

Las Vegas Municipal Court Record Sealing Forms

The following is a semi-automated form intended for Attorneys working on behalf of the Petitioner.

Once you have filled in the requested information on pages 1, 2, 3, and 4, that information will be applied to the Petition to Seal Records, the Declaration & Verification, the Order to Seal Records, and the Stipulation to Seal Records as found on pages 5-14 of this document.

After verifying that the information was applied correctly throughout all four documents, you can print the forms, then date and manually sign where applicable. The red and yellow notes found throughout this form will not show when printed.

Please note: Failure to sign the Petition to Seal Records, the Declaration & Verification, the Order to Seal Records, and the Stipulation to Seal Records is cause for immediate denial and your record sealing documents will be returned to you.

*No section of this document should be construed as providing legal advice.
Record Sealing is a highly sensitive area. It is the responsibility of the Petitioner and/or Attorney to provide correct information; this form cannot verify that the information you enter is true or correct.*

Please fill in the following information:

Attorney's Name: _____
Attorney's Bar #: _____
Attorney's Street Address: _____
Attorney's City, State & Zip Code: _____
Attorney's Telephone Number: _____
Petitioner's Name: _____
Petitioner's First Known Alias/AKA: _____
Petitioner's Second Known Alias/AKA: _____
Petitioner's Third Known Alias/AKA: _____
Petitioner's Date of Birth: _____
Last four digits of Social Security Number: _____
LVMPD CS# (SCOPE ID): _____

Agencies to be contacted upon completion of Records Sealing

Once the Judge has signed your Order to Seal, and you have received your documents back from the Court, a copy of that signed Order must be sent to any agency involved in the arrests/violations as listed in your Order and Petition.

1) First Agency

Agency Name: _____

Street Address: _____

City, State & Zip Code: _____

2) Second Agency

Agency Name: _____

Street Address: _____

City, State & Zip Code: _____

3) Third Agency

Agency Name: _____

Street Address: _____

City, State & Zip Code: _____

4) Fourth Agency

Agency Name: _____

Street Address: _____

City, State & Zip Code: _____

5) Fifth Agency

Agency Name: _____

Street Address: _____

City, State & Zip Code: _____

Charges to be sealed by the Las Vegas Municipal Court

The following information can be found on the criminal history reports provided by the Las Vegas Metropolitan Police Department (SCOPE) and/or the Nevada Criminal History Repository (CHR). If these reports lack information on certain charges, please refer to the case dispositions as provided by the Las Vegas Municipal Court.

If you would like to seal more than six (6) charges, you may add additional pages listing the extra charges to both the Petition and Order.

This form can be used to add additional charges. After printing, simply clear the form, enter the additional charges as you did for the first 6, and then print only pages 6 and 10 of this document (second page of Petition and Order).

1) First Charge to be Sealed

Arrest / Violation Date: _____
Arresting Agency: _____
Charge: _____
Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

2) Second Charge to be Sealed

Arrest / Violation Date: _____
Arresting Agency: _____
Charge: _____
Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

3) Third Charge to be Sealed

Arrest / Violation Date: _____
Arresting Agency: _____
Charge: _____
Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

4) Fourth Charge to be Sealed

Arrest / Violation Date: _____
Arresting Agency: _____
Charge: _____
Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

5) Fifth Charge to be Sealed

Arrest / Violation Date: _____
Arresting Agency: _____
Charge: _____
Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

6) Sixth Charge to be Sealed

Arrest / Violation Date: _____
Arresting Agency: _____
Charge: _____
Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

BELOW THIS PAGE CONTAINS THE PETITION TO SEAL RECORDS, THE DECLARATION & VERIFICATION, THE ORDER TO SEAL RECORDS, AND THE STIPULATION TO SEAL RECORDS.

Please verify the information is correct, print, and sign each of the four following documents.

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PSR

Bar No.:

LAS VEGAS MUNICIPAL COURT
CLARK COUNTY, NEVADA

In the Matter of the Application of:

CASE NO:
DEPT NO:

DOB:

Social Security Number: XXX-XX-

LVMPD ID (SCOPE ID#):

For an Order to Seal Records

PETITION TO SEAL RECORDS

PSR

1 Arrest / Violation Date:
2 Arresting Agency:
3 Charge:
4 Case Number:
5 Final Disposition:
6 Final Disposition Date:

7 Arrest / Violation Date:
8 Arresting Agency:
9 Charge:
10 Case Number:
11 Final Disposition:
12 Final Disposition Date:

13 Arrest / Violation Date:
14 Arresting Agency:
15 Charge:
16 Case Number:
17 Final Disposition:
18 Final Disposition Date:

19 Arrest / Violation Date:
20 Arresting Agency:
21 Charge:
22 Case Number:
23 Final Disposition:
24 Final Disposition Date:

25 Arrest / Violation Date:
26 Arresting Agency:
27 Charge:
28 Case Number:
29 Final Disposition:
30 Final Disposition Date:

31 Arrest / Violation Date:
32 Arresting Agency:
33 Charge:
34 Case Number:
35 Final Disposition:
36 Final Disposition Date:

1 That the statutory time periods have been fulfilled and that, in the period prescribed for
2 any convictions, the Petitioner has not been arrested, except for minor moving or standing traffic
3 violations and that further action will not be brought concerning any arrests resulting in dismissal
4 or acquittal.

5 WEREFOR, Petitioner waives a hearing in this matter and prays for an Order sealing all
6 records listed above, which are presently in the custody of this Court, of another court in the
7 State of Nevada or of a public or private agency, company or official of the State of Nevada,
8 including but not limited to:

9 Agency:
10 Street Address:
11 City, State & Zip Code:

12 Agency:
13 Street Address:
14 City, State & Zip Code:

15 Agency:
16 Street Address:
17 City, State & Zip Code:

18 Agency:
19 Street Address:
20 City, State & Zip Code:

21 Agency:
22 Street Address:
23 City, State & Zip Code:

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25
26 DATED this ____ day of _____, 20____.

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29 Bar No.:

1 OSR

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3 Bar No.:

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LAS VEGAS MUNICIPAL COURT

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CLARK COUNTY, NEVADA

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11 In the Matter of the Application of:

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CASE NO:

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DEPT NO:

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15 DOB:

16 Social Security Number: XXX-XX-

17 LVMPD ID (SCOPE ID#):

18 For an Order to Seal Records

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ORDER TO SEAL RECORDS

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OSR

1 Arrest / Violation Date:
2 Arresting Agency:
3 Charge:
4 Case Number:
5 Final Disposition:
6 Final Disposition Date:

7 Arrest / Violation Date:
8 Arresting Agency:
9 Charge:
10 Case Number:
11 Final Disposition:
12 Final Disposition Date:

13 Arrest / Violation Date:
14 Arresting Agency:
15 Charge:
16 Case Number:
17 Final Disposition:
18 Final Disposition Date:

19 Arrest / Violation Date:
20 Arresting Agency:
21 Charge:
22 Case Number:
23 Final Disposition:
24 Final Disposition Date:

25 Arrest / Violation Date:
26 Arresting Agency:
27 Charge:
28 Case Number:
29 Final Disposition:
30 Final Disposition Date:

31 Arrest / Violation Date:
32 Arresting Agency:
33 Charge:
34 Case Number:
35 Final Disposition:
36 Final Disposition Date:

1 A copy of this Order shall be sent by Petitioner to each public or private agency, company
2 or official of the State of Nevada, including but not limited to:

3
4 Agency:
5 Street Address:
6 City, State & Zip Code:

7 Agency:
8 Street Address:
9 City, State & Zip Code:

10 Agency:
11 Street Address:
12 City, State & Zip Code:

13 Agency:
14 Street Address:
15 City, State & Zip Code:

16 Agency:
17 Street Address:
18 City, State & Zip Code:

19 As named in the Petition, and such organization or individual shall seal the records in its custody
20 which relate to the matters contained in this Order, shall advise the Court of its compliance and
21 shall then seal the Order.

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1 All proceedings recounted in the sealed records are deemed never to have occurred, and
2 the person to whom this order pertains may properly answer accordingly to any inquiry,
3 including without limitation an inquiry relating to an application for employment, concerning the
4 sealed arrest, conviction, dismissal or acquittal and the events and proceedings relating to the
5 arrest, conviction, dismissal or acquittal.

6
7 ORDERED on this ____ day of _____, 20____.

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10 _____
11 COURT JUDGE

12 Submitted by:

13 _____
14

15 Bar No.:

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19 The City Attorney has reviewed the applicable criminal history and agrees that the record
20 is statutorily eligible for sealing. The petition and order have not been reviewed for
21 completeness or accuracy. The decision to order the sealing of a record remains solely within the
22 discretion of the court. See NRS 179, et seq.

23
24 BRADFORD R. JERBIC
25 CITY ATTORNEY

26 By: _____
27 Assistant / Deputy City Attorney

28 Bar No.: _____

29 Dated: _____
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OSR

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STIP

Bar No.:

LAS VEGAS MUNICIPAL COURT
CLARK COUNTY, NEVADA

In the Matter of the Application of:

CASE NO:
DEPT NO:

DOB:

Social Security Number: XXX-XX-

LVMPD ID (SCOPE ID#):

For an Order to Seal Records

STIPULATION TO SEAL RECORDS

SSR

1 IT IS FURTHER STIPULATED AND AGREED that no hearing is necessary in this matter and
2 that it may be submitted to the Court for a decision

3
4 DATED this ____ day of _____, 20 ____.

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8 Bar No.:

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10 BRADFORD R. JERBIC
11 CITY ATTORNEY

12 By: _____
13 Assistant / Deputy City Attorney

14 Bar No.: _____

15 Dated: _____
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NEO

Bar No.:

LAS VEGAS MUNICIPAL COURT
CLARK COUNTY, NEVADA

In the Matter of the Application of:

CASE NO:
DEPT NO:

DOB:

Social Security Number: XXX-XX-

LVMPD ID# (SCOPE ID#):

For an Order to Seal Records

NOTICE OF ENTRY OF ORDER TO SEAL RECORDS

YOU WILL PLEASE TAKE NOTICE THAT ON THE _____ day of _____ 20_____,
the above-entitled Court entered an Order to Seal Records in the above-entitled action. A true
copy of the Order to Seal Records is attached hereto.

DATED this _____ day of _____ 20_____.

NEO

CERTIFICATE OF MAILING

I hereby certify that on the _____ day of _____, 20_____, I served a true copy of the foregoing Notice of Entry of Order to Seal Records by placing the same into a sealed envelope, affixing first class postage thereto, and depositing said envelope in the U.S.

Mail, addressed as follows:

Agency:
Street Address:
City, State & Zip Code:
