

Pandemic Unemployment Assistance and No Hearing or No Response

Instructions for Clark County

Under Nevada law, you can file a writ of mandamus if a state agency does not comply with state or federal law and you do not have any legal recourse. This will allow the court to force the state agency to comply with the law if the court agrees with you. These instructions cover an application for Pandemic Unemployment Assistance (PUA) when you have not received any hearing on your denial of PUA or have not received any response on your PUA application.

Under federal and state law, the Nevada Employment Security Division (ESD), which is a division of the Nevada Department of Employment, Training, and Rehabilitation (DET), must process applications for federal and state benefits, like PUA, "when due and as soon as administratively feasible." This means your PUA application should be processed in 14 days. The U.S. Supreme Court has said that 7 weeks denies the constitutional right to procedural due process of law. ESD has taken much longer and you can file the writ to challenge ESD's inactivity because it is illegal and unconstitutional.

Reality Check: by reading this information and filing the writ of mandamus, you will know more than most Nevada judges. Therefore, be advised that filing the writ is half the battle. You will have to follow up with the judge assigned to your case to get a hearing and a decision.

Documents you need: (1) civil cover sheet, (2) fee waiver or fee disclosure form (and fee), (3) petition for writ of mandamus. You will also have to mail a copy of the writ to DETR/ESD and the Nevada Attorney General's Office. The addresses are contained in the writ. If you do not use the fillable PDF form, fill it out with a pen and try to be as neat as possible. We reference the page and line number corresponding to the blanks in the form. The petition form explains the writ process so please read it carefully.

Filling out the Writ Petition Form

Page 1 of Petition:

Your name, address, phone number, and email address go in the upper left corner. Your name goes on line 11. On line 19, put your name again.

Page 2 of Petition:

The day, month, and year (or DMY) of your application for PUA goes on line 5. Put when you were denied (DMY) on line 5 (if applicable).

On line 8, enter the number of months since you applied.

Page 4 of Petition:

When you applied (DMY) for PUA goes on line 2.

On line 3, put when you were denied (DMY) (if applicable).

On line 4, put when you appealed and requested a hearing (DMY)(if applicable).

Page 4 of Petition continued:

Put how long it has been since you applied for PUA in months on line 9.

On line 10, enter how long it has been seen you have been without benefits (in months beginning when you lost your gig work or had to stay home because of Pandemic).

Page 7 of Petition:

On line 8, enter the DMY of when you applied and how many months that has been.

On line 9, put when you appealed (DMY) and how long ago that has been (if applicable).

On line 13, again put how many months it has been since you applied for PUA.

Page 9 of Petition:

Put when you applied (DMY) for PUA on line 18.

Page 10 of Petition:

Enter how long it has been in months since you applied for PUA on line 11.

Page 11 of Petition:

Enter the date of filing the Petition (DMY) on line 3.

Put your name on line 5, with your address underneath.

Line 10 should contain the DMY of filing your Petition. You should mail a copy of the Petition to the addresses listed the same day you file the Petition. It does not need to be filed stamped by the court before you mail it. But you do need to mail it the same day you file the Petition.

Sign on line 21 to certify you mailed the Petition.

Congratulations! You have completed the Petition for a Writ of Mandamus.

Now, you must mail a copy of the Petition to the Employment Security Division and the Attorney General's Office. Again, this should be done before you file.

Filing

The Clark County filing fee is \$270. You can sign up for electronic filing here, but there will be a fee for electronic filing.

<http://www.clarkcountycourts.us/departments/clerk/electronic-filing/file-and-serve/#Register>

If you want to avoid the fees, you can submit a fee waiver form. The Application to Waive Filing Fee is located at: <https://www.civillawselfhelpcenter.org/forms/district-court-forms>.

If you will not be filing electronically, you can mail your documents to the court and should include one additional copy and an envelope addressed to you with postage prepaid if you want a file stamped copy of your documents returned to you. To file by mail, include your

- (1) Civil Cover Sheet,
- (2) a check or money order to pay the filing fee along with the Fee Remittance Form, OR
- (3) your application for a waiver of the fee,

and mail to:

Regional Justice Center
Civil Division
Attn: Clerk's Office
200 Lewis Avenue
Las Vegas, Nevada 89155

The filing fee remittance form is located at: http://www.clarkcountycourts.us/res/clerk/civil-criminal-library/Legal_Forms2/PDF/Filing%20Fee%20Remittance%20-%20Civil%20Form.pdf.

The Civil Cover Sheet and Application to Waive Filing Fee are located at: <https://www.civillawselfhelpcenter.org/forms/district-court-forms>

What happens next?

To confirm that your case has been filed, search for it here:
Clark County: <https://www.clarkcountycourts.us/portal>

Find the department the case has been assigned to and call the clerk or assistant and see if the judge will set a hearing. As the writ sets out, the judge can do one of three things:

- 1) Grant the writ and order the hearing, benefits, or both;
- 2) Deny the writ and you lose. You may appeal, but should contact Nevada Legal Services for help;
- 3) Grant a hearing and/or set a briefing schedule.

Option 3 is the most likely. Since your argument is contained in the writ, you should submit your writ again if the judge wants a brief. You should also attend your hearing. The Attorney General will have a chance to oppose the writ and the judge will decide.

If you do not hear anything from the court in a few weeks after filing, you may need to file a Request to Submit the matter to the judge. We have also provided a form Writ of Mandamus that you can attach to your Request to Submit to the court.

We cannot emphasize enough that filing a writ is difficult and the chances of success may not be great. Yet, when you have no response from ESD and are struggling to make ends meet, this writ may be your only option.

For any follow up questions regarding these instructions or the Petition form, please feel free to send an email to puawritnow@gmail.com. Please be advised that NO legal advice will be given but we can answer technical questions and provide legal information regarding this form. If you believe you need

legal representation, feel free to submit an online intake to see if you qualify for services from Nevada Legal Services at nevadalegalservices.org and click the link to our online intake system. Or you may contact the Nevada State Bar's Lawyer Referral Service at 702-382-0504.