

Washoe District Court Rule 10

Format of Pleadings

Effective 4/23/17

Rule 10. Form of pleadings.

1. *Format.*

(a) *General.*

1. All documents presented for filing must be:

- (i) Signed with the filer's signature;
- (ii) In English;
- (iii) On white paper of standard quality;
- (iv) 8 ½ x 11 inches in size;
- (v) Lined with numbers in the left margin or on legal pleading paper;
- (vi) Double spaced, except that descriptions of real property may be single spaced; and
- (vii) Numbered consecutively at the bottom.

(2) All typed documents must be in a font size that is of 12 points.

(3) All handwritten documents must be:

- (i) Clearly legible and neat; and
- (ii) Written on one side of the paper only.

(b) *Electronically Filed Document Format.*

(1) All pleadings and papers presented for electronic filing must be:

- (i) In portrait style;
- (ii) Converted to a PDF; and
- (iii) Rotated right-side up.

(2) Some exhibits may be in landscape style.

2. *Multiple Case Numbers.*

(a) A separate leading or document must be filed for each individual case.

(b) Pleadings or documents must not be filed with multiple case numbers.

3. *Motion, Opposition, Reply.*

(a) Any motion, opposition, reply, etc. must be filed as a separate document unless it is pleaded in the alternative.

4. *Citations.*

(a) *Supreme Court of the State of Nevada* – The citation to the *Nevada Reports* must be given together with the citation to *West's Pacific Reporter* and the year of the decision.

(b) *Nevada Court of Appeals* – The citation to the *Nevada Reports* must be given together with the citation to *West's Pacific Reporter* and the year of the decision.

(c) *Appellate Court of Any Other State* – The citation to *West's Regional Reporter System* must be given together with the state and the year of the decision.

(d) *United States Supreme Court* – The citation to the *United States Reports* and year of decision must be given.

(e) *All Court Citations* – When a decision of the court of appeals, or of a district court, or other court of the United States has been reported in the West's Federal Reporter System, that citation, court and year of decision must be given.

5. *Signatures.*

(a) *Paper.*

(1) Original handwritten signatures on paper filed documents are required.

(b) *Electronic Signatures.*

(1) Electronic signatures (e.g. /s/) are permissible on electronically filed documents submitted from the e-filer's E-Flex account (*See Nevada Electronic Filing Conversion Rules, Rule 11*).

(2) Electronically filed documents requiring signatures of opposing parties, such as a stipulation, must contain the handwritten signature of all parties on a printed form of the document. The printed document bearing the original signatures must be scanned and electronically filed in a format that accurately reproduces the original signatures and document contents (Rule 11 (c), Nevada Electronic Filing and Conversion Rules).

(3) In criminal cases, electronic signatures are acceptable on filed documents requiring the signatures of all parties, such as a stipulation.

6. *Corrections.*

(a) No original pleading or paper may be amended by using tape, making erasures, or attaching slips, except by leave of court.

(b) Interlineations and striking through are acceptable if initialed by the filer.

7. Required Affirmation.

(a) An Affirmation must be attached as the last page of each document presented for filing and before any attached exhibits. No such Affirmation shall be included in proposed orders submitted to the court. NRS 239B.030(4).

(b) The Affirmation may also be the last sentence before the signature line on the document.

(c) The Affirmation must state that the document does not contain personal information.

(d) If the document does contain personal information, the Affirmation must indicate the specific state or federal law requiring the inclusion of said information.

(e) The Affirmation form is available at the Second Judicial District Court Filing Office and on the court's website at www.washoecourts.com

8. Redacted Information.

(a) Except as otherwise provided by law, the following information must be redacted if it is in combination with a person's first name or first initial and last name:

(1) A social security number;

(2) A driver's license number, driver authorization card number, or identification card number;

(3) An account number, credit card number or debit card number in combination with a security or access code or password that permits access to the account;

(4) A user name, unique identifier or electronic mail address, in combination with any required access code or security question and answer; and

(5) A medical identification number or health insurance identification number.

(b) If any of these numbers are needed for identification purposes, all but the last for digits of that number must be redacted from the pleadings and documents. The primary duty for redaction rests with the filing party. *See* NRS 603A.040.

9. Exhibits.

(a) Exhibits, including accountings and financial reports, shall not be included in the body of any pleading or document.

(b) All exhibits attached to pleadings or papers must be 8 ½ by 11 inches in size and must be labeled numerically, i.e. Exhibit 1, 2, 3, etc.

(c) An Index of Exhibits must be included before all attached exhibits.

(1) The Index of Exhibits must indicate each exhibit number, a description of each exhibit, and the length of each exhibit (number of pages).

(d) All exhibits must be clearly marked with the exhibit number on the divider page.

(e) Original documents must be retained for introduction as exhibits at the time of a hearing or at the time of trial rather than attached to pleadings.

(f) Exhibits that are smaller must be attached to a blank sheet of paper 8 ½ x 11 inches.

(h) Staples must not be used to affix an exhibit to a sheet of paper.

(i) Copies of exhibits must be clearly legible and not unnecessarily voluminous.

(j) Exhibits which are electronically filed must be submitted as a separate PDF document and may not be filed in batches or as one single document.

10. *Filing Rejections.*

(a) Except in criminal cases and writs arising from criminal cases, Filing Office personnel shall refuse to file any document or pleading under the following circumstances or as otherwise provided by District Court rule, statute, or order of the court.

(1) The document does not have a District Court case number;

(2) The document does not have an Affirmation; or

(3) The document is not signed.

11. *Pleading Format.* The following information shall appear upon the **first page** of every paper presented for filing:

(a) *Filer's Information.*

(1) Information (1) – (4) shall be set on the far left side of the page, beginning at line 1, and shall be single spaced. The space to the far right of the pleading shall be reserved for the filing marks of the clerk.

(i) The document code (the list of document codes is available at the second Judicial District Court Filing Office and on the District Court's website at www.washoecourts.com);

(ii) The name of the party filing the document;

(iii) The filer's Nevada State Bar identification number, if appropriate; and

(iv) The address and telephone number of the attorney and of any associated attorney appearing for the party filing the paper; whether such attorney appears for the plaintiff, defendant, or other party; or the name, address, and telephone number of a party appearing in proper person.

(b) *Court Title.*

(1) The title of the court shall appear at the center of page, line 6.

(c) *Name of Parties.*

(1) The name of the parties to the action or proceeding shall appear in the space to the far left at line 9.

(d) *Case and Department Number.*

(1) The case number and department number shall appear to the right of the center at lines 11 and 12.

(e) *Title of Pleading.*

(1) The title of the pleading, motion, or other document must be typed or printed on the page and centered below the name of the parties to the action or proceeding. The title must be sufficient in description to apprise the respondent and clerk of the nature of the document filed, or the relief sought, e.g., Defendant's Motion for Summary Judgment against Plaintiff John Doe; Plaintiffs Motion to Compel Answers to Interrogatories.