



Las Vegas Municipal Court  
RECORDS MANAGEMENT  
@ The Regional Justice Center  
200 Lewis Ave., P.O. Box 3950  
Las Vegas, NV 89127  
Phone: (702) 229-2235 / Fax: (702) 646-5057

## Records Research & Copy Request Form

You can obtain a free copy of your disposition/judgment online at: [www.lasvegasnevada.gov/municipalcourt](http://www.lasvegasnevada.gov/municipalcourt)

If you require a certified copy or would prefer additional assistance or information, complete and deliver this form to the Las Vegas Municipal Court through one of the following methods:

### Mail to:

Las Vegas Municipal Court  
ATTN: RECORDS MANAGEMENT  
P.O. Box 3950  
Las Vegas, NV 89127

### Fax to:

(702) 646-5057

### Drop-off in person at:

Las Vegas Municipal Court  
Customer Service Counter – 1st Floor  
@ The Regional Justice Center  
200 Lewis Ave.  
Las Vegas, NV 89101

**Upon receipt, five (5) working days is required to process all research requests.** When requests are complete, they must be picked up within thirty (30) days. If they are not picked up in the allotted time, they will be destroyed and a new request must be submitted with the required payment *before* the research request can be fulfilled.

Research results may be picked up in person at the Las Vegas Municipal Court Customer Service Counter (1st Floor @ the Regional Justice Center), or you may request mail delivery (see delivery options below).

## Fees & Methods of Payment

**Please do NOT send in payment prior to being notified of the total cost. Blank checks are not accepted.**

The total cost will be determined upon completion of the research.

If you have requested that the research be mailed to you, we will contact you with the total cost, at which point a check or money order may be mailed in to the court.

If picking up the research in person, the total cost will be given at time of retrieval; most forms of payment are accepted at the Customer Service Counter.

The potential fees associated with a research request include:

- \$1.00 each case researched
- \$1.00 each year researched
- \$0.50 each printed page
- \$3.00 each certified document
- \$1.00-\$3.00 mailing fee

## Available Records & Document Retention

A Records Research Request can provide the Disposition/Judgment/Court Minutes and/or Criminal Complaint (upon request only) for Misdemeanor Criminal and Traffic cases occurring within the jurisdiction of the Las Vegas Municipal Court.

Documents are retained for a *minimum* of:

- 7 years                      DUI convictions
- 7 years                      Domestic Violence convictions
- 6 years                      Criminal convictions
- 2 years                      Traffic citations

If no record exists within the Las Vegas Municipal Court’s system, or if the requested documents are no longer available, the court will provide a letter stating as such.

**1) Information of Person to be researched (please type or print):**

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Potential Aliases: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last 4 Digits of Social Security Number: \_\_\_\_\_

**2) Information being requested (please check one):**

- Full record check (includes ALL Criminal & Traffic records that currently exist in the LVMC system)
- Criminal record check (includes only Criminal records; Traffic records will not be provided)
- Partial record check – If you would only like records for specific charges, please fill out the following:

Violation / Arrest Date	Case / Citation Number	Charge

**3) Certified copies requested (please check one):**

- Yes - I would like all documents certified. (\$3.00 per document certified)
- No - I don't need the documents certified.

**4) Additional information and/or requests (please type or print):**

**5) Name & contact information of Person or Agency requesting information (please type or print):**

Name: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**6) Purpose of Records Research (please check one):**

- Employment
- Immigration
- Record Sealing
- Other: \_\_\_\_\_

**7) How do you wish to receive the completed research? (please check one)**

- I will pick the results up from the court.
- I would like the results faxed back to me. (Certified copies cannot be faxed.)
- I would like the results mailed to me. (Please note that a \$1.00 to \$3.00 fee will apply.)

**8) I acknowledge that I am responsible for promptly paying all required fees. My failure to pay the required fees of any copies and/or research will result in the suspension of any pending requests and the denial of any future requests.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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BELOW THIS LINE TO BE COMPLETED BY THE LAS VEGAS MUNICIPAL COURT

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Returned by:  Mail  Fax  Placed in Pick-up Bin