INSTRUCTIONS FOR CIVIL SERVICE: PLEASE FILL OUT COMPLETELY

Civil Department: 775 W. Silver St. Elko, NV 89801 (775)-777-2548

Civil Service subject to a $20.00 mileage fee if outside city limits

☐ Landlord Notice $26 ☐ Summons & Complaint $17

☐ Writ of Garnishment $32 ☐ Affidavit (Small Claims) $15

☐ Eviction Order/Motion $15 ☐ Subpoena $15 (Witness Fee $25)

☐ Other: _____ Total: $_____Fee Waiver: ☐

PERSON(S) BEING SERVED:

Name: _____ Male: ☐ Female: ☐

LAST FIRST MIDDLE

Phone: _____Date of Birth: _____

Street: _____

City_____ State: _____ Zip: _____

Employer Name: _____

Street: _____City: _____ State: _____ Zip: _____

Special Instructions:

_____

_____

SEND PROOF OF SERVICE TO:

Name: _____

LAST FIRST MIDDLE

Mailing Address: _____

City_____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____

Revised 01.15.19