

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 **Defendant DOES NOT attend mediation**, **DEFAULT JUDGMENT** is granted for the Plaintiff.

If **Plaintiff DOES NOT attend mediation**, case is **DISMISSED**.

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.



Small Claims Trial Held: Case is heard by a Justice of the Peace.



If **Defendant DOES NOT attend Trial**, **DEFAULT JUDGMENT** is granted for the Plaintiff.

If **Plaintiff DOES NOT attend the Trial**, case is **DISMISSED**.

If **ALL parties DO attend the Trial**, the Judge will render a Decision.



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.