

**Superior Court, County of
Nevada
Public Law Center**

EVICTIIONS

(UNLAWFUL DETAINER)

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**Serving the Answer and Completing the Proof
of Service By Mail**

SERVING THE ANSWER AND COMPLETING THE PROOF OF SERVICE BY MAIL

After you have filed your answer with the court, you have to **serve** a copy on the other side. This means that a copy of the answer with the proof of service has to be given to the attorney for the landlord, or directly to the landlord, if he/she is not represented by an attorney. It can be **served** by mail or hand-delivered, but only by a person who is not a **plaintiff** or **defendant** in the case.

Enclosed is a **proof of service by mail**. This form is used to show the court that a copy of your answer was sent to the other side. The Proof must be signed by a person over 18 who is **not** a party to the case. This means that neither you, nor any other defendant in the case, can sign the proof of service.

Completing the Proof of Service By Mail

To complete the Proof of service by mail first fill in the caption box at the top of the form just as you completed the caption on your answer form.

Follow the instructions on the back of the Proof of Service by First-Class Mail-Civil. .

If the landlord's name and address are shown on the **summons** the answer must be mailed to the landlord. If the landlord's attorney's name and address are shown on the summons, the answer must be sent to the attorney.

MAKE SURE A COPY OF THE ANSWER AND PROOF OF

SERVICE BY MAIL IS MAILED, NOT THE ORIGINAL. You need to file your **original Answer** and **original Proof of Service by Mail** at the Court Clerk's office. You should have extra copies with you when you file the originals so the clerk can stamp the copies and give them back to you. These are called **conformed** copies. You should always keep a **conformed** copy of each paper you file with the court.