

1 Code: 1670

2 Name: _____

3 Address: _____

4 Telephone: _____

5 Email: _____

6 Self-Represented Litigant

7 IN THE FAMILY DIVISION
8 OF THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
9 IN AND FOR THE COUNTY OF WASHOE

10 _____,
11 Plaintiff / Petitioner,

Case No. _____

12 vs.

Dept. No. _____

13 _____,
14 Defendant / Respondent.

15
16 EX PARTE MOTION FOR ALTERNATIVE SERVICE OF SUMMONS
17 AND DECLARATION OF DUE DILIGENCE IN SUPPORT OF ALTERNATIVE SERVICE

18 **1.**

19 I filed a verified Complaint or Petition for which good cause exists. The other party is a
20 necessary and proper party to this action.

21
22 **2.**

23 The last-known address that I know for the other party is

24 _____
25 (Other party's last-known Street Address, City, State, and Zip Code)

26 The other party **DOES** -OR- **DOES NOT** live there.

27 To my knowledge, the other party lived there from _____ to
28 (Date other party moved to address)

(Date other party last lived there or current)

1 **3.**

2 I have not been able to serve the other party because: (☒ Check all that apply)

- 3 I do not know the other party's current address.
- 4 The other party will not tell me where they live.
- 5 I know where the other party lives and someone tried to serve them. However, the other
- 6 party will not open the door to accept papers.
- 7 The other party is not working or cannot be served at work.

8
9 **4.**

10 I would like the court to allow me to serve the Complaint / Petition and Summons on the other
11 party in the following ways: (☒ Check all that apply)

- 12 Mail a copy to the other party's last-known address.
- 13 Post a copy on the other party's door. I know where the other party lives but they have
- 14 refused to accept the papers.
- 15 Email a copy to the other party.
- 16 Email address(es): _____
- 17 Text a copy to the other party's phone number.
- 18 Phone number(s): _____
- 19 Send a copy to the other party's social media account. Social media account:
- 20 Facebook Messenger; Instagram; Twitter; Other _____
- 21 Account ID(s): _____
- 22 Other: _____
- 23 _____
- 24 _____

25 The options above are the methods most reasonably calculated to give the other party notice of
26 this court case. I do not have any other way to locate or contact the other party.

27 //

28 //

1 5. I was unable to locate or personally serve the other party after conducting the below search. I
2 believe that the other party cannot be found or personally served at this time.

3 **Attempts to Locate the Other Party**

4 For each number, place an **“X”** in a box to select from the statements.
5 If you need more room to answer any questions, attach additional sheets.
6

7 **A. Email**

8 I do not have an email address for the other party. **–OR–**

9 The following are all the email addresses I have for the other party:

10 _____
11 I emailed the other party at these addresses asking for a current address on: _____

12 I got the following response back: _____
13 _____

14
15 **B. Phone / Text**

16 I do not have a phone number for the other party. **–OR–**

17 The other party’s last-known phone number is: _____

18 I called and/or texted them to ask for their current address on: _____

19 I got the following response back: _____
20 _____

21
22 **C. Mail**

23 I do not have a last-known street address for the other party. **–OR–**

24 I mailed an envelope to the other party’s last-known street address through the U.S. Post
25 Office and wrote the words “Address correction requested / Do not forward” on the front.

26 The envelope was returned to me on _____ with the following
27 information for the other party: _____
28 _____

1 **D. Social Media**

2 I looked for the other party on the following social media sites:

3 Facebook

LinkedIn

4 Twitter

Instagram

5 Google +

Other: _____

6 I found the following information on those sites on the following dates:

7 _____
8 _____

9
10 **E. Friends / Family**

11 I do not know or was unable to contact any of the other party's friends or family. ~~–OR–~~

12 I contacted the following people:

13

List their name(s), their relationship to the other party, what they told you, and the date(s).

14
15 _____
16 _____
17 _____
18 _____

19
20 **F. Employers**

21 I do not know any of the other party's employers. ~~–OR–~~

22 I contacted the following current or former employers:

23

List the name(s) of the employer(s), what they told you, and the date(s).

24
25 _____
26 _____
27 _____
28 _____

1 **G. Neighbors**

2 I do not know any of the other party's former neighbors. **-OR-**

3 I contacted the following former neighbor(s):

4

List the name(s) of the former neighbor(s), what they told you, and the date(s).

5
6 _____
7 _____
8 _____
9 _____

10
11 **H. Online Searches**

12 I looked for the other party on the following online databases:

- 13 Whitepages People Finders
- 14 Family Tree Now Other: _____
- 15 Spokeo Other: _____

16 I found the following information on those sites on the following dates:

17 _____
18 _____

19
20 **I. Public Records**

21 I looked for the other party on the following public records databases:

- 22 Washoe County Assessor _____ District Court Records
- 23 Washoe County Recorder _____ Justice Court Records
- 24 Washoe County Registrar of Voters _____ Municipal Court Records
- 25 Other: _____

26 I found the following information in those databases on the following dates:

27 _____
28 _____

1 **J. Jail / Prison**

2 To my knowledge the other party does not have a criminal history. **-OR-**

3 The other party is, was, or may be in jail or prison. I searched these inmate records:

4 NV Depart. of Corrections

Washoe County Jail

5 Nationwide Inmate Locator

Other: _____

6 Federal Inmate Locator

Other: _____

7 I found the following information in those records on the following dates:

8 _____
9 _____
10 _____

11
12 **K. Child Support**

13 There is no child support case against the other party. **-OR-**

14 There is a child support case against the other party with the local child support agency,
15 and the child support office has not been able to locate the other party or will not release
16 their information to me.

17
18 **L. Military**

19 To my knowledge the other party has never been in the military. **-OR-**

20 The other party is/was in the military. I contacted the following military locator services:

21 Air Force: (210) 565-2660

22 Army: emailed usarmy.knoc.hrc.mbx.foia@mail.mil

23 Navy: (855) 628-9311

24 Marines: (703) 784-3942

25 Coast Guard: www.uscg.mil/locator/

26 The locator service told me on the date(s) listed below the following:

27 _____
28 _____

1 **M. Social Security Death Index**

2 I did not check the Social Security Death Index.

3 I did check the Social Security Death Index and did not find the other party's name.

4
5 **N. Other**

6 The following are other efforts that I made to locate the other party:

7 _____
8 _____
9 _____
10 _____

11
12 **6.** I request that this Court issue an Order allowing service by the alternative methods above.

13
14 This document does not contain the personal information of any person as defined by NRS
15 603A.040.

16
17 I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true
18 and correct.

19
20 Date: _____

Your Signature: _____

21
22 Print Your Name: _____