

REPLY TO  
COUNTERCLAIM

**IMPORTANT**

**THIS PACKET IS IN NO WAY INTENDED TO SUBSTITUTE FOR THE  
ADVICE OF A PRIVATE ATTORNEY**

***Private Counsel Is Always Recommended For Legal Matters***

The law allows any person to represent themselves in a legal action. However, filing an action with the Court and representing yourself in the courtroom can be a complicated legal procedure and this packet does not attempt to address all the legal issues involved in bringing your matter before the court. This packet is created to help you access the legal system without the assistance of an attorney.

When representing yourself, you are responsible for understanding the law that governs your case and for filing the proper legal documents. The laws and rules are set out in the Nevada Revised Statutes, the Rules of Civil Procedure, and the local rules governing the jurisdiction in which you are filing your documents.

When you sign these documents and present them for filing with the court, it is assumed by the Court that you have carefully read the documents, that you understand all the terms in the documents, that you agree with all the provisions in the documents, and that you are aware of all the consequences those provisions may produce.

**Before filling in any portion of the following documents, read all the materials included in this packet regarding custody, visitation, child support and definitions of terms.**

***THIS INFORMATION IS PROVIDED AS A COURTESY ONLY. THE COURT, SELF-HELP CENTER, NON-PROFIT ORGANIZATION, OR LAW LIBRARY THAT MAY PROVIDE THIS INFORMATION SHALL NOT BE LIABLE FOR ERRORS CONTAINED HEREIN OR FOR DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH THE FURNISHINGS OF THIS MATERIAL.***

## GENERAL INFORMATION ABOUT FILING A REPLY TO COUNTERCLAIM

*The forms must be typewritten or legibly handwritten in black ink.*

There is no fee to file this document, so long as you have paid your fee with the initial filing of your documents.

There are facilities for copying your documents at the Court Clerk's office at the charge of **\$.025 per page**. Therefore, it is recommended that you make any copies of the documents you may want, or need, prior to going to the Court Clerk's office. You will need **two** copies of each document to be filed unless told otherwise. If exhibits are attached to the original document, a copy of the exhibits must be attached to each copy.

### Location of the Court Clerk's Office

The Court Clerk's Office for **Churchill County** is located at 73 N. Maine Street, Suite B, Fallon, NV, 89406, on the second floor. The phone number is (775) 423-6088.

If you are mailing the documents to the Court Clerk's office for filing, OR if you have submitted an Order of Decree for the Judge to sign, **it is strongly suggested that you provide a self-addressed, stamped envelope when you file your documents. A copy of the file-stamped documents will then be mailed to you.**

### FILLING OUT THE DOCUMENTS

1. **For All Documents:** Fill in the spaces on lines 9 through 13, **exactly** as they appear in your other documents. This is the "heading" of the document and it is always the same. If you are the Plaintiff in the original document, you will remain the Plaintiff; if you are listed as the Defendant in the original document, you will remain the Defendant. The Case No. and Dept. No. are always the same.
2. **Important Note: This form provides you with the basic form to protect your interest in the legal matter, so long as it is filed within the time frame of ten (10) days after you have been served with a Motion or Request. If you do not file within that time period, the other party may submit the motion and may be granted all they request.**
3. **Be aware** that additional motions that may have been filed with the Answer and Counterclaim and served on you with that document are not answered through this form. If you have been served with additional motions, you must answer each motion on a separate form. If you do not formally answer each motion, the other party may submit those motions and may be granted all they request. If you have questions regarding motions that have been served on you, immediately seek counsel with a private attorney.
4. **The Reply to Counterclaim:** Carefully review the Counterclaim that you are answering. Make a note on the document you are reviewing of all those paragraphs with which you

**agree.** Also make a note on the document of all those paragraphs with which you **disagree.** Make sure the **whole paragraph is correct when you decide to agree with it.** You may agree only with one part of the paragraph and disagree with another part of a paragraph. If this is the case, you must **disagree with the whole paragraph** in your Reply.

5. Enter the numbers of the paragraphs with which you agree under Section I. Enter the number of the paragraphs with which you disagree under Section II. Enter the number of the paragraphs, if any, which require no answer or that you do not understand under Section III.
6. The Certificate of Service: The opposing party must be personally served with a copy of the documents. Service may be made by mail or be personal service. After the documents have been completed, place an “X” on the appropriate line indicating the method of service. The Certificate is to be filled out and signed by the person who actually mails or personally serves a copy of the documents on the other party or their attorney.
7. Once the documents are completed, make two copies of each. Serve **one copy** as noted in the Certificate of Service. If there are multiple parties, make enough copies for yourself and each party. Take the original **and one copy** to the Court Clerk to be filed. The copy will be returned to you for your file.
8. **REMINDER: If a motion has been served on you, you must answer that motion with other responsive documents.**

**If you need guidance in filling out the forms or in the procedure of the case, seek the advice of a private attorney.**

**NOTE: YOU MAY NOT USE THESE FORMS IF YOU ARE PRESENTLY REPRESENTED BY AN ATTORNEY IN THIS MATTER.**