

First Judicial District Court Public Record/Copy Request

DUE TO LIMITED STAFFING AND A HIGH DEMAND FOR LEGAL DOCUMENT PROCESSING, ALL REQUESTS FOR COPIES AND/OR CERTIFIED COPIES MAY TAKE UP TO 5 BUSINESS DAYS TO PROCESS (NRS 239.0107).

Photocopies: .50¢ per page. **Certified:** If copy provided \$5.00 per document. If no copy provided, copy cost plus \$3.00 per document. **Exemplified:** If copy provided \$6.00 per document. If no copy provided, copy cost plus \$6.00 per document. **Entire file on CD:** \$10.00. **Record search:** .50¢ per year, per name. Must be paid at the time request is made.

Section A - Requester Information

Your Name: _____ Phone: _____
Mailing Address: _____
City State Zip
Email: _____

Section B - Record(s) Requested

Case Number: _____ Case Name: _____

Describe the record(s) you are requesting. Please be as specific as possible and include enough detail to assist staff in locating the record(s). Include relevant dates or date range.

Plain copy # _____ Certified # _____ Exemplified # _____ Entire file onto CD

Section C - Receiving Records

Please specify the preferred method of receiving the requested records(s).

By postal mail at the mailing address above. Pick up. By email at the email address above.

By signing below, I certify that the information above is true and correct to the best of my knowledge. I understand that copy and other associated fees may apply and that records will not be released until payment is received.

X _____ Date: _____
Requester Signature - Required

STAFF USE ONLY

Processed by: _____ Date: _____
Client Notified: Voicemail left: Date: _____ Fee due: YES Amount: _____ NO
Method of Delivery: Email: _____ date Pick-up box: _____ date Mail: _____ date