

## **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

Records Research Request Form			
1.	Information of person to be researched: (Name and Date of Birth are required.)  Last Name:  First Name:  Aliases:	Date of Birth:  SS #: XXX-XX-  (Last 4 digits only)	
2.	Cases requested: (Choose only one.)    Full Record Check (Provides all available cases in the Las Vegas Municipal Court Case Management System)   Specific Case or Case Type – Enter information below; additional sheets may be attached if more space is required. (e.g. of case type: "All Criminal" or "2013 Speeding")   Violation Date   Case Number   Charge Description	Research Fees  • \$0.50 per page • \$1.00 per year • \$1.00 per case • \$3.00 per certification • \$1.00-\$3.00 mailing  DO NOT PROVIDE PAYMENT BEFORE WE INVOICE YOU.  If Fax or Mail return delivery is selected, we will provide an invoice with payment instructions.	
3.	Documents requested:  Disposition/Minutes Charging Documents (Complaint/Citation) Other: Other: Other:	s research:  Record Sealing	
5.	Certified copies requested:  Yes No  Additional information and/or special requests:	opies requested:  6. Additional information and/or special requests:	
7.	7. Return method: (IMPORTANT: You must call (702) 229-2235 if you would like to change your return method!)    Pick up from Las Vegas Municipal Court Service Windows after five business days (open Mon-Thurs / 7:30 AM – 5:00 PM)    Fax Fax number: (Certified copies cannot be faxed.)    Mail Mailing Address: Street, Apt. #:    City, State, Zip: (Certified copies cannot be e-mailed.)		
8.	Contact information: (Research will not be completed if contact information is not provided.)  Name (typed/printed): Agency (if applicable):  E-Mail:  Signature:  Date:		
Court case lookup and disposition print outs are available free of charge on our website at: <a href="http://www.lasvegasnevada.gov/municipalcourt">http://www.lasvegasnevada.gov/municipalcourt</a>			
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