

## SERVICE OF PROCESS – SUGGESTED GUIDELINES

### NEVADA DIVISION OF INSURANCE

The following guidelines are intended to simplify delivering service of process documents to the Nevada Division of Insurance ("Division") and to avoid any potential rejections of serves. Prior to delivering service of process documents to the Division, it is suggested that the steps below are followed:

1. **OBTAIN PREAPPROVAL** - Send an email to [legal@doi.nv.gov](mailto:legal@doi.nv.gov) with attached copies of the documents to be served. Include contact information and a brief explanation of the service that is being requested. The Division will provide email confirmation that service is either acceptable or deficient.
2. **ATTACH PREAPPROVAL** - Attach the Division's preapproval email to the front of the documents to be served and include a check for the related fee(s) as required by Nevada law for each serve. Make checks payable to the Nevada Division of Insurance.
3. **DELIVER DOCUMENTS** - Personally deliver documents for service of process to the Division's Carson City office Monday–Friday, 8:00 a.m.–5:00 p.m., located at:

1818 E. College Parkway, Suite 103  
Carson City, Nevada 89706

**\*\*\* NOTE: Service of process CANNOT be accepted by mail  
or at the Division's Las Vegas office. \*\*\***

Questions regarding service of process may be sent by email to [legal@doi.nv.gov](mailto:legal@doi.nv.gov) or by calling (775) 687-0700. The Division will respond as soon as it is possible.

Thank you.