



**CITY OF LAS VEGAS  
 DEPARTMENT OF PLANNING  
 BUSINESS LICENSING DIVISION  
 333 N. Rancho Dr., 6th Floor  
 Las Vegas, NV 89106**

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 E-mail us at [license@lasvegasnevada.gov](mailto:license@lasvegasnevada.gov)**

## Hearing Officer Request

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

License Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Infraction/Citation #(s): \_\_\_\_\_

I, \_\_\_\_\_, hereby request a binding hearing in the nature of arbitration or  
Owner Name and Title  
 alternative dispute resolution before a Hearing Officer.

1. I understand that the Hearing Officer is an attorney and not an elected or appointed judge.
2. I understand that I am agreeing to be bound by the decision of the Hearing Officer.
3. I understand and agree that, if necessary, due to my lack of timely payment, the City of Las Vegas can and may use the binding decision to have a formal civil judgement against me in the Las Vegas Municipal Court.
4. I understand that if I fail to appear for the scheduled hearing before the Hearing Officer without first obtaining a continuance of such hearing, the Hearing Officer may enter a decision against me for the full amount and penalties scheduled to be reviewed. Only one continuance will be allowed and must be requested prior to the hearing date.
5. I understand that if a civil judgement is obtained, the City may seek and obtain a Writ of Execution against me. I understand that if a Writ of Execution is obtained my wages and/or bank account(s) may be garnished and/or liens may be put on my property.
6. I understand that if I am bringing legal representation I need to notify Business Licensing 10 days prior to the Hearing.

Knowing all of the above, I still wish to request a binding hearing before the Hearing Officer on the above described Notice of Infraction/Citation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** No alterations to this acknowledgement will be accepted.