



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 Transcript

Transcripts are prepared by an outside agency. The Court cannot provide an estimated cost or time frame for completion. The transcription company will notify you of the charges and the payment process.

1. Requestor's Information

Name of Requesting Party or Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____ Contact: _____

2. Purpose & Deadline

- Appeal
- Non-Appeal

Date Needed by: _____

What is a transcript?

A transcript is a typed document containing a word by word account of the proceedings heard in court, generally from a trial. If you don't need a written document, and just want to review what occurred in court, you may instead wish to request a video recording using the "Request for Audio/Video Proceedings" form.

3. Request Information

Defendant Name: _____ Judge: _____

Defense Attorney: _____ Department: _____

City Attorney: _____

Date: _____ Case Number(s): _____

Charge(s): _____

Date: _____ Case Number(s): _____

Charge(s): _____

Date: _____ Case Number(s): _____

Charge(s): _____

Date: _____ Case Number(s): _____

Charge(s): _____

Instructions

1. Submit the request to the Court via your choice of:
 - **Drop off:** First floor customer service windows at Las Vegas Municipal Court, 100 E. Clark Ave. Las Vegas, NV 89101 (Open Monday - Thursday, 7:00 AM – 5:00 PM)
 - **E-mail:** LVMCRecords@lasvegasnevada.gov
 - **Fax:** (702) 646-5057
2. The Court will locate the requested dates and forward the request and recordings to the transcription company.
 - If the requested recordings are not available, the Court will contact you within 5 business days.
3. The transcription company will contact you with further details about the total cost and payment process.