



**CLARK COUNTY COURTS  
CLERK OF THE COURT  
FAMILY DIVISION**  
601 North Pecos Road  
Las Vegas, Nevada 89101-2408  
(702) 455-2591



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**List of common reasons Clerk's office rejects filings:**

- Attorney's signature missing on document - **(NRCP 11)**
- Missing case number on document
- Submitted for electronic filing under the wrong case number
- Birthdates/phone numbers are missing from Cover sheets to initiate new case (needed as identifiers to search for parties for 1J1F requirements) – **(NRS 3.275, NRS 3.025(3) and EDCR 5.42)**
- ~~Cover sheet not signed – (NRS 3.275)~~
- Verification or acknowledgement left off of Complaints/Petitions – **(NRS 15.010)**
- Motion submitted with unsigned affidavit or unsigned Declaration – **(NRS 53.045)**
- ~~Motion submitted with un-notarized affidavit or Declaration – (NRS 53.045)~~
- ~~Motion submitted with unsigned affidavit/declaration and notation that signed affidavit/declaration will be filed at a later date~~
- MOFI sheet not submitted or attached with Motion or Opposition – (needed to determine if \$25.00 fee to be collected pursuant to NRS 19.0312(b))
- MOFI sheet says fee applies but no funds received – (same as above)
- ~~Pages missing~~
- ~~Exhibits missing~~
- Two (or more) documents submitted together as one document
- ~~Notary block is there but unsigned~~

- ~~Notice of Entry of Order refers to the Order that is attached but it is missing~~  
(allow as long as NOE references the specific order)
- ~~Pages or Exhibits are upside down or illegible~~
- Certificate of Mailing or Affidavit of Service does not have the date of service filled in and/or is not signed