



THE MISSION OF NEVADA LEGAL SERVICES IS TO STRENGTHEN THE
COMMUNITY BY ENSURING FAIRNESS AND PROVIDING EQUAL ACCESS TO
JUSTICE FOR LOW-INCOME NEVADANS.

Who We Are

- ▶ NLS is a statewide, nonprofit, public interest law firm funded by grants from the Legal Services Corporation, the Nevada Law Foundation, the Nevada Attorney General's Office and District Court filing fees, among other sources of funding. Equal Language Access.
- ▶ Nevada Legal Services provides free legal services to low-income Nevadans. To be eligible for assistance through Nevada Legal Services you must qualify as low income under the federal government poverty standards or meet our other grant based qualifications.

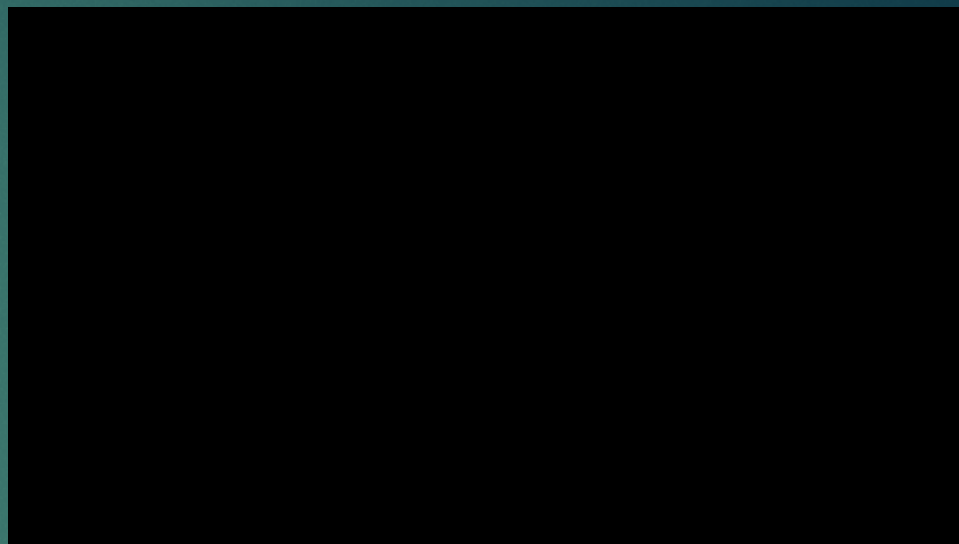
Services

- ▶ We provide a range of services, from telephone advice to representation in court. The level of representation depends on the type of problem, the merits of the case, and staff availability.
- ▶ We also have a variety of workshops, educational seminars, Law Fairs and Ask A Lawyer events

What We Do

HOUSING AND HOMELESSNESS

NLS helps tenants with evictions, lockouts, utility shut-offs, housing discrimination, habitability concerns and issues facing homeless individuals. We also assist tenants who have been denied admission to or terminated from public housing, including the Section 8 voucher program and other federally subsidized housing.



What We Do

CONSUMER/FORECLOSURE

NLS assists rural Nevadans, veterans and seniors with collection defense, garnishment exemptions, fair debt collection and bankruptcy. We also provide assistance to homeowners facing foreclosure by negotiating loan modifications and participating in mediation.



What We Do

PUBLIC BENEFITS

NLS assists people with issues relating to Unemployment Benefits, SNAP, County Welfare, TANF, Social Security/SSI, Medicaid, Medicare, and other federal and state assistance programs.



What We Do

RECORD SEALING

NLS assists individuals seal criminal and eviction records in Nevada to help people remove barriers to housing and employment.



NAME/GENDER MARKER CHANGES

NLS can also provide assistance if you would like to change your name or gender marker on your birth certificate or other documentation.



What We Do

SPECIAL EDUCATION

NLS can help if your child has been denied an IEP.

EMPLOYMENT DISCRIMINATION

NLS also helps individuals file a complaint with the NERC or EEOC if you believe you have been discriminated against at work.

What We Do

ESTATE PLANNING

NLS can discuss the various options for estate and end of life planning and may help draft a will or other documents. We do not draft trusts.

FAMILY LAW

Family law matters are served through our Pro Bono Program. NLS provides Ask A Lawyer events across Nevada for individuals with family law questions to talk to a pro bono attorney. In limited circumstances, we also consider placement of cases with pro bono attorneys.

Featured Programs

HIV IMPACT GRANT

We provide legal assistance to individuals living with HIV/AIDS to ensure access to insurance coverage, medical care, medication to promote independent living. We also assist with estate planning, powers of attorney, advanced directives, and other related issues.

INDIAN LAW PROJECT

NLS represents both qualifying Native American tribes and their members. NLS can assist in cases involving tribal sovereignty and jurisdictional issues. NLS also assists elders with will preparation and represents tribal members in civil and criminal matters in tribal court.

Featured Programs

VETERANS SERVICES

A Veterans Advocate assists Veterans obtain VA medical assistance, upgrading discharge status, and with other general issues.

PRO BONO PROGRAM

Each office recruits pro bono attorney volunteers to generously donate their time to take qualifying cases case free of charge. For more information about how to apply for a pro bono attorney contact your local Nevada Legal Services office.

Contact Us

Reno: (775) 284-3491

Las Vegas: (702) 386-0404

Elko: (775) 753-5880

Yerington: (775) 463-1222

Carson City: (775) 883-0404



website | nlslaw.net



NevadaLegalServices

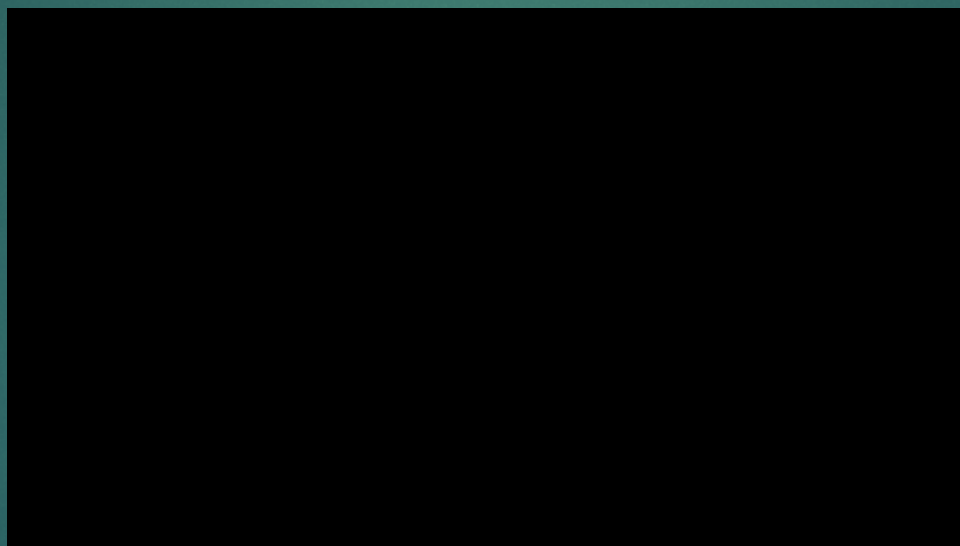
| @NLS_Law



THE BASICS OF NEVADA RECORD SEALING

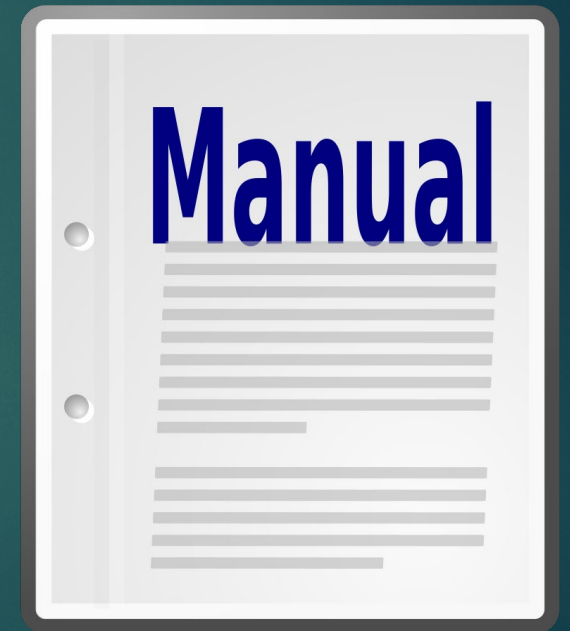


Why You want to seal your record



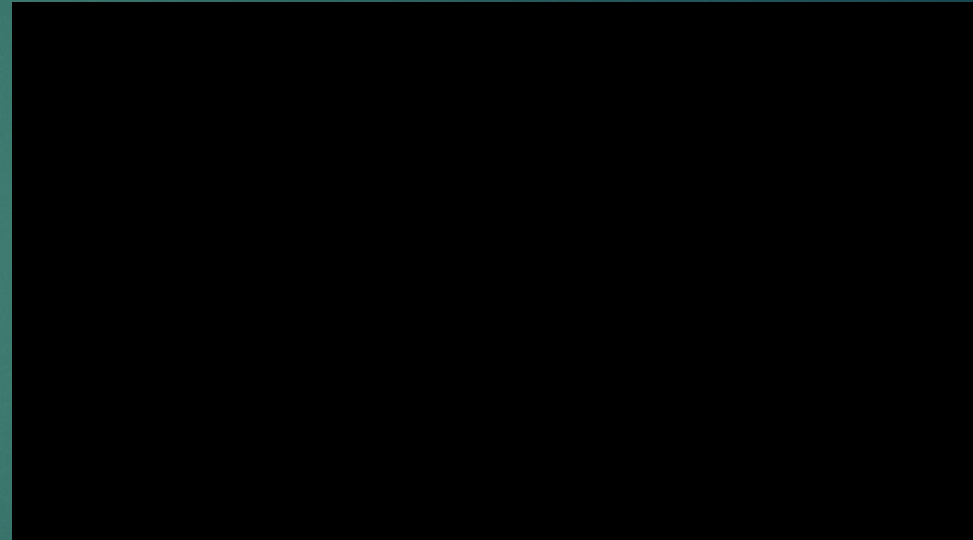
introduction

- ▶ Everything we discuss today is in the Manual
 - ▶ Pre-registered with Nevada Legal Services? We emailed you a copy.
 - ▶ Link to Manual posted in chat window of this meeting
 - ▶ Also available online at nevadalegalservices.org → Find Legal Help → Forms Library & Legal Assistance



introduction

- ▶ This presentation is broken down into 5 phases:
 - ▶ Phase 1 – Gather Information
 - ▶ Phase 2 – Draft Forms
 - ▶ Phase 3 – Pre-Filing Review
 - ▶ Phase 4 – File Your Petition
 - ▶ Phase 5 – Notify Agencies of Order to Seal Records



CRIMINAL RECORD SEALING MAP

PROCESS KEY:

RECTANGLE:
Everyone must
complete these steps

OVAL: Complete these
steps if you are filing in
Municipal Court

HEXAGON: Complete
these steps if you are filing
in District/Justice Court

START HERE:

Obtain Nevada ID

Obtain CHR by mailing
form, fingerprint card
and fee to the Dept. of
Public Safety

Obtain SCOPE(s) from
each arresting police
department
(not required, but highly
recommended)

If applicable, obtain
Judgments of Conviction
and
prison/probation/parole
discharge paperwork

Make a list of
charges

Make the appropriate
number of copies of
each form

Fill out Municipal Court Forms

- Petition
- Order to Seal Records
- Declaration
- Notice of Entry of Order
- Certificate of Mailing
- Stipulation

Fill out District Court/Justice Court Forms

- Petition
- Order to Seal Records
- Declaration
- Notice of Entry of Order
- Certificate of Mailing

Prepare District
Court/Justice
Court packet for
the District
Attorney and/or
City Attorney

Mail District
Court/Justice Court
Packet to the
District Attorney
and/or City
Attorney for review

Either file DA/CA Signed
District Court/Justice Court
packet with the court clerk,
file unsigned packet with
the court clerk or make
corrections and resend
packet to DA/CA

File Municipal
Court Packet with
the court clerk

Receive confirmation
letters from agencies

File your Notice of
Entry of Order with
the court clerk

Mail Notice of Entry of
Order, Certificate of
Mailing and other required
documents to agencies

Once you have received the
signed Order, complete
Notice of Entry of Order
and Certificate of Mailing

introduction

- ▶ This class will provide you with legal information, not legal advice
- ▶ This is the process for Nevada record sealing
 - ▶ Specifically, Southern Nevada
- ▶ This process does not apply to out-of-state records or federal charges
- ▶ This process takes 6-9 months
 - ▶ Most of the time is spent waiting on government agencies to respond

introduction

▶ You CANNOT seal the following CONVICTIONS:

- ▶ Crimes Against Children
- ▶ Felony DUIs
- ▶ Sexual Offenses
- ▶ Home Invasions with a Deadly Weapon

ELIGIBILITY

You must be eligible in order to seal your record, meaning that each conviction/charge must meet the required waiting period. The “clock” begins at the close of your case (last fine, prison release, etc.).

Every conviction/charge must be eligible to be sealed.

Conviction	Required Waiting Period
Crimes Against Children, Felony DUIs, Sexual Offenses and Home Invasions with a Deadly Weapon	Ineligible
Category A Felony, Crime of Violence (NRS 200.408), Burglary (NRS 205.060)	10 years
Category B, C or D Felonies	5 years
Category E Felony	2 years
Enhanceable Misdemeanors (including Non-felony DUI and Non-felony battery domestic violence)	7 years
Gross Misdemeanors, Misdemeanor Battery (NRS 200.481), Harassment (NRS 200.571), Stalking (NRS 200.575), Violation of a Temporary or Extended Order for Protection	2 years
All other misdemeanors and traffic violations	1 years
Acquitted/Dismissed charges, If the defendant, while a victim of sex trafficking or involuntary servitude, perpetrated any crime other than a “crime of violence” under NRS 179.24, Decriminalized offenses	No wait
Charges prosecution declined to prosecute	After the Statute of Limitations has run OR 8 years after the arrest OR if agreed by parties

ELIGIBILITY

- ▶ If you are not sure what convictions are on your record, you will find out by referencing the documents obtained in Phase 1.
- ▶ If you are not sure what categories your convictions fall under (Cat. A felony vs. Cat. B felony; gross misdemeanor vs. misdemeanor), you can find out by searching the conviction online, or by referencing the Nevada Legislature website.

ELIGIBILITY

- ▶ Even if your convictions are eligible, it is not guaranteed that your record will be sealed.
- ▶ The Judge will consider the following factors:
 - ▶ Are *all* of your convictions eligible to be sealed?
 - ▶ How severe was the nature of each offense?
 - ▶ Do you have a history of reoffending (repeating crimes)?
 - ▶ Do you have any active/open cases or warrants?
 - ▶ Do you have any recent drug or DUI cases?

Phase 1 - gather information

IN THIS PHASE, YOU ARE GOING TO GATHER INFORMATION AND DOCUMENTATION. TO DO THIS, YOU WILL NEED A GOVERNMENT-ISSUED IDENTIFICATION (DRIVER'S LICENSE OR PASSPORT).

- FIRST, YOU NEED TO OBTAIN YOUR CRIMINAL HISTORY RECORD, OR “CHR”
- SECOND, IT IS RECOMMENDED THAT YOU OBTAIN YOUR SCOPES FROM EACH ARRESTING POLICE DEPARTMENT
- THIRD, IF APPLICABLE, YOU WILL OBTAIN OTHER, SUPPORTING DOCUMENTATION


Step 1: obtain Criminal history report

- ▶ The Criminal History Report, or “CHR,” is the report of your criminal history in the state of Nevada
- ▶ The CHR expires after one year
 - ▶ Do not apply for your CHR until you are eligible and ready to begin this process
- ▶ To obtain your CHR, you need the “3 Fs”
 - ▶ FORM
 - ▶ FINGERPRINTS
 - ▶ FEE

Step 1: obtain Criminal history report

► FORM:

- DPS-006 (in Manual and available online)
- On top half, write your name, address, phone number, email, date of birth and sign
- On bottom half, where it says “Respond to,” write your name & the address where you want your CHR sent to
- Additional copies of your CHR are free
 - Write at the bottom of the form “Please provide 2 copies of my CHR.”



Department of Public Safety
Records, Communications and Compliance Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706

**IDENTIFICATION FILE REQUEST FOR STATE OF NEVADA
RECORDS OF CRIMINAL HISTORY FORM (DPS-006)**

I hereby authorize the State of Nevada Criminal History Repository to disclose criminal history record information, if any, within my identification file to me or the person or entity indicated below:

Please indicate the full name, address and contact information of the individual to be searched below (to be completed by the subject of the record).

**All information required unless otherwise stated.
Type or Print legibly - unreadable documents may be returned.**

First Name: Middle Name:
Last Name:
Mailing Address:
Street Address

City, State and Zip Code
Contact Phone: Contact Email:
Signature of Subject of Record Search Date of Birth
Date Signed

Please ensure mailing address is valid and accurate. Due to the confidential nature of this response, mail cannot be forwarded. If a change of address is needed a new DPS-006 Form will need to be submitted.

Respond to:
Mailing Address:
Street Address

City, State and Zip Code

Please indicate reason for request:

To obtain a duplicate response, the request must be within 90 days from the original date processed.

The use of this form is intended to safeguard the rights of the signatory and ensure the confidentiality of the requested information against non-authorized disclosure. The fingerprint card accompanying this request will be used to verify identity. A \$23.50 certified check or money order made payable to the Department of Public Safety must accompany each request.

DPS-006
0000RCCD-006(07/2017rev)

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Step 1: obtain Criminal history report

► FINGERPRINTS:

- You need to get your fingerprints taken
- The Department of Public Safety accepts only ORIGINAL FD-258 fingerprint cards
 - No copies!
- Fingerprint card cannot be more than one year old
- Fingerprinting locations and prices are listed in the Manual

APPLICANT <small>*See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK	
LAST NAME NAM		FIRST NAME FIRST NAME		MIDDLE NAME MIDDLE NAME					
FD-258 (REV. 12-10-07)		SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA		O R I		DATE OF BIRTH Month Day Year	
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP CTZ		SEX		RACE		HGT. WGT. EYES HAR. PLACE OF BIRTH POB	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		FBI NO. FBI		CLASS	
EMPLOYER AND ADDRESS		REASON FINGERPRINTED		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		REF.	
				MISCELLANEOUS NO. MNU					
<h1>SAMPLE</h1>									
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

Step 1: obtain Criminal history report

► FEE

► Cost: \$27.00

► Cannot be waived

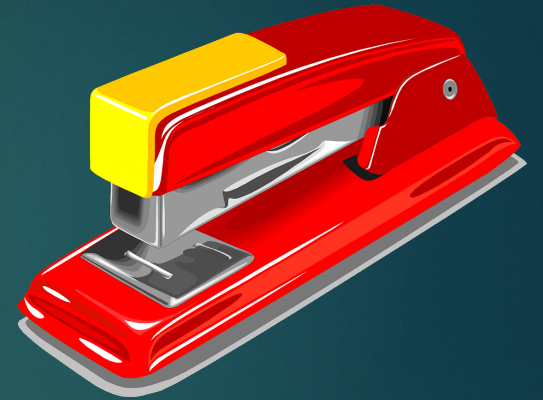
► Must be in the form of a money order or certified check

► Must be made payable to Department of Public Safety



Step 1: obtain Criminal history report

- ▶ Staple together:
 - ▶ Form
 - ▶ Fingerprint Card
 - ▶ Fee
- ▶ Place all 3 items in envelope with postage
- ▶ Mail to Department of Public Safety
(address in the Manual)
- ▶ You will receive your CHR within 6-8 weeks



Step 2: obtain SCOPE (Recommended)

- ▶ Not required, but strongly recommended
- ▶ You will need to obtain a SCOPE from each police department that arrested you
- ▶ You can request it in person or online/by mail
- ▶ Police department locations and SCOPE prices are in the Manual
 - ▶ Approximately \$10.00 per SCOPE

Step 3: obtain SUPPORTING DOCUMENTATION

- ▶ IF YOU HAVE GROSS MISDEMEANOR OR FELONY CONVICTIONS
 - ▶ You need to obtain the Judgments of Conviction (JOC)
 - ▶ You can obtain your JOCs in-person at the District Court Clerk's Office
- ▶ IF YOU WERE ON PAROLE OR PROBATION
 - ▶ You need to obtain your parole/probation discharge paperwork
 - ▶ Mail, fax or email a written request
- ▶ IF YOU FINISHED YOUR SENTENCE IN PRISON
 - ▶ You need to obtain your prison discharge paperwork
 - ▶ Mail or fax written request

End of phase 1



WE LEARNED HOW TO:

1. OBTAIN CHR (FORM, FINGERPRINT, FEE) FROM DEPARTMENT OF PUBLIC SAFETY
2. OBTAIN SCOPE(S) FROM EACH ARRESTING POLICE DEPARTMENT
3. IF APPLICABLE, OBTAIN SUPPORTING DOCUMENTATION
 1. Judgments of Conviction for gross misdemeanor or felony convictions
 2. Parole/probation/prison discharge paperwork

Phase 2- DRAFT FORMS

IN THIS PHASE, YOU WILL ORGANIZE THE INFORMATION FROM YOUR CHR, SCOPE(S) AND SUPPORTING DOCUMENTATION INTO LISTS AND DRAFT YOUR FORMS.

Step 4: MAKE LISTS OF YOUR CHARGES

- ▶ Using the information on your CHR, SCOPE(s) and supporting documentation, make a list of every charge and conviction on a blank paper or in an Excel spreadsheet
- ▶ Be sure that your list includes the following information:
 - ▶ Date of arrest
 - ▶ Arresting agency
 - ▶ Original charge
 - ▶ Court case number
 - ▶ Final disposition (found guilty, dismissed, pled to lesser charge, etc.)

Step 4: MAKE LISTS OF YOUR CHARGES

EXAMPLE:

- 1) **Arrest Date:** 6/23/2004
Arresting Agency: Las Vegas Metropolitan Police Department
Original Charge: Grand Larceny
Case Number: 04MXX47X
Final Disposition: Guilty of Petit Larceny
- 2) **Arrest Date:** 5/15/2004
Arresting Agency: Las Vegas Metropolitan Police Department
Original Charge: Failure to Yield Stop
Case Number: 12XXXXXX2929292
Final Disposition: Guilty of Parking Violation
- 3) **Arrest Date:** 5/2/2004
Arresting Agency: Las Vegas Metropolitan Police Department
Original Charge: Trespassing
Case Number: 04MXX37X
Final Disposition: Dismissed
- 4) **Arrest Date:** 2/4/2002
Arresting Agency: Nevada Highway Patrol
Original Charge: DUI
Case Number: 03MXX20X
Final Disposition: Prosecution Declined

- 5) **Arrest Date:** 4/3/2000
Arresting Agency: Las Vegas Metropolitan Police Department
Original Charge: Poss Cont Sub For Sale
Case Number: 04FXX09X
Final Disposition: Guilty

You *should* find all of this information on your CHR, SCOPE(s) and supporting documentation; however, if some information is missing, you may need to search your name on the court websites.

Step 4: MAKE LISTS OF YOUR CHARGES

- ▶ Once you have completed your list, separate your charges and convictions into your final list(s), separated by court.

EXAMPLE:

→ DISTRICT COURT LIST

- 1) **Arrest Date:** 6/23/2004
Arresting Agency: Las Vegas Metropolitan Police Department
Original Charge: Grand Larceny
Case Number: 04MXX47X
Final Disposition: Guilty of Petit Larceny
- 2) **Arrest Date:** 5/2/2004
Arresting Agency: Las Vegas Metropolitan Police Department
Original Charge: Trespassing
Case Number: 04MXX37X
Final Disposition: Dismissed
- 3) **Arrest Date:** 2/4/2002
Arresting Agency: Nevada Highway Patrol
Original Charge: DUI
Case Number: 03MXX20X
Final Disposition: Prosecution Declined
- 4) **Arrest Date:** 4/3/2000
Arresting Agency: Las Vegas Metropolitan Police Department
Original Charge: Poss. Cont. Sub For Sale
Case Number: 04FXX09X
Final Disposition: Guilty

→ MUNICIPAL COURT LIST

- 1) **Arrest Date:** 5/15/2004
Arresting Agency: Las Vegas Metropolitan Police Department
Original Charge: Failure to Yield Stop
Case Number: 12XXXXXX2929292
Final Disposition: Guilty of Parking Violation



Step 5: draft your forms

- ▶ Once you have completed your final list(s), you will need to draft your forms.
- ▶ To generate your forms, visit nevadalegalservices.org, click “Find Legal Help,” click “Forms Library & Legal Assistance”

Step 5: draft your forms

► Select the court that you will file in

Criminal Record Sealing Forms


-  [Sample Record Sealing Pleadings - Northern Nevada](#)
-  [Sample Record Sealing Pleadings With Instructions](#)

Interactive Record Sealing Forms - Southern Nevada (clicking on the links below will take you to our partner website called **LawHelp Interactive**):

-  [Eighth Judicial District Court Record Sealing Packet](#)
-  [Henderson Justice Court Record Sealing Packet](#)
-  [Henderson Municipal Court Record Sealing Packet](#)
-  [Las Vegas Justice Court Record Sealing Packet](#)
-  [Las Vegas Municipal Court Record Sealing Packet](#)
-  [North Las Vegas Justice Court Record Sealing Packet](#)
-  [North Las Vegas Municipal Court Record Sealing Packet](#)



Criminal Record Sealing Manual

-  [Record Sealing Manual - Fall 2021](#)

Step 5: draft your forms

- ▶ If you have ONLY charges in one Justice Court, select that Justice Court Packet
- ▶ If you have ONLY charges in one Municipal Court, select that Municipal Court Packet
- ▶ If you have ONLY charges in District Court, you will select the District Court Packet

Step 5: draft your forms

- ▶ If you have a **COMBINATION** of District Court charges and Justice Court/Municipal Court charges, it is recommended that you:
 - ▶ Complete the District Court Record Sealing Packet for all charges and file in District Court
- ▶ If you have a **COMBINATION** of Justice Court charges and Municipal Court charges, it is recommended that you:
 - ▶ Complete a packet for each Justice Court and/or each Municipal Court & file separately

Step 5: draft your forms

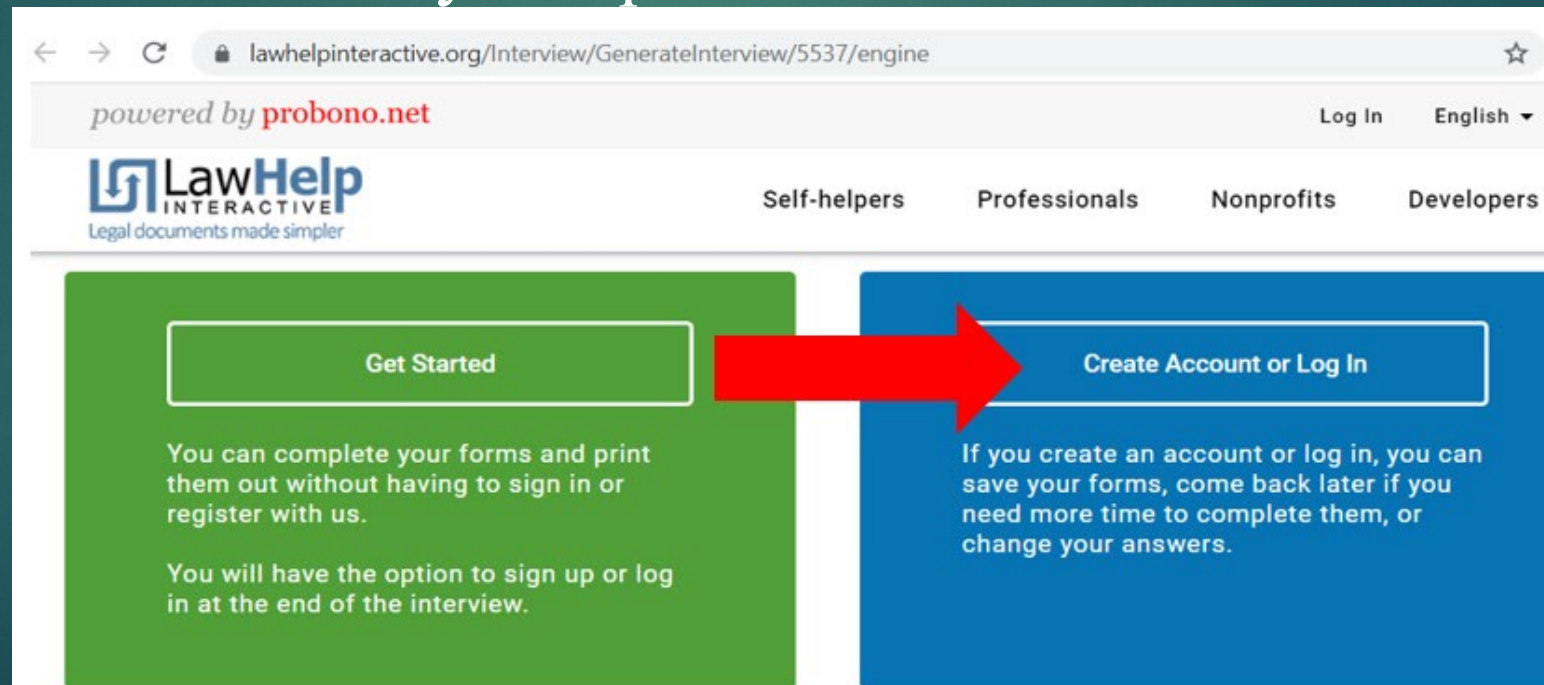
If you have another COMBINATION of courts, it may be easier to draft a District Court Record Sealing Packet and file in District Court; however, that may be more expensive than filing in each court, separately.

Before making this determination, be sure to calculate the filing fees associated with each court and then compare it to the District Court filing fee.

We will discuss filing fees in Phase 4.

Step 5: draft your forms

- ▶ Once you determine what court to file in, you need to create a free account. By creating an account, you will be able to access your forms from any computer.



Step 5: draft your forms

A. Review Instructions

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District Court Record Sealing Packet

Interview Outline x Is this the right form for my case?

- ☒ Is this the right form for
- ☒ How to Fill Out this For
- ☒ Helpful Resources
- ☐ Petitioner Information
- ☐ Aliases
- ☒ List of Charges
- ☐ Addresses
- ☐ Declaration

IS THIS THE RIGHT FORM FOR MY CASE?

Welcome to Nevada Legal Service's automatic Eighth Judicial District Court Record Sealing Form.

You can use this form to ask the District Court to seal records for any court in Clark County, Nevada, including the District Court and any of the Justice Courts and Municipal Courts. However, if you only have charges in one or two Justice or Municipal Courts, it may be cheaper and easier to file a petition in those courts rather than using the District Court Form.

NLS
NEVADA LEGAL SERVICES

In order to fill out this form, you will need a complete record of your criminal history: including a Criminal History Report from the Nevada Criminal History Repository and a printout from the appropriate court website of all the charges against you. Although the law no longer requires it, we recommend that you also get a copy of your arrest history (called a SCOPE) from any police department that has arrested you. You will use these records to fill in the required information about your charges.

NOTE: Some charges are not eligible to be sealed. If you have been convicted of crimes against children, a felony DUI, or sexual offenses you will not be able to seal those charges.

Step 5: draft your forms

B. Complete Petitioner Information

The screenshot shows the LawHelp Interactive website interface. At the top left is the LawHelp logo with the tagline "Legal documents made simpler". At the top right, it says "powered by probono.net". Below the header is a dark blue bar with the title "District Court Record Sealing Packet" and an "About" link. On the left side, there is a sidebar menu titled "Interview Outline" with a close button (X). The menu items are: "Is this the right form for me?", "How to Fill Out this Form", "Helpful Resources", "Petitioner Information" (which is highlighted), "Aliases", "List of Charges", "Addresses", and "Declaration". The main content area is titled "Petitioner Information" and contains the following fields:

- First Name:
- Middle Name:
- Last Name:
- Street Address:
- City:
- State:
- Zip Code:
- Phone Number:
- Email Address:
- Enter your date of birth:
- Enter the last four numbers of your Social Security Number:

There is a "Help" link in the top right corner of the form area.

Step 5: draft your forms

C. Include Aliases (found on top of CHR/SCOPE)

The screenshot shows the LawHelp Interactive website interface. At the top left is the LawHelp logo with the tagline "Legal documents made simpler". At the top right, it says "powered by probono.net". The main title of the form is "District Court Record Sealing Packet". On the left side, there is a navigation menu with the following items: "Interview Outline", "Is this the right form for me?", "How to Fill Out this Form", "Helpful Resources", "Petitioner Information", "Aliases" (which is highlighted), "List of Charges", "Addresses", and "Declaration". The main content area is titled "Aliases" and contains the question: "Have you ever used or are you known by any other names?". Below this question are two radio button options: "Yes" and "No". A note below the options states: "(If you're not sure if you've used other names, check your Criminal History Report or SCOPE. These will usually have a list of any other names you might be known by.)".

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Legal documents made simpler

powered by probono.net

District Court Record Sealing Packet

Interview Outline x

Aliases

Have you ever used or are you known by any other names?

☐ Yes ☐ No

(If you're not sure if you've used other names, check your Criminal History Report or SCOPE. These will usually have a list of any other names you might be known by.)

Is this the right form for me?
How to Fill Out this Form
Helpful Resources
Petitioner Information
Aliases
List of Charges
Addresses
Declaration

Step 5: draft your forms

D. Input All Charges

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District Court Record Sealing Packet

Interview Outline x

- Is this the right form for me?
- How to Fill Out this Form
- Helpful Resources
- Petitioner Information
- Aliases
- List of Charges
 - New: List of Charges**
- Addresses
- Declaration

New: List of Charges

At this step you will list the information for the records you wish to be sealed. Each charge against you should be listed separately even if it is from the same arrest.

Enter the date of the arrest or citation:
<M/d/yyyy>

Which agency arrested you or gave you the citation?

<input type="radio"/> Boulder City Police Department	<input type="radio"/> North Las Vegas Police Department
<input type="radio"/> Henderson Police Department	<input type="radio"/> Nevada Highway Patrol
<input type="radio"/> Las Vegas Metropolitan Police Department	<input type="radio"/> Nevada State Park Service
<input type="radio"/> Mesquite Police Department	<input type="radio"/> Unknown
<input type="radio"/> Other	

Enter the original crime you were arrested for or charged with. (Use the abbreviated form of the charge listed on your Criminal History Report or court record rather than the full name of the charge. For instance, instead of "Possession With Intent to Sell", you would put "POSS W/INTENT".)

Enter the court case number for your charge. If there was no court case associated with the arrest or citation, put N/A instead.

Enter the final disposition of the case:

<input type="radio"/> Guilty	<input type="radio"/> No charges brought
<input type="radio"/> Not guilty	<input type="radio"/> Pled to lesser charge
<input type="radio"/> Dismissed	<input type="radio"/> Unknown
<input type="radio"/> Other	



Step 5: draft your forms

E. Complete Addresses Section

LawHelp INTERACTIVE
Legal documents made simpler

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District Court Record Sealing Packet

Interview Outline x

Addresses

This section will help you figure out where you should send the order sealing your records once you have successfully sealed your records. Check the box next to every court where you have had a criminal case.

<input type="checkbox"/> Eighth Judicial District Court	<input type="checkbox"/> North Las Vegas Municipal Court	<input type="checkbox"/> Mesquite Justice Court
<input type="checkbox"/> Henderson Justice Court	<input type="checkbox"/> Boulder City Justice Court	<input type="checkbox"/> Mesquite Municipal Court
<input type="checkbox"/> Henderson Municipal Court	<input type="checkbox"/> Boulder City Municipal Court	<input type="checkbox"/> Moapa Justice Court
<input type="checkbox"/> Las Vegas Justice Court	<input type="checkbox"/> Bunkerville Justice Court	<input type="checkbox"/> Moapa Valley Justice Court
<input type="checkbox"/> Las Vegas Municipal Court	<input type="checkbox"/> Good Springs Justice Court	<input type="checkbox"/> Searchlight Justice Court
<input type="checkbox"/> North Las Vegas Justice Court	<input type="checkbox"/> Laughlin Justice Court	

Were any of your charges brought by the Gaming Control Board?
☐ Yes ☐ No

Did you go to prison for any of the charges you have listed?
☐ Yes ☐ No

Were you placed on probation or parole for any of the charges you have listed?
☐ Yes ☐ No

Is this the right form for...
How to Fill Out this Form...
Helpful Resources
Petitioner Information
Aliases
List of Charges
New: List of Charges
Addresses
Declaration

Help


Step 5: draft your forms

F. Type Declaration

- This is your chance to tell the judge why you want your record sealed.
- While you may want to discuss the underlying facts of your charge(s), it is recommended that you don't.
- The judge is more concerned with how you have changed as a person and/or what challenges you are facing as a result of your criminal record (i.e., housing issues, employment issues)

Step 5: draft your forms

F. Type Declaration



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District Court Record Sealing Packet

Interview Outline

Is this the right form for me?

How to Fill Out this Form

Helpful Resources

Petitioner Information

Aliases

List of Charges

New: List of Charges

Addresses

Declaration

Declaration

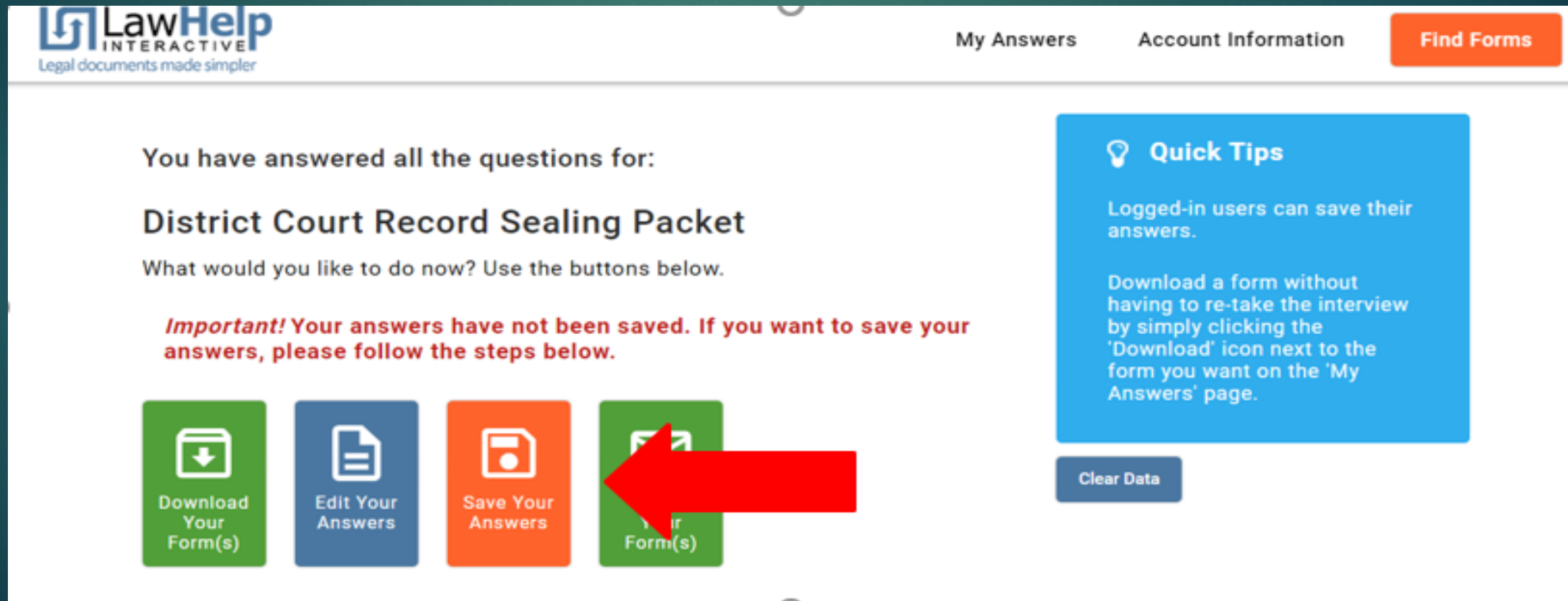
In this section, you will explain to the judge you why you would like to have your record sealed. For instance, you might think it will help you find a job or you want to be a good example for your children. You should also mention any good things you have done in your life since your last arrest or conviction, like enrolling in school, religious activities, or volunteer work.

I would like to seal my records because:

Help

Step 5: draft your forms

G. SAVE ANSWERS!!



LawHelp
INTERACTIVE
Legal documents made simpler

My Answers Account Information **Find Forms**

You have answered all the questions for:

District Court Record Sealing Packet

What would you like to do now? Use the buttons below.

Important! Your answers have not been saved. If you want to save your answers, please follow the steps below.

Download Your Form(s)

Edit Your Answers

Save Your Answers

Download Your Form(s)

Quick Tips

Logged-in users can save their answers.

Download a form without having to re-take the interview by simply clicking the 'Download' icon next to the form you want on the 'My Answers' page.

Clear Data

Step 5: draft your forms

H. Download and Review Forms



LawHelp
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My Answers

You have answered all the questions for:

District Court Record Sealing Packet

What would you like to do now? Use the buttons below.

Important! Your answers have not been saved. If you want to save your answers, please follow the steps below.

Download Your Form(s)

My Answers

Save Your Answers

Email Your Form(s)

Once you click “Download your Forms,” a Word Document will appear, consisting of the following:

1. Petition to Seal Records
2. Order to Seal Records
3. Declaration
4. Certificate of Mailing
5. Notice of Entry of Order
6. Stipulation (only if Municipal Court charges)

Step 5: draft your forms

Then, you will need to
review/prepare your forms by
following the instructions in the
Manual.



Step 5: draft your forms

If you have obtained your CHR, SCOPE and supporting documents and would like further assistance, call 702-386-0404 to find out if you qualify for free legal assistance with Nevada Legal Services.



End of phase 2



WE LEARNED HOW TO:

1. DRAFT YOUR LIST(S)
2. DRAFT YOUR FORMS

Phase 3- pre-filing review

IN THIS PHASE, YOU WILL PREPARE YOUR
PACKET OF FORMS AND THEN SUBMIT IT
TO THE DISTRICT ATTORNEY AND/OR
CITY ATTORNEY FOR REVIEW.

Step 6: SIGN Forms and make copies

- ▶ Sign the Petition, Order and Declaration in blue ink (put the Notice of Entry of Order and Certificate of Mailing away until Phase 5)
- ▶ Make 2 copies of each form:
 - ▶ Petition
 - ▶ Order
 - ▶ Declaration
 - ▶ Stipulation (if applicable)
- ▶ Make 2 copies of CHR
- ▶ Make 2 copies of supporting documents (JOCs, probation/parole/prison discharge paperwork)

Step 7: prepare packet contents

- After you make copies of your documents, you need to separate them into 3 piles. Paperclip each pile.

ORIGINALS PILE	COPIES PILE	YOUR PILE
<ul style="list-style-type: none">• Original Petition• Original Order• Original Declaration• *Original Stipulation• Copy of CHR• Copy of Supporting Documents	<ul style="list-style-type: none">• Copy of Petition• Copy of Order• Copy of Declaration• *Copy of Stipulation• Copy of CHR• Copy of Supporting Documents	<ul style="list-style-type: none">• Copy of Petition• Copy of Order• Copy of Declaration• *Copy of Stipulation• Original CHR• Original Supporting Documents

Step 8: prepare and mail packet

- ▶ If you are filing a District Court Packet or Justice Court Packet with ONLY District Court and/or Justice Court charges
- ▶ Buy (2) 10x14 envelopes and buy \$2.00 in postage for each envelope
 - ▶ Address one envelope to the **District Attorney**
 - ▶ Address the other envelope to yourself
- ▶ Put the self-addressed envelope, the originals pile and the copies pile in the envelope addressed to the District Attorney
 - ▶ Mail or hand deliver your packet

Step 8: prepare and mail packet

- ▶ If you are filing a District Court Packet **WITH** Municipal Court charges:
- ▶ Buy (2) 10x14 envelopes and buy \$2.00 in postage for each envelope
 - ▶ Address one envelope to the **City Attorney**
 - ▶ Address the other envelope to yourself
- ▶ Put the self-addressed envelope and the originals pile in the envelope addressed to the City Attorney
 - ▶ Mail or hand deliver packet
- ▶ Once City Attorney returns your documents, repeat process by sending paperwork to **District Attorney**

Step 8: prepare and mail packet

- ▶ If you are filing a Municipal Court packet, you do not need to send your documents to the City Attorney for review. Rather, you will be directly filing your documents with the Court.
- ▶ Proceed to Step 11.

Step 9: wait for district attorney's office

- ▶ If you sent your documents to the DA's Office, they will take 10-12 weeks to process your paperwork
 - ▶ The DA will either:
 - ▶ Sign your paperwork OR
 - ▶ Not sign your paperwork because corrections are necessary OR
 - ▶ Not sign your paperwork because they oppose you sealing your record

Step 9: wait for district attorney's office

- ▶ If the DA signed your paperwork, proceed to Step 10



Step 9: wait for district attorney's office

- ▶ If the DA did not sign your paperwork because corrections are necessary:
 - ▶ The DA will include a letter informing you of what corrections are necessary
 - ▶ Fix the issues identified in the DA's letter
 - ▶ Prepare packet according to Step 6 and Step 7
 - ▶ Place DA's letter on top of packet and resubmit packet to DA's Office
 - ▶ Resubmission will take another 6-8 weeks

Step 9: wait for district attorney's office

- ▶ If the DA did not sign your paperwork because they oppose you sealing your record:
 - ▶ Proceed to Step 10
 - ▶ While it is beneficial to have the DA's signature on your paperwork, it is not required.
 - ▶ *The Judge makes the final decision, not the DA.*



End of phase 3



WE LEARNED HOW TO:

1. PREPARE PACKET
2. MAIL PACKET TO DISTRICT ATTORNEY AND/OR CITY ATTORNEY

Phase 4- filing your petition

IN THIS PHASE, YOU WILL BE VISITING
THE COURT CLERK AND FILING
DOCUMENTS.

Step 10: file packet in justice court or district court

- ▶ Filing Fees:

- ▶ District Court: \$270.00

- ▶ Las Vegas, North Las Vegas, Henderson Justice Courts: \$74.00

- ▶ It is possible to have your filing fees waived if you meet certain poverty guidelines

- ▶ **Application to Proceed in Forma Pauperis (fee waiver)**

- ▶ If granted → you can file your paperwork without paying the filing fee

- ▶ If denied → 2 days to pay filing fee or court clerk will mail back your documents

FEE WAIVER EXAMPLE

JUSTICE COURT, LAS VEGAS TOWNSHIP Clark County, Nevada		Case No. _____
Name of Plaintiff(s)/Landlord/Owner _____ _____ _____		Department No. _____
VERSUS		APPLICATION TO PROCEED IN FORMA PAUPERIS
Name of Defendant(s)/Tenant(s)/Unauthorized Occupant(s) _____ _____ _____		
_____ (Applicant's Name)		_____ (Applicant's Phone Number)
_____ (Applicant's Street Address)		_____ (Applicant's Email)
_____ (Applicant's City, State, and Zip Code)		
<p>I am unable to pay the costs of prosecuting or defending this action. I am requesting, pursuant to NRS 65.040 and NRS 12.015, to proceed without paying costs or fees, based on the following:</p> <ol style="list-style-type: none">1. I receive <input type="checkbox"/> Medicaid <input type="checkbox"/> assistance for public housing.2. Including myself, there are _____ adults and _____ children in my household.3. My total household monthly income after taxes, (include income from employment, unemployment compensation, workers' compensation, child support, Social Security, Spouse and/or Domestic Partner's income, any other household money contributions, etc) is as follows: \$ _____. <p>Pursuant to NRS 53.045, I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.</p> <p>Signature: _____ Name: _____ Date: _____</p>		
<p style="text-align: center;"><u>FOR COURT USE ONLY</u></p> <p style="text-align: center;"><u>Order Regarding Application to Proceed in Forma Pauperis</u></p> <p>Upon consideration of the Application to Proceed in Forma Pauperis above, and good cause appearing therefore,</p> <p>_____ IT IS HEREBY ORDERED that the Application is GRANTED. The applicant shall be permitted to proceed with Fees and Costs waived in this action as permitted by NRS 12.015.</p> <p>_____ IT IS HEREBY ORDERED that the application is DENIED for the following reasons:</p> <p>_____ The applicant is not indigent within the meaning of NRS 12.015.</p> <p>_____ Other: _____</p> <p>_____ Date</p> <p>_____ Justice of the Peace</p>		

Step 10: file packet in justice court or district court

- ▶ File with the Court Clerk:
 - ▶ Civil Cover Sheet
 - ▶ Original Order
 - ▶ 3-5 Copies of Order
 - ▶ Original Petition
 - ▶ Original Declaration
 - ▶ CHR
 - ▶ Supporting Documents
 - ▶ Filing fee or Application to Proceed in Forma Pauperis (fee waiver)
 - ▶ Payment for certified copies (see next slide)

Step 10: file packet in justice court or district court

- ▶ You will need certified copies of the signed Order for Phase 5
- ▶ It is best to request these certified copies at the time you file your documents
- ▶ It is recommended that you request 4 certified copies of the Order (approximately \$12.00)

DISTRICT COURT CIVIL COVER SHEET

County, Nevada

Case No. _____

(Assigned by Clerk's Office)

I. Party Information (provide both home and mailing addresses if different)

Plaintiff(s) (name/address/phone):

Defendant(s) (name/address/phone):

Attorney (name/address/phone):

Attorney (name/address/phone):

Enter your name,
address and phone
number here

II. Nature of Controversy (please select the one most applicable filing type below)

Civil Case Filing Types

Real Property	Negligence	Torts
Landlord/Tenant <input type="checkbox"/> Unlawful Detainer <input type="checkbox"/> Other Landlord/Tenant Title to Property <input type="checkbox"/> Judicial Foreclosure <input type="checkbox"/> Other Title to Property Other Real Property <input type="checkbox"/> Condemnation/Eminent Domain <input type="checkbox"/> Other Real Property	<input type="checkbox"/> Auto <input type="checkbox"/> Premises Liability <input type="checkbox"/> Other Negligence Malpractice <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Legal <input type="checkbox"/> Accounting <input type="checkbox"/> Other Malpractice	Other Torts <input type="checkbox"/> Product Liability <input type="checkbox"/> Intentional Misconduct <input type="checkbox"/> Employment Tort <input type="checkbox"/> Insurance Tort <input type="checkbox"/> Other Tort
Probate Probate (select case type and estate value) <input type="checkbox"/> Summary Administration <input type="checkbox"/> General Administration <input type="checkbox"/> Special Administration <input type="checkbox"/> Set Aside <input type="checkbox"/> Trust/Conservatorship <input type="checkbox"/> Other Probate Estate Value <input type="checkbox"/> Over \$200,000 <input type="checkbox"/> Between \$100,000 and \$200,000 <input type="checkbox"/> Under \$100,000 or Unknown <input type="checkbox"/> Under \$2,500	Construction Defect & Contract Construction Defect <input type="checkbox"/> Chapter 40 <input type="checkbox"/> Other Construction Defect Contract Case <input type="checkbox"/> Uniform Commercial Code <input type="checkbox"/> Building and Construction <input type="checkbox"/> Insurance Carrier <input type="checkbox"/> Commercial Instrument <input type="checkbox"/> Collection of Accounts <input type="checkbox"/> Employment Contract <input type="checkbox"/> Other Contract	Judicial Review/Appeal Judicial Review <input type="checkbox"/> Foreclosure Mediation Case <input type="checkbox"/> Petition to Seal Records <input type="checkbox"/> Mental Competency Nevada State Agency Appeal <input type="checkbox"/> Department of Motor Vehicle <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> Other Nevada State Agency Appeal Other <input type="checkbox"/> Appeal from Lower Court <input type="checkbox"/> Other Judicial Review/Appeal
Civil Writ Civil Writ <input type="checkbox"/> Writ of Habeas Corpus <input type="checkbox"/> Writ of Mandamus <input type="checkbox"/> Writ of Quo Warrant <input type="checkbox"/> Writ of Prohibition <input type="checkbox"/> Other Civil Writ	Other Civil Filing Other Civil Filing <input type="checkbox"/> Compromise of Minor's Claim <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Other Civil Matters	

Select Petition to Seal
Records

Sign and date

Business Court filings should be filed using the Business Court civil coversheet.

Date

Signature of initiating party or representative

Step 11: file packet in municipal court

- ▶ File with the Court Clerk:
 - ▶ Civil Cover Sheet
 - ▶ Original Petition
 - ▶ Plus 1 copy
 - ▶ Original Order
 - ▶ Plus 3 copies
 - ▶ Original Declaration
 - ▶ Original Stipulation
 - ▶ Copy of CHR
 - ▶ Filing fee (approximately \$71) or Application to Proceed in Forma Pauperis (fee waiver)
 - ▶ Payment for certified copies



Enter your
name, address
and phone
number here

JUSTICE / MUNICIPAL CIVIL COURT COVER SHEET

Court _____

Case No. _____

(Assigned by Clerk's Office)

I. Party Information (provide both home and mailing addresses if different)

Plaintiff(s) (name/address/phone):

Defendant(s) (name/address/phone):

Attorney (name/address/phone):

Attorney (name/address/phone):

II. Nature of Controversy (please select the one most applicable filing type below)

Civil Case Filing Types

Real Property	Torts	Protection Orders
Real Property <input type="checkbox"/> Landlord/Tenant (Summary Eviction) <input type="checkbox"/> Unlawful Detainer Complaint (Writs of Restitution) <input type="checkbox"/> Other Real Property	Negligence <input type="checkbox"/> Auto <input type="checkbox"/> Premises Liability <input type="checkbox"/> Other Negligence Other Torts <input type="checkbox"/> Intentional Misconduct <input type="checkbox"/> Other Torts	Protection Order <input type="checkbox"/> Request for Domestic Violence Protective Order <input type="checkbox"/> Request for Protection Order (Non-Domestic Violence) <input type="checkbox"/> Sexual Assault Related Protection Order- Extension Request <input type="checkbox"/> Request for Extended Domestic Violence Protective Order <input type="checkbox"/> Request for Extended Protective Order (Non-Domestic Violence)
Contract Case Seller Plaintiff (Debt Collection) <input type="checkbox"/> Credit Card Collection <input type="checkbox"/> Payday Loan Collection <input type="checkbox"/> Debt Collection Agency <input type="checkbox"/> Other Debt Collection Other Contract Case <input type="checkbox"/> Contract Buyer Plaintiff <input type="checkbox"/> Other Contract Case	Other Civil Filings Other Civil Filing <input type="checkbox"/> Contested Liens Case <input type="checkbox"/> District Court Order to Seal Records <input type="checkbox"/> Other Civil Matters	

Date _____

Signature of initiating party or representative _____

Sign and date

Select "Other
Civil Matters"

Step 12: WAIT TO RECEIVE YOUR SIGNED ORDER TO SEAL RECORDS

- ▶ Some Judges may schedule a hearing before signing your Order.
- ▶ The Judge may have hearings for every record sealing case, or the Judge may have concerns about sealing your record.
- ▶ If a hearing is scheduled, feel free to contact Nevada Legal Services.

Step 12: WAIT TO RECEIVE YOUR SIGNED ORDER TO SEAL RECORDS

Most of the time, there is no hearing and copies of your file-stamped, signed Order to Seal Records will be mailed to you.



End of phase 4



WE LEARNED HOW TO:

1. FILE PACKET IN DISTRICT COURT/JUSTICE COURT
2. FILE PACKET IN MUNICIPAL COURT



Phase 5- notifying agencies of order to seal records

IN THIS PHASE, YOU WILL PREPARE TWO
MORE FORMS, MAIL THE SIGNED ORDER
TO SEAL RECORDS TO VARIOUS PLACES
AND FILE DOCUMENTS WITH THE COURT.

Step 13: prepare notice of entry of order and certificate of mailing

- ▶ Once you receive the signed Order to Seal Records in the mail, you must prepare two more forms
 - ▶ Notice of Entry of Order
 - ▶ Certificate of Mailing
- ▶ These are the forms that you generated online in Phase 2, but set aside in Phase 3

11
12
13
14
15
16
17
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19
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21
22
23
24
25
26
27
28

SCOPE ID#: 1234567

DOB: 1/5/70

Last Four of SS#: 1234

For an Order to Seal Records

DEPT NO:

Enter the date the Order
was filed (look at the file
stamp on the top right
corner of the Order) and
type/write it here.



NOTICE OF ENTRY OF ORDER TO SEAL RECORDS

YOU WILL PLEASE TAKE NOTICE that on the 25th day of July 2013, 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.

DATED this 12 day of March, 2014.

Submitted by:


John Jacob Doe IN PROPER PERSON

Add the date that
you are signing

Sign

1
2
3
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17
18
19



CERTIFICATE OF MAILING

Enter the date here. This date **MUST** match date on Notice of Entry of Order. This date **MUST BE** the date you mail out your documents.

I hereby certify that on the 1st day of August, 2013, 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:

Clerk of Court
Justice Court, Las Vegas Township
200 Lewis Avenue
Las Vegas, NV 89155

District Attorney's Office
Regional Justice Center
200 Lewis Avenue
Las Vegas, NV 89155

Records Division
Las Vegas Metropolitan Police Department
400 S. Martin Luther King Blvd.
Las Vegas, NV 89106

Department of Public Safety
Records and Technology Division
333 West Nye Lane, Ste. 100
Carson City, NV 89706

A list of all the agencies you must notify will appear here. Lawhelpinteractive.org generated this list for you in Phase 2.

Sign your name here


Petitioner Signature
IN PROPER PERSON

CERTIFICATE OF MAILING

I hereby certify that on the 1st day of August, 2013, 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:

Env. #1

Clerk of Court
Justice Court, Las Vegas Township
200 Lewis Avenue
Las Vegas, NV 89155

District Attorney's Office
Regional Justice Center
200 Lewis Avenue
Las Vegas, NV 89155

Env. #4

Records Division
Las Vegas Metropolitan Police Department
400 S. Martin Luther King Blvd.
Las Vegas, NV 89106

Department of Public Safety
Records and Technology Division
333 West Nye Lane, Ste. 100
Carson City, NV 89706

Env. #5

Nevada Department of Parole and Probation
Records
215 E. Bonanza Road
Las Vegas, NV 89101

Env. #2

Env. #3


Petitioner Signature
IN PROPER PERSON

Step 14: mail your forms to agencies

- ▶ Send to the Court(s), District Attorney, City Attorney:
 - ▶ A copy of the Notice of Entry of Order to Seal
 - ▶ The Certificate of Mailing
 - ▶ **CERTIFIED COPIES** of the Order to Seal
- ▶ Send to all other agencies:
 - ▶ A copy of the Notice of Entry of Order to Seal
 - ▶ The Certificate of Mailing
 - ▶ **COPY** of the **CERTIFIED COPY** of the Order to Seal

Step 15: file your forms with the clerk of the court

- ▶ File the Notice of Entry of Order to Seal Records, the Certificate of Mailing, and a copy of the Order to Seal Records with the Court Clerk.

Step 16: congratulations! Your records have been sealed.

- ▶ You will receive confirmation letters from the agencies letting you know that your record has been sealed
 - ▶ The Courts
 - ▶ Police Departments
 - ▶ Nevada Department of Public Safety
 - ▶ Other Agencies



Step 16: congratulations! Your records have been sealed.

- ▶ Once your record has been sealed, you may answer any application question regarding previous charges and convictions as if you never had a criminal record.
- ▶ However, if an application asks whether you have sealed your record, you must answer **YES**.



Step 16: congratulations! Your records have been sealed.

- ▶ Certain agencies have the ability to see your sealed record under certain circumstances (NRS 179.301)
 - ▶ Nevada Gaming Control Board
 - ▶ Division of Insurance of Dept. of Business and Industry
 - ▶ Prosecuting Attorney
 - ▶ Central Repository for Nevada Records of Criminal History
 - ▶ State Board of Pardons Commissioners
 - ▶ Some professional licensing boards

End of phase 5



WE LEARNED HOW TO:

1. PREPARE THE NOTICE OF ENTRY OF ORDER AND THE CERTIFICATE OF MAILING
2. MAIL FORMS TO AGENCIES

GAME TIME

- ▶ <https://www.triviamaker.com/game-preview/game/GD20230420168202245435989-Nevada-Legal-Services-ShannonWest>



Thank you for attending!

REMEMBER:

- IF YOU WOULD LIKE ASSISTANCE AFTER COMPLETING PHASE 1, CALL 702-386-0404 TO SEE IF YOU QUALIFY FOR FREE LEGAL ASSISTANCE WITH NEVADA LEGAL SERVICES
- PLEASE COMPLETE ATTENDEE FEEDBACK FORM

