

Code: 1670
Name: _____
Address: _____

Telephone: _____
Email: _____
Self-Represented Litigant

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

_____,
Plaintiff / Petitioner,
vs.
_____,
Defendant / Respondent.
_____ /

Case No. _____
Dept. No. _____

**EX PARTE MOTION FOR ALTERNATIVE SERVICE OF SUMMONS AND
DECLARATION OF DUE DILIGENCE IN SUPPORT OF ALTERNATIVE SERVICE**

If more room is needed for ANY section, attach additional sheets.

1. I filed a verified Complaint or Petition for which good cause exists. The other party is a necessary and proper party to this action.
2. The last-known address that I know for the other party is *(fill in the other party's last-known street address, city, state, and zip code)*:

The other party ☐ does or ☐ does not live there. To my knowledge, the other party lived there from *(date the other party moved to address)*: _____
to *(date the other party last lived there or current)*: _____

3. I have not been able to serve the other party because (check all that apply):
- ☐ I do not know the other party's current address.
 - ☐ The other party will not tell me where they live.
 - ☐ I know where the other party lives and someone tried to serve them. However, the other party will not open the door to accept papers.
 - ☐ The other party is not working or cannot be served at work.
4. I would like the court to allow me to serve the Complaint/Petition and Summons on the other party in the following ways (check all that apply):
- ☐ Mail a copy to the other party's last-known address.
 - ☐ Post a copy on the other party's door. I know where the other party lives, but they have refused to accept the papers.
 - ☐ Email a copy to the other party.
Email addresses: _____
 - ☐ Text a copy to the other party's phone number.
Phone numbers: _____
 - ☐ Send a copy to the other party's social media account. Social media account:
☐ Facebook Messenger ☐ Instagram ☐ X (Twitter) Other: _____
Account ID's: _____
 - ☐ Other: _____

The options above are the methods most reasonably calculated to give the other party notice of this court case. I do not have any other way to locate or contact the other party.

5. I was unable to locate or personally serve the other party after conducting the search below. I believe that the other party cannot be found or personally served at this time.

Attempts to Locate the Other Party (for each section, place an "X" in a box to select from the statements):

A. Email

- ☐ I do not have an email address for the other party.

☐ The following are all the email addresses I have for the other party:

I emailed these addresses asking for a current address on _____.

I got the following response back:

B. Phone / Text

☐ I do not have a phone number for the other party.

☐ The other party's last-known phone number is: _____

I called and/or texted them to ask for their current address on: _____

I got the following response back:

C. Mail

☐ I do not have a last-known street address or mailing address for the other party.

☐ I mailed an envelope to the other party's last-known street address or mailing address through the U.S. Post Office and wrote the words "Address correction requested / Do not forward" on the front. The envelope was returned to me on _____ with the following information for the other party:

D. Social Media

I looked for the other party on the following social media sites:

☐ Facebook

☐ LinkedIn

☐ X (Twitter)

☐ Instagram

☐ Other: _____

I found the following information on those sites on the following dates:

E. Friends / Family

☐ I do not know or was unable to contact any of the other party's friends or family.

☐ I contacted the following people (*list their names, their relationship to the other party, what they told you, and the dates*):

F. Employers

☐ I do not know any of the other party's employers.

☐ I contacted the following current or former employers (*list the names of the employers, what they told you, and the dates*):

G. Neighbors

☐ I do not know any of the other party's former neighbors.

☐ I contacted the following former neighbors (*list the names of the former neighbors, what they told you, and the dates*):

H. Online Searches

I looked for the other party on the following online databases:

- ☐ Whitepages
- ☐ Family Tree Now

- ☐ Spokeo
- ☐ People Finders
- ☐ Other: _____
- ☐ Other: _____

I found the following information on those sites on the following dates:

I. Public Records

I looked for the other party on the following public records databases:

- ☐ Washoe County Assessor
- ☐ Washoe County Recorder
- ☐ Washoe County Registrar of Voters
- ☐ _____ District Court Records
- ☐ _____ Justice Court Records
- ☐ _____ Municipal Court Records
- ☐ Other: _____

I found the following information in those databases on the following dates:

J. Jail / Prison

- ☐ To my knowledge, the other party does not have a criminal history.
- ☐ The other party is, was, or may be in jail or prison. I searched these inmate records:

- ☐ Nevada Department of Corrections
- ☐ Nationwide Inmate Locator
- ☐ Federal Inmate Locator
- ☐ Washoe County Jail
- ☐ Other: _____
- ☐ Other: _____

I found the following information in those records on the following dates:

K. Child Support

- ☐ There is no child support case against the other party.
- ☐ There is a child support case against the other party with the local child support agency, and the child support office has not been able to locate the other party or will not release their information to me.

L. Military

- ☐ To my knowledge the other party has never been in the military.
- ☐ The other party is/was in the military. I contacted the following agencies to locate the other party:

- ☐ Air Force
- ☐ Army
- ☐ Coast Guard
- ☐ Marines
- ☐ Navy

The branch of the military told me on the dates listed below the following:

M. Social Security Death Index

- ☐ I did not check the Social Security Death Index.
- ☐ I did check the Social Security Death Index and did not find the other party's name.

N. Other

The following are other efforts that I made to locate the other party:

6. I request that this Court issue an Order allowing service by the alternative methods above.

This document does not contain the personal information of any person as defined by NRS 603A.040.

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

Date: _____ Your signature: _____

Print your name: _____