

## Las Vegas Municipal Court Record Sealing Forms – ATTORNEY FILING

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The following is a fillable form intended for Attorneys filing on behalf of the Petitioner. If you are a Petitioner who plans on filing yourself, without attorney representation, please visit <http://lasvegasnevada.gov/municipalcourt> and use the **Record Sealing forms – Pro Per** found under “Forms and Information”.

Once you have entered the information requested on pages 1, 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.

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.**

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### Attorney Information

Name: \_\_\_\_\_

Bar #: \_\_\_\_\_

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**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: \_\_\_\_\_  
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: \_\_\_\_\_

**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: \_\_\_\_\_

**Add Additional Copies**

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)

<b>I. Party Information (provide both home and mailing address, if different)</b>	
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):
Ph:	
Fax:	

<b>II. Nature of Controversy (please select the one most applicable filing type below)</b>	
<p><b>Other Civil Filing</b></p> <p><input type="checkbox"/> Petition to Seal Records</p> <p><input type="checkbox"/> Other, please specify:</p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> Public Nuisance/Abatement</p> <p><input type="checkbox"/> Administrative Search Warrant</p> <p><input type="checkbox"/> Property Damage Lien/Collection</p>

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of initiating party or representative

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**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: \_\_\_\_\_

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**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
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STIP

LAS VEGAS MUNICIPAL COURT  
CLARK COUNTY, NEVADA

In the Matter of the Application of:

INSERT PETITIONER'S NAME

CASE NO:

aka,

DEPT NO:

DOB:

Last Four Digits of SS#:

LVMPD ID# (SCOPE ID#):

For an Order to Seal Records

STIPULATION TO SEAL RECORDS

IT IS HEREBY STIPULATED AND AGREED, by and between , Petitioner, represented by , The City of Las Vegas, and Bradford R. Jerbic, 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\_\_\_\_.

\_\_\_\_\_  
BRYAN K. SCOTT, BAR #4381  
CITY ATTORNEY

By: \_\_\_\_\_  
Assistant / Deputy City Attorney

Bar No.: \_\_\_\_\_

Dated: \_\_\_\_\_

SSR



1 Arrest / Violation Date:  
2 Arresting Agency:  
3 Charge:  
4 Case Number:  
5 Final Disposition:  
6 Final Disposition Date:  
7  
8 Arrest / Violation Date:  
9 Arresting Agency:  
10 Charge:  
11 Case Number:  
12 Final Disposition:  
13 Final Disposition Date:  
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15 Arrest / Violation Date:  
16 Arresting Agency:  
17 Charge:  
18 Case Number:  
19 Final Disposition:  
20 Final Disposition Date:  
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22 Arrest / Violation Date:  
23 Arresting Agency:  
24 Charge:  
25 Case Number:  
26 Final Disposition:  
27 Final Disposition Date:  
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29 Arrest / Violation Date:  
30 Arresting Agency:  
Charge:  
Case Number:  
Final Disposition:  
Final Disposition Date:



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

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

8 Agency:  
9 Street Address:  
10 City, State & Zip Code:

11 Agency:  
12 Street Address:  
13 City, State & Zip Code:

14 Agency:  
15 Street Address:  
16 City, State & Zip Code:

17 Agency:  
18 Street Address:  
19 City, State & Zip Code:

20 Agency:  
21 Street Address:  
22 City, State & Zip Code:

23 Agency:  
24 Street Address:  
25 City, State & Zip Code:

26 DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

27 \_\_\_\_\_  
28  
29

30 PSR

1 DECLARATION & VERIFICATION

2 ( NRS 15.010 )

3  
4 STATE OF NEVADA )  
5 ) ss.  
6 COUNTY OF CLARK )

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

- 11  
12 1. If executed in this State: "I declare under penalty of perjury that the foregoing is true and  
13 correct."

14 Executed on:

15 \_\_\_\_\_  
16 Date

\_\_\_\_\_   
Petitioner's Signature

- 17  
18  
19 2. If executed outside this State: "I declare under penalty of perjury under the law of the  
20 State of Nevada that the foregoing is true and correct."

21 Executed on:

22 \_\_\_\_\_  
23 Date

\_\_\_\_\_   
Petitioner's Signature

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OSR

LAS VEGAS MUNICIPAL COURT  
CLARK COUNTY, NEVADA

In the Matter of the Application of:  
INSERT PETITIONER'S NAME  
aka, INSERT KNOWN ALIASES  
DOB: INSERT DATE OF BIRTH  
Last Four Digits of SS#:  
LVMPD ID# (SCOPE ID#):  
For an Order to Seal Records

CASE NO:  
DEPT NO:

ORDER TO SEAL RECORDS

Pursuant to the Petition of, Petitioner, represented by , and Bradford R. Jerbic, 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:

///  
///  
///  
///

OSR

1 Arrest / Violation Date:  
Arresting Agency:  
2 Charge:  
3 Case Number:  
Final Disposition:  
4 Final Disposition Date:  
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6 Arrest / Violation Date:  
Arresting Agency:  
7 Charge:  
8 Case Number:  
Final Disposition:  
9 Final Disposition Date:  
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11 Arrest / Violation Date:  
Arresting Agency:  
12 Charge:  
13 Case Number:  
Final Disposition:  
14 Final Disposition Date:  
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16 Arrest / Violation Date:  
Arresting Agency:  
17 Charge:  
18 Case Number:  
Final Disposition:  
19 Final Disposition Date:  
20  
21 Arrest / Violation Date:  
Arresting Agency:  
22 Charge:  
23 Case Number:  
Final Disposition:  
24 Final Disposition Date:  
25  
26 Arrest / Violation Date:  
Arresting Agency:  
27 Charge:  
28 Case Number:  
Final Disposition:  
29 Final Disposition Date:  
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1 A copy of this Order shall be sent by Petitioner to each public or private agency, company or  
2 official of the State of Nevada, including but not limited to:

3 Agency:  
4 Street Address:  
5 City, State & Zip Code:

6 Agency:  
7 Street Address:  
8 City, State & Zip Code:

9 Agency:  
10 Street Address:  
11 City, State & Zip Code:

12 Agency:  
13 Street Address:  
14 City, State & Zip Code:

15 Agency:  
16 Street Address:  
17 City, State & Zip Code:

18 Agency:  
19 Street Address:  
20 City, State & Zip Code:

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

24 ///

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

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

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9 \_\_\_\_\_  
10 COURT JUDGE

11 Submitted by:  
12 \_\_\_\_\_  
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15  
16

17 The City Attorney has reviewed the applicable criminal history and agrees that the record is  
18 statutorily eligible for sealing. The petition and order have not been reviewed for completeness or  
19 accuracy. The decision to order the sealing of a record remains solely within the discretion of the court.  
20 See NRS 179, et seq.  
21

22 BRYAN K. SCOTT, BAR #4381  
23 CITY ATTORNEY

24 By: \_\_\_\_\_  
25 Assistant / Deputy City Attorney

26 Bar No.: \_\_\_\_\_

27 Dated: \_\_\_\_\_  
28  
29  
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OSR

1 NEO

2

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7 LAS VEGAS MUNICIPAL COURT

8 CLARK COUNTY, NEVADA

9

10 In the Matter of the Application of:

11 INSERT PETITIONER'S NAME

CASE NO:

12 aka,

DEPT NO:

13 DOB:

14 Last Four Digits of SS#:

15 LVMPD ID# (SCOPE ID#):

16 For an Order to Seal Records

17

18 NOTICE OF ENTRY OF ORDER TO SEAL RECORDS

19

20 YOU WILL PLEASE TAKE NOTICE THAT ON THE \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

21 the above-entitled Court entered an Order to Seal Records in the above-entitled action. A true  
22 copy of the Order to Seal Records is attached hereto.

23  
24 DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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NEO

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:  
Street Address:  
City, State & Zip Code:

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

Agency:  
Street Address:  
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