The following is a fillable form intended for Petitioners filing in Proper Person without legal representation. If you are an Attorney filing on behalf of a Petitioner, please visit http://lasvegasnevada.gov/municipalcourt and use the **Record Sealing forms – Attorney Filing** found under "*Forms and Information*".

Once you have entered the information requested on pages 2 and 3, that information will be applied to the **Civil Cover Sheet**, the **Extra Copy Request Form**, the **Stipulation to Seal Records**, the **Petition to Seal Records**, the **Declaration and Verification**, the **Order to Seal Records**, the **Notice of Entry of Order**, and the **Certificate of Mailing** as found on pages 4-16 of this document.

After verifying that the information was applied correctly throughout all four documents, you can print the forms.

There are red and yellow notes found throughout this form which will provide information on where to sign. These notes will not show when printed.

The following six (6) documents are required at time of submittal and should be signed and dated where applicable before turning them into the Court.

- **Civil Cover Sheet**
- **Extra Copy Request Form and Checklist** (optional)
- **Stipulation to Seal Records** (SSR)
- **Petition to Seal Records** (PSR)
- **Declaration and Verification** (DV)
- **Order to Seal Records** (OSR)

The following two (2) documents should be kept until the Stipulation and Petition have been approved and you receive the filed, certified copy of the Order from the Court. Do **not** sign and date them until you are ready to send the approved Order to the agencies listed on the Order and Petition.

- **Notice of Entry of Order** (NEO)
- **Certificate of Mailing** (CM)

Please note: Failure to sign the **Stipulation to Seal Records**, the **Petition to Seal Records**, the **Declaration and Verification**, and/or the **Order to Seal Records** is cause for immediate denial of your request to stipulate to seal your records. Your Record Sealing Forms will be returned to you for signatures.

No section of this document should be construed as providing legal advice.
Record Sealing is a technical area of the law. You are encouraged to consult with private legal counsel.

Petitioner Information

Name: _____ Date of Birth: _____

Street Address: _____ Alias 1: _____

City, State and Zip: _____ Alias 2: _____

Phone: _____ Alias 3: _____

Fax: _____ Last Four Digits of Social Security #: _____

E-mail: _____ LVMPD ID #: _____

Agency Information

List the following information for each agency, company, official or other custodian of records that is reasonably known to the petitioner to have possession of records of the conviction and to whom the order to seal records, if issued, will be directed.

First Agency

Agency Name: Las Vegas City Attorney - Criminal Division

Street Address: 200 Lewis Avenue

City, State & Zip Code: Las Vegas, NV 89101

Second Agency

Agency Name: Las Vegas Municpal Court

Street Address: 200 Lewis Avenue

City, State & Zip Code: Las Vegas, NV 89101

Third Agency

Agency Name: Las Vegas Metropolitan Police Headquarters

Street Address: 400 South Martin Luther King Boulevard, Building C

City, State & Zip Code: Las Vegas, NV 89106

Fourth Agency

Agency Name: Nevada Department of Public Safety - Records, Communications and Compliance Division

Street Address: 333 West Nye Lane, Suite 100

City, State & Zip Code: Carson City, NV 89706

Fifth Agency

Agency Name: _____

Street Address: _____

City, State & Zip Code: _____

Sixth Agency

Agency Name: _____

Street Address: _____

City, State & Zip Code: _____

Violation / Arrest Information

List the following information for each violation and/or arrest you wish to seal. Please list the charges in chronological order.

If you wish to list more than seven (7) charges, enter in the first seven charges and print the forms using the "PRINT ALL FORMS" button at the bottom of this page. After all documents have been printed, use the "CLEAR" button found below, and enter in the additional charges. Then use the "PRINT ADDITIONAL CHARGES" button found at the bottom of this page. This will print additional pages of the Order and Petition that can be inserted into the appropriate document.

This step may be repeated as many times as necessary.

First Charge

Arrest / Violation Date: _____
Arresting Agency: _____
Charge Description: _____
Court Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

Second Charge

Arrest / Violation Date: _____
Arresting Agency: _____
Charge Description: _____
Court Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

Third Charge

Arrest / Violation Date: _____
Arresting Agency: _____
Charge Description: _____
Court Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

Fourth Charge

Arrest / Violation Date: _____
Arresting Agency: _____
Charge Description: _____
Court Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

Fifth Charge

Arrest / Violation Date: _____
Arresting Agency: _____
Charge Description: _____
Court Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

Sixth Charge

Arrest / Violation Date: _____
Arresting Agency: _____
Charge Description: _____
Court Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

Seventh Charge

Arrest / Violation Date: _____
Arresting Agency: _____
Charge Description: _____
Court Case Number: _____
Final Disposition: _____
Final Disposition Date: _____

PRINT ALL FORMS

Add Additional Copies

CLEAR

PRINT ADDITIONAL CHARGES

ONCE THE ABOVE FORMS ARE FILLED OUT, REVIEW THE FOLLOWING DOCUMENTS TO ENSURE ALL INFORMATION IS CORRECT, THEN PRINT AND SIGN WHERE APPLICABLE.

LAS VEGAS MUNICIPAL COURT -- CIVIL COVER SHEET

CASE NO. _____
(*Assigned by Court Clerk*)

I. Party Information ***(provide both home and mailing address, if different)***	
Plaintiff (Name/Address/Phone/E-mail):	Defendant (Name/Address/Phone/E-mail):
Ph:	
Fax:	
Attorney (Name/Address/Phone/E-mail):	Attorney (Name/Address/Phone/E-mail):

II. Nature of Controversy ***(please select the one most applicable filing type below)***	
Other Civil Filing	
■ Petition to Seal Records	☐ Public Nuisance/Abatement
☐ Other, please specify:	☐ Administrative Search Warrant
_____	☐ Property Damage Lien/Collection
_____	

_____ Date

_____ Signature of initiating party or representative

Las Vegas Municipal Court
Request for Additional Copies of the Order to Seal

When your Petition is approved, you will receive three (3) certified copies of the Order to Seal. Additional copies beyond the standard three (3) may be requested; you will be invoiced for the total cost after your Petition is approved.

Additional Copies:	$0.50 per page
Additional Certified Copies:	$3.00 per certification

If you would like **more** than the standard three (3) copies provided, please indicate so below:

☐ No, I do NOT want additional certified copies of the Order to Seal.

☐ Yes, I do want additional certified copies of the Order to Seal.

_____ Number of additional certified copies of the Order to Seal requested

I understand that there will be an additional fee for the extra copies.

Preferred contact for invoice/fee notice:

Fax: _____

E-mail: _____

Phone: _____

Las Vegas Municipal Court
Record Sealing Checklist

Before submitting your record sealing packet to the Court, please make sure the following are included:

- ☐ $50 filing fee payment
- ☐ Civil Cover Sheet (CCS)
- ☐ Request for additional copies (optional)
- ☐ Petition to Seal Records (PSR)
- ☐ Declaration & Verification (DV)
- ☐ Stipulation to Seal Records (SSR)
- ☐ Order to Seal Records (OSR)
- ☐ Criminal History Report from the Nevada Criminal History Central Repository
- ☐ SCOPE from Las Vegas Metropolitan Police Department (optional)
- ☐ Self-addressed Stamped Envelope

STIP
Ph:
IN PROPER PERSON

LAS VEGAS MUNICIPAL COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of:	CASE NO:
	DEPT NO:
For an Order to Seal Records	

STIPULATION TO SEAL RECORDS

IT IS HEREBY STIPULATED AND AGREED, by and between , Petitioner, in proper person, The City of Las Vegas, and Bryan K. Scott, Las Vegas City Attorney, that the records of arrest, conviction, acquittal, or dismissal, more specifically referred to in the Petition to Seal Records on file herein, be sealed pursuant to NRS 179.245 and/or NRS 179.255.

IT IS FURTHER STIPULATED AND AGREED that no hearing is necessary in this matter and that it may be submitted to the Court for a decision.

DATED this _____ day of _____, 20_____. DATE HERE

SIGN HERE

_____, IN PROPER PERSON

BRYAN K. SCOTT, BAR #4381
CITY ATTORNEY

By: _____
Assistant / Deputy City Attorney

Bar No.: _____

Dated: _____

SSR

PSR
Ph:
IN PROPER PERSON

LAS VEGAS MUNICIPAL COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of:	
	CASE NO:
	DEPT NO:
For an Order to Seal Records	

PETITION TO SEAL RECORDS

COMES NOW, , in proper person, pursuant to the provisions of NRS 179.245 and/or NRS 179.255, and respectfully represents the following:

That the Petitioner has been arrested as follows:

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That the statutory time periods have been fulfilled and that, in the period prescribed for any convictions, the Petitioner has not been arrested, except for minor moving or standing traffic violations and that further action will not be brought concerning any arrests resulting in dismissal or acquittal.

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

Agency: Las Vegas City Attorney - Criminal Division
Street Address: 200 Lewis Avenue
City, State & Zip Code: Las Vegas, NV 89101

Agency: Las Vegas Municpal Court
Street Address: 200 Lewis Avenue
City, State & Zip Code: Las Vegas, NV 89101

Agency: Las Vegas Metropolitan Police Headquarters
Street Address: 400 South Martin Luther King Boulevard, Building C
City, State & Zip Code: Las Vegas, NV 89106

Agency: Nevada Department of Public Safety - Records, Communications and Compliance Division
Street Address: 333 West Nye Lane, Suite 100
City, State & Zip Code: Carson City, NV 89706

Agency:
Street Address:
City, State & Zip Code:

Agency:
Street Address:
City, State & Zip Code:

DATED this _____day of _____, 20_____. DATE HERE

SIGN HERE
_____
, IN PROPER PERSON

PSR

DECLARATION & VERIFICATION

(NRS 15.010)

STATE OF NEVADA)
) ss.
COUNTY OF CLARK)

Under penalties of perjury, the undersigned declares that he is the defendant named in the forgoing Petition to Seal Records and knows the contents thereof; that the pleading is true of his own knowledge, except as to those matters stated on information and belief, and that as to such matters he or she believes it to be true.

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

Executed on:

_____ _____
Date Petitioner's Signature

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

SIGN AND DATE EITHER OPTION ONE (1) OR OPTION TWO (2), DEPENDING ON YOUR LOCATION.

DV

OSR
Ph:
IN PROPER PERSON

LAS VEGAS MUNICIPAL COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of: For an Order to Seal Records	CASE NO: DEPT NO:

ORDER TO SEAL RECORDS

Pursuant to the Petition of , Petitioner, in proper person, and Bryan K. Scott, City Attorney for the City of Las Vegas, Nevada, the Court finding that the statutory requirements of NRS 179.245 and/or 179.255, are satisfied, and good cause appearing, therefore:

IT IS HEREBY ORDERED that the following record(s) of arrest(s) be sealed:

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

Agency: Las Vegas City Attorney - Criminal Division
Street Address: 200 Lewis Avenue
City, State & Zip Code: Las Vegas, NV 89101

Agency: Las Vegas Municpal Court
Street Address: 200 Lewis Avenue
City, State & Zip Code: Las Vegas, NV 89101

Agency: Las Vegas Metropolitan Police Headquarters
Street Address: 400 South Martin Luther King Boulevard, Building C
City, State & Zip Code: Las Vegas, NV 89106

Agency: Nevada Department of Public Safety - Records, Communications and Compliance Division
Street Address: 333 West Nye Lane, Suite 100
City, State & Zip Code: Carson City, NV 89706

Agency:
Street Address:
City, State & Zip Code:

Agency:
Street Address:
City, State & Zip Code:

As named in the Petition, and such organization or individual shall seal the records in its custody which relate to the matters contained in this Order, shall advise the Court of its compliance and shall then seal the Order.

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

ORDERED on this _____day of _____, 20_____.

_____
COURT JUDGE

Submitted by:

_____ SIGN HERE
, IN PROPER PERSON

The City Attorney has reviewed the applicable criminal history and agrees that the record is statutorily eligible for sealing. The petition and order have not been reviewed for completeness or accuracy. The decision to order the sealing of a record remains solely within the discretion of the court. See NRS 179, et seq.

BRYAN K. SCOTT, BAR #4381
CITY ATTORNEY

By: _____
Assistant / Deputy City Attorney

Bar No.: _____

Dated: _____

NEO
Ph:
IN PROPER PERSON

LAS VEGAS MUNICIPAL COURT

CLARK COUNTY, NEVADA

In the Matter of the Application of:	CASE NO:
	DEPT NO:
For an Order to Seal Records	

NOTICE OF ENTRY OF ORDER TO SEAL RECORDS

AFTER YOU HAVE RECEIVED THE APPROVED ORDER TO SEAL FROM THE COURT, FIND THE FILE STAMP ON THE TOP RIGHT OF THE FIRST PAGE OF THE ORDER. ENTER THAT DATE HERE.

YOU WILL PLEASE TAKE NOTICE THAT ON THE _____ day of _____ 20_____, the above-entitled Court entered an Order to Seal Records in the above-entitled action. A true copy of the Order to Seal Records is attached hereto.

AFTER YOU HAVE RECEIVED THE APPROVED ORDER TO SEAL FROM THE COURT, DATE HERE ON THE DAY YOU DISTRIBUTE THE ORDERS TO THE AGENCIES LISTED BELOW.

DATED this _____day of _____20_____.

SIGN HERE

_____
, IN PROPER PERSON

AFTER YOU HAVE RECEIVED THE APPROVED ORDER TO SEAL FROM THE COURT, DATE HERE ON THE DAY YOU DISTRIBUTE THE ORDERS TO THE AGENCIES LISTED BELOW.

Certificate of Mailing

I hereby certify that on the _____ day of _____, 20_____, I served a true copy of the foregoing Notice of Entry of Order to Seal Records by placing the same into a sealed envelope, affixing first class postage thereto, and depositing said envelope in the U.S. Mail, addressed as follows:

Agency: Las Vegas City Attorney - Criminal Division
Street Address: 200 Lewis Avenue
City, State & Zip Code: Las Vegas, NV 89101

Agency: Las Vegas Municpal Court
Street Address: 200 Lewis Avenue
City, State & Zip Code: Las Vegas, NV 89101

Agency: Las Vegas Metropolitan Police Headquarters
Street Address: 400 South Martin Luther King Boulevard, Building C
City, State & Zip Code: Las Vegas, NV 89106

Agency: Nevada Department of Public Safety - Records, Communications and Compliance Division
Street Address: 333 West Nye Lane, Suite 100
City, State & Zip Code: Carson City, NV 89706

Agency:
Street Address:
City, State & Zip Code:

Agency:
Street Address:
City, State & Zip Code:

SIGN HERE

_____, IN PROPER PERSON

CM