

# Las Vegas Municipal Court

## Instructions for Sealing Decriminalized Charges

NRS 179

### **This packet contains four sections:**

Instructions, Request form, Declaration and Verification, and Order to Seal Decriminalized Charges

### **Instructions**

1. Fill in the two page request form.
  - a. A red asterisk (\*) means the information is required.
2. Make sure the information you entered is correct and complete.
3. Click the PRINT button found at the bottom of page 2 of the form. (Instructions will not print.)
4. Sign and date the Declaration and Verification.
5. Sign the second page of the Order to Seal Decriminalized Charges, under "Submitted by:" (line 25)
6. Include a self-addressed stamped envelope. If you do not have a mailing address, please contact us at 702-229-2235.
7. Send the printed packet to Las Vegas Municipal Court. You may either mail it or drop it off.

#### **Drop Off Address**

1<sup>st</sup> Floor Customer Service Windows  
Las Vegas Municipal Court  
100 E. Clark Ave.  
Las Vegas, NV 89101

#### **Mailing Address**

Las Vegas Municipal Court  
Attn: Records Management Unit  
P.O. Box 3950  
Las Vegas, NV 89127

### **What to Expect**

Las Vegas Municipal Court will review the packet.

If there are any issues, you will be contacted and the packet may be returned to you for corrections.

If there are no issues that need to be corrected, the packet will be forwarded to the City Attorney for review. The City Attorney will review and approve the request or they will object and set a hearing. You will be contacted if a hearing is set.

If the City Attorney has no objection, the packet will be forwarded to the Judge for review. If approved, the Judge will sign the Order and the Court will seal the charges in the Las Vegas Municipal Court.

Three certified copies of the Order will be returned to you, along with a compliance letter stating the charges were sealed in the Court's system. (Additional copies may be purchased; see the request form.)

You must then send copies of the Order to any agency that has record of the sealed charges.

# Las Vegas Municipal Court

## Request to Seal Decriminalized Charges

### Defendant Identification Information

If we cannot accurately identify the Defendant, the sealing may be delayed or halted. Your full name and date of birth are required.

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

\*Date of Birth: \_\_\_\_\_

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

LVMPD ID #: \_\_\_\_\_

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

Alias 1: \_\_\_\_\_

Alias 2: \_\_\_\_\_

(Examples of an alias may include maiden names, known misspellings of your name, or nicknames. This is not required.)

### Defendant Contact Information

\*At least one form of contact is required.

Street Address: \_\_\_\_\_ Apt. or Suite #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### Agency Information

These are agencies and/or individuals that will need to receive a copy of the Order to Seal per NRS 179.275. Three required agencies have already been entered for your convenience. You may add additional agencies as necessary. This list does NOT limit to whom you can send a copy of the order.

#### First Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

#### Second Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

#### Third Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

#### Fourth Agency

Agency Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

## Charge Information

Please list the cases or charges that you would like sealed. These charges **MUST** have been decriminalized and must have been filed and disposed in Las Vegas Municipal Court.

If you would like to seal charges that have not been decriminalized, please refer to the Las Vegas Municipal Court Record Sealing Handbook at: <https://files.lasvegasnevada.gov/municourt/Record-Sealing-Handbook.pdf>

Violation Date and Charge Description are mandatory for any charge you wish to seal. You can search for a list of your Las Vegas Municipal Court Cases at: <https://municourt.lasvegasnevada.gov/> using the option for Defendants. For information on older cases, you may find a history report from either Las Vegas Metropolitan Police Department or NDPS useful.

Please note that you are not limited in the number of decriminalized charges you may seal. However, this form is not set up for more than 10. If you have more than 10 charges, please contact Las Vegas Municipal Court for further instructions at: 702-229-2235.

### 1. First Charge

\*Violation Date: \_\_\_\_\_

\*Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 2. Second Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 3. Third Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 4. Fourth Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 5. Fifth Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 6. Sixth Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 7. Seventh Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 8. Eighth Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 9. Ninth Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

### 10. Tenth Charge

Violation Date: \_\_\_\_\_

Charge Description: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

## Additional Copies

Do you want additional certified copies of the Order? (Three are provided to you automatically at no cost.)

There is a \$4.00 charge for each additional copy. (\$3.00 certification; \$0.50 per page) **Please do not send payment until you receive an invoice.**

No, I only want the three copies normally provided.

Yes      Number of additional copies: \_\_\_\_\_

**Estimated Total Cost:** \_\_\_\_\_

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STATE OF NEVADA )  
 ) SS.  
COUNTY OF CLARK )

1. If executed in this State: "I declare under penalty of perjury that the foregoing is true and correct."

Executed on:

2. If executed outside this State: "I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct."

Executed on:

|       |                        |
|-------|------------------------|
| _____ | _____                  |
| Date  | Petitioner's Signature |

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**IN THE MUNICIPAL COURT IN THE CITY OF LAS VEGAS  
COUNTY OF CLARK, STATE OF NEVADA**

CASE NO:  
DEPT NO:

For an Order to Seal Decriminalized Charges

**ORDER TO SEAL DECRIMINALIZED CHARGES**

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

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12  
13 As named in the Order, and such organization or individual shall seal the record(s) in its custody,  
14 which relate to the matters contained in this Order, shall advise the Court of its compliance and shall then  
15 seal the Order.

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

21 ORDERED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

22  
23 \_\_\_\_\_  
MUNICIPAL COURT JUDGE

24 Submitted by:

25 \_\_\_\_\_  
26  
27

28 The City Attorney has reviewed this request and has no objection to the sealing.

29 BRYAN K. SCOTT, BAR #4381  
30 CITY ATTORNEY

31 By: \_\_\_\_\_

32 Assistant/Deputy City Attorney

33 Bar No.: \_\_\_\_\_

34 Dated: \_\_\_\_\_