



1675 E. Prater Way, Ste. 107  
Sparks, Nevada 89434-8964  
(775) 353.7600

## JUSTICE COURT CIVIL APPEALS

Any party dissatisfied with a Justice Court’s decision has the right to appeal it. For a decision for formal eviction taken through Justice Court, such as an Unlawful Detainer, or a decision from a Summary Eviction, the appeal must be filed within **10 judicial** days after the decision date. Judicial days exclude weekends and court holidays. (NRS 40.380, NRS 40.385). For Small Claims actions, an appeal must be filed within **5 judicial** days after the decision date. (JCRCP 98). For “Justice Court” Civil actions, an appeal must be filed within **20 calendar** days after service of the Notice of Entry of Judgment. (JCRCP 72B).

### FORMS

Information and forms for Small Claims Appeals and Summary Eviction Appeals can be obtained by visiting Sparks Justice Court or can be found on the Sparks Justice Court website under Forms.

### NOTICE OF APPEAL

The appealing party must file a formal ‘Notice of Appeal’ with the Justice Court. Civil clerks cannot give any assistance in the preparation of pleadings. It is the obligation of the appellant to mail copies of all pleadings to any other parties. Failure to do so could result in a dismissal of your appeal.

### FEES / BONDS

At the time the appeal is filed with the Justice Court, the appellant is also responsible to pay fees and costs as outlined below. Fees and costs are payable to Sparks Justice Court, unless otherwise noted below.

For filing a Notice of Appeal and Preparation & Transmittal of Transcript on appeal .....	\$ 50.00
For the Request for Audio Copy of Proceedings & CD for Transcriptionist .....	\$ 35.00
For the District Court filing fee on appeal (payable to Second Judicial District Court) .....	\$ 211.00
For the Appeal Cost Bond .....	\$ 250.00

The \$250 Appeal Cost Bond must be posted at the time the appeal is filed. The Appeal Cost Bond, as well as any supersedeas bond ordered by a judge, **must be tendered in cash, cashier’s check, or a trust account check or business check of appellant’s attorney.**

For a Summary Eviction appeal in Sparks Justice Court, the filing of the Notice of Appeal and Motion to Stay with the posting of the \$250 Appeal Cost Bond shall stay the proceedings. However, it should be noted that during the appeal, a tenant who retains possession of the premises shall pay rent to the landlord as it becomes due during the appeal. (NRS 40.385(3)).

If the case being appealed is for a formal eviction and it is being appealed by the tenant, the supersedeas bond will be set by the deciding judge. (JCRCP 73, 73A(a)).

Small Claims or “Justice Court” Civil proceedings will not be stayed even after an appeal has been filed and the \$250 Appeal Cost Bond has been posted, unless a supersedeas bond has also been posted. Usually, this bond will be for the amount of the judgment.



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### **TRANSCRIPTS**

Pursuant to JCRCP 74, a transcription of the proceedings is required to perfect the appeal process. Transcripts must be received within 30 days of the date the appeal was filed. Therefore, within 10 days of filing your appeal, you must contact a transcriptionist to have an original and 2 copies of the recording transcribed. The cost for the recording is \$35.00, due at the time the Request is filed. For your convenience, a few Transcriptionist contacts can be found below.

### **TRANSMITTAL**

The Justice Court must transmit the case to the District Court within 30 days of the filing date of the appeal. The Justice Court will mail all parties a copy of the transmittal letter as notification that the matter has been forwarded to the Second Judicial District Court.

### **TRANSCRIPTIONISTS**

**Captions Unlimited**  
1533 Diamond Country Drive  
Reno, Nevada 89521  
775.746.3534

**Sunshine Litigation Services**  
151 Country Estates Circle  
Reno, Nevada 89511  
775.323.3411

**Bonanza Reporting & Videoconference Center**  
1111 Forest Street  
Reno, Nevada 89509  
775.786.7655