

Code: 1067  
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. \_\_\_\_\_

**DECLARATION OF PERSONAL SERVICE**

*(To be filled out and signed by the person who served the other party.)*

I, *(name of person who completed service)* \_\_\_\_\_,  
\_\_\_\_\_, declare:

1. I am not a party to this action and am over 18 years of age.
2. I am not a licensed process server; I am a natural person serving legal process without compensation, not more than three times per year, on behalf of a litigant who is a natural person, and therefore I am not required to be licensed pursuant to NRS 648.063(2).
3. I was able to complete service.
4. I personally delivered and left the document(s) with:  
☐ **The person to the case (Defendant / Respondent).** I served the documents on the party at the location below.

Name of person served: \_\_\_\_\_

Address of where served: \_\_\_\_\_

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

Name of person served: \_\_\_\_\_

Address of where served: \_\_\_\_\_

5. I served the following documents: *(check all that apply)*

☐ Summons;

☐ Complaint / Petition;

☐ Notice of Case Management Conference;

☐ Motion to *(Name of Motion)* \_\_\_\_\_

☐ Other: \_\_\_\_\_

6. Service was completed on:

*(date)* \_\_\_\_\_, at the hour of \_\_\_\_\_ ☐ A.M. or ☐ P.M.

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.

*(The information below is of the person who completes service)*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

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.