

# Las Vegas Municipal Court

## Instructions for Sealing Pardoned Charges (Attorney Version)

NRS 179

### **This packet contains five sections:**

Instructions, Request Form, Petition to Seal Pardoned Charges, Declaration and Verification, and Order to Seal Pardoned Charges

**NOTE:** This form may only be used to seal pardoned charges. Charges that were not pardoned may not be included and including non-pardoned charges will result in a denial.

### **Instructions**

1. Acquire a **certified** copy of the pardon.
2. Fill in the two page request form. This form must be completed on the computer and cannot be handwritten. It inserts information into the text of the Petition and Order. If you have questions about filling in the form or if you are unable to fill in the form at a computer, please contact us at: 702-229-2235.
  - a. A red asterisk (\*) means the information is required.
3. Make sure the information you entered is correct and complete.
4. Click the PRINT button found at the bottom of page 3. (The first page of instructions will not print.)
5. Sign and date the following:
  - a. The 2nd page of the Petition to Seal Pardoned Charges, on lines 26 and 30.
  - b. The Declaration and Verification, on either line 14 or line 21.
  - c. The 2nd page of the Order to Seal Pardoned Charges, on line 26.
6. Acquire a self-addressed stamped envelope.
  - a. If you do not have a mailing address, please contact us at 702-229-2235.
7. Send the signed documents, the certified copy of the pardon and the self-addressed stamped envelope 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 and the charges listed are included on the Pardon, the Judge will sign the Order and the Court will seal the charges in the Las Vegas Municipal Court.

Las Vegas Municipal Court will forward a copy of the Order to the Las Vegas Metropolitan Police Department.

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; please see the request form at the bottom of the next page.)

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 Pardoned Charges

### Defendant Identification Information

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

\*Last Name: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_  
\*First Name: \_\_\_\_\_ LVMPD ID #: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
  
Alias 1: \_\_\_\_\_ (Examples of an alias may include maiden names,  
Alias 2: \_\_\_\_\_ known misspellings, or nicknames. This is not  
required.)

### Attorney Information

\*At least one form of contact is required.

Name: \_\_\_\_\_ Bar #: \_\_\_\_\_  
Company: \_\_\_\_\_  
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 pardoned and must have been filed and disposed in Las Vegas Municipal Court.

If you would like to seal charges that have not been pardoned, please refer to the Las Vegas Municipal Court Record Sealing Handbook at: <https://files.lasvegasnevada.gov/municipal/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 the NDPS useful.

Please note that you are not limited in the number of pardoned 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:** \_\_\_\_\_

PET  
Petitioner Name

Street Address  
City, State, and Zip  
IN PRO PER

**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 Pardoned Charges

**PETITION TO SEAL PARDONED CHARGES**

Court Case Number: 0000000A

Court Case Number: 0000000A

2. Arrest / Violation Date: 00/00/0000  
Charge: POSS LESS THAN 1OZ MARIJUANA  
Court Case Number: 0000000A

7. Arrest / Violation Date: 00/00/0000  
Charge: POSS LESS THAN 1OZ MARIJUANA  
Court Case Number: 0000000A

3. Arrest / Violation Date: 00/00/0000  
Charge: POSS LESS THAN 1OZ MARIJUANA  
Court Case Number: 0000000A

8. Arrest / Violation Date: 00/00/0000  
Charge: POSS LESS THAN 1OZ MARIJUANA  
Court Case Number: 0000000A

4. Arrest / Violation Date: 00/00/0000  
Charge: POSS LESS THAN 1OZ MARIJUANA  
Court Case Number: 0000000A

9. Arrest / Violation Date: 00/00/0000  
Charge: POSS LESS THAN 1OZ MARIJUANA  
Court Case Number: 0000000A

5. Arrest / Violation Date: 00/00/0000  
Charge: POSS LESS THAN 1OZ MARIJUANA  
Court Case Number: 0000000A

10. Arrest / Violation Date: 00/00/0000  
Charge: POSS LESS THAN 1OZ MARIJUANA  
Court Case Number: 0000000A

1 That a pardon for the offense(s) listed above has been issued by the State Board of Pardons  
2 Commissioner, a copy of said pardon being attached to this petition.

3 WEREFOR, Petitioner waives a hearing in this matter and prays for an Order sealing all records  
4 listed above, which are presently in the custody of this Court, of another court in the State of Nevada or of  
5 a public or private agency, company or official of the State of Nevada, including but not limited to:

6 Las Vegas City Attorney - Criminal Division  
7 100 E. Clark Ave.  
8 Las Vegas, NV 89101

9 Las Vegas Metropolitan Police Headquarters  
10 400 South Martin Luther King Boulevard, Building C  
11 Las Vegas, NV 89106

12 Nevada Department of Public Safety - Records, Communications and Compliance Division  
13 333 West Nye Lane, Suite 100  
14 Carson City, NV 89706

15 Las Vegas Municipal Court  
16 P.O. Box 3950

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26 DATED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
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28 Submitted by:  
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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:

Petitioner's Signature

Executed on:

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Petitioner's Signature

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

In the Matter of the Application of:

Petitioner Name

AKA: Alias 1; Alias 2

DOB: 00/00/0000

LVMPD ID#: 00000000

CASE NO:

DEPT NO:

For an Order to Seal Pardoned Charges

**ORDER TO SEAL PARDONED CHARGES**

5.

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:

3 Las Vegas City Attorney - Criminal Division  
4 100 E. Clark Ave.  
5 Las Vegas, NV 89101

6 Las Vegas Metropolitan Police Headquarters  
7 400 South Martin Luther King Boulevard, Building C  
8 Las Vegas, NV 89106

9 Nevada Department of Public Safety - Records, Communications and Compliance Division  
10 333 West Nye Lane, Suite 100  
11 Carson City, NV 89706

12 Las Vegas Municipal Court  
13 P.O. Box 3950  
14 Las Vegas, NV 89127

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

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

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

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25 \_\_\_\_\_  
26 MUNICIPAL COURT JUDGE  
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28 Submitted by:  
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