

STIPULATION & ORDER TO CONTINUE HEARING

This packet is for:

- Parties who are both representing themselves; AND
- The parties have agreed that an upcoming hearing should be delayed to a different day.

1. Fill out the Paperwork:

Use black ink and write clearly.

➤ Stipulation and Order

This form tells the Court that you and the other party want to move your hearing date.

- Do not sign the form until you are in front of a notary.
- The person who wrote the order must sign the last page of the stipulation (after the judge's signature line).
- **Do not fill out the last page of this packet** – you will not need it until Step 3.

2. Submit the Stipulation & Order to the Judge:

You can submit the order in one of these ways:

- **In person at the courthouse:** Family Court, 601 N. Pecos Rd., Las Vegas, NV 89101
- **Email it to your judge:** Find the letter that your case is assigned to (for example, Dept C, Dept U, etc.). Insert the department letter where the _ is in the following email format: Dept_Inbox@clarkcountycourts.us and email the order (for instance, if you are assigned to Dept C, email it to DeptCInbox@clarkcountycourts.us).

The judge will fill in a new court date after signing the order. After the judge signs the order, the judge's staff will send it to you. If there is a problem with your paperwork, the judge's staff will let you know what needs to be corrected.

3. After You Get Your Signed Order:

Fill out and file the Notice of Entry of Order. This form tells the other party that the judge changed the court date.

- **Fill out the form.** Be sure to fill out the Certificate of Mailing at the bottom, because you will have to mail a copy of the form to the other party the same day you file it.
- **Attach a copy of the filed Stipulation and Order** to this form.
- **File the form.**
- **Mail a copy of the Notice of Entry of Order** (with the Stipulation & Order attached) to the other party. You can mail this by regular mail.

Questions? Call (702) 455-1500, email flshcinfo@lacs.nv.gov or visit www.familylawselfhelpcenter.org

This packet includes basic, general information that may not fit all situations. It is your responsibility to know the court rules and the law that applies. The Self-Help Center cannot give you legal advice about your situation.

1 SAO
2 Name: _____
3 Address: _____
4 City, State, Zip: _____
5 Phone: _____
6 Email: _____
7 Self-Represented

8 **DISTRICT COURT**
9 **CLARK COUNTY, NEVADA**

10 _____
11 Plaintiff,

CASE NO.: _____

12 vs.

DEPT: _____

13 _____
14 Defendant.

15 **STIPULATION AND ORDER**

16 The parties in this matter, (*Plaintiff's name*) _____
17 and (*Defendant's name*) _____, both self-represented,
18 hereby stipulate and agree that the hearing currently scheduled for (*hearing date*)
19 _____ at (*time*) _____ (check one) a.m. p.m. shall be
20 continued to the court's next available date.

21 Respectfully Submitted:

22 Date: _____

Date: _____

23 ▶ _____
24 (Plaintiff's signature)

▶ _____
(Defendant's signature)

25 _____
26 (Plaintiff's printed name)

_____ (Defendant's printed name)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

ORDER

UPON A READING of the foregoing Stipulation of the parties and good cause appearing,

IT IS HEREBY ORDERED that the hearing presently scheduled for (*hearing date*)

_____ at (*time*) _____ a.m. p.m. shall be continued to
(*new hearing date*) _____ at (*time*) _____ a.m. p.m.

DISTRICT COURT JUDGE

Respectfully Submitted:

(*Your signature*) _____

(*Your name*) _____

NEJ
Name: _____
Address: _____

Telephone: _____
Email Address: _____
Self-Represented

**DISTRICT COURT
CLARK COUNTY, NEVADA**

Plaintiff,

vs.

Defendant.

CASE NO.: _____

DEPT: _____

**NOTICE OF ENTRY
OF ORDER / JUDGMENT**

PLEASE TAKE NOTICE that an Order and/or Judgment was entered in this matter on
(date order was filed-on the upper right corner of the order) _____, 20____,
a copy of which is attached.

DATED (today's date) _____, 20____.

Submitted By: (Your signature) ▶ _____

CERTIFICATE OF SERVICE

I, (your name) _____ declare under penalty of perjury
under the law of the State of Nevada that I served this *Notice of Entry of Order/Judgment* on
(month) _____ (day) _____, 20____, in the following manner: (check one)

- Mail:** By depositing a copy in the U.S. Mail in the State of Nevada, postage prepaid
addressed to (print the name and address of the person you mailed the document to):

- Electronic:** Through the Court's electronic service system.

DATED (today's date) _____, 20____.

Submitted By: (Your signature) ▶ _____

ATTACH A FILED COPY OF THE COURT'S ORDER TO THIS NOTICE