

FIFTH JUDICIAL DISTRICT COURT  
**ANSWER TO COMPLAINT FOR CUSTODY  
INSTRUCTIONS**

**\*\*\*YOU MUST FILE AN ANSWER WITHIN TWENTY (20) DAYS OF SERVICE OF THE COMPLAINT AND SUMMONS TO AVOID BEING SUSCEPTIBLE TO DEFAULT\*\*\***

**Step 1: Are you ready to file an Answer?**

- A. Were you served with a complaint to establish custody, visitation, and child support?
  - If “NO”, then an Answer to a Complaint may not be appropriate for you.
- B. Do you agree that the matter should be heard by a judge in either Nye, or Esmeralda County? (wherever the Complaint was filed)
  - If “NO”, then an Answer to a Complaint may not be appropriate for you.
- C. Has a Default been filed against you in the custody proceedings?
  - If “YES,” we suggest you retain an attorney because the law and issues proceeding forward from this position in litigation are complicated and are not easily addressed by the Fifth Judicial District Self Help forms.

**Step 2: Do I have all of the forms I need?**

Answer  
Financial Disclosure Form  
Certificate of Mailing  
Child Support Worksheets  
Joint Preliminary Injunction (optional)  
Request for Hearing  
Order Setting Hearing

**Step 3: Prepare your Forms.** All Fifth Judicial District Self Help forms are in a fill-in-the-blank format. Do not leave any lines blank on the forms. If something does not apply to you write “N/A”.

**A. Fill out the following forms.**

Answer  
Financial Disclosure Form  
Joint Preliminary Injunction (optional)

Order Setting Hearing (**Note:** Only print and sign your name under the “Submitted by” designation. The Court will assign a date for the hearing and fill in the rest of the form.)

### C. Mail or hand-deliver:

- **ORIGINAL** Answer
- **ORIGINAL** Financial Disclosure Form
- **ORIGINAL** Joint Preliminary Injunction (optional)
- **ORIGINAL** Request for Hearing
- **ORIGINAL** Order Setting Hearing
- **ORIGINAL** Child Support Worksheets
- Two (2) copies of all the documents and a self addressed stamped 9 x 12 inch envelope.
- The required fee in either cash, in-state check, or certified funds to the appropriate Clerk at:

**Pahrump Office: Nye County District Court Clerk  
1520 E. Basin Ave.  
Pahrump, NV 89060**

**Tonopah Office: Nye County District Court Clerk  
101 Radar Rd.  
P.O. Box 1031  
Tonopah, NV 89049**

## **ESMERALDA COUNTY**

**Esmeralda County Clerk Office  
P.O. Box 547  
Goldfield, NV 89013**

### **Step 4: Have the Plaintiff Served**

- A. Any document outside of the Complaint and Summons that is “served” must be mailed or delivered to the opposing party. A Complaint and Summons has more stringent rules.
- B. There are several ways of serving the other party. This packet contains a “Certificate of Mailing.” If the other party does not have an attorney, the documents should be mailed to the other party’s last known address (the address you put in the Certificate of Mailing).
- C. If the other party has an attorney, you can mail the documents to the attorney at the attorney’s business address.
- D. The clerk will return file stamped copies of the Answer, Financial Disclosure Form, Joint Preliminary Injunction (if applicable), Request for Hearing, and the Order for Hearing to you after filing. Mail one file stamped copy of each document to the other party or the other party’s attorney.
- E. Fill out the Certificate of Mailing and send or hand-deliver the Certificate of Mailing to the Clerk to the address listed above for filing.

**(Note:** The Order for Hearing may arrive later than the rest of your documents as it requires approval and a signature from a District Court Judge. You may serve it separately than the other documents but you will have to fill out an additional Certificate of Mailing)

**Step 5: Now what do I do?**

The Plaintiff shall file a reply to your Counterclaim. After this, the Plaintiff may file a Request for Hearing. If you find that no request for hearing has been filed, you can fill out and file the Request for Hearing and the Order Setting Hearing. Please note, on the Order Setting Hearing, only fill in the portion next to "Submitted By:". Make sure to serve the Request and signed Order on the opposing party.

When the signed Order Setting Hearing is returned from the clerk, a time for a hearing will be appointed. Attend the hearing at the specified date and time. You may bring supporting documents to this hearing, but they are more suited for the evidentiary hearing phase of the proceedings. If you and the opposing party come to an agreement concerning the divorce, still attend the hearing and explain the situation to the District Court Judge.

**Note:** If you make a mistake on the forms, you will receive instructions from the judge's law clerk on how to fix them (you may have to re-file amended forms).