Las Vegas Municipal Court
at the Regional Justice Center

200 Lewis Ave. • Las Vegas, NV 89101

Records Management Unit
P.O. Box 3950
Las Vegas, NV 89127
Phone: 702-229-2235
Fax: 702-646-5057

Records Research Request Form

1. Information of person to be researched: ***(Name and Date of Birth are required.)***

Last Name: _____ Date of Birth: _____

First Name: _____ SS #: XXX-XX- _____

Aliases: _____ (*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.

Blank checks or starter checks are not accepted.

3. Documents requested:

☐ Disposition/Minutes
☐ Charging Documents (Complaint/Citation)
☐ Other: _____

4. Purpose of records research:

☐ Employment ☐ Record Sealing
☐ Immigration
☐ Other: _____

5. Additional information and/or special requests:

6. Certified copies requested:

☐ Yes (*$3 per certification*)
☐ No

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 (*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: _____
(*A $1-$3 mailing fee will apply if a self-addressed stamped envelope is not provided.*)

8. Contact information: ***(Research will not be completed if contact information is not provided.)***

Name (typed/printed): _____ Phone: _____

Agency (if applicable): _____ Fax: _____

E-Mail: _____

Signature: _____ **Date:** _____

Court case lookup and disposition print outs are available free of charge on our website at: http://www.lasvegasnevada.gov/municipalcourt

Revised 8/17/17

Received: (Court Use Only)