JUSTICE COURT, -- Select -- **TOWNSHIP,** **Clark County, Nevada**	**Case No.** _____
Name of Plaintiff(s):	**Department No.** _____
VERSUS	**PROOF OF SERVICE (for use by Plaintiffs in Small Claims Cases)**
Name of Defendant(s):	

I, *(Insert name of person performing service)* _____, being duly sworn or under penalty of perjury, state that at all times relevant, I was over 18 years of age and not a party to or interested in the above-captioned case; that I received a copy of the *(check the name of documents you served)* ☐ Small Claims Complaint and Summons, ☐ Amended Small Claims Complaint and Summons, and that I served the same on Defendant *(insert Defendant's name)* _____on *(insert date and time you served the documents)* the ____ day *(date)* of _____ *(month),* 20 ___, *(year)* at the hour of _____ __.M., by *(complete appropriate paragraph below)*:

☐ ***Personal service per JCRCP 4(d)(6)***: Delivering and leaving a copy with Defendant at *(insert address at which you served)* _____.

☐ ***Substitute service per JCRCP 4(d)(6)***: Delivering and leaving a copy with *(insert name or physical description of person served)* _____, a person of suitable age and discretion residing at Defendant's dwelling house or usual place of abode, at *(insert Defendant's address)* _____.

☐ ***Service by registered or certified mail per JCRCP 91 (if allowed)***: Depositing a copy in a mailbox of the United States Post Office, enclosed in a sealed envelope, postage prepaid, certified or registered mail, return receipt requested, addressed to Defendant at *(insert Defendant's address)* _____.
(A copy of the signed return receipt must be attached.)

☐ ***Service on a business entity per JCRCP 4(d)(1) or (2)***: Delivering and leaving a copy with *(insert name or physical description of person served)* _____, who is Defendant's *(check one)* ☐ president or other head, ☐ secretary, ☐ cashier, ☐ managing agent, ☐ resident agent, or ☐ other *(specify)* _____, at *(insert address at which you served)* _____.

Date: _____ **Signature**: _____

☐ Residential/ ☐ Business Address: _____ Phone: _____

You MUST check one of the following boxes AND have this affidavit notarized *(bottom left)* or sign the unsworn declaration per NRS 53.045 *(bottom right)*:

☐ I am a licensed process server or an employee of a licensed process server; my license or registration number is *(insert license or registration number)*: _____.

☐ I am not required to be licensed as a process server. I am either exempt as a peace officer; or I am not engaged in the business of a process server as I am serving without compensation, and on behalf of a litigant who is a natural person and not a business entity, and I am not serving legal process more than three times this calendar year.

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____. _____ NOTARY PUBLIC in and for the County of _____, State of _____.	"I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct." *(Signature)*: _____ *(Date)*: _____

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