

1 Code: 1520

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Telephone: \_\_\_\_\_

5 Email: \_\_\_\_\_

6 Self-Represented Litigant

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

10 \_\_\_\_\_,

11 Plaintiff / Petitioner,

Case No. \_\_\_\_\_

12 vs.

Dept. No. \_\_\_\_\_

13 \_\_\_\_\_,

14 Defendant / Respondent.

15 DECLARATION OF PERSONAL SERVICE

16 (To be filled out and signed by the person who served the Defendant or Respondent.)

17 I, \_\_\_\_\_, declare:  
18 (Name of person who completed service)

- 19 1. I am not a party to this action and am over 18 years of age.
- 20 2. I am not a licensed process server; I am a natural person serving legal process without
- 21 compensation, not more than three times per year, on behalf of a litigant who is a natural
- 22 person, and therefore I am not required to be licensed pursuant to NRS 648.063(2).
- 23 3. I was able to complete service.
- 24 4. I personally delivered and left the document(s) with:

25  **The person to the case (Defendant / Respondent).** I served the document(s) on the  
26 party at the location below.

27 \_\_\_\_\_  
(Name of person served)

28 \_\_\_\_\_  
(Street Address, City, State, and Zip Code of where served)

1  **A person who lives with the person to the case.** I served the document(s) on a person  
2 of suitable age and discretion who lives with the party at the location below.

3 \_\_\_\_\_  
4 (Name of person served)

5 \_\_\_\_\_  
6 (Street Address, City, State, and Zip Code of where served)

7 5. I served the following document(s): (check all that apply)

8  Summons;

9  Complaint / Petition;

10  Notice of Case Management Conference;

11  Motion to \_\_\_\_\_;  
12 (Name of motion)

13  Other: \_\_\_\_\_.

14 6. Service was completed on \_\_\_\_/\_\_\_\_/\_\_\_\_, at the hour of \_\_\_\_\_  **A.M.** -OR-  **P.M.**

15  
16 This document does not contain the personal information of any person as defined by NRS  
17 603A.040.

18 I declare under penalty of perjury under the law of the State of Nevada that the foregoing  
19 statements are true and correct. \*

20  
21  
22 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Signature of person who completed service)

23  
24 Printed Name: \_\_\_\_\_  
25 (Name of person who completed service)

26  
27 \* The penalty for willfully making a false statement under penalty of perjury is a minimum of 1  
28 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00.  
N.R.S. § 199.145.