## Overview of Small Claims Process

(Reno Justice Court)

Plaintiff files Declaration of Small Claims Complaint: Plaintiff must provide court clerk with complaint. Complaint must be legible and completely filled out. Plaintiff will receive an Order to Attend Mediation from the clerk. This order will include a mediation date.

**DEFENDANT IS SERVED**: Plaintiff MUST have the Defendant served with the Declaration of Small Claims Complaint and the Order to Attend Mediation at least 20 days prior to the date of mediation.

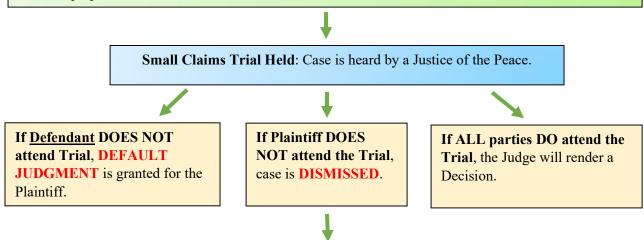
**If Plaintiff HAS NOT served** required paperwork on Defendant, Plaintiff may reset the Mediation Hearing, and the clerk will provide a new Order to Attend Mediation. The Mediation Hearing may be rescheduled if the Plaintiff provides a Declaration of Non-Service, or the mediation hearing has passed. Plaintiff must serve Defendant the Declaration of Small Claims Complaint and the new Order to Attend Mediation.

Mediation Hearing Held: Parties must attend mediation at Reno Justice Court as instructed in the Order to Attend Mediation

If <u>Defendant</u> DOES NOT attend mediation, DEFAULT JUDGMENT is granted for the Plaintiff. If <u>Plaintiff</u> DOES NOT attend mediation, case is <mark>DISMISSED</mark>.

If ALL parties DO attend mediation and reach settlement, the agreement is filed with the court.

**If ALL parties DO attend mediation** but a settlement is **NOT** reached, the case shall be set for a **Small Claims Trial**. The clerk will file a Pre-Trial Order to parties. Parties are to comply with Pre-Trial Order in preparation for the Trial.



If either party disagrees with the Decision, an APPEAL may be filed within 5 judicial days. Party filing appeal must pay the corresponding fees and cost bond.