

**RULE 10 OF THE RULES OF PRACTICE FOR THE
SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA**

Rule 10. Form of pleadings.

1. All pleadings and papers presented for filing must be flat, unfolded, firmly bound together at the top, on white paper of standard quality, not less than 16 lb. weight and 8 ½ x 11 inches in size. All papers must be typewritten or prepared by some other duplicating process that will produce clear and permanent copies equally legible to printing. The font size shall not be more than 12 points. Photocopies may not be filed, except as provided in section 6 of this rule. Only one side of the paper may be used.

All papers presented for filing, receiving or lodging with the clerk shall be pre-punched with 2 holes, centered 2 ¾" apart ½" to 5/8" from the top edge of the paper.

The lines on each page must be double spaced, except that descriptions of real property may be single spaced. Pages must be numbered consecutively at the bottom. Lines of pages must be numbered in the left margin or on legal pleading paper.

Any pleadings or papers presented for filing that are larger than what can be fastened in a 2 inch acco fastener, must be submitted for filing in volumes of no larger than 2 inches per volume with a cover page on each volume indicating the title of the document and volume number.

2. No original pleading or paper may be amended by using correction fluid or tape, making erasures or interlineations thereon, or by attaching slips thereto, except by leave of court.
3. The following information shall appear on the first page of every paper presented for filing:
 - (a) The document code (list of document codes available at the Second Judicial District Court Filing Office and on the court's website at www.washoecourts.com); the name, Nevada State Bar identification number, address and telephone number of the attorney and of any associated attorney appearing for the party filing the paper, whether such attorney appears for the plaintiff, defendant, or other party; or the name, address and telephone number of a party appearing in proper person, shall be set forth to the left of center of the page beginning at line 1 and shall be single spaced. The space to the right of center shall be reserved for the filing marks of the clerk.

CODE
NAME
BAR NUMBER
ADDRESS
CITY, STATE, ZIP CODE
TELEPHONE NUMBER
ATTORNEY FOR:

- (b) The title of the court shall appear at the center of the page, line 6, below the information required by paragraph one as follows:

IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WASHOE

- (c) Below the title of the court shall appear in the space to the left of center, line 9, the name of the action or proceeding, e.g.,

JOHN DOE,

Plaintiff,

vs.

RICHARD ROE,

Defendant.

- (d) In the space to the right of center at lines 11 and 12, shall appear the case number and the department number as follows:

Case No. CV06-00000

Dept. No. 1

- (e) The title of the pleading, motion or other document must be typed or printed on the page directly below the name of the parties to the action or proceeding. The title must be sufficient in description to apprise the respondent and clerk of the nature of the document filed, or the relief sought, e.g., Defendant's Motion for Summary Judgment against Plaintiff John Doe; Plaintiff's Motion to Compel Answers to Interrogatories.

See Example A attached for a General Jurisdiction case.
See Example B attached for a Family Jurisdiction case.

- (f) Pleadings or papers presented for filing should be in the following order:
- Pleading or document including filer's signature
 - Affirmation
 - Certificate of Service
 - Index of Exhibits followed by the Exhibits, if any

4. Pursuant to NRS 239B.030(4) the Second Judicial District Court requires that an Affirmation must be attached as the last page of each document presented for filing and before any attached exhibits, or the Affirmation may be the last sentence before the signature line on the document, stating that the document does not contain the social security number of any person. If the document does contain the social security number of any person, the affirmation must indicate the specific state or

federal law requiring said number. The Affirmation form is available at the Second Judicial District Court Filing Office and on the court's website at www.washoecourts.com. (Attach Affirmation form and other acceptable options here.)

5. Social security numbers and any financial account numbers must be redacted from any documents filed with the court. If a social security or account number is needed for identification purposes, all but the last four digits of that number must be redacted from the pleadings and documents.
6. All exhibits attached to pleadings or papers must be 8 ½ x 11 inches in size; must be separated with bottom-tabbed divider pages; must be labeled numerically, i.e., Exhibit 1, 2, 3, etc., rather than alphabetically, and it will be mandatory effective January 1, 2008, that all exhibits be identified numerically. Exhibits that are smaller must be affixed to a blank sheet of paper 8 ½ x 11 inches in size, with invisible adhesive tape on all sides. Staples must not be used to affix an exhibit to a sheet of paper. Exhibits that are larger than 8 ½ x 11 inches must be reduced to 8 ½ x 11 inches. Exhibits such as maps must be folded so as to appear 8 ½ x 11 inches in size. All exhibits attached to pleadings or papers must be separated by a bottom-tabbed divider page and clearly marked with the exhibit number at the top and bottom of the page. All exhibits attached to pleadings or papers must be preceded by an Index of Exhibits indicating the exhibit number, exhibit description and the length of each exhibit (number of pages). Copies of exhibits must be clearly legible and not unnecessarily voluminous. Original documents must be retained by counsel for introduction as exhibits at the time of a hearing or at the time of trial rather than attached to pleadings.
7. Accountings and/or financial reports must be attached as exhibits to pleadings and documents and not included in the body of any pleading or document.
8. If pleadings or documents are presented for filing with multiple case numbers, a separate original must be filed for each individual case.
9. Any motion, opposition, reply, etc., must be filed as separate document unless it is pleaded in the alternative.
10. When a decision of the Supreme Court of the State of Nevada is cited, the citation to Nevada Reports must be given together with the citation to West's Pacific Reporter and the year of the decision. When a decision of an appellate court of any other state is cited, the citation to West's Regional Reporter System must be given together with the state and year of the decision. When a decision of the United States Supreme Court is cited, the United States Reports citation and year of decision must be given. When a decision of the court of appeals or of a district court or other court of the United States has been reported in the Federal Reporter System, that citation, court and year of decision must be given.
11. The clerk shall not accept for filing any pleadings or documents which do not comply with this rule, except by leave of the court after good cause has been shown, the court may permit the filing of non-complying pleadings and documents.

1 CODE
2 ATTORNEY NAME
3 BAR NUMBER
4 ADDRESS
5 CITY, STATE, ZIP CODE
6 TELEPHONE NUMBER
7 ATTORNEY FOR:

8
9 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
10
11 IN AND FOR THE COUNTY OF WASHOE

12 JOHN DOE,

13 Plaintiff,

14 vs.

Case No. CV06-00000

15 RICHARD DOE,

Dept. No. 1

16 Defendant.
17 _____/

18 TITLE OF DOCUMENT, I.E., MOTION, ORDER, REPLY
19 JUDGMENT, ETC.
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26 **Example A**
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CODE
ATTORNEY NAME
BAR NUMBER
ADDRESS
CITY, STATE, ZIP CODE
TELEPHONE NUMBER
ATTORNEY FOR:

IN THE FAMILY DIVISION
OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
IN AND FOR THE COUNTY OF WASHOE

JOHN DOE,
Plaintiff,

vs.

Case No. CV06-00000

RICHARD DOE,
Defendant.

Dept. No. 1

_____ /

TITLE OF DOCUMENT, I.E., MOTION, ORDER, REPLY
JUDGMENT, ETC.

Example B