



**Las Vegas Municipal Court**  
**Request for Attorney Session Traffic Court Appearance**  
E-mail: [municourtmotions@lasvegasnevada.gov](mailto:municourtmotions@lasvegasnevada.gov)

DATE \_\_\_\_\_

**ATTORNEY INFORMATION:**

Name \_\_\_\_\_ Bar # \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Contact Person \_\_\_\_\_ Email address \_\_\_\_\_

**CITATION INFORMATION:**

Defendant Name \_\_\_\_\_  
Citation Number(s) \_\_\_\_\_  
Violation Date(s) \_\_\_\_\_  
Appearance Date on Citation(s) \_\_\_\_\_

**REQUEST:**

- Please schedule the above citation(s) for the first available attorney session.
- Please schedule the above citation(s) for \_\_\_\_\_.

Special Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney sessions are Monday through Thursday at 3:45pm. An appearance at an attorney session is a mandatory court appearance and you must appear on the date and time scheduled. If you requested a specific date, we will do our best to accommodate your request. If your defendant's citation is due within (7) business days, please call 702-382-6878 to see if you are eligible for a continuance.

**Attorney Session scheduled on \_\_\_\_\_ at **3:45 PM****  
**in Dept. 20 Traffic Court, 1<sup>st</sup> Floor**  
**100 E. Clark Ave.**  
**Las Vegas, NV 89101**

**IMPORTANT!**

- Please allow (7) business days to process your attorney session request
- Traffic Court is closed on Friday
- Failure to appear on your clients' behalf may generate a warrant