X" on the appropriate line indicating who served the document (you or a friend), and the method of service (by mail or personal service). The Affidavit of Service is to be filled out and signed by the persona who actually mails or personally services a copy of the documents on the other party or their attorney.
- 4. This document must be signed in the presence of a Notary Public by the person who made the service.

5. Once the Affidavit of Service has been notarized, make two copies. Take the original **and copies** to the Court Clerk to be filed. The copies will be returned to you. One Copy is for your file, the second for the other party.

If you need guidance in filling out the forms or in the procedure of the case, seek the advice of a private attorney.

NOTE: YOU MAY NOT USE THESE FORMS IF YOU ARE PRESENTLY REPRESENTED BY AN ATTORNEY IN THIS MATTER.