



Las Vegas Municipal Court

100 E. Clark Ave. • Las Vegas, NV 89101

Records Management Unit

P.O. Box 3950

Las Vegas, NV 89127

Phone: 702-229-2235

Fax: 702-646-5057

LVMCRecords@lasvegasnevada.gov

Request for Audio Proceedings

Requesting Party or Firm: _____

Address: _____

City/State/Zip: _____

Phone No.: _____ E-mail: _____

Contact: _____

Request for copy(s) of Audio Court Proceedings Must be Submitted and Pre-Paid at the Front Counter located at 100 E. Clark Ave. Cash, Checks, Money Orders, Credit Cards and Debit Cards will be accepted. Please make Check and Money Orders payable to the City of Las Vegas. Please allow 72 hours for this request to be processed.

Payment due Upon Request

_____ \$25.00	CD-ROM (Computer Only) first 3 dates
_____ \$25.00	DVD (DVD Player Compatible) first 3 dates
_____ \$5.00	ADDITIONAL DAYS

Defendant name: _____

Cases: _____

Date(s) Requested: _____

Department: _____ Judge: _____

- ITEMS BEYOND 90 DAYS ARE SUBJECT TO DISPOSAL WITHOUT REFUND.
- REFUNDS UNDER \$15.00 REQUIRE WRITTEN REQUEST FROM CUSTOMER.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL (702) 229-2235 OR E-MAIL LVMCRecords@lasvegasnevada.gov

FOR OFFICE USE ONLY

Request Received:

Request Received by:

Request Completed by:

Requestor Notified: _____ Time: _____