

JUSTICE COURT, LAS VEGAS TOWNSHIP
CLARK COUNTY, NEVADA
lasvegasjusticecourt.us

Copy / Research Request Form

CRIMINAL Requests: Lvjccorrespondence@ClarkCountyNV.gov
CIVIL Requests: RecordsC@ClarkCountyNV.gov

Name of Requester: _____ Phone Number: _____
Requested Response from Court: _____

- Certified Copy (\$3.00 per transaction) Exemplified Judgment (\$9.00 per transaction)
 Plain Copy (\$0.50 per page) Abstract of Judgment (\$3.00 per transaction)
 Closed-Case Report (\$0.50 per page) Other: _____
 Letter of "No Record" (\$3.00 per certification; *uncertified* copy of letter of "no record" provided at no cost)

Return Method:

Mail Copies to the Following Address: _____
Return Envelope Provided? Yes No

E-Mail Copies Pick-up for Copies Other: _____

Copy Request (Fee: \$0.50 per page)

Case Number(s): _____

Check the Type of Document:

- Criminal Complaint Civil Complaint Civil Answer Court Minutes
 Criminal Disposition Civil Judgment OTHER: _____

Research Request (Fee: \$1.00 per name per year)

Name to Search: _____ Years to Search: _____ years (maximum of 10 years)

Date of Birth (if research request is for Criminal case) _____ Unknown

All requesters are hereby advised that if the original estimated cost is less than the actual cost due, the requester will be responsible for promptly paying the full amount due before the request will be fulfilled. (Draw Down Accounts provided for payment require a Draw Down Authorization Form.)

To Be Completed by Clerk's Office

Received By: _____
Tender Type: _____
Tender Amount: _____

Fulfilled By: _____
TOTAL COST OF REQUEST: \$ _____
Receipt Number Issued: _____

RETURNED REQUESTED ITEM(S) AS FOLLOWS:

Mailed in Return Envelope Provided Mailed in Envelope Placed in Pickup Bin (Folder _____)

Original—File Copy—Applicant