



CLARK COUNTY COURTS
EIGHTH JUDICIAL DISTRICT COURT
LAS VEGAS TOWNSHIP JUSTICE COURT



REGIONAL JUSTICE CENTER
200 LEWIS AVENUE, 3rd FL.
LAS VEGAS, NEVADA 89155-1160
(702) 671-4554

Steve D. Grierson
Clerk of Court

INSTRUCTIONS FOR

FILING A

FOREIGN JUDGMENT

(NRS 17.330 - 17.400)

1 ATTORNEY NAME
2 LAW FIRM
3 BAR CODE NUMBER
4 ADDRESS
5 CITY, STATE, ZIP CODE
6 TELEPHONE NUMBER
7 ATTORNEY FOR:

DISTRICT COURT
CLARK COUNTY, NEVADA

8 NAME,

Plaintiff(s),

CASE NO. _____

-vs-

DEPT. NO. _____

12 NAME,

Defendant(s).

16 **INSTRUCTIONS AND SAMPLE FORMS FOR**
17 **FILING A FOREIGN JUDGMENT**

19 **PLEASE NOTE:**

20 THIS PROCEDURE REQUIRES THE FILING OF FOUR SEPARATE PLEADINGS PLUS THE
21 FILING FEE OF \$148.00. THIS MUST BE ACCOMPLISHED IN TWO SEPARATE STEPS.
(COPIES OF NRS 17.330 - 17.440 ARE ATTACHED FOR YOUR CONVENIENCE)

22 **FIRST STEP: USING THE ATTACHED FORMS AS SAMPLES, YOU MUST**

23 **FIRST SUBMIT FOR FILING:**

- 24 1. Civil Cover Sheet;
- 25 2. Filing fee of \$148.00;
- 26 3. Application of Foreign Judgment (original plus 2 copies) with an
27 exemplified copy of the foreign judgment attached as Exhibit "1."
28 4. Affidavit of Judgment Creditor (original plus 2 copies).

1
2 **SECOND STEP: UPON COMPLETION OF THE ABOVE AND AFTER YOU**
3 **HAVE RECEIVED YOUR FILE STAMPED COPIES BACK FROM THE CLERK, YOU**
4 **MUST PROMPTLY PREPARE AND FILE THE FOLLOWING:**

5
6 1. Notice of Filing Application of Foreign Judgment and Affidavit of Judgment
7 Creditor (with file stamped copies of the Application and Affidavit attached). This
8 document must be mailed certified, return receipt requested, to the Judgment Debtor
9 and Judgment Debtor's attorney of record, if applicable;

10
11 2. Affidavit of Service (showing the date upon which the Notice was mailed).

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13 **NO EXECUTION OR OTHER PROCESS FOR ENFORCEMENT OF A**
14 **FOREIGN JUDGMENT MAY ISSUE UNTIL 30 DAYS AFTER THE DATE OF MAILING**
15 **THE NOTICE OF FILING.**

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19 **If you prefer, our interactive forms are available**
20 **online at our website:**
21 <http://www.clarkcountycourts.us/clerk/civil-criminal-library.html>

ENFORCEMENT OF FOREIGN JUDGMENTS (UNIFORM ACT)

NRS 17.330 Short title. [NRS 17.330](#) to [17.400](#), inclusive, may be cited as the Uniform Enforcement of Foreign Judgments Act.

(Added to NRS by 1979, 1496)

NRS 17.340 “Foreign judgment” defined. As used in [NRS 17.330](#) to [17.400](#), inclusive, unless the context otherwise requires, “foreign judgment” means any judgment of a court of the United States or of any other court which is entitled to full faith and credit in this state, except:

1. A judgment to which [chapter 130](#) of NRS applies; and
2. An order for protection issued for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with or physical proximity to, another person, including temporary and final orders.

(Added to NRS by 1979, 1496; A 1997, 2268; [2001, 2132](#))

NRS 17.350 Filing and status of foreign judgments. An exemplified copy of any foreign judgment may be filed with the clerk of any district court of this state. The clerk shall treat the foreign judgment in the same manner as a judgment of the district court of this state. A judgment so filed has the same effect and is subject to the same procedures, defenses and proceedings for reopening, vacating or staying as a judgment of a district court of this state and may be enforced or satisfied in like manner.

(Added to NRS by 1979, 1496)

NRS 17.360 Affidavit; notice of filing judgment and affidavit.

1. At the time of the filing of the foreign judgment, the judgment creditor or his attorney shall file with the clerk of the court an affidavit setting forth the name and last known post office address of the judgment debtor and the judgment creditor. The affidavit must also include a statement that the foreign judgment is valid and enforceable, and the extent to which it has been satisfied.

2. Promptly upon filing the foreign judgment and affidavit, the judgment creditor or someone on his behalf shall mail notice of the filing of the judgment and affidavit, attaching a copy of each to the notice, to the judgment debtor and to his attorney of record, if any, each at his last known address by certified mail, return receipt requested. The notice shall include the name and post office address of the judgment creditor and the judgment creditor’s attorney, if any, in this state. The judgment creditor shall file with the clerk of the court an affidavit setting forth the date upon which the notice was mailed.

3. No execution or other process for enforcement of a foreign judgment may issue until 30 days after the date of mailing the notice of filing.

(Added to NRS by 1979, 1496)

NRS 17.370 Stay of enforcement of foreign judgment.

1. If the judgment debtor shows the court that an appeal from the foreign judgment is pending or will be taken, or that a stay of execution has been granted, the court shall stay enforcement of the foreign judgment until the appeal is concluded, the time for appeal expires or the stay of execution expires or is vacated, upon proof that the judgment debtor has furnished the security for the satisfaction of the judgment required by the state in which it was rendered.

2. If the judgment debtor shows the court any ground upon which enforcement of a judgment of any court of this state would be stayed, including, without limitation, a showing that an appeal is pending or will be taken, that a stay has been granted, requested or will be requested, or that the time for taking an appeal has not yet expired, the court shall stay enforcement of the foreign judgment for an appropriate period, upon requiring the same security for satisfaction of the judgment which is required in this state, including, without limitation, security determined pursuant to [NRS 20.035](#), if applicable.

(Added to NRS by 1979, 1497; A [2001, 1006](#))

NRS 17.380 Fees. Any person filing a foreign judgment shall pay to the clerk of the court the same filing fee as prescribed by statute for the filing of civil actions. Fees for enforcement proceedings are the same as provided for judgments of district courts of this state.

(Added to NRS by 1979, 1497)

NRS 17.390 Judgment creditor may bring action to enforce judgment. A judgment creditor may elect to bring an action to enforce his judgment instead of proceeding under [NRS 17.330](#) to [17.400](#), inclusive.

(Added to NRS by 1979, 1497; A 1985, 37)

NRS 17.400 Uniformity of interpretation. [NRS 17.330](#) to [17.400](#), inclusive, shall be so interpreted and construed as to effectuate its general purpose to make uniform the law of those states which enact it.

(Added to NRS by 1979, 1497)

EDCR 7.20. Form of papers presented for filing; exhibits; documents; legal citations.

(a) All pleadings and papers presented for filing must be flat, unfolded, firmly bound together at the top, on white paper of standard quality, not less than 16-lb. weight and 8 1/2 x 11 inches in size. All papers must be typewritten or prepared by some other duplication process that will produce clear and permanent copies equally legible to printing. All print size shall not be smaller than size 12-pitch font for pleadings and papers created on a computer or 10 pica for pleadings and papers created on a typewriter. All or part of a pleading or paper may be legibly printed by hand at the discretion of the court. Carbon or photocopies may not be filed, except as provided in paragraphs (d) and (f) of this rule. Only one side of the paper may be used.

All papers presented for filing, receiving or lodging with the clerk shall be pre-punched with 2 holes, centered 2 3/4 inches apart 1/2 to 5/8 inches from the top edge of the paper. All original papers shall be stamped ORIGINAL between the punched holes.

The lines on each page must be double-spaced, except that descriptions of real property may be single spaced. All quotations of more than 50 words must be indented and single-spaced. Pages must be numbered consecutively at the bottom. Lines of pages must be numbered in the left margin. [Amended; effective November 27, 2003.]

(b) No original pleading or paper may be amended by making erasures or interlineations thereon, or by attaching slips thereto, except by leave of court.

(c) The following information shall appear upon the first page of every paper presented for filing, single-spaced:

(1) The document code (list of document codes available at the Court Clerk's Office), the name, Nevada State Bar identification number, address and telephone number of the attorney and of any associated attorney appearing for the party filing the paper; and 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, shall be set forth to the left of center of the page beginning at line 1. The space to the right of center shall be reserved for the filing marks of the clerk.

CODE
NAME
BAR NUMBER
ADDRESS
CITY, STATE, ZIP CODE
TELEPHONE NUMBER
ATTORNEY FOR:

(2) The title of the court shall appear at the center of the page at line 5 below the information required by paragraph (1), as follows:

DISTRICT COURT
CLARK COUNTY, NEVADA

(3) Below the title of the court shall appear in the space to the left of center, line 8, the name of the action or proceeding, e.g.:

JOHN DOE,)
)
 Plaintiff,)
)
 vs.)
)
 RICHARD ROE,)
)
Defendant.)

(4) In the space to the right of center at line 10, shall appear the case number, the department number and/or letter as follows:

Case No. A 999999
 Dept. No. I or A

(5) The title of the pleading, motion or other document must be typed or printed center on the page directly 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. Plaintiff's Motion to Compel Answers to Interrogatories; Defendant's Motion for Summary Judgment against Plaintiff John Doe; Order Granting Plaintiff Doe's Motion for Summary Judgment against Defendant Roe.

For the convenience of the court and the parties, the same title used on the papers must appear on all calendars at the time of the hearing.

(Example)

CODE
 NAME
 BAR NUMBER
 ADDRESS
 CITY, STATE, ZIP CODE
 TELEPHONE NUMBER
 ATTORNEY FOR:

DISTRICT COURT
 CLARK COUNTY, NEVADA

JOHN DOE,)
)
 Plaintiff,)
)
 vs.)
)
 RICHARD ROE,)
)
Defendant.)

Case No. A 000000

Dept. No. I or A

MOTION, ORDER, REPLY,
JUDGMENT, ETC.

Date of Hearing:

Time of Hearing:

(6) If the paper to be filed is a response, reply or other document related to a matter which has already been set for hearing but not yet heard, the time and date of the hearing shall appear immediately below the title of the paper.

(d) All exhibits attached to pleadings or papers must be 8 1/2 inches x 11 inches in size. Exhibits which are smaller must be affixed to a blank sheet of paper of the appropriate size. Exhibits which are larger than 8 1/2 x 11 inches must be reduced to 8 1/2 x 11 inches or must be folded so as to measure 8 1/2 x 11 inches in size. All exhibits attached to pleadings or papers must clearly show the exhibit number at the bottom or on the right side. Plaintiffs must use numerical designations and defendants must use alphabetical designations. Copies of exhibits must be clearly legible and not unnecessarily voluminous. Original documents must be retained by counsel for introduction as exhibits at the time of a hearing or at the time of trial rather than attached to pleadings.

(e) When a decision of the Supreme Court of the State of Nevada is cited, the citation to Nevada Reports must be given together with the citation to West's Pacific Reporter and the year of the decision. Whenever a decision of an appellate court of any other state is cited, the citation to West's Regional Reporter System must be given together with the state and the year of decision. When a decision of the Supreme Court of the United States is cited, at least one parallel citation and year of decision must be given. 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 Federal Reporter System, that citation, court and year of decision must be given.

(f) The clerk must not accept for filing any pleadings or documents which do not comply with this rule, but for good cause shown, the court may permit the filing of noncomplying pleadings and documents. Paragraph (a), except as to the size of paper, and paragraph (c) of this rule do not apply to printed forms furnished by the clerk, the district attorney or the public defender. [Amended; effective May 1, 1996.]

CIVIL COVER SHEET

_____ County, Nevada

Case No. _____

(Assigned by Clerk's Office)

I. Party Information

Plaintiff(s) (name/address/phone):

Defendant(s) (name/address/phone):

Attorney (name/address/phone):

Attorney (name/address/phone):

II. Nature of Controversy (Please check applicable bold category and applicable subcategory, if appropriate)

Arbitration Requested

Civil Cases

Real Property	Torts	
<input type="checkbox"/> Landlord/Tenant <input type="checkbox"/> Unlawful Detainer <input type="checkbox"/> Title to Property <input type="checkbox"/> Foreclosure <input type="checkbox"/> Liens <input type="checkbox"/> Quiet Title <input type="checkbox"/> Specific Performance <input type="checkbox"/> Condemnation/Eminent Domain <input type="checkbox"/> Other Real Property <input type="checkbox"/> Partition <input type="checkbox"/> Planning/Zoning	<p style="text-align: center;">Negligence</p> <input type="checkbox"/> Negligence – Auto <input type="checkbox"/> Negligence – Medical/Dental <input type="checkbox"/> Negligence – Premises Liability (Slip/Fall) <input type="checkbox"/> Negligence – Other	<input type="checkbox"/> Product Liability <input type="checkbox"/> Product Liability/Motor Vehicle <input type="checkbox"/> Other Torts/Product Liability <input type="checkbox"/> Intentional Misconduct <input type="checkbox"/> Torts/Defamation (Libel/Slander) <input type="checkbox"/> Interfere with Contract Rights <input type="checkbox"/> Employment Torts (Wrongful termination) <input type="checkbox"/> Other Torts <input type="checkbox"/> Anti-trust <input type="checkbox"/> Fraud/Misrepresentation <input type="checkbox"/> Insurance <input type="checkbox"/> Legal Tort <input type="checkbox"/> Unfair Competition
Probate	Other Civil Filing Types	
<input type="checkbox"/> Summary Administration <input type="checkbox"/> General Administration <input type="checkbox"/> Special Administration <input type="checkbox"/> Set Aside Estates <input type="checkbox"/> Trust/Conservatorships <input type="checkbox"/> Individual Trustee <input type="checkbox"/> Corporate Trustee <input type="checkbox"/> Other Probate	<input type="checkbox"/> Construction Defect <input type="checkbox"/> Chapter 40 <input type="checkbox"/> General <input type="checkbox"/> Breach of Contract <input type="checkbox"/> Building & Construction <input type="checkbox"/> Insurance Carrier <input type="checkbox"/> Commercial Instrument <input type="checkbox"/> Other Contracts/Acct/Judgment <input type="checkbox"/> Collection of Actions <input type="checkbox"/> Employment Contract <input type="checkbox"/> Guarantee <input type="checkbox"/> Sale Contract <input type="checkbox"/> Uniform Commercial Code <input type="checkbox"/> Civil Petition for Judicial Review <input type="checkbox"/> Other Administrative Law <input type="checkbox"/> Department of Motor Vehicles <input type="checkbox"/> Worker's Compensation Appeal	<input type="checkbox"/> Appeal from Lower Court (also check applicable civil case box) <input type="checkbox"/> Transfer from Justice Court <input type="checkbox"/> Justice Court Civil Appeal <input type="checkbox"/> Civil Writ <input type="checkbox"/> Other Special Proceeding <input type="checkbox"/> Other Civil Filing <input type="checkbox"/> Compromise of Minor's Claim <input type="checkbox"/> Conversion of Property <input type="checkbox"/> Damage to Property <input type="checkbox"/> Employment Security <input type="checkbox"/> Enforcement of Judgment <input type="checkbox"/> Foreign Judgment – Civil <input type="checkbox"/> Other Personal Property <input type="checkbox"/> Recovery of Property <input type="checkbox"/> Stockholder Suit <input type="checkbox"/> Other Civil Matters

III. Business Court Requested (Please check applicable category; for Clark or Washoe Counties only.)

- | | | |
|---|--|---|
| <input type="checkbox"/> NRS Chapters 78-88 | <input type="checkbox"/> Investments (NRS 104 Art. 8) | <input type="checkbox"/> Enhanced Case Mgmt/Business |
| <input type="checkbox"/> Commodities (NRS 90) | <input type="checkbox"/> Deceptive Trade Practices (NRS 598) | <input type="checkbox"/> Other Business Court Matters |
| <input type="checkbox"/> Securities (NRS 90) | <input type="checkbox"/> Trademarks (NRS 600A) | |

1 **FORJ**

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5 DISTRICT COURT
6 CLARK COUNTY, NEVADA
7

8
9 ,
10 Plaintiff(s),
11 -vs-
12 ,
13 Defendant(s).
14

CASE NO. _____

DEPT. NO. _____

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16
17 **APPLICATION OF FOREIGN JUDGMENT**

18 COMES NOW Plaintiff, _____, by and through counsel, _____, Esquire of the
19 law firm _____, and hereby files his/her Foreign Judgment pursuant to NRS 17,
20 specifically NRS 17.350, and registers an exemplified copy of the Judgment, attached
21 hereto as Exhibit "1" as follows:
22

23 (Title of document) _____ from the (name of court) _____ Court of
24 (County and State of Court) _____, signed by the Honorable (Judge's
25 name) _____ and filed on _____.
26

27 I declare under penalty of perjury under the law of the State of Nevada that the
28 foregoing is true and correct.

DATED this _____ day of _____, 20____.

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SIGNATURE
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CITY, STATE, ZIP CODE
ATTORNEY FOR:

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**“EXHIBIT 1” IS THE
EXEMPLIFIED COPY OF THE
FOREIGN JUDGMENT**

EXHIBIT 1

1 **AFFT**

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5 **DISTRICT COURT**
6 **CLARK COUNTY, NEVADA**
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9 ,
10 Plaintiff(s),
11 -vs-
12 ,
13 Defendant(s).
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CASE NO. _____
DEPT. NO. _____

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17 **AFFIDAVIT OF JUDGMENT CREDITOR**

18
19 STATE OF NEVADA)
20 COUNTY OF CLARK) ss:
21

22 1. The name and last known address of the Judgment Debtor is:

23 _____
24 _____
25 _____

26 2. The name and last known address of the Judgment Creditor is:

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3. The foreign judgment that is attached to the Application of Foreign Judgment is valid and enforceable.

4. As of (today's date), \$ of the foreign judgment has been satisfied and \$ remains due and owing.

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

(Name of Attorney for Plaintiff)

1 **NOTC**

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5 DISTRICT COURT
6 CLARK COUNTY, NEVADA
7

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10 Plaintiff(s),
11 -vs-
12 ,
13 Defendant(s).
14

CASE NO. _____

DEPT. NO. _____

15
16 **NOTICE OF FILING APPLICATION OF FOREIGN JUDGMENT AND**
17 **AFFIDAVIT OF JUDGMENT CREDITOR**

18 TO: _____, Defendant; and

19 TO: _____, Esquire, attorney for Defendant;

20
21 **PLEASE TAKE NOTICE** that an Application of Foreign Judgment, a copy of
22 which is attached hereto as Exhibit "1," and an Affidavit of Judgment Creditor, a copy of
23 which is attached hereto as Exhibit "2," were filed in the above-referenced case on the
24 day of _____, 20_____.

25 The name and post office address of the judgment creditor is:

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The name and post office address of the judgment creditor's attorney is:

SIGNATURE
NAME
BAR NUMBER
ADDRESS
CITY, STATE, ZIP CODE
ATTORNEY FOR:

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**“EXHIBIT 1” IS A FILE
STAMPED COPY OF THE
“APPLICATION OF
FOREIGN JUDGMENT”**

EXHIBIT 1

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**“EXHIBIT 2” IS A FILE
STAMPED COPY OF THE
“AFFIDAVIT OF
JUDGMENT CREDITOR”**

EXHIBIT 2

1 **AFFT**

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5 **DISTRICT COURT**
6 **CLARK COUNTY, NEVADA**

7 :

8 ,

9
10 Plaintiff(s),

CASE NO. _____

11 -vs-

12 DEPT. NO. _____

13 ,

14 Defendant(s).

15
16 **AFFIDAVIT OF SERVICE**

17
18 The undersigned hereby certifies that on the _____ day of _____, 20____,
19 he/she served a copy of the Notice of Filing Application of Foreign Judgment and
20 Affidavit of Judgment Creditor by personally depositing a copy of the same, in a mail
21 box of the United States Post Office, enclosed in a sealed envelope, postage prepaid,
22 certified mail, return receipt requested, addressed to the following at their last known
23 address(es):

24 (Name and address of judgment debtor)

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(Name and address of judgment debtor's Attorney)

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

Signature of Person Making Service