

Las Vegas Municipal Court

Instructions for Sealing Pardoned Charges

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 27.
 - 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 2.
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

1st 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. Your 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 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 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**

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

PETITION TO SEAL PARDONED CHARGES

COMES NOW, "Petitioner Name", Petitioner, in proper person, pursuant to the provisions of NRS 179, and respectfully represents the following:

That the Petitioner has been charged as follows:

- | | |
|---|--|
| 1. Arrest / Violation Date: 00/00/0000
Charge: POSS LESS THAN 1OZ MARIJUANA
Court Case Number: 0000000A | 6. Arrest / Violation Date: 00/00/0000
Charge: POSS LESS THAN 1OZ MARIJUANA
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
17 Las Vegas, NV 89127

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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:

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

ORD
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**

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

Pursuant to the Request of "Petitioner Name", Petitioner, in proper person, the Court finding that the statutory requirements of NRS 179 are satisfied, and good cause appearing, therefore:

IT IS HEREBY ORDERED that the record(s) pertaining to the following pardoned charge(s) be sealed:

- | | |
|---|--|
| 1. Arrest / Violation Date: 00/00/0000
Charge: POSS LESS THAN 1OZ MARIJUANA
Court Case Number: 0000000A | 6. Arrest / Violation Date: 00/00/0000
Charge: POSS LESS THAN 1OZ MARIJUANA
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 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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