

REPLY TO COUNTERCLAIM

A-1

Self Help Center
1 South Sierra St., First Floor
Reno, NV 89501
775-325-6731
www.washoecourts.com

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REPLY TO COUNTERCLAIM

PACKET A-1

**USE THIS REPLY PACKET ONLY IF ALL
OF THE FOLLOWING REQUIREMENTS HAVE BEEN MET:**

- You have been served with an Answer and Counterclaim.
- A default has not been entered against you on the Counterclaim.

INSTRUCTIONS FOR COMPLETING FORMS

CAREFULLY READ ALL INSTRUCTIONS BEFORE STARTING TO FILL OUT
ANY OF THE FORMS.

Use **black or blue ink only**. Neatly print the information requested.

Do not use correction fluid/tape on the forms.

This packet contains the following forms:

1. Reply to Counterclaim
2. Proof of Service

The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 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.

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INSTRUCTIONS: STEP 1

Complete the Reply to Counterclaim as Shown:

The Reply to Counterclaim must be filed within twenty (20) calendar days after you are personally served with the Answer and Counterclaim. It must be filed within twenty-three (23) calendar days from the postmarked date if it was served to you by mail.

1) Print your name, address, telephone number, and email.

2) Print the names of the parties, the Case No. and Department No. just as they appear on all other documents in this case.

3) Complete pages 1 - 2, following the instructions on each page.

1	Code: 3795
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 / Joint Petitioner, Case No. _____
12	vs. Dept. No. _____
13	
14	Defendant / Respondent / Joint Petitioner.
15	
16	<u>REPLY TO COUNTERCLAIM</u>
17	
18	<u>Admit</u>
19	List the paragraph(s) in the Counterclaim with which you agree.
20	
21	
22	
23	A. I admit the allegations in Paragraph(s) _____
24	_____
25	_____
26	
27	If more room is needed, attach additional sheets.
28	
	REV 1/2015 ER
	1
	Reply to Counterclaim

1 Code: 3795

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 / Joint Petitioner,

Case No. _____

12 vs.

13 Dept. No. _____

14 _____,
15 Defendant / Respondent / Joint Petitioner.

16 _____/

17 REPLY TO COUNTERCLAIM

18 **Admit**

19 List the paragraph(s) in the Counterclaim with which you agree.

20
21
22
23 A. I admit the allegations in Paragraph(s) _____

24 _____

25
26 _____.

27 If more room is needed, attach additional sheets.

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Deny
List the paragraph(s) in the Counterclaim with which you do not agree.

B. I deny the allegations in Paragraph(s) _____

_____.

If more room is needed, attach additional sheets.

Do Not Have Knowledge
List the paragraph(s) in the Counterclaim about which you do not know whether the
allegations are true.

C. I do not have enough knowledge to know if the allegations are true in Paragraph(s) _____

_____.

If more room is needed, attach additional sheets.

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.

Date: _____

Your Signature: _____

Print Your Name: _____

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INSTRUCTIONS: STEP 2

Electronically Filing the Documents

You will need to upload the original documents to eFlex. EFlex is available online at <https://wceflex.washoecourts.com/>, in the Law Library, Self Help Center, and Filing Office.

Sign into your eFlex account using the username and password you created and electronically file the:

- Reply; and
- Any exhibits.

Make sure to keep the original documents you file for your personal records. File-stamped copies of your documents are available through your eFlex account.

Scanners are available at the Law Library, Self Help Center, and Filing Office.

There may be a filing fee charged when documents are filed. Fee information is available at the Filing Office and online at: www.washoecourts.com.

FILING FEE WAIVERS

If you cannot afford the filing fee, you may apply to have your filing fee waived. To apply, you must fill out and file the application found in the **Application for Waiver of Fees and Costs packet**, which may be obtained at the following locations:

- Family Division Self Help Center, 1 South Sierra Street, Reno, NV, First Floor
- Filing Office, 75 Court Street, Reno, NV, First Floor
- Online at: www.washoecourts.com (select the “Forms and Packets” tab on the right hand side of the home screen)

INSTRUCTIONS: STEP 3

Serving the Documents

If the other party has not yet signed up for electronic filing, please contact the Self Help Center.

If the other party is an electronic filer, they will be automatically served a file-stamped copy of all the forms filed through eFlex. Once a document has been filed, a Notice of Electronic Filing will be automatically generated and available to be viewed on your eFlex account. The Notice of Electronic Filing will tell you whether or not the other party is an electronic filer.

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INSTRUCTIONS: STEP 4

Complete the Proof of Service as Shown:

This form must be completed by the person who serves the documents.

1) Print your name, address, telephone number, and email.

2) Print the names of the parties, the Case No. and Department No. just as they appear in all other documents in this case.

3) Print the name of the person served, and the date served.

4) Mark the box for how they were served. If serving by personal service, certified mail, or postage prepaid, write the address of where service was made.

5) The person who serves the document(s) must date, sign, and print their name.

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
10	Plaintiff / Petitioner / Joint Petitioner, _____
11	vs. _____
12	Defendant / Respondent / Joint Petitioner. _____
13	Case No. _____
14	Dept. No. _____
15	PROOF OF SERVICE
16	I served a true and correct copy of REPLY TO COUNTERCLAIM upon the following people:
17	1. Name: _____ Date: _____
18	By: <input type="checkbox"/> Service by eFlex <input type="checkbox"/> Personal Service
19	<input type="checkbox"/> Certified mail, return receipt attached <input type="checkbox"/> U.S. Mail, postage prepaid
20	<input type="checkbox"/> Other: _____
21	Address where service occurred, if applicable: _____
22	If more room is needed, attach additional sheets.
23	A copy of this Proof of Service has been electronically served, mailed, or personally delivered to all parties or their lawyer.
24	This document does not contain the personal information of any person as defined by NRS 603A.040.
25	Date: _____ Your Signature: _____
26	Print Your Name: _____
27	
28	
	REV 9/2018 JCB 1 AI PROOF OF SERVICE

1 Code: 3720

Name: _____

2 Address: _____

3 Telephone: _____

Email: _____

4 Self-Represented Litigant

5 IN THE FAMILY DIVISION

6 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA

7 IN AND FOR THE COUNTY OF WASHOE

8
9 _____,
Plaintiff / Petitioner / Joint Petitioner,

Case No. _____

10 vs.

Dept. No. _____

11
12 _____,
Defendant / Respondent / Joint Petitioner.

13 PROOF OF SERVICE

14
15 I served a true and correct copy of REPLY TO COUNTERCLAIM upon the following people:

16 1. Name: _____ Date: _____

17 By: Service by eFlex

Personal Service

18 Certified mail, return receipt attached

U.S. Mail, postage prepaid

19 Other: _____

20 Address where service occurred, if applicable: _____

21 If more room is needed, attach additional sheets.

22 A copy of this Proof of Service has been electronically served, mailed, or personally delivered
23 to all parties or their lawyer.

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

26 Date: _____

Your Signature: _____

27 Print Your Name: _____

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INSTRUCTIONS: STEP 5

Filing the Proof of Service

After service is completed, you must file the proof of service with the court. See INSTRUCTIONS: STEP 2. There will not be a filing fee for the proof of service.

Without proof of service on the other party, the court cannot consider you answer.

Legal Assistance

The information in this packet is provided as a courtesy only. This packet is not a substitute for the advice of an attorney. Counsel is always recommended for legal matters.

If you do not have an attorney, you are encouraged to seek the advice of a licensed attorney or visit the Family Division Self Help Center which is located at One South Sierra Street, Reno, NV. The Self Help Center cannot give legal advice but can give information regarding court procedures.

You may also wish to speak with a family law lawyer at no cost through the Law Library's "Lawyer in the Library" program, or to seek assistance from other free or reduced-cost legal resources in the area, to include:

LAWYER IN THE LIBRARY

First Floor (to the left of the filing office) of the courthouse located at:
75 Court Street, Reno, NV.
(775) 328-3250

www.washoecourts.com/lawlib

Tuesday Evenings - Arrive by 4:25 p.m.

Please Note The program is limited to 10 participants each evening.

NEVADA LEGAL SERVICES

204 Marsh Avenue Reno, NV 89509
(775) 284-3491– leave message if necessary

<http://nlslaw.net>

WASHOE LEGAL SERVICES

299 S. Arlington Avenue Reno, NV 89501
(775) 329-2727– leave message if necessary

<http://www.washoelegalservices.org>