

PREPARATION OF A TRIAL STATEMENT

The preparation of a Trial Statement must conform to Rule 5 of the Second Judicial District Court Rules. You may look up the full text of all the Court Rules at the Law Library or on the Internet.

The following is the text of Rule 5 of the Second Judicial District Court Rules, covering preparation and filing of a Trial Statement. Some of the required information in this Rule may not be applicable in your case, such as 1(d), 1(g), 1(h), 1(i). If any of the requirements are not applicable in your particular case, print "Not Applicable" in the space for that requirement.

Rule 5. Trial statements.

1. Five calendar days before the trial, each party shall serve and file a trial statement which shall set forth the following matters in the following order:

(a) A concise statement of the claimed facts supporting the party's claims or defenses. Such facts shall be organized by listing each essential element of the claim or defense and separately stating the facts in support of each such element.

(b) A statement of admitted or undisputed facts.

(c) A statement of issues of law supported by a memorandum of authorities.

(d) In non-jury cases, a list of summaries of schedules referring to attached, itemized exhibits concerning any subject matter which involves accounting, computation, chronology, or similar data reasonably calling for orderly itemization, e.g., wages, income, expenses, inventories, business operations, tax computations, disability periods, property losses, itemizations of claimed losses or injuries, and the data and reasons upon which an expert bases his opinion (not the opinion itself), which clearly reflect the claims, defenses, or evidence of the party, together with references to the records or other sources upon which such summaries or schedules are based.

(e) The names and addresses of all witnesses, except impeaching witnesses.

(f) Any other appropriate comment, suggestion, or information for the assistance of the court in the trial of the case.

(g) A list of special questions requested to be propounded to the prospective jurors.

(h) Certification by counsel that discovery has been completed, unless late discovery has been allowed by order of the court.

(i) Certification by counsel that, prior to the filing of the trial statement, they have personally met and conferred in good faith to resolve the case by settlement.

2. All motions in limine to exclude or admit evidence must be in writing and attached to the trial statement. The court may refuse to consider any oral motion in limine and any motion in limine which is not filed with the trial statement.

If you have any questions regarding any of the provisions, you are advised to seek the assistance of private counsel or you may bring your questions to the Self-Help Center located in the Courthouse at One South Sierra Street for possible guidance.

FILLING OUT AND FILING THE TRIAL STATEMENT

Once the Statement has been filled out and signed, **make three** copies of the Statement and take the **original and the copies** to the filing clerk's office which is located on the first floor of the courthouse at 75 Court Street, Reno, NV. The filing clerk will keep the original and return the file stamped copies to you.

You then must take one copy to the third floor reception desk and give it to the clerk at the counter. The clerk will put it in the box for the Department to which your case has been assigned. One copy must be mailed or delivered to the opposing party or, if the opposing party is represented by an attorney, a copy must be delivered or mailed to the attorney.

THE PROOF OF SERVICE FORM

Once the copy is mailed or delivered to the opposing party or the attorney for the opposing party, the Proof of Service must be filled out and filed with the filing clerk's office.

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Code: _____
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

_____, Case No. _____
Plaintiff/ Petitioner, Dept. No. _____
vs

Defendant/ Respondent.

TRIAL STATEMENT

(Plaintiff/Petitioner's or Defendant/Respondent's)

_____ the _____
(Your name) (Plaintiff/Petitioner or Defendant/Respondent)

in this matter, files the following Trial Statement.

a.

List your claims or defenses and state the FACTS that support your claims or defenses.

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(If you need more room you may attach additional sheets, clearly identifying them as a continuation of paragraph A.)

b.

List the facts of the case agreed upon by both you and the other party.

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c.

List the cases or statutes that support your claims or defenses and explain why or how they support your case.

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f.

If you have any other appropriate comment, suggestion, or information for the assistance of the court, please explain here.

(g.) (Not applicable in divorce and custody cases.)

(h.) I hereby certify that all discovery _____ been completed.
(has or has not)

(i.) I hereby certify that I _____ tried, in good faith, to resolve this case by settlement.
(have or have not)

This document does not contain the Social Security Number of any person.

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

Dated: _____

(Signature)

1 Code: 3720
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

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11 _____, Case No. _____
12 Plaintiff / Petitioner / Joint Petitioner, Dept. No. _____
13 vs.
14 _____,
15 Defendant / Respondent / Joint Petitioner.
16 _____ /

17 PROOF OF SERVICE

18 Pursuant to Nevada Rule of Civil Procedure 5(b), I served a true and correct copy of the
19 _____ filed on
20 (Name of document(s) served)
21 _____ in the manner(s) and at the location(s) described below. A copy
22 (Date of filing)
23 of this Proof of Service has been mailed or personally delivered to all parties or their lawyer.

24 **Service Description**

25 Fill in the information requested on the next page for each person who has been served.
26 If a person was served by United States Postal Service certified mail, you must attach the
27 return receipt to this document.
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1 A copy of the above named document(s) was served upon the following people:
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3 1. Name: _____ Date: _____
4 (Name of the person who was served) (Date of service: month / day / year)

5 By: Personal service –OR– Service by U.S. Mail, postage prepaid –OR–
6 Certified mail, return receipt attached –OR– Other: _____
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8 Address: _____
(Mailing address or physical address where service took place)
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12 2. Name: _____ Date: _____
(Name of the person who was served) (Date of service: month / day / year)

13 By: Personal service –OR– Service by U.S. Mail, postage prepaid –OR–
14 Certified mail, return receipt attached –OR– Other: _____
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16 Address: _____
(Mailing address or physical address where service took place)
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18 _____

19 If more room is needed, attach additional sheets.
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21 This document does not contain the Social Security Number of any person.

22 I declare under penalty of perjury, under the law of the State of Nevada, that the foregoing
23 statements are true and correct.
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25 Signature: _____

26 Date: _____ Print Your Name: _____
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