

**EIGHTH JUDICIAL DISTRICT COURT
CLERK OF THE COURT
CIVIL/CRIMINAL DIVISION**

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

Steven D. Grierson
Clerk of the Court

Brandi J. Wendel
Court Division Administrator

Instructions for preparing & filing:

FOREIGN JUDGMENT

(NRS 17.330 – 17.400)

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 the judgment creditor's 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 behalf of the judgment creditor 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 the judgment debtor's attorney of record, if any, each at his or her 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](#) or [20.037](#), if applicable.

(Added to NRS by [1979, 1497](#); A [2001, 1006](#); [2015, 1520](#))

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 or her 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](#))



EIGHTH JUDICIAL DISTRICT COURT CLERK OF THE COURT

Instructions for filing a Request for Foreign Judgment

1. Prepare the Application for Foreign Judgment pursuant to NRS 17.350 with an exemplified copy of the Foreign Judgment attached as an exhibit thereto. Also prepare an Affidavit of Judgment Creditor pursuant to NRS 17.360(1).
 - For a sample of Application, see Attachment 1
 - For a sample Affidavit of Judgment Debtor, see Attachment 2
2. Register for Electronic filing with Tyler Technologies
www.EfileNV.com
 - Note: the Eighth Judicial District Court mandates electronic filing in all Civil cases.
 - Please see Attachment 3 for instructions
3. Complete the Civil Coversheet, selecting 'Foreign Judgment - Civil' for case category. Below is a link to the current Civil Coversheet
 - http://www.clarkcountycourts.us/res/clerk/civil-criminal-library/Legal_Forms2/PDF%20Pro%20Pers/New%20Civil%20Cover%20Sheet.pdf
4. Scan your documents separately for upload – save as a PDF.
 - The images should be scanned in 8 ½ x 11 size; B&W, 200 dpi, with the OCR feature turned off
5. Electronically initiate a new case –
 - See Attachment 3 for more detailed instructions.
 - There is currently a \$270.00 filing fee that will be charged to your credit card
6. After you have submitted the new case for electronic filing and have received confirmation of the filing and a case number, prepare a "Notice of Filing Application of Foreign Judgment and Affidavit of Judgment Creditor" (with file-stamped copies of the Application and Affidavit attached). This document must be mailed certified, return receipt requested, to the Judgment Debtor and the Judgment Debtor's attorney of record, if applicable [NRS 17.360(2)].
7. Prepare and "Affidavit of Service" showing the date upon which the Notice of Filing was mailed.

Attachment 1

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

DISTRICT COURT
CLARK COUNTY, NEVADA

8 NAME,

Plaintiff(s),

CASE NO. _____

-vs-

DEPT. NO. _____

12 NAME,

Defendant(s).

16 **APPLICATION OF FOREIGN JUDGMENT**

17 COMES NOW Plaintiff, _____, by and through counsel,

18 _____, Esquire of the law firm _____, and hereby

19 files his/her Foreign Judgment pursuant to NRS 17, specifically NRS 17.350, and
20 registers an exemplified copy of the Judgment, attached hereto as Exhibit "1" as follows:
21

22 (Title of document) _____ from the

23 (name of court) _____ Court of (County and State of Court)

24 _____, signed by the Honorable (Judge's name)

25 _____ and filed on _____.

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

3 DATED this _____ day of _____, _____.

4
5
6 _____
7 SIGNATURE
8 NAME
9 BAR NUMBER
10 ADDRESS
11 CITY, STATE, ZIP CODE
12 ATTORNEY FOR:
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

SAMPLE

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

EXHIBIT 1

Attachment 2

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

CASE NO. _____
DEPT. NO. _____

AFFIDAVIT OF JUDGMENT CREDITOR

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

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

22 _____
23 _____
24 _____

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

26 _____
27 _____
28 _____

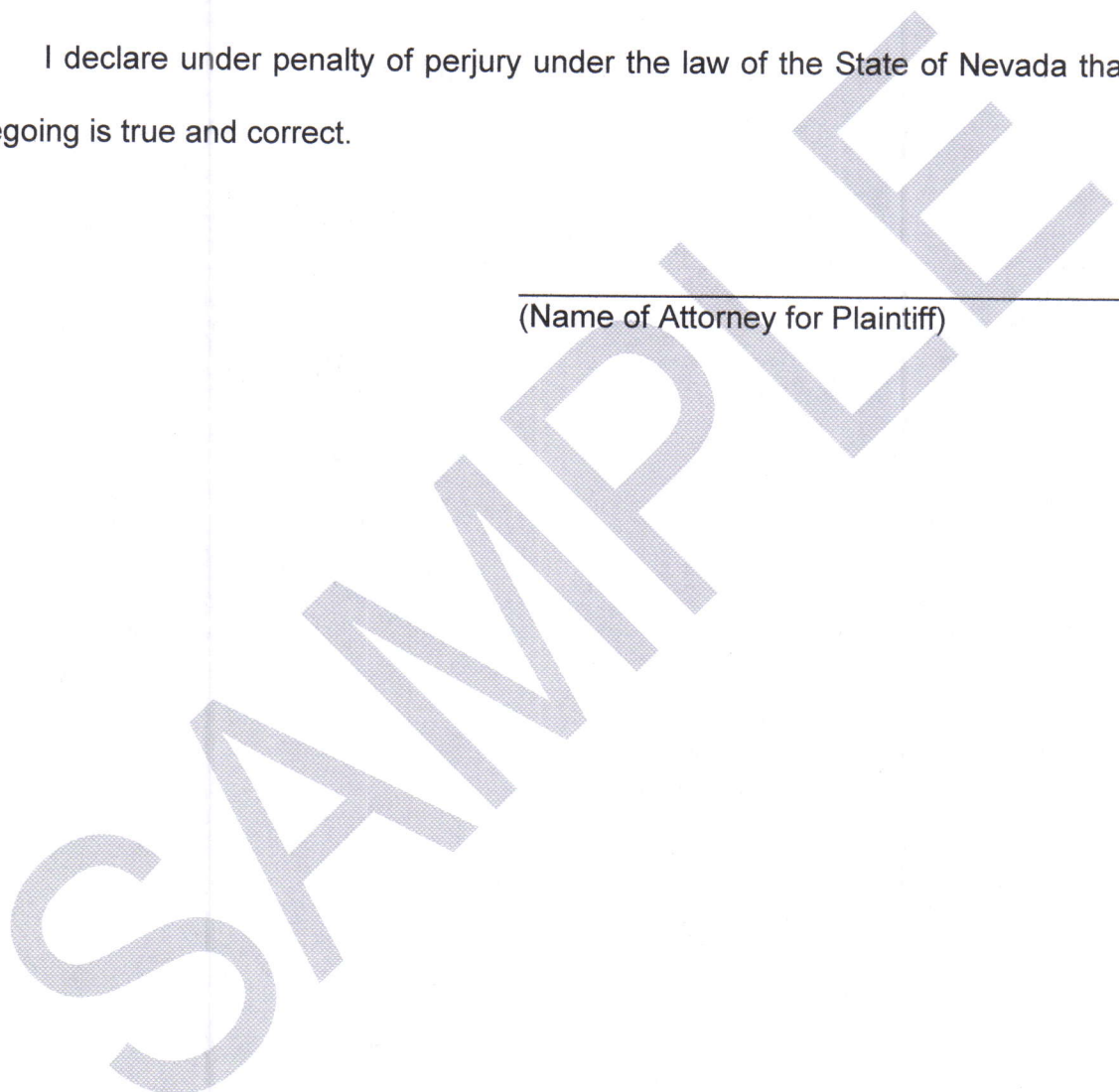
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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)



Attachment 3

8TH Judicial District Court – Clark County, Nevada Odyssey File and Serve Registration Instructions

How Do I Register To File?

- Video Walkthrough available at <http://www.clarkcountycourts.us/fns/#Register>
- Please follow the steps below to register for a new account
- Navigate to <https://nevada.tylerhost.net/OfsWeb/> in your web browser.

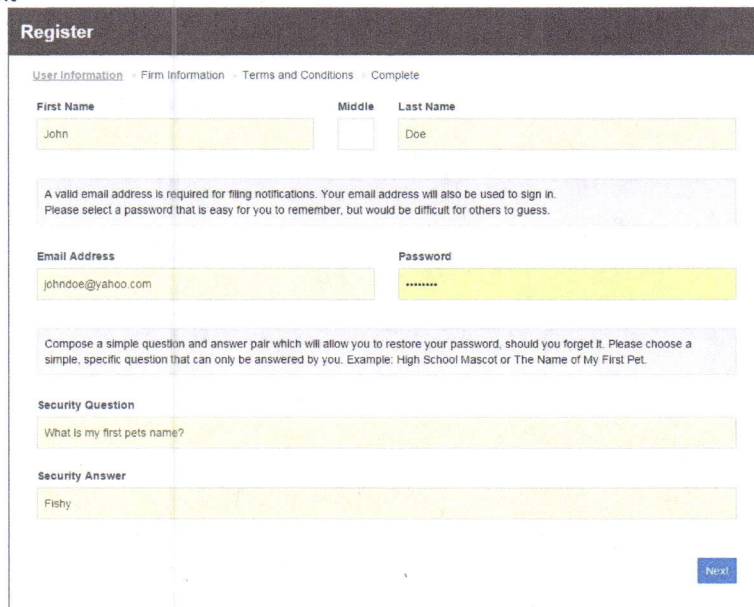
Click the Green Register Icon

Video Walkthrough available at <http://www.clarkcountycourts.us/fns/#Register>

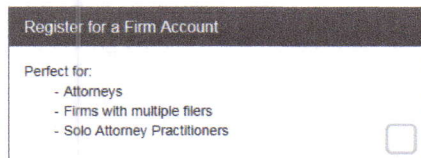


You will be directed to the **User Information page**.

- Complete all fields with red borders.
- Password parameters: Your password must be at least 8 characters and include an upper case letter, a lowercase letter, and a number or special character.
- Click Next

A screenshot of the "Register" form. The form is titled "Register" and has a progress bar at the top with "User Information" selected. The form contains several fields: "First Name" (John), "Middle" (empty), "Last Name" (Doe), "Email Address" (johndoe@yahoo.com), "Password" (masked with asterisks), "Security Question" (What is my first pets name?), and "Security Answer" (Fishy). A "Next" button is located at the bottom right of the form.

You will be directed to the Registration Options. Select the Firm Account option. This is the appropriate option for both attorneys and Justice Partners.

A screenshot of the "Register for a Firm Account" form. The form is titled "Register for a Firm Account" and contains a section "Perfect for:" with three bullet points: "Attorneys", "Firms with multiple filers", and "Solo Attorney Practitioners". There is an unchecked checkbox to the right of the list.

Please Note: The account approval box should remain unchecked. The User Approval feature is not available at this time.

Require administrator approval of new user registration



Complete the Contact information and click **Next**.

You will be redirected to a success page. Please go to your email to activate your e-filing account.

Initial Filing

Video Walkthrough available at <http://www.clarkcountycourts.us/file-and-serve/#Initial-Filing>

For each new Civil case, our Court requires:

1. a completed Civil Coversheet – with 1 Case Category selected (only 1)
2. a Complaint/Petition/Request/Application, and
3. an Initial Appearance Fee Disclosure form

You can include other documents in your envelope, including Summons and Subpoena's for Issuance, if appropriate. Prepare your documents and save them electronically.

If you scan them, please insure that OCR is turned off, and the scanner is set to Black & White, and 200 dpi

With File & Serve, firms are able to submit multiple filings for the same case in a single envelope (as long as total file size is under 40 MB), saving E-File fees. Perform the following steps to file a new case:

On the Home Page, click on the blue **Start a New Case** button.

Complete the details for the new case by using the drop down lists in the case information section. Fields with a red border are required.

For Foreign Judgment in a Civil action:

- Location - select Clark District Civil CriminalClick
- Category – select Civil
- Case Type – select the category marked on your Coversheet

Save Changes.

Start a New Case

Case Information [Need Help?](#)

Location
Click to select Location

Category
Click to select Category

Case Type
Click to select Case Type

Undo Save Changes

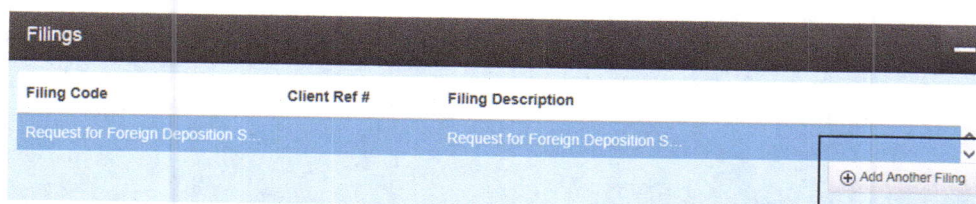
Input the Party Information.

- The system will normally pre-populate the required party types based on the selected case type.
- Check the Business/Agency box if applicable.
- Enter your party's first and last name and any other information you would like to include.
- If you are an attorney or filing on behalf of attorney, select your lead attorney from the drop down box.
- You may add multiple attorneys. To do so, select Add Attorneys.
- Click on Save Changes.
- Enter the information for the other party following the previous steps.

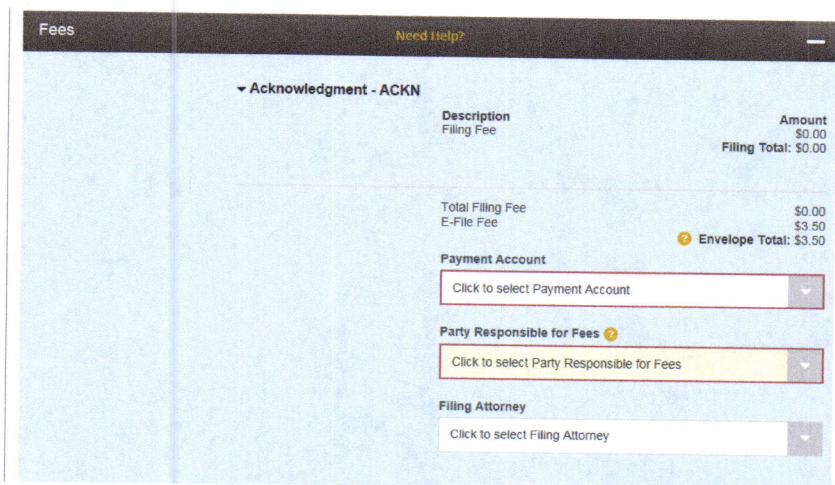
Enter the Filing Information

- Enter the proper **Filing Code**
 - **AFJ – Application of Foreign Judgment**
 - **AFJC – Affidavit of Judgment Creditor**
- **Filing Description** (the title of your pleading)
- Upload your Lead Document (**Required**):
- Click on **Save Changes**.
- Optional Services will appear after you save changes to your Lead Document. If you need to add any Additional Filing Fees, such as the statutory fee or the additional \$30 party fees, click on **Add Optional Services and Fees**. Then, click in the dropdown box where it says **Click to select Optional Service and Fee** and add the proper item:
 - 01 - \$270 for a new Civil action
 - 01G - \$30 additional Plaintiff fee
- You may repeat this process multiple times by clicking on the **Add Optional Services and Fees** button again.
- Click **Save Changes**

Click on **Add Another Filing**, and repeat the process for the Coversheet and any other pleadings. **PLEASE DO NOT** use this feature for Exhibits to your pleadings. Exhibits must be scanned as part of the related pleading.



Complete the Fee Section



- Confirm that the fees have been applied
- Choose the proper Payment Account
- Select a Party Responsible for Fees
- Select The Filing Attorney
- Click Save Changes

Once you have filled in all of the above information, click **Summary**. Review your filing on the next page. If you are satisfied and wish to file, click **Submit**. If you wish to edit your envelope, click **Back**.