

# RE-NOTICE OF MOTION

## **1. File the paperwork:**

**Online:** You can upload your documents <https://nevada.tylertech.cloud/OfsWeb/Home>. There is a \$3.50 fee to e-file your documents, in addition to any filing fee required.

**In person:** Bring your forms and filing fee (*if applicable*) to the Family Courthouse. File them at the Clerk's Office on the 1<sup>st</sup> floor. Get a ticket for filing when you arrive.

## **2. Serve the other party:**

**What to Serve:** (1) Re-Notice of Motion;  
(2) Motion you previously filed; and  
(3) Exhibits (if any) filed to support your Motion

**Who and how to serve:** Usually, you can send the documents by **regular mail** (*not certified*). If the other party has registered for e-service, you can **e-serve** it through your e-filing account. However, **your judge may require something different** – check with the judge's staff if you are not sure.

- **If the other party has an attorney:** Send a copy of the forms to the attorney.
- **If the other party does not have an attorney:** Send a copy of the forms to the other party.
  - ❖ **If mailing, you have to mail the forms to the address the court has on file for the other party**, even if you know they do not live there anymore. If the address on file is not their current address, you ALSO need to mail the forms to the **current address** PLUS **email** it to them. If you don't do all THREE, your hearing could get cancelled.

**When to Serve:** Serve the documents **within three days** after filing.

## **3. Fill out and file the Certificate of Service:**

- This form tells the Court when, where, and how you served the documents.
- Check the appropriate boxes for the documents you are mailing, including the "other" box and write in "Re-Notice of Motion." If you filed exhibits, you will also need to write "Exhibits" in the "Other" box.
- **If you are going to mail the documents to the other person the same day you file them, you can fill this form out and file it at the same time you file your other documents.**
- **File this form.** If you do not, the judge may cancel your hearing.  
**NOTE:** If you had the other party personally served, file an Affidavit of Service instead.

## **4. Wait and see what the other party does:**

If the other person files an opposition and countermotion, you can file a Reply to the Countermotion.

## **5. Attend the hearing:**

**Your hearing may be online.** You will receive instructions on how to log into your hearing ahead of time. Find a quiet place to participate and make sure your camera and microphone are working. **Dress appropriately!** This is still a court hearing – be professional.

**If you prefer to attend in person, contact the judge's staff first to find out if it will be allowed.**

Filing Code: NOTM  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Self-Represented

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

_____ Plaintiff, vs.  _____ Defendant.	CASE NO.: _____  DEPT: _____
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**RE - NOTICE OF MOTION**

This is a motion for: ( *check all that apply*)  
 Child Support       Property Issues       Contempt       Other (specify) \_\_\_\_\_  
 Child Custody       Spousal Support       Visitation

**Would you like to have a hearing with the judge?** ( *check one*)

**Yes.** Hearing Date: \_\_\_\_\_ Hearing Time: \_\_\_\_\_ at:

**Family Courts & Services Center, 601 N. Pecos Rd. Las Vegas, NV 89101, courtroom \_\_\_\_\_**

**Regional Justice Center, 200 Lewis Ave. Las Vegas, NV 89101, courtroom \_\_\_\_\_**

The hearing may be available online; if it is the court will send login information separately.

**No.** The judge will write a decision after reviewing the request in chambers on: \_\_\_\_\_

TO: (*write opposing party's name*): \_\_\_\_\_

**NOTICE: You may file a written response to this motion with the Clerk of the Court and provide the undersigned with a copy of your response within 14 days of receiving this motion. Failure to file a written response with the Clerk of Court within 14 days of your receipt may result in the requested relief being granted by the Court without a hearing prior to the scheduled hearing date.**

Submitted By: \_\_\_\_\_

Plaintiff /  Defendant

FILING CODE: CSERV

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

\_\_\_\_\_  
Plaintiff,

vs.

\_\_\_\_\_  
Defendant.

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

DEPT: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I served the: *(check all that apply)*

- Re-Notice of Motion     
  Motion     
  Financial Disclosure Form  
 Exhibit Appendix     
  Other: \_\_\_\_\_

In the following manner: ( check one)

- By Mail** on *(date you mailed it)* \_\_\_\_\_, 20\_\_\_\_ pursuant to NRCP 5(b) and EDCR 5.511 by depositing a copy in the U.S. Mail, postage prepaid, addressed to:

<p><b>Address on file with the Court:</b></p> <p>_____ Name</p> <p>_____ Address</p> <p>_____ City, State, Zip Code</p>	<p><b>Current Address:</b> <i>(leave blank if it is the same as the address on file with the Court)</i></p> <p>_____ Name</p> <p>_____ Address</p> <p>_____ City, State, Zip Code</p> <p style="text-align: right;"><input type="checkbox"/> I do not know the other party's current address</p>
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If the address on file with the court is not the current address, I also emailed the same documents on the same date to: *(other party's known email address)* \_\_\_\_\_

**or**  I do not know the other party's current email address.

- The other party is registered for eservice and was served through the Court's electronic service system on *(date)* \_\_\_\_\_.

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

\_\_\_\_\_  
 Date                                      Your printed name                                      Your signature