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# BASICS OF NEVADA CRIMINAL RECORD SEALING

Clark County Criminal Record Sealing  
Community Legal Education Class

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## Attendee Manual

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- Nevada Legal Services, Inc. - William S. Boyd School of Law
  - UNLV Student Volunteers - Legal Aid Center of Southern Nevada – Clark County Law Library -
-

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# CRIMINAL RECORD SEALING MAP

## PROCESS KEY:



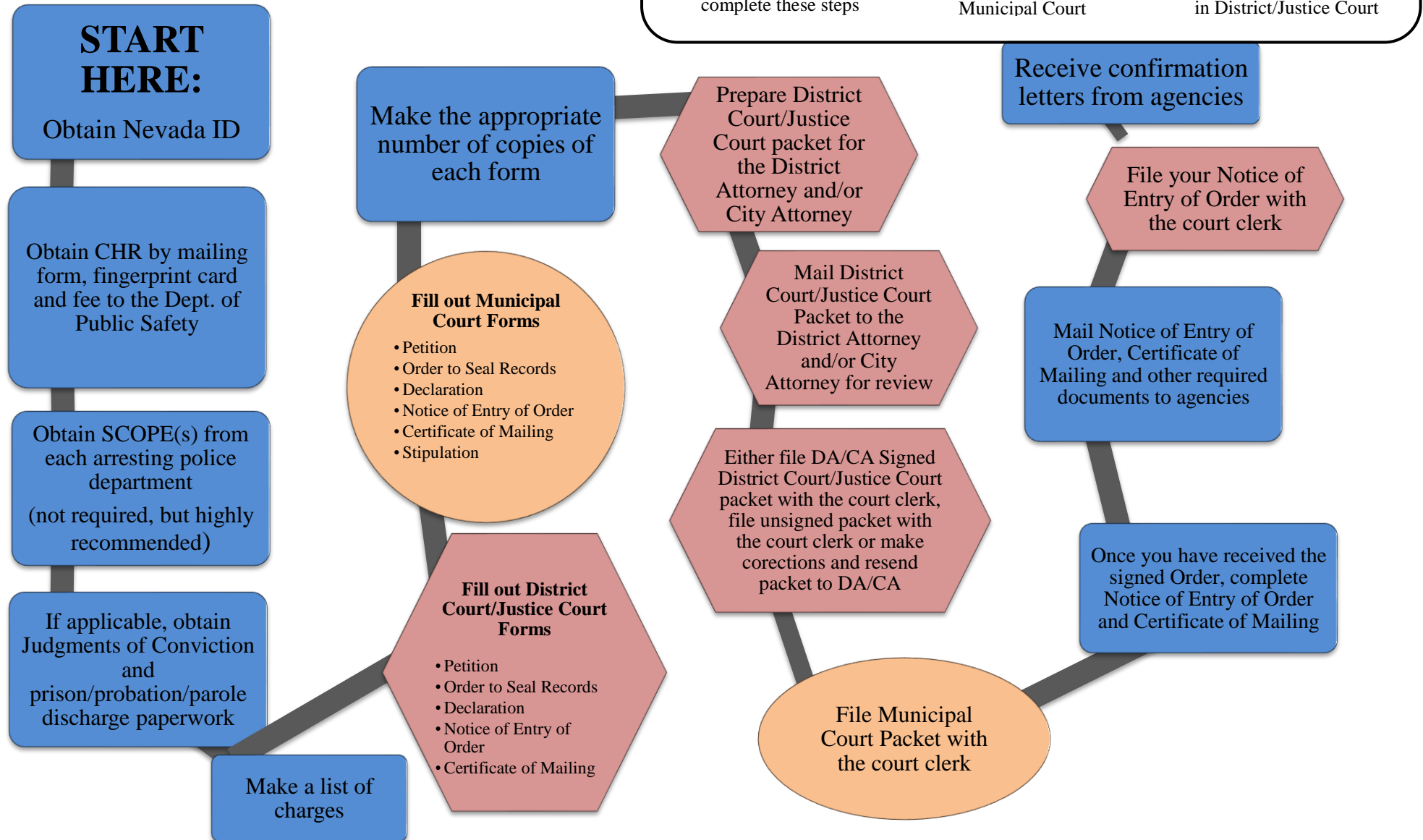
RECTANGLE: Everyone must complete these steps



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



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



## **Introduction**

This guide will take you step-by-step through the criminal record sealing process in all Clark County judicial jurisdictions, including the Eighth Judicial District Court, Justice Court and Municipal Courts. **This process does not apply to federal convictions/charges or out-of-state convictions/charges.** On average, this process takes about 6-9 months.

## **Requirements**

In order to seal your criminal record, you must be eligible. To be eligible, you must satisfy the required waiting periods listed below. The eligibility timeline begins at the close of your case. This could mean the date the last fine was paid, the date you were released from parole or probation, the date you were released from prison, or the date you finished your court requirements. **You must make sure every charge and conviction on your record is eligible to be sealed before you can begin this process.**

Pursuant to NRS 179.245(6), the following convictions cannot be sealed: **CRIMES AGAINST CHILDREN, FELONY DUIs, SEXUAL OFFENSES AND HOME INVASIONS WITH A DEADLY WEAPON.**

### **CRIMES AGAINST CHILDREN pursuant to NRS 179D.0357:**

Any of the following if the victim was less than 18 years old when the offense was committed:

- (1) kidnapping, unless the offender is the parent/guardian of the victim;
- (2) false imprisonment, unless the offender is the parent/guardian of the victim;
- (3) involuntary servitude of a child, unless the offender is the parent/guardian of the victim;
- (4) sex trafficking or prostitution;
- (5) an attempt to commit an offense in this list;
- (6) an offense committed in another jurisdiction that would be an offense in this list if committed in this State; and
- (7) an offense against a child committed in another jurisdiction if that jurisdiction would require the person who has committed the crime to register as an offender.

### **SEXUAL OFFENSES pursuant to NRS 179.245(8)(b):**

Sexual offense means any of the following offenses:

- (1) 1<sup>st</sup> degree murder committed in the perpetration or attempted perpetration of sexual assault/sexual abuse/sexual molestation of a child less than 14 years;
- (2) sexual assault;
- (3) statutory sexual seduction, if punishable as a felony;
- (4) battery with intent to commit sexual assault;
- (5) an offense involving the administration of a drug to another person with the intent to enable or assist the commission of a felony;
- (6) an offense involving the administration of a controlled substance to another person to with the intent to enable or assist a crime of violence listed in this paragraph;
- (7) abuse of a child if the abuse involved sexual abuse or sexual exploitation;
- (8) an offense involving pornography and a minor;
- (9) incest;
- (10) open or gross lewdness, if punishable as a felony;
- (11) indecent or obscene exposure, if punishable as a felony;
- (12) lewdness with a child;
- (13) sexual penetration of a dead human body;

- (14) sexual conduct between certain employees of a school or volunteers at a school and a pupil;
- (15) sexual conduct between certain employees at a college/university and a student;
- (16) luring a child or a person with mental illness, if punishable as a felony;
- (17) an attempt or conspiracy to commit an offense on this list.

### ELIGIBILITY CHART

<b>Conviction</b>	<b>Required Waiting Period</b>
<b>Crimes Against Children, Felony DUIs, Sexual Offenses and Home Invasions with a Deadly Weapon</b>	<b>Ineligible</b>
<b>Category A Felony, Crime of Violence (NRS 200.408), Burglary (NRS 205.060)</b>	<b>10 years</b>
<b>Category B, C or D Felonies</b>	<b>5 years</b>
<b>Category E Felony</b>	<b>2 years</b>
<b>Enhanceable Misdemeanors (including Non-felony DUI and Non-felony battery domestic violence)</b>	<b>7 years</b>
<b>Gross Misdemeanors, Misdemeanor Battery (NRS 200.481), Harassment (NRS 200.571), Stalking (NRS 200.575), Violation of a Temporary or Extended Order for Protection</b>	<b>2 years</b>
<b>All other misdemeanors and traffic violations</b>	<b>1 years</b>
<b>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</b>	<b>No wait</b>
<b>Charges prosecution declined to prosecute</b>	<b>After the Statute of Limitations has run OR 8 years after the arrest OR if agreed by parties</b>

If you are not sure what convictions are on your record, you will find out by referencing your CHR or SCOPE. You will obtain these documents by following the instructions in Phase 1. If you are not sure what categories your convictions fall under, you can find out by searching the conviction online, or by referencing the applicable Fact Sheets on the Nevada Legislature website.

## **PHASE 1 – Gathering Information**

In this phase, you are going to gather information and documentation. To do this you will need a government issued identification, like a driver’s license or passport.

### **Getting an I.D.:**

If you do not have an I.D., you will need a copy of your birth certificate and social security card to obtain a Nevada state I.D. If you need assistance obtaining a copy of your I.D., birth certificate, and/or social security card, you may be able to receive help from Lutheran Social Services of Nevada or HELP of Southern Nevada. Please note that these organizations do not always have funding.

**Lutheran Social Services of Nevada**  
 4323 Boulder Highway  
 Las Vegas, Nevada 89121  
 (702) 639-1730

**HELP of Southern Nevada**  
 1640 East Flamingo Road #100  
 Las Vegas, Nevada 89119  
 (702) 369-4357

- **FIRST** you will request and receive your Criminal History Record or “CHR”

- **SECOND**, you will request and receive copies of your criminal history from each arresting police department, which is called a SCOPE
- **THIRD**, if applicable, you will collect other, supporting documentation

## **STEP 1: GET YOUR CRIMINAL HISTORY RECORD (“CHR”) FROM THE NEVADA DEPARTMENT OF PUBLIC SAFETY.**

The record of your criminal history that occurred in Nevada is called a Criminal History Record, or a “CHR.” It is required that you obtain your CHR. CHRs expire after one year, so it is important that you do not request your CHR until you are eligible and ready to start this process. To obtain your CHR, you need the “three Fs”:

- |                         |  |
|-------------------------|--|
| 1. <b>FORM:</b>         | Fill out the CHR Request Form (DPS-006 Form)     |
| 2. <b>FINGERPRINTS:</b> | Get a new and original FD-258 Fingerprint Card   |
| 3. <b>FEE:</b>          | Get a money order or certified check for \$27.00 |

### **1. FORM: Fill out the CHR Request Form**

- a. Where it says “Respond To,” include your name and the address where you want the CHR sent to.
- b. Additional copies of your CHR are FREE. If you need 2 copies, write the following note at the bottom of the form: *“Please provide 2 copies of my Criminal History Record.”*
- c. See page 7 for a copy of the CHR Request Form, or you can visit:  
<https://rccd.nv.gov/uploadedFiles/gsdnv.gov/content/FeesForms/DPS-006.pdf>.



Nevada Department of  
**Public Safety**  
DEDICATION PRIDE SERVICE

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 is REQUIRED unless otherwise stated.**  
**Type or Print legibly. Incomplete and/or unreadable documents may be returned.**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
Street Address (P.O. Boxes are not accepted)

\_\_\_\_\_  
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 (P.O. Boxes are not accepted)

\_\_\_\_\_  
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 **\$27.00 certified check or money order** made payable to the Department of Public Safety must accompany each request.*

## 2. FINGERPRINTS: Obtain a New and Original FD-258 Fingerprint Card

- It must be taken, dated and signed by a certified fingerprinting technician
- It must be on a standard fingerprint card (FD-258)
- You must have all 10 fingerprints taken at the same time
- It can be ink-rolled or live scan prints
- You must include your name, sex, race, height, weight, eye color, hair color, date of birth, place of birth and sign the fingerprint card
- The Department of Public Safety accepts only original fingerprint cards, no copies
- The Department of Public Safety DOES NOT ACCEPT fingerprint cards that are more than one year old**

### SAMPLE FINGERPRINT CARD

APPLICANT <small>* See Privacy Act Notice on Back</small>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK								FBI		LEAVE BLANK	
FD-258 (REV.12-10-97)		SIGNATURE OF PERSON FINGERPRINTED		LAST NAME NAM		FIRST NAME		MIDDLE NAME							
RESIDENCE OF PERSON FINGERPRINTED		ALIASES AKA		O		R		I				DATE OF BIRTH Month Day Year			
CITIZENSHIP CTZ		SEX		RACE		HGT.		WGT.		EYES		HAIR			
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		FBI NO. FBI		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		PLACE OF BIRTH POB			
EMPLOYER AND ADDRESS		REASON FINGERPRINTED		MISCELLANEOUS NO. MNU		CLASS		REF							
<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							

## **FINGERPRINTING LOCATIONS AND PRICES**

<b>Las Vegas Metropolitan Police Department</b> (702) 828-3271 400 S. Martin Luther King Boulevard, Building C Las Vegas, Nevada 89106	<b>Hours:</b> Monday – Friday 8 a.m. – 5 p.m. <b>Cost:</b> \$14.00 per card
<b>North Las Vegas Police Department</b> (702) 633-1807 2266 Civic Center Drive North Las Vegas, Nevada 89030	<b>Hours:</b> Monday – Thursday 8:00 a.m. – 4 p.m. Closed from 12 p.m. to 1 p.m. <b>Cost:</b> \$10.00 per card
<b>Henderson Police Department</b> (702) 267-4720 223 Lead Street Henderson, Nevada 89015	<b>Hours:</b> Monday – Wednesday 7:30 a.m. – 4:30 p.m. Thursday 8:00 a.m. – 4:30 p.m. <b>Cost:</b> \$5.00 per card
<b>Mesquite Police Department</b> (702) 346-5262 695 Mayan Circle Mesquite, Nevada 89027	<b>Hours:</b> Monday, Tuesday, and Thursday 8 a.m. – 4:00 p.m. Wednesday 8 a.m. – 12:00 p.m. <b>Cost:</b> \$10.00 per card
<b>Fingerprinting Ink, LLC</b> (702) 410-5387 3110 South Durango Drive, Suite 201 Las Vegas, Nevada 89117	<b>Hours:</b> Monday – Friday 8 a.m. – 5 p.m. Closed from 12:30 p.m. to 1:00 p.m. <b>Cost:</b> \$18 per card
<b>B&amp;D Fingerprinting Services</b> (702) 485-5256 800 N. Rainbow Boulevard, Suite 175 Las Vegas, Nevada 89107	<b>Hours:</b> Monday – Friday 9 a.m. – 5:00 p.m. Saturday 9 a.m. – 12:00 p.m. <b>Cost:</b> \$18 per card
<b>Burton Studio</b> (702) 456-9190 6235 South Pecos Road, Suite 107 Las Vegas, Nevada 89120	<b>Hours:</b> Monday – Friday 8 a.m. – 5 p.m. <b>Cost:</b> \$25 per card
<b>American Fingerprint</b> (702) 388-1332 1201 S. Jones Boulevard, #103 Las Vegas, Nevada 89146	<b>Hours:</b> Monday – Friday 8 a.m. – 5 p.m. <b>Cost:</b> \$19 per card
<b>Fingerprinting Pros</b> (702) 734-2665 2620 South Maryland Parkway, Suite 17 Las Vegas, Nevada 89109	<b>Hours:</b> Monday – Friday 9 a.m. – 4 p.m. <b>Cost:</b> \$20 per card

### 3. FEE: Get a Money Order or Certified Check

- a. Cost: \$27.00 per CHR request
- b. This fee is required and cannot be waived
- c. The \$27.00 must be in the form of a money order or certified check
  - Can be obtained from any Walmart, Western Union, or Post Office
- d. Money order or certified check must be made out to the Department of Public Safety
- e. Sign the money order or certified check (if required)
- f. **NO** personal checks or cash will be accepted

### 4. Mail your CHR Request Packet

- a. Staple together the:

**FORM:** CHR Request Form

**FINGERPRINT:** Fingerprint Card &

**FEE:** Money Order or Certified Check



- b. Place all three (3) items in an envelope with postage
- c. Mail your envelope with all three items to the following address:

Department of Public Safety  
Records, Communications and Compliance Division  
333 West Nye Lane, Suite 100  
Carson City, Nevada 89706
- d. If any of the above items are missing or incomplete, your envelope will be returned to you
- e. Once the Nevada Department of Public Safety receives your request, your CHR will be mailed to you within 6-8 weeks

## STEP 2: GET YOUR SCOPE

### (Optional **BUT** Highly Recommended)

Your SCOPE is a report of your criminal history with each police department that arrested you (i.e., Las Vegas Metropolitan Police Department, Henderson Police Department, North Las Vegas Police Department, etc.). To obtain your SCOPE, you must complete a SCOPE Request Form and submit it to each arresting police department. You can request a copy of your SCOPE in-person by submitting the SCOPE Request Form and a copy of your I.D. Police department locations and SCOPE prices are listed below. Out-of-state petitioners may also request their SCOPE online or via mail.

#### **POLICE DEPARTMENT LOCATIONS AND SCOPE PRICES**

<b>Police Department</b>	<b>Station Details</b>	<b>Bring with you:</b>
Las Vegas Metropolitan Police Department	400 South Martin Luther King Boulevard, Building C Las Vegas, Nevada 89106 (702) 828-3271	<input type="checkbox"/> Valid driver's license, state ID or passport <input type="checkbox"/> \$10.00 (cash)
North Las Vegas Police Department	2266 Civic Center Drive North Las Vegas, Nevada 89030 (702) 633-1715	<input type="checkbox"/> Valid driver's license, state ID or passport <input type="checkbox"/> \$10.00 (cash, credit card, or debit card)
Henderson Police Department	223 Lead Street Henderson, NV 89015 (702) 267-5000	<input type="checkbox"/> Valid driver's license, state ID or passport <input type="checkbox"/> FREE
Boulder City Police Department	1005 Arizona Street Boulder City, Nevada 89005 (702) 293-9224	<input type="checkbox"/> Valid driver's license, state ID or passport <input type="checkbox"/> Must request in-person <input type="checkbox"/> \$1 per page

## SAMPLE SCOPE REQUEST FORM

**POLICE RECORDS SECTION**  
Las Vegas Metropolitan Police Department  
400 East Stewart Avenue  
Las Vegas, Nevada 89101

ID #: \_\_\_\_\_

DATE: \_\_\_\_\_

CLERK: \_\_\_\_\_

**RE: REQUEST FOR RECORDS CHECK FOR PURPOSES:**

☐ OBTAINING IMMIGRATION LETTER/VISA

☒ SEALING OF RECORDS

☐ PERSONAL USE

Gentlemen:

I hereby request the Police Records Section of the Las Vegas Metropolitan Police Department to make a check of the files for any arrest record that I may have, based on the information I have given below:

COMPLETE NAME: John Jacob Doe  
First Middle Last

DATE OF BIRTH: 1/1/1980 PLACE OF BIRTH: Las Vegas, NV

COLOR OF EYES: BRO COLOR OF HAIR: BRO COMPLEXION: White

BUILD: Thin HEIGHT: 6'0" WEIGHT: 170 SOC. SEC. #: 123-45-6789

IDENTIFYING MARKS: Bugs Bunny Tattoo on Left calf  
(Scars, Tattoos, etc.)

I hereby authorize the Las Vegas Metropolitan Police Department to list any arrests, convictions, or non-conviction information which might be contained in the file on me.

I hereby certify that the name appearing above is my true name. I am requesting access to notations of my criminal history records, if any. I fully understand that if I have employed any deception in regard to my true identity, I will be subject to prosecution.

The undersigned does hereby waive, discharge and release the Las Vegas Metropolitan Police Department, County of Clark, State of Nevada, the Sheriff of said City, County and State, and any of his personnel, of any and all actions, claims and demands whatsoever of any kind or nature that now exist or may hereafter accrue against said parties as a result of any information given and/or supplied pursuant to and in accordance with the above request and authorization.

☐ ID WITH PHOTO

☐ NOTARIZED LETTER

☐ FINGERPRINT VERIFICATION UPON REQUEST

J. Doe  
(Signature)

LVMPD TSD 43 (REV. 12-93)

DISTRIBUTION: WHITE - RECORDS PINK - INDIVIDUAL

## **STEP 3: OBTAIN SUPPORTING DOCUMENTATION**

### **→ IF YOU HAVE GROSS MISDEMEANOR OR FELONY CONVICTIONS**

If you have any gross misdemeanor or felony convictions, you need to get copies of the Judgment of Conviction for each case. You will need to visit the District Court Clerk's Office to obtain these documents. The District Court Clerk's Office is on the 3<sup>rd</sup> floor of the Regional Justice Center, which is located at 200 Lewis Avenue, Las Vegas, Nevada 89101. There is a small cost per page.

### **→ IF YOU WERE ON PROBATION OR PAROLE**

If you were on probation or parole, you need to get a copy of your discharge paperwork. You must send a written letter to the Nevada Parole and Probation headquarters to request a copy of your discharge paperwork. In that letter, you must include your name, birthdate, full social security number, and approximate date you were discharged.

**You need to send this letter by mail, fax, or email.** The address is DPS Parole and Probation, Attn: Records, 1445 Old Hot Springs Road, Suite 104, Carson City, Nevada 89706. The fax number is (775) 684-8157 and the email is [npprecords@dps.state.nv.us](mailto:npprecords@dps.state.nv.us).

### **→ IF YOU FINISHED YOUR SENTENCE IN PRISON**

If you finished a prison term without being paroled, you need to get a copy of your prison discharge paperwork. You must send a written letter to the Nevada Department of Corrections to request a copy of your discharge paperwork. In that letter, you must include your name, birthdate, full social security number, and approximate date you finished your sentence. You must also include your contact information.

**You need to send this letter by mail or fax.** The address is Nevada Department of Corrections, Offender Management Program, P.O. Box 7011, Carson City, Nevada 89702 and the fax number is (775) 887-3253.



**THIS CONCLUDES PHASE 1.**

**REVIEW EACH STEP IN THIS PHASE  
BEFORE STARTING THE NEXT PHASE.**



## **PHASE 2 – Drafting Forms**

During 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 IN CLARK COUNTY**

Using the information on your CHR, SCOPE(s) and supporting documentation, you will 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:

1. Date of Arrest
2. Arresting Agency
3. Original Charge
4. Court Case Number
5. Final Disposition (i.e., pled guilty, dismissed, pled to lesser charge, etc.)

#### **EXAMPLE:**

- 1) **Arrest Date:** 6/23/2004  
**Arresting Agency:** Las Vegas Metropolitan Police Department  
**Original Charge:** Grand Larceny  
**Case Number:** 04MXX47X  
**Final Disposition:** Guilty
- 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
- 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

Once you have completed your list, separate your charges and convictions into a final list(s), **separated by court**. For example, if you have charges in both District Court and Municipal Court, you will make a District Court list and a separate, Municipal Court list.

**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
- 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

If your CHR and SCOPE do not indicate what court each case was in, you will need to search your name on the court websites.

COURT	CASE LOOK-UP WEBSITE
8 <sup>th</sup> Judicial District Court	<a href="https://www.clarkcountycourts.us/Anonymous/default.aspx">https://www.clarkcountycourts.us/Anonymous/default.aspx</a>
Las Vegas Justice Court	<a href="https://lvjcpa.clarkcountynv.gov/Anonymous/default.aspx">https://lvjcpa.clarkcountynv.gov/Anonymous/default.aspx</a>
Henderson/NLV Justice Court	<a href="http://cvpublicaccess.co.clark.nv.us/eservices/home.page.2">http://cvpublicaccess.co.clark.nv.us/eservices/home.page.2</a>
Las Vegas Municipal Court	<a href="https://municourt.lasvegasnevada.gov/">https://municourt.lasvegasnevada.gov/</a>
Henderson Municipal Court	<a href="https://hmc.cityofhenderson.com/eservices/home.page.2">https://hmc.cityofhenderson.com/eservices/home.page.2</a>
NLV Municipal Court	<a href="https://municourt.cityofnorthlasvegas.com/eservices/home.page.2">https://municourt.cityofnorthlasvegas.com/eservices/home.page.2</a>

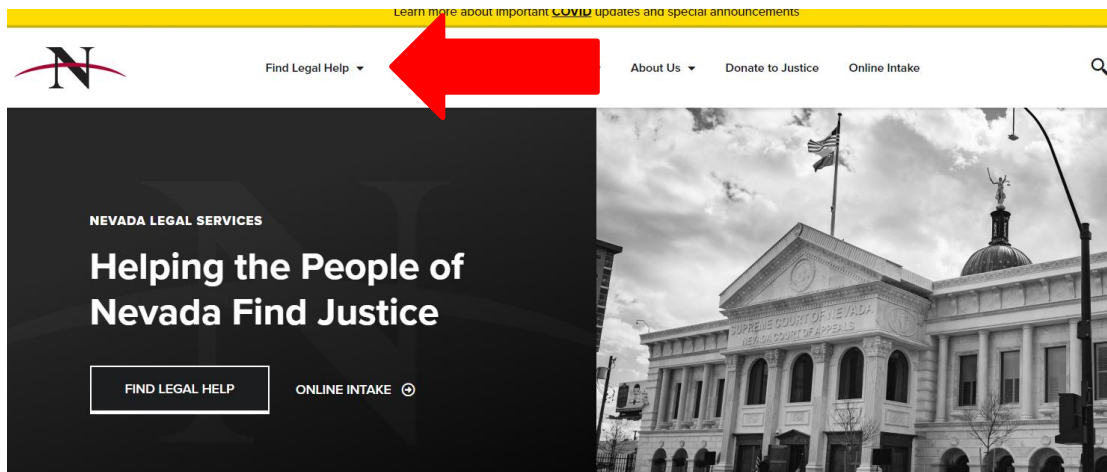
## STEP 5: DRAFT YOUR FORMS

Once you have created your final list(s), you need to draft your forms. To generate your forms, follow the steps below.

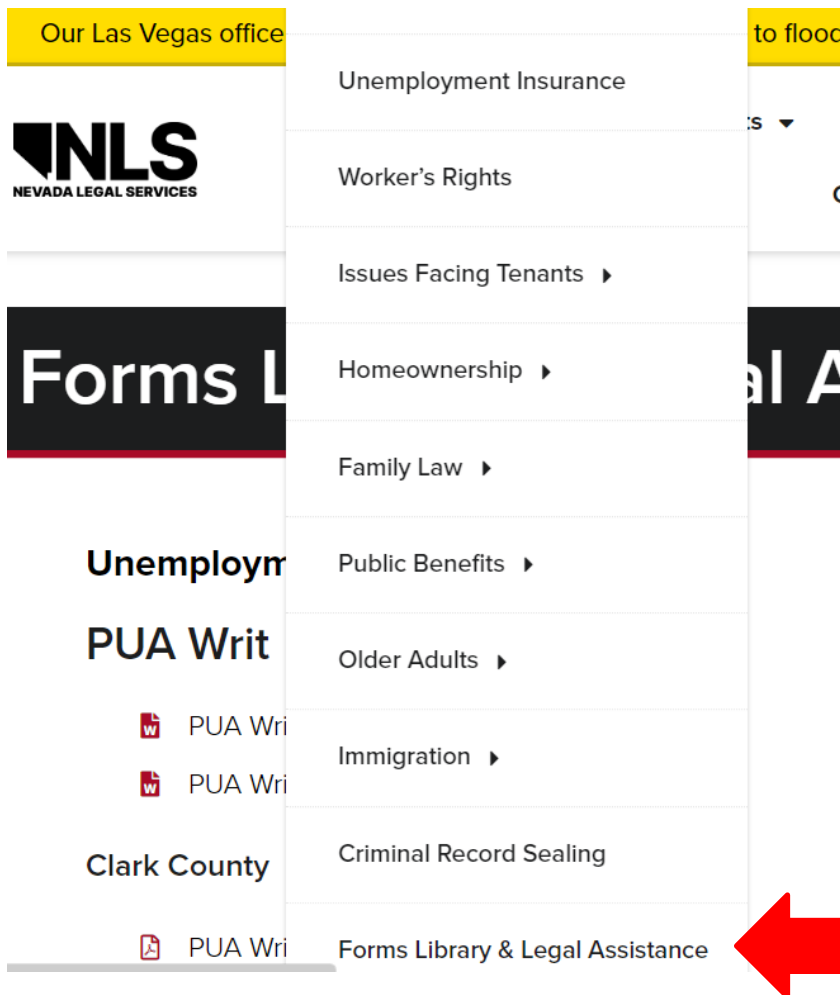
### **TIP:**

If you have obtained your CHR and SCOPE, and would like further assistance, you can call 702-386-0404 or complete an online intake at [nevadalegalservices.org](http://nevadalegalservices.org) to find out if you qualify for FREE legal assistance with Nevada Legal Services.

- Visit [nevadalegalservices.org](https://nevadalegalservices.org), click “Find Legal Help”




- Select “Forms Library & Legal Assistance”




- **Scroll down and 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](#)

➔ If you have only have charges in one court, you will select that court packet to complete.

Ex. If you **ONLY** have charges in Las Vegas Justice Court, you will select the Las Vegas Justice Court packet.

Ex. If you **ONLY** have charges in North Las Vegas Municipal Court, you will select the North Las Vegas Municipal Court packet.

➔ If you have a **COMBINATION** of District Court charges and Justice Court/Municipal Court charges, you may:

- Complete a packet for your District Court charges and a separate packet for your Justice Court/Municipal Court charges & file separately, OR

- Complete the District Court Record Sealing Packet for all charges and file in District Court<sup>1</sup> (recommended)

➔ If you have a **COMBINATION** of Justice Court charges and Municipal Court charges, you may:

- Complete a packet for each Justice Court and/or each Municipal Court & file separately (recommended), OR
- Complete a District Court packet that includes your Justice Court and/or Municipal Court cases and file in District Court<sup>2</sup>

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, it may be more expensive to file in District Court. Before making this determination, be sure to calculate the filing fees associated with each court, separately, and then compare it to the District Court filing fee. *See* Section 4 for more information about filing fees.

---

<sup>1</sup> The Eighth Judicial District Court has the authority to seal all charges in Clark County, including Justice Court and Municipal Court cases.

<sup>2</sup> *Id.*

- **Create an Account**

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 and edit your documents from any computer. Remember to write down your username and password so that you don't forget it. If you do not create an account, your forms will NOT be saved.

The screenshot shows the 'Sign Up' page on LawHelp Interactive. A red arrow points from the 'Get Started' button to the 'Create Account or Log In' button. A blue arrow points from a text box to the 'Create Account' button.

**Sign Up**

Self-helper - I am filling out a ▼ Which type should I pick?

\* Select State ▼

\* First Name

\* Last Name

\* Email Address

\* Username

\* Password

\* Re-Type Password Password rules

\* Select a Security Question ▼

\* Answer

☒ If you click Sign Up, it means that you agree to LHI's [Privacy Notice](#) and [Terms of Use](#).

**Create Account**

Input this information about yourself

- **Complete Record Sealing Packet**

- A. Review Instructions

The first three sections provide additional information and instructions about how to complete your record sealing packet. It is important to review these sections before you begin.

LawHelp INTERACTIVE  
Legal documents made simpler

powered by [probono.net](http://probono.net)

**District Court Record Sealing Packet**

Interview Outline X To this the right form for my case?

- Is this the right form for my case?
- How to Fill Out this Form
- 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.

**NEVADA LEGAL SERVICES**  
I N C O R P O R A T E D

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.

## B. Complete Petitioner Information

Complete this section by typing information about yourself. Under “Street Address,” be sure to include a mailing address that you will have for the duration of this record sealing process. Under “Email Address,” be sure to include a professional email address.

The screenshot shows the 'District Court Record Sealing Packet' form, specifically the 'Petitioner Information' section. The form is titled 'District Court Record Sealing Packet' and is powered by 'probono.net'. The 'Petitioner Information' section includes fields for First Name, Middle Name, Last Name, Street Address, City, State (a dropdown menu currently showing 'Nevada'), Zip Code, Phone Number (with a placeholder '(999) 999-9999'), Email Address, Date of Birth (with a placeholder '<M/d/yyyy>'), and Social Security Number (with a placeholder for the last four numbers). A sidebar on the left contains a table of contents with links to 'Is this the right form for me?', 'How to Fill Out this Form', 'Helpful Resources', 'Petitioner Information', 'Aliases', 'List of Charges', 'Addresses', and 'Declaration'. The 'Petitioner Information' link is currently selected.

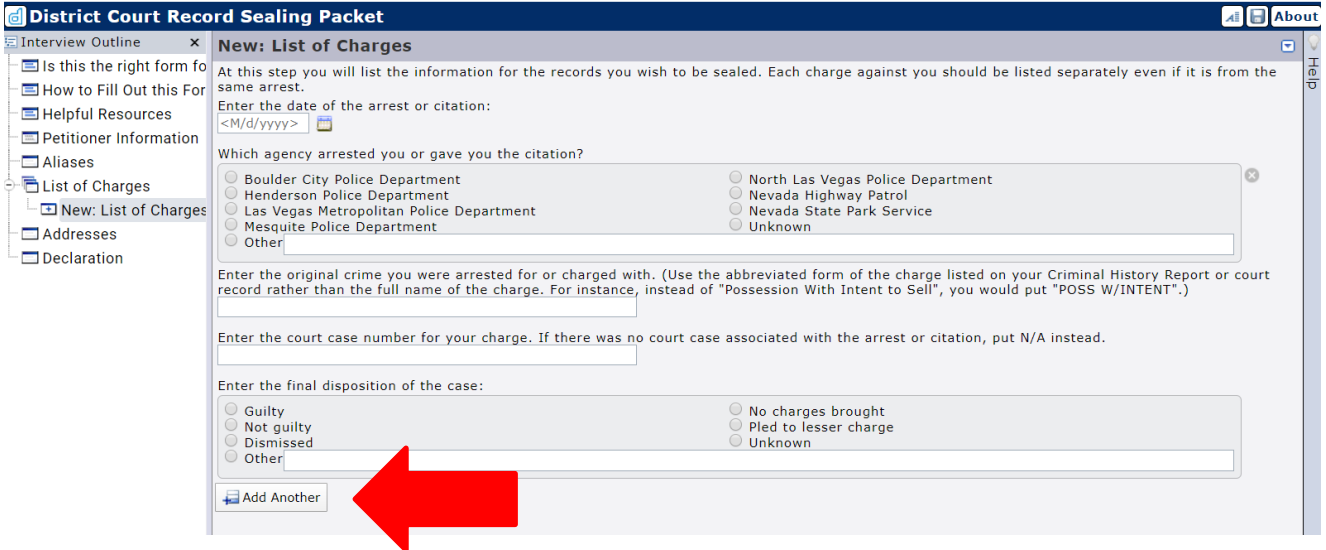
## C. Include Aliases

Complete this section by typing any aliases, or other names, that law enforcement knows you by. If you are unsure whether you have any aliases, look at both your CHR and SCOPE. Aliases, or “AKAs,” will generally be listed at the beginning of both documents.

The screenshot shows the 'District Court Record Sealing Packet' form, specifically the 'Aliases' section. The form is titled 'District Court Record Sealing Packet' and is powered by 'probono.net'. The 'Aliases' section includes a question 'Have you ever used or are you known by any other names?' with radio buttons for 'Yes' and 'No'. Below the question is a text box for providing aliases. A note 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.)'. A sidebar on the left contains a table of contents with links to 'Is this the right form for me?', 'How to Fill Out this Form', 'Helpful Resources', 'Petitioner Information', 'Aliases', 'List of Charges', 'Addresses', and 'Declaration'. The 'Aliases' link is currently selected.

#### D. Input Charges

Complete this section by using the information included on the lists that you drafted earlier in this Phase. If you have multiple charges, you will need to click the “Add Another” button on the bottom of the screen until you have inputted all charges.



**District Court Record Sealing Packet**

Interview Outline x

- Is this the right form for
- How to Fill Out this For
- 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.

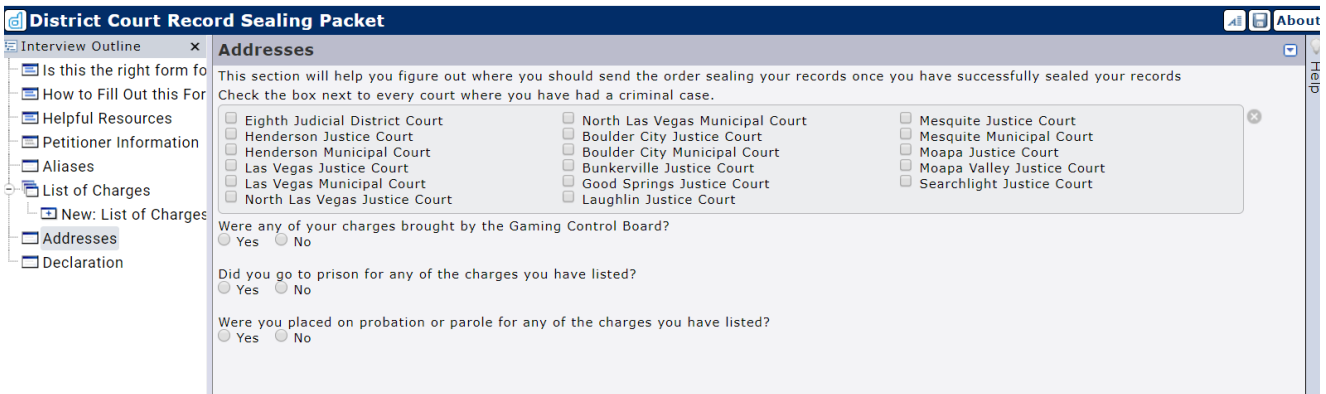
Enter the final disposition of the case:

<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	



#### E. Complete Addresses Section

Complete this section by selecting the applicable courts and answer the questions below.



**District Court Record Sealing Packet**

Interview Outline x

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

**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

## F. Type Declaration

The Declaration is your chance to tell the judge why you want your criminal record sealed. While you may want to discuss the underlying facts of your cases, it is recommended that **you do not**. 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).

The screenshot shows the 'District Court Record Sealing Packet' form on the LawHelp Interactive website. The 'Declaration' section is active, showing instructions: '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.' Below the instructions is a text area with the prompt 'I would like to seal my records because:'. The left sidebar shows a navigation menu with options like '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', and 'Declaration' (which is highlighted).

Once you complete your Declaration, click the “Finish” button on the bottom right.


## G. Save Answers

**BE SURE TO SAVE YOUR ANSWERS!**

The screenshot shows the 'Save Answers' screen on the LawHelp Interactive website. At the top, it says 'You have answered all the questions for: District Court Record Sealing Packet'. Below this, it asks 'What would you like to do now? Use the buttons below.' There are four buttons: 'Download Your Form(s)', 'Edit Your Answers', 'Save Your Answers', and 'Email Your Form(s)'. A large red arrow points to the 'Email Your Form(s)' button. To the right, there is a 'Quick Tips' box with the text: '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.' Below the 'Quick Tips' box is a 'Clear Data' button. The top navigation bar includes 'My Answers', 'Account Information', and a 'Find Forms' button.

## H. Download Forms

Once you click the “Download Your Forms” button, your record sealing packet will be opened in a Word Document. Your packet will be comprised of five forms<sup>3</sup>, including: (1) Petition to Seal Records, (2) Order to Seal Records, (3) Declaration, (4) Certificate of Mailing, and (5) Notice of Entry of Order.



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)

Answers

My Answers

Email 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

<sup>3</sup> If you have Municipal Court charges, the website will also generate a sixth form, called a Stipulation.

I. Review Forms

a. *Petition to Seal Records*

1	<b>PTSR</b>		
2	Petitioner Name (WITH AKA's)		Make sure your personal information is correct
3	Petitioner Address		
4	City/State/Zip		This will say District Court, Justice Court or Municipal Court, depending on the Court you are filing in
5	Phone Number (include area code)		
6	<b>IN PROPER PERSON</b>		
7		<b>JUSTICE COURT</b>	
8		<b>CLARK COUNTY, NEVADA</b>	
9	In the Matter of the Application of		
10	Petitioner Name (WITH AKA's),		
11	<b>SCOPE ID#:</b> SCOPE ID number	<b>CASE NO:</b>	Leave the case number and department number blank for now
12	<b>DOB:</b> Date of Birth Ex: 01/01/1980	<b>DEPT NO:</b>	
13	<b>Last Four of SS#:</b> Last Four of SS#		
14	For an Order to Seal Records		
15	<b>PETITION TO SEAL RECORDS</b>		
16	COMES NOW Petitioner Name (WITH AKA's), Petitioner, in proper person, pursuant to		
17	the provisions of NRS 179.245 and/or 179.255, and respectfully represents the following:		
18	That the Petitioner has been arrested as follows:		
19	Date of Arrest:	First arrest date	
20	Arresting Agency:	Arresting Agency Ex: LVMPD, HPD etc	
21	Charge:	Charge(s) for first arrest	
22	Case Number:	Case Number	Make sure the information pertaining to your charges is correct
23	Final Disposition:	Disposition 1st arrest	
24			
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Date of Arrest: January 12, 1996  
Arresting Agency: Las Vegas Metropolitan Police Department  
Charge: Trespass  
Case Number: 96M123455x  
Final Disposition Date: March 5, 1996  
Final Disposition: Case closed after requirements completed

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.

WHEREFORE, 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:

List of Agencies to Seal Records:

- |  |  |
|--|--|
| Clerk of Court<br>Justice Court, Las Vegas Township<br>200 Lewis Avenue<br>Las Vegas, NV 89155                         | District Attorney's Office<br>Regional Justice Center<br>200 Lewis Avenue<br>Las Vegas, NV 89155                     |
| Records Division<br>Las Vegas Metropolitan Police Department<br>400 S. Martin Luther King Blvd.<br>Las Vegas, NV 89106 | Department of Public Safety<br>Records and Technology Division<br>333 West Nye Lane, Ste. 100<br>Las Vegas, NV 89106 |
| Nevada Department of Parole and Probation<br>Records<br>215 E. Bonanza Road<br>Las Vegas, NV 89101                     |  |

DATED this 12 day of March, 2014.

  
\_\_\_\_\_  
Petitioner Signature

In the event that the Judge agrees to seal your record, you will notify all of the agencies listed here in Phase 5.

The website will generate this list for you.

Do not forget to sign and date!!

*b. Order to Seal Records*

The information on this form should be exactly the same as the information on the Petition to Seal Records.

1	<b>ORDR</b>	
2	John Jacob Doe	
3	123 E. Charleston Blvd	
4	Las Vegas, NV 89101	
5	(702) 555-1234	
6	<b>IN PROPER PERSON</b>	
7		
8		
9	<b>DISTRICT COURT</b>	
10	<b>CLARK COUNTY, NEVADA</b>	
11		
12	In the Matter of the Application of,	
13	John Jacob Doe,	
14	aka, John Jacob Jones	CASE NO:
15	<b>SCOPE ID#:</b> 1234567	
16	<b>DOB:</b> 1/5/70	DEPT NO:
17	<b>Last Four of SS#:</b> 1234	
18	For an Order to Seal Records	
19		
20	<b>ORDER TO SEAL RECORDS</b>	
21	Pursuant to the Petition of John Jacob Doe, Petitioner, in proper person, and Steven B.	
22	Wolfson, District Attorney for Clark County, Nevada, having stipulated below, the Court finding	
23	that the statutory requirements of NRS 179.245 and/ or 179.255, are satisfied, and good cause	
24	appearing, therefore	
25	<b>IT IS HEREBY ORDERED</b> that the following record(s) of arrest(s) be sealed.	
26		
27	Date of Arrest: July 2, 2003	
28	Arresting Agency: Las Vegas Metropolitan Police Department	
29	Charge: Unlawful Taking of Vehicle	
30	Case Number: C123455x	
31	Final Disposition Date: October 4, 2006	
32	Final Disposition: Honorable Discharge from probation	
33		
34	Date of Arrest: March 20, 1998	
35	Arresting Agency: Las Vegas Metropolitan Police Department	
36	Charge: Petit Larceny	

Check to make sure this list is identical to the list on the Petition

If you made any edits to the list on the Petition, make the same edits on this list

Case Number: 98M12345x  
Final Disposition Date: June 3, 1998  
Final Disposition: Dismissed

Date of Arrest: January 12, 1996  
Arresting Agency: Las Vegas Metropolitan Police Department  
Charge: Trespass  
Case Number: 96M123455x  
Final Disposition Date: March 5, 1996  
Final Disposition: Case closed after requirements completed

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:

List of Agencies to Seal Records:

Justice Court, Las Vegas Township 200 Lewis Avenue Las Vegas, NV 89155	Clerk of Court 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
Nevada Department of Parole and Probation Records 215 E. Bonanza Road Las Vegas, NV 89101	

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.

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


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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\_\_\_\_.

Submitted by:

\_\_\_\_\_  
COURT JUDGE

  
John Jacob Doe, **IN PROPER PERSON**  
123-E. Charleston Blvd  
Las Vegas, NV 89101  
(702) 555-1234  
**IN PROPER PERSON**

Do NOT sign on the judge's line or date

Sign your name on this line only

The District 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.

STEVEN B. WOLFSON  
DISTRICT ATTORNEY

By: \_\_\_\_\_

Nevada Bar Number: \_\_\_\_\_

c. Declaration

**DECL**

Petitioner Name (WITH AKA's)  
Petitioner Address  
City/State/Zip  
Phone Number (include area code)

**IN PROPER PERSON**

**JUSTICE COURT  
CLARK COUNTY, NEVADA**

In the Matter of the Application of  
Petitioner Name (WITH AKA's),  
**SCOPE ID#:** SCOPE ID number  
**DOB:** Date of Birth Ex: 01/01/1980  
**Last Four of SSN:** Last Four of SS#

CASE NO:

DEPT NO:

For an Order to Seal Records

**DECLARATION**  
(NRS 15.010)

I, Petitioner Name (WITH AKA's), declare:

I am the Petitioner in the above-entitled matter; I have read the foregoing Petition to Seal Records and know the contents thereof; that the same is true of my own knowledge except as to those matters therein stated on information and belief, and as to those matters I believe them to be true,

I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.

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

Submitted by:

Sign and date

Petitioner Name (WITH AKA's)  
Petitioner Address  
City/State/Zip  
Phone Number (include area code)  
**IN PROPER PERSON**

*d. Notice of Entry of Order*

Do not sign and date this form yet. You will do so in Phase 5.

1	<b>NEO</b>		
2	FILL IN YOUR NAME AND AKA's		
3	FILL IN YOUR FULL ADDRESS		
4	FILL IN YOUR PHONE NUMBER		
5			
6	CITY NAME _____	MUNICIPAL COURT	
7			
8	CLARK COUNTY, NEVADA		
	*****		
9	In the Matter of the Application of _____ )		
10	FILL IN YOUR NAME AND AKA's _____ )		
11	_____ )		
12	Social Security No.: XXX-XX- _____ )	CASE NO.: _____	
13	LVMPD CS#: _____ )	DEPT. NO.: _____	
14	For an Order to Seal Records _____ )	DOCKET: _____	
15			
16	<b><u>NOTICE OF ENTRY OF ORDER TO SEAL RECORDS</u></b>		<b>Do not date until Phase 5!</b>
17	YOU WILL PLEASE TAKE NOTICE that on the _____ day of _____		
18	20_____, the above-entitled Court entered an Order to Seal Records in the above-entitled		
19	action. A true copy of the Order to Seal Records is attached hereto.		
20	DATED this _____ day of _____ 20_____.		
21	<b>Do not sign until Phase 5!</b>		
22	FILL IN YOUR NAME AND AKA's _____		
23			
24			
25			

*e. Certificate of Mailing*

Do not sign and date this form yet. You will do so in Phase 5.

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**CERTIFICATE OF MAILING**

**Do not date until Phase 5!**

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:

1. Name of Agency

Address

City/State/Zip
2. Name of Agency

Address

City/State/Zip
3. Name of Agency

Address

City/State/Zip
4. Name of Agency

Address

City/State/Zip
5. Name of Agency

Address

City/State/Zip
6. Name of Agency

Address

City/State/Zip

**Do not sign until Phase 5!**

**FILL IN YOUR NAME AND AKA's**

f. *Stipulation*

The website will only generate a Stipulation if you indicate that you have Municipal Court charges. You will **NOT** need a Stipulation if you **ONLY HAVE** District Court and/or Justice Court charges.

1	<b>STIP</b>	
	John Doe	
2	111 E. 1 <sup>st</sup> Street	
	Las Vegas, Nevada 89999	
3	(702) 000-0000	
	<i>Petitioner in Proper Person</i>	
4		
	<b>EIGHTH JUDICIAL DISTRICT COURT</b>	
5	<b>CLARK COUNTY, NEVADA</b>	
	*****	
6	In the Matter of the Application of	) Case No.:
7	John Doe	) Dept. No.:
	DOB: 1-1-1111	)
8	Social Security Number: XXX-XX-0000	)
	LVMPD Scope ID: 00000	)
9	For an Order to Seal Records	)
10		
	<b><u>STIPULATION TO SEAL RECORDS</u></b>	
11	IT IS HEREBY STIPULATED AND AGREED, by and between, JOHN DOE, Petitioner, The City of Las	
12	Vegas, and _____, Las Vegas City Attorney, that the Las Vegas Municipal Court records of the	
13	arrest, conviction, acquittal, or dismissal, more specifically referred to in the Petition to Seal Records on file herein,	
14	be sealed pursuant to N.R.S. 179.245 and 179.255.	
15	IT IS FURTHER STIPULATED AND AGREED that no hearing is necessary in this matter and that it m	
16	be submitted to the Court for a decision.	
17	DATED: _____	John Doe
18		111 E. 1 <sup>st</sup> Street
19		Las Vegas, Nevada 89999
		(702) 000-0000
		<i>Petitioner in Proper Person</i>
20	DATED: _____	
21		DEPUTY CITY ATTORNEY
22		State Bar No:
23		City Hall, 6 <sup>th</sup> Floor
		495 S. Main St.
		Las Vegas, NV 89101

Sign and  
date

Leave the second  
date and signature  
line blank for the  
City Attorney to  
complete

11



**THIS CONCLUDES PHASE 2.**

**REVIEW EACH STEP IN THIS PHASE  
BEFORE STARTING THE NEXT PHASE.**



## **Phase 3: Pre-Filing Review**

In this phase, you will prepare your packet of forms. You then have the option of submitting your packet to the District Attorney and/or the 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 legal form:
  - Petition
  - Order
  - Declaration
  - \*Stipulation (if applicable)
- Make (2) copies of your CHR
  - Be sure to use a marker to black out your social security number
- Make (2) copies of Supporting Documents (i.e., if applicable, your Judgments of Conviction and/or prison/probation/parole discharge paperwork)

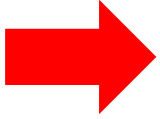
### **STEP 7: PREPARE PACKET CONTENTS**

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

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

## STEP 8: PREPARE AND MAIL PACKET (Optional)

Step 8 is optional. You may choose to send your packet to the District Attorney and/or City Attorney for review or you may skip this step and proceed to Phase 4.



If you are filing a District Court Packet or Justice Court Packet with **ONLY** District Court and/or Justice Court charges

Buy (2) large 10 X 14 envelopes and buy \$2.00 in postage for each envelope

Address one envelope to yourself

Address the other envelope to the District Attorney at:

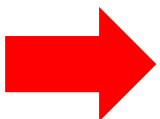
Record Sealing Coordinator  
Office of the District Attorney  
200 Lewis Avenue, Room 3305  
P.O. Box 552212  
Las Vegas, Nevada 89101

Put the self-addressed envelope, the originals pile and the copies pile into the envelope addressed to the District Attorney. Then, either:

Mail the packet, or,

Hand deliver the packet.

Proceed to Step 9.



If you are filing a District Court Packet **WITH** Municipal Court charges

Buy (2) large 10 X 14 envelopes and buy \$2.00 in postage for each envelope

Address one envelope to yourself

Address the other envelope to the City Attorney<sup>4</sup>

Put the self-addressed envelope and the originals pile into the envelope addressed to the City Attorney. Then, either:

Mail the packet, or,

Hand deliver the packet.

---

<sup>4</sup> See City Attorney Information on page 37

Wait to receive documents back from the City Attorney's Office

Then, again, buy (2) large 10 X 14 envelopes and buy \$2.00 in postage for each envelope

Address one envelope to yourself

Address the other envelope to the District Attorney at:

Record Sealing Coordinator  
Office of the District Attorney  
200 Lewis Avenue, Room 3305  
P.O. Box 552212  
Las Vegas, NV 89101

Put the self-addressed envelope, the originals pile and the copies pile into the envelope addressed to the District Attorney. Be sure to include a copy of the City Attorney's approval letter. Then, either:

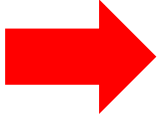
Mail the packet, or,

Hand deliver the packet.

Proceed to Step 9.

#### **CITY ATTORNEY CONTACT INFORMATION**

<b>City</b>	<b>City Attorney Name &amp; Address</b>	<b>Telephone &amp; Fax</b>
Boulder City	Brittany Walker Boulder City Attorney 401 California Avenue Boulder City, Nevada 89005	Tel: 702-293-9238 Fax: 702-293-9438
Henderson	Nicholas Vaskov Henderson City Attorney 243 South Water Street Henderson, NV 89015	Tel: 702-267-1220 Fax: 702-267-1201
North Las Vegas	Micaela Moore North Las Vegas City Attorney 2250 Las Vegas Boulevard North North Las Vegas, Nevada 89030	Tel: 702-633-1050 Fax: 702-649-8879
Mesquite	Mesquite City Attorney 10 East Mesquite Boulevard Mesquite, Nevada 89027	Tel: 702-346-5181 Fax: 702-346-7970
Las Vegas	City Attorney/Criminal Division City of Las Vegas P.O. Box 3930 Las Vegas, NV 89127	Tel: 702-229-6201 Fax: 702-386-1749



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. The Court will then forward your documents to the City Attorney for review.

Proceed to Step 11.

## **STEP 9: WAIT FOR THE DISTRICT ATTORNEY AND/OR CITY ATTORNEY'S RESPONSE**

The District Attorney/City Attorney will normally send your packet back to you within 12 weeks. The District Attorney/City Attorney will have either signed your paperwork or opposed (not signed) your paperwork.

- ➔ If they signed your paperwork, move to Step 10.
- ➔ If they did not sign your paperwork **because corrections are necessary**, you will need to make the required corrections and resubmit the packet.
  - The District Attorney/City Attorney will include a letter informing you what corrections need to be made. Be sure to make a copy of this letter for your records.
  - Fix the problems included in the letter.
  - Print out new legal forms and prepare them according to Steps 6 and 7.
  - Place the letter on top of your paperwork and resubmit your packet to the District Attorney/City Attorney according to Step 8.
    - This resubmission process will take another 6-8 weeks.
- ➔ If the District Attorney/City Attorney did not sign your paperwork **because they oppose you sealing your record**, proceed to Step 10.
  - While it is beneficial to have their signature on your paperwork, it is not required because the Judge makes the final decision as to whether you ultimately get your record sealed.

## **SAMPLE APPROVAL LETTER**

**Your record sealing forms are enclosed. They should now be processed with the Clerk of the Court indicated below.**

**District Court Clerk** - The originals and all copies of your forms should be given to the Clerk of the Court. **If you have questions** relative to their address, filing fee or when your copies will be available for pick up, **you should call the Court Clerk at 702-671-0530.**

**Justice Court** - The originals and all copies of your forms should be given to the Clerk of the Court. If you have questions relative to their address, filing fee or when your copies will be available for pick up, you should call the Court Clerk for the township listed below:

Boulder City.....	455-8000
Bunkerville .....	1-702-346-5711
Goodsprings.....	874-1405
Henderson .....	455-7951
Las Vegas.....	671-3116
Laughlin .....	1-702-298-4622
Mesquite .....	1-702-346-5298
Moapa .....	1-702-864-2333
Moapa Valley.....	1-702-397-2840
North Las Vegas .....	455-7801
Searchlight .....	297-1252

**\*\*\*NOTE:** A copy of the Order to Seal Records that has been SIGNED BY THE JUDGE AND FILE STAMPED BY THE COURT **must** be received in the District Attorney's Record Sealing Unit. Each agency involved that is listed on the Order to Seal Records or your record must also receive a file stamped copy of your Order or your records will not be sealed.

Record Sealing Department  
Office of the District Attorney

## SAMPLE CORRECTION LETTER

### OFFICE OF THE DISTRICT ATTORNEY CLARK COUNTY, NEVADA

#### Record Sealing Advisement Notice

TO [REDACTED]  
DATE December 7, 2016  
SUBJECT [REDACTED]

We have reviewed the record sealing packet and have determined that the following checked item(s) apply to your submitted sealing petition and order. If you have any questions, please review NRS 179. et seq.

- ☒ The District Attorney agrees that your record is statutorily eligible for sealing.
- ☒ Your record sealing documents are being returned for corrections and/or the inclusion of additional information to satisfy the Las Vegas Metropolitan Police Department. Please use this advisement notice as your coversheet with resubmission packet.
- ☒ The District Attorney's office will not sign off on a partial criminal history sealing. ALL of your arrests, charges and convictions must be on the Petition and Order. *State v. Cavaricci, 108 Nev. 411 1992.*
- ☒ The statutory length of time since your case has been closed has not been satisfied. Case Enter Case Number is not currently eligible for sealing and consideration will not be given until you submit to the office Month Day, Year. *Nev. Rev. Stat. 179.245*
- ☒ Consideration will not be given to the sealing of records while you have pending charges.
- ☒ Cases recently dismissed without prejudice will not be eligible to be sealed until the statute of limitations has been met. Resubmit after Month Day, Year, for reconsideration of the sealing of Case Enter Case Number. *Nev. Rev. Stat. 171-084-085*
- ☒ Drug and/or DUI case(s) denied by the District Attorney's Office are not eligible to be sealed until after one year of arrest.
- ☒ The Petitioner has a Dishonorable Discharge from probation in Case Enter Case Number, and he/she are not eligible to have their criminal record sealed. *Nev. Rev. Stat. 176a.850-870*
- ☒ Your Petition includes a crime relating to a Sexual Assault or a crime relating to a Crime Against a Child. *Nev. Rev. Stat. 179.245(5)*
- ☒ Petitioner has a felony DUI conviction or serious offender program, which petition is not eligible to be sealed. *Nev. Rev. Stat. 484*
- ☒ Based upon the extent of the Petitioner's prior criminal record or the serious nature of the offenses, the District Attorney's office opposes sealing of the criminal record.
- ☒ The Petition and Order includes city charges. Please resubmit a Petition and Order to the District Attorney's office deleting all city charges. Submit a Petition and Order to the appropriate city municipality with your city charges.

☒ [REDACTED]

STEVEN B. WOLFSON  
Clark County District Attorney  
BY: [REDACTED]  
Chief Deputy District Attorney



**THIS CONCLUDES PHASE 3.**

**REVIEW EACH STEP IN THIS PHASE  
BEFORE STARTING THE NEXT PHASE.**



## **Phase 4: FILING YOUR PETITION**

### **STEP 10: FILE PACKET IN JUSTICE COURT OR DISTRICT COURT**

In this next step, you will be visiting the Court Clerk and filing documents.

#### **COURT CLERK ADDRESSES AND FILING FEES**

##### **Eighth Judicial District Court**

District Court Clerk's Office  
Regional Justice Center, 3rd Floor  
200 Lewis Avenue  
Las Vegas, Nevada 89101

**Filing Fee: \$270**

##### **Henderson Justice Court**

Justice Court Clerk's Office  
243 Water Street  
Henderson, Nevada 89015  
(702) 455-7951

**Filing Fee: \$74**

##### **Las Vegas Justice Court**

Justice Court Clerk's Office  
Regional Justice Center, 2nd Floor  
200 Lewis Avenue  
Las Vegas, Nevada 89101  
(702) 671-3478

**Filing fee: \$74**

##### **Boulder City Justice Court**

Justice Court Clerk's Office  
501 Avenue G  
Boulder City, Nevada 89005  
(702) 455-8000

**Filing Fee: Call Clerk**

##### **North Las Vegas Justice Court**

Justice Court Clerk's Office  
2428 North Martin Luther King Blvd  
North Las Vegas, Nevada 89032  
(702) 455-7801

**Filing Fee: \$74**

##### **Mesquite Justice Court**

Justice Court Clerk's Office  
500 Hillside Drive  
Mesquite, Nevada 89027  
(702) 346-5298

**Filing Fee: Call Clerk**

It may be possible to have your filing fees waived if you meet certain poverty guidelines. In order to apply for a fee waiver, you must complete and file an **Application to Proceed in Forma Pauperis** when you file your documents with the Court Clerk. The Court Clerk will provide a fee waiver when you file your documents, or you can obtain one from the Civil Law Self Help Center, which is located on the 1<sup>st</sup> floor of the Regional Justice Center, or online.

**SAMPLE APPLICATION TO PROCEED IN FORMA PAUPERIS**

<b>JUSTICE COURT, LAS VEGAS TOWNSHIP</b> <b>Clark County, Nevada</b>	Case No. _____
Name of Plaintiff(s)/Landlord/Owner   	Department No. _____
<b>VERSUS</b>	<b>APPLICATION TO PROCEED IN FORMA PAUPERIS</b>
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) _____	

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:

1. I receive ☐ Medicaid ☐ 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:  
\$ \_\_\_\_\_.

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.

Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

---

**FOR COURT USE ONLY**

**Order Regarding Application to Proceed in Forma Pauperis**

Upon consideration of the Application to Proceed in Forma Pauperis above, and good cause appearing therefore,

\_\_\_\_ **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.

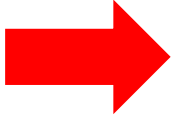
\_\_\_\_ **IT IS HEREBY ORDERED** that the application is **DENIED** for the following reasons:

\_\_\_\_ The applicant is not indigent within the meaning of NRS 12.015.

\_\_\_\_ Other: \_\_\_\_\_

_____ Date	_____ Justice of the Peace
---------------	-------------------------------



If you are filing in **DISTRICT COURT, NORTH LAS VEGAS**  
**JUSTICE COURT** or **HENDERSON JUSTICE COURT**

Go to the Clerk of the Court and file the following paperwork:

- ☐ Civil Cover Sheet
- ☐ Original Order (with/without District Attorney/City Attorney's signature)
- ☐ Original Petition
- ☐ Original Declaration
- ☐ Copy of CHR
- ☐ Copies of Supporting Documents (Judgments of Conviction, prison discharge paperwork or probation/parole discharge paperwork)
- ☐ Filing Fee or Application to Proceed in Forma Pauperis (fee waiver)
- ☐ Payment (approximately \$12) for Certified Copies

Most agencies require certified copies of the signed Order before sealing records. It is best to request the certified copies at the time you are filing your paperwork, but it can also be done if and once you receive the Order to Seal signed by the Judge. The Clerk recommends requesting four (4) certified copies. Each certified copy costs \$3. Bring \$12 cash, or a Visa / MasterCard to pay for the copies.

# SAMPLE DISTRICT COURT CIVIL COVER SHEET

## 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
<b>Landlord/Tenant</b> <input type="checkbox"/> Unlawful Detainer <input type="checkbox"/> Other Landlord/Tenant	<input type="checkbox"/> Auto <input type="checkbox"/> Premises Liability <input type="checkbox"/> Other Negligence	<b>Other Torts</b> <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
<b>Title to Property</b> <input type="checkbox"/> Judicial Foreclosure <input type="checkbox"/> Other Title to Property	<b>Malpractice</b> <input type="checkbox"/> Medical/Dental <input type="checkbox"/> Legal <input type="checkbox"/> Accounting <input type="checkbox"/> Other Malpractice	
<b>Other Real Property</b> <input type="checkbox"/> Condemnation/Eminent Domain <input type="checkbox"/> Other Real Property		
<b>Probate</b> (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	<b>Construction Defect &amp; Contract</b> <b>Construction Defect</b> <input type="checkbox"/> Chapter 40 <input type="checkbox"/> Other Construction Defect <b>Contract Case</b> <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	<b>Judicial Review/Appeal</b> <b>Judicial Review</b> <input type="checkbox"/> Foreclosure Mediation Case <input type="checkbox"/> Petition to Seal Records <input type="checkbox"/> Mental Competency <b>Nevada State Agency Appeal</b> <input type="checkbox"/> Department of Motor Vehicle <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> Other Nevada State Agency <b>Appeal Other</b> <input type="checkbox"/> Appeal from Lower Court <input type="checkbox"/> Other Judicial Review/Appeal
<b>Estate Value</b> <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		
<b>Civil Writ</b> <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	<b>Other Civil Filing</b> <b>Other Civil Filing</b> <input type="checkbox"/> Compromise of Minor's Claim <input type="checkbox"/> Foreign Judgment <input type="checkbox"/> Other Civil Matters

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

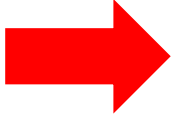
Date

Signature of initiating party or representative

*See other side for family-related case filings.*

Select Petition to Seal Records

Sign and date



## **If you are filing in LAS VEGAS JUSTICE COURT**

Go the Clerk of the Court and file the following paperwork:

- ☐ Civil Cover Sheet
- ☐ Original Petition
- ☐ Original Declaration
- ☐ Copy of CHR
- ☐ Copies of Supporting Documents (Judgments of Conviction, prison discharge paperwork or probation/parole discharge paperwork)
- ☐ Filing Fee or Application to Proceed in Forma Pauperis (fee waiver)
- ☐ Payment for Certified Copies

Most agencies require certified copies of the signed Order before sealing records. It is best to request the certified copies at the time you are filing your paperwork, but it can also be done if and when you receive the Order to Seal signed by the Judge. The Clerk recommends requesting four (4) certified copies. There is a fee for certified copies.

### **Note: Do NOT initially file your Order**

Wait to be assigned a case number and department number. You will receive your case number and department number either by email or over the phone. Once you have the case number and department number, write it in the heading of your original Order in the blank on the right, THEN you will file the Order.

# **SAMPLE JUSTICE CIVIL COURT COVER SHEET**

## 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):

Enter your Name,  
Address, and Phone  
number here.

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

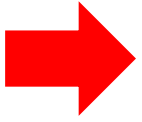
To seal your records,  
choose Other Civil  
Matters here

Date

Signature of initiating party or representative

Sign and  
date

## STEP 11: FILING PACKET IN MUNICIPAL COURT



If you are filing in **LAS VEGAS MUNICIPAL COURT**:

Before filing with the Court, make the following copies:

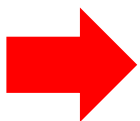
- One (1) copy of Declaration
- One (1) copy of Stipulation
- Two (2) copies of Petition to Seal
- Four (4) copies of Order to Seal
- One (1) copy of CHR

Then separate into three piles and paperclip together each pile.

ORIGINALS PILE	EXTRAS PILE	YOUR PILE
<input type="checkbox"/> Original Petition <input type="checkbox"/> Original Order <input type="checkbox"/> Original Declaration <input type="checkbox"/> Original Stipulation <input type="checkbox"/> Copy of CHR	<input type="checkbox"/> 1 copy of Petition <input type="checkbox"/> 3 copies of Order	<input type="checkbox"/> Copy of Petition <input type="checkbox"/> Copy of Order <input type="checkbox"/> Copy of Declaration <input type="checkbox"/> Copy of Stipulation <input type="checkbox"/> Original SCOPE <input type="checkbox"/> Original CHR

### Paperwork Filed in LAS VEGAS MUNICIPAL COURT:

- Civil Cover Sheet
- Filing Fee or Application to Proceed in Forma Pauperis (fee waiver)
- Originals Pile
- Extras Pile



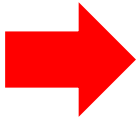
If you are filing in **NORTH LAS VEGAS MUNICIPAL COURT**

Make 3 copies of each legal form, CHR and SCOPE. Then separate into four piles and paperclip together each pile:

<b>ORIGINALS PILE</b>	<b>1st COPIES PILE</b>	<b>2nd COPIES PILE</b>	<b>YOUR PILE</b>
<input type="checkbox"/> Original Petition <input type="checkbox"/> Original Order <input type="checkbox"/> Original Declaration <input type="checkbox"/> Original Stipulation <input type="checkbox"/> Copy of SCOPEs <input type="checkbox"/> Copy of CHR	<input type="checkbox"/> Copy of Petition <input type="checkbox"/> Copy of Order <input type="checkbox"/> Copy of Declaration <input type="checkbox"/> Copy of Stipulation <input type="checkbox"/> Copy of SCOPEs <input type="checkbox"/> Copy of CHR	<input type="checkbox"/> Copy of Petition <input type="checkbox"/> Copy of Order <input type="checkbox"/> Copy of Declaration <input type="checkbox"/> Copy of Stipulation <input type="checkbox"/> Copy of SCOPEs <input type="checkbox"/> Copy of CHR	<input type="checkbox"/> Copy of Petition <input type="checkbox"/> Copy of Order <input type="checkbox"/> Copy of Declaration <input type="checkbox"/> Copy of Stipulation <input type="checkbox"/> Original SCOPEs <input type="checkbox"/> Original CHR

**Paperwork Filed in NORTH LAS VEGAS MUNICIPAL COURT:**

- Civil Cover Sheet
- Filing Fee or Application to Proceed in Forma Pauperis (fee waiver)
- Originals Pile
- Both Copies Piles



If you are filing in **HENDERSON MUNICIPAL COURT**:

Make 3 copies of each legal form, CHR and SCOPE. Then separate into four piles and paperclip together each pile:

ORIGINALS PILE	1st COPIES PILE	2nd COPIES PILE	YOUR PILE
<input type="checkbox"/> Original Petition <input type="checkbox"/> Original Order <input type="checkbox"/> Original Declaration <input type="checkbox"/> Original Stipulation <input type="checkbox"/> Copy of SCOPE <input type="checkbox"/> Copy of CHR	<input type="checkbox"/> Copy of Petition <input type="checkbox"/> Copy of Order <input type="checkbox"/> Copy of Declaration <input type="checkbox"/> Copy of Stipulation <input type="checkbox"/> Copy of SCOPE <input type="checkbox"/> Copy of CHR	<input type="checkbox"/> Copy of Petition <input type="checkbox"/> Copy of Order <input type="checkbox"/> Copy of Declaration <input type="checkbox"/> Copy of Stipulation <input type="checkbox"/> Copy of SCOPE <input type="checkbox"/> Copy of CHR	<input type="checkbox"/> Copy of Petition <input type="checkbox"/> Copy of Order <input type="checkbox"/> Copy of Declaration <input type="checkbox"/> Copy of Stipulation <input type="checkbox"/> Original SCOPE <input type="checkbox"/> Original CHR

**Paperwork Filed in HENDERSON MUNICIPAL COURT:**

- Civil Cover Sheet
- Filing Fee or Application to Proceed in Forma Pauperis (fee waiver)
- Originals Pile
- Both Copies Piles

If your paperwork is denied → The Court will return your documents to you, along with a Denial Letter listing the reason your paperwork was denied. You may either: (1) correct the mistakes and resubmit your paperwork, (2) or, request a hearing to have your case heard by a Judge.

**STEP 12: WAIT TO RECEIVE YOUR SIGNED ORDER TO SEAL RECORDS**

The Judge may schedule a hearing before signing your Order to Seal Records. If this happens, you will receive a Notice of Hearing. The Judge may want to see you and hear from you before signing your Order, or the Judge may have concerns about sealing your record. If you receive a Notice of Hearing, feel free to contact Nevada Legal Services for guidance regarding how to present your case in court.

Many times, however, there is no hearing and the Judge will simply sign the Order to Seal Records. The Court Clerk will file the Order to Seal Records, which seals the record with the court, and mail the signed Order to Seal Records to you, along with any certified copies you requested. If you receive the

signed Order to Seal Records and it does not have a file stamp on it, take it the Court Clerk's Office to file it and pick up your Certified Copies at that time.



**THIS CONCLUDES PHASE 4.**

**REVIEW EACH STEP IN THIS PHASE  
BEFORE STARTING THE NEXT PHASE.**



## **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 Order to Seal Records in the mail, you must prepare two documents:

1. Notice of Entry of Order to Seal Records – you must sign and date this document. You must also include the date that the Order was filed.
  - *See page 56 for a sample*
  
2. Certificate of Mailing – you must sign and date this document. The date on this document **MUST** match the date on the Notice of Entry to Seal Records.
  - *See page 57 for a sample*

NEO

John Jacob Doe  
123 E. Charleston Blvd  
Las Vegas, NV 89101  
(702) 555-1234  
**IN PROPER PERSON**

**DISTRICT COURT  
CLARK COUNTY, NEVADA**

In the Matter of the Application of,  
John Jacob Doe,  
aka, John Jacob Jones  
**SCOPE ID#:** 1234567  
**DOB:** 1/5/70  
**Last Four of SS#:** 1234  
For an Order to Seal Records

CASE NO:

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

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**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 1<sup>st</sup> 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

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

Sign your name here

  
Petitioner Signature  
**IN PROPER PERSON**

## STEP 14: MAIL YOUR FORMS TO AGENCIES

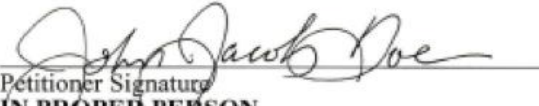
You now need to instruct all agencies to seal your record. First, you need to prepare an envelope for each of the addresses listed on the Certificate of Mailing.

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**CERTIFICATE OF MAILING**

I hereby certify that on the 1<sup>st</sup> 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
Nevada Department of Parole and Probation Records 215 E. Bonanza Road Las Vegas, NV 89101	

  
Petitioner Signature  
**IN PROPER PERSON**

Env. #1 points to Clerk of Court address.  
Env. #2 points to Nevada Department of Parole and Probation Records address.  
Env. #3 points to Nevada Department of Parole and Probation Records address.  
Env. #4 points to District Attorney's Office address.  
Env. #5 points to Department of Public Safety address.

Send the following to the Court(s), District Attorney and/or City Attorney:

- A copy of the Notice of Entry of Order to Seal Records
- The Certificate of Mailing
- **CERTIFIED COPIES** of the Order to Seal Records

Send the following to all other agencies:

- A copy of the Notice of Entry of Order to Seal Records
- The Certificate of Mailing
- **COPY** of the **CERTIFIED COPY** of the Order to Seal Records

Make sure you send the documents  
**on the same date** that you wrote  
on the Notice of Entry of Order  
and the Certificate of Mailing.

## **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 for the Court where your Petition to Seal Records was filed.

\*If you filed in Municipal Court, you may skip this step\*

## **STEP 16: CONGRATULATIONS! YOUR RECORDS HAVE BEEN SEALED!**

You will begin to receive confirmation letters from all of the agencies that you notified in Step 14, including: the court(s), the police department(s), the District Attorney and the Nevada Department of Public Safety. The Nevada Department of Public Safety will likely be the last confirmation letter you receive. Some agencies will **not** send you confirmation letters. You will not receive a confirmation letter from the City Attorney. The District Court sometimes does not send a compliance letter, but you can check the court's website to verify if your record is still available.

Once your record has been sealed, you may answer any application question regarding previous arrests, charges and convictions as if you never had a criminal record; **HOWEVER**, if a job application asks whether you have sealed your criminal record, you must answer **YES**.

It is important to note that pursuant to NRS 179.301, the following agencies will be able to view your record, under certain circumstances, even after you seal it. These agencies include:

- The Nevada Gaming Control Board and the Nevada Gaming Commission
- The Division of Insurance and the Department of Business and Industry
- A prosecuting attorney
- The Central Repository for Nevada Records of Criminal History
- State Board of Pardons Commissioners
- Some professional licensing boards

## **LIST OF PHONE NUMBERS**

Nevada Legal Services – (702) 386-0404  
Clark County Law Library – (702) 455-4696

### **District Court**

Eighth Judicial District Court Clerk's Office - (702) 671-0530

### **District Attorney**

Clark County District Attorney - (702) 671-2765

### **Justice Courts**

Boulder City – (702) 455-8000  
Bunkerville – (702) 346-5711  
Goodsprings – (702) 874-1405  
Henderson – (702) 455-7951  
Las Vegas – (702) 671-3116  
Laughlin – (702) 298-4622  
Mesquite – (702) 346-5298  
Moapa – (702) 864-2333  
Moapa Valley – (702) 397-2840  
North Las Vegas – (702) 455-7801  
Searchlight – (702) 297-1252

### **Municipal Courts**

Boulder City – (702) 293-9278  
Henderson – (702) 267-3300  
Las Vegas – (702) 382-6878  
Mesquite – (702) 346-5291  
North Las Vegas – (702) 633-1130

### **City Attorneys**

Boulder City – (702) 293-9238  
Henderson – (702) 267-1200  
Las Vegas – (702) 229-6629  
Mesquite – (702) 346-5181  
North Las Vegas – (702) 633-2100

## **APPLICABLE STATUTES**

### **NRS 179.245 Sealing records after conviction: Persons eligible; petition; notice; hearing; order. [Effective July 1, 2020.]**

1. Except as otherwise provided in subsection 6 and [NRS 176.211](#), [176A.245](#), [176A.265](#), [176A.295](#), [179.247](#), [179.259](#), [201.354](#) and [453.3365](#), a person may petition the court in which the person was convicted for the sealing of all records relating to a conviction of:

(a) A category A felony, a crime of violence pursuant to [NRS 200.408](#) or residential burglary pursuant to [NRS 205.060](#) after 10 years from the date of release from actual custody or discharge from parole or probation, whichever occurs later;

(b) Except as otherwise provided in paragraphs (a) and (e), a category B, C or D felony after 5 years from the date of release from actual custody or discharge from parole or probation, whichever occurs later;

(c) A category E felony after 2 years from the date of release from actual custody or discharge from parole or probation, whichever occurs later;

(d) Except as otherwise provided in paragraph (e), any gross misdemeanor after 2 years from the date of release from actual custody or discharge from probation, whichever occurs later;

(e) A violation of [NRS 422.540](#) to [422.570](#), inclusive, a violation of [NRS 484C.110](#) or [484C.120](#) other than a felony, or a battery which constitutes domestic violence pursuant to [NRS 33.018](#) other than a felony, after 7 years from the date of release from actual custody or from the date when the person is no longer under a suspended sentence, whichever occurs later;

(f) Except as otherwise provided in paragraph (e), if the offense is punished as a misdemeanor, a battery pursuant to [NRS 200.481](#), harassment pursuant to [NRS 200.571](#), stalking pursuant to [NRS 200.575](#) or a violation of a temporary or extended order for protection, after 2 years from the date of release from actual custody or from the date when the person is no longer under a suspended sentence, whichever occurs later; or

(g) Any other misdemeanor after 1 year from the date of release from actual custody or from the date when the person is no longer under a suspended sentence, whichever occurs later.

2. A petition filed pursuant to subsection 1 must:

(a) Be accompanied by the petitioner's current, verified records received from the Central Repository for Nevada Records of Criminal History;

(b) If the petition references [NRS 453.3365](#), include a certificate of acknowledgment or the disposition of the proceedings for the records to be sealed from all agencies of criminal justice which maintain such records;

(c) Include a list of any other public or private 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; and

(d) Include information that, to the best knowledge and belief of the petitioner, accurately and completely identifies the records to be sealed, including, without limitation, the:

(1) Date of birth of the petitioner;

(2) Specific conviction to which the records to be sealed pertain; and

(3) Date of arrest relating to the specific conviction to which the records to be sealed pertain.

3. Upon receiving a petition pursuant to this section, the court shall notify the law enforcement agency that arrested the petitioner for the crime and the prosecuting attorney, including, without limitation, the Attorney General, who prosecuted the petitioner for the crime. The prosecuting attorney and any person having relevant evidence may testify and present evidence at any hearing on the petition.

4. If the prosecuting attorney who prosecuted the petitioner for the crime stipulates to the sealing of the records after receiving notification pursuant to subsection 3 and the court makes the findings set forth in subsection 5, the court may order the sealing of the records in accordance with subsection 5 without a hearing. If the prosecuting attorney does not stipulate to the sealing of the records, a hearing on the petition must be conducted.

5. If the court finds that, in the period prescribed in subsection 1, the petitioner has not been charged with any offense for which the charges are pending or convicted of any offense, except for minor moving or standing traffic violations, the court may order sealed all records of the conviction which are in the custody of any agency of criminal justice or any public or private agency, company, official or other custodian of records in the State of Nevada, and may also order all such records of the petitioner returned to the file of the court where the proceeding was commenced from, including, without limitation, the Federal Bureau of Investigation and all other agencies of criminal justice which maintain such records and which are reasonably known by either the petitioner or the court to have possession of such records.

6. A person may not petition the court to seal records relating to a conviction of:

- (a) A crime against a child;
  - (b) A sexual offense;
  - (c) Invasion of the home with a deadly weapon pursuant to [NRS 205.067](#);
  - (d) A violation of [NRS 484C.110](#) or [484C.120](#) that is punishable as a felony pursuant to paragraph (c) of subsection 1 of [NRS 484C.400](#);
  - (e) A violation of [NRS 484C.430](#);
  - (f) A homicide resulting from driving or being in actual physical control of a vehicle while under the influence of intoxicating liquor or a controlled substance or resulting from any other conduct prohibited by [NRS 484C.110](#), [484C.130](#) or [484C.430](#);
  - (g) A violation of [NRS 488.410](#) that is punishable as a felony pursuant to [NRS 488.427](#); or
  - (h) A violation of [NRS 488.420](#) or [488.425](#).
7. If the court grants a petition for the sealing of records pursuant to this section, upon the request of the person whose records are sealed, the court may order sealed all records of the civil proceeding in which the records were sealed.
8. As used in this section:
- (a) “Crime against a child” has the meaning ascribed to it in [NRS 179D.0357](#).
  - (b) “Sexual offense” means:
    - (1) Murder of the first degree committed in the perpetration or attempted perpetration of sexual assault or of sexual abuse or sexual molestation of a child less than 14 years of age pursuant to paragraph (b) of subsection 1 of [NRS 200.030](#).
    - (2) Sexual assault pursuant to [NRS 200.366](#).
    - (3) Statutory sexual seduction pursuant to [NRS 200.368](#), if punishable as a felony.
    - (4) Battery with intent to commit sexual assault pursuant to [NRS 200.400](#).
    - (5) An offense involving the administration of a drug to another person with the intent to enable or assist the commission of a felony pursuant to [NRS 200.405](#), if the felony is an offense listed in this paragraph.
    - (6) An offense involving the administration of a controlled substance to another person with the intent to enable or assist the commission of a crime of violence pursuant to [NRS 200.408](#), if the crime of violence is an offense listed in this paragraph.
    - (7) Abuse of a child pursuant to [NRS 200.508](#), if the abuse involved sexual abuse or sexual exploitation.
    - (8) An offense involving pornography and a minor pursuant to [NRS 200.710](#) to [200.730](#), inclusive.
    - (9) Incest pursuant to [NRS 201.180](#).
    - (10) Open or gross lewdness pursuant to [NRS 201.210](#), if punishable as a felony.
    - (11) Indecent or obscene exposure pursuant to [NRS 201.220](#), if punishable as a felony.
    - (12) Lewdness with a child pursuant to [NRS 201.230](#).
    - (13) Sexual penetration of a dead human body pursuant to [NRS 201.450](#).
    - (14) Sexual conduct between certain employees of a school or volunteers at a school and a pupil pursuant to [NRS 201.540](#).
    - (15) Sexual conduct between certain employees of a college or university and a student pursuant to [NRS 201.550](#).
    - (16) Luring a child or a person with mental illness pursuant to [NRS 201.560](#), if punishable as a felony.
    - (17) An attempt to commit an offense listed in this paragraph.
- (Added to NRS by [1971, 955](#); A [1983, 1088](#); [1991, 303](#); [1993, 38](#); [1997, 1673](#), [1803](#), [3159](#); [1999, 647](#), [648](#), [649](#); [2001, 1167](#), [1692](#); [2001 Special Session, 261](#); [2003, 312](#), [316](#), [319](#), [1385](#); [2005, 2355](#); [2007, 2751](#); [2009, 105](#), [418](#), [1884](#); [2013, 107](#), [980](#), [1165](#), [1382](#); [2015, 909](#), [1441](#); [2017, 1328](#), [1482](#), [1653](#), [2413](#); [2019, 4405](#), effective July 1, 2020)

**NRS 179.247 Vacating judgment and sealing of records after conviction of certain offenses: Persons eligible; petition; notice; order.**

1. If a person has been convicted of any offense listed in subsection 2, the person may petition the court in which he or she was convicted or, if the person wishes to file more than one petition and would otherwise need to file a petition in more than one court, the district court, for an order:
  - (a) Vacating the judgment; and
  - (b) Sealing all documents, papers and exhibits in the person’s record, minute book entries and entries on dockets, and other documents relating to the case in the custody of such other agencies and officers as are named in the court’s order.
2. A person may file a petition pursuant to subsection 1 if the person was convicted of:

- (a) A violation of [NRS 201.354](#), for engaging in prostitution or solicitation for prostitution, provided that the person was not alleged to be a customer of a prostitute;
  - (b) A crime under the laws of this State, other than a crime of violence; or
  - (c) A violation of a county, city or town ordinance, for loitering for the purpose of solicitation or prostitution.
3. A petition filed pursuant to subsection 1 must satisfy the requirements of [NRS 179.245](#).
4. The court may grant a petition filed pursuant to subsection 1 if:
- (a) The petitioner was convicted of a violation of an offense described in subsection 2;
  - (b) The participation of the petitioner in the offense was the result of the petitioner having been a victim of:
    - (1) Trafficking in persons as described in the Trafficking Victims Protection Act of 2000, 22 U.S.C. §§ 7101 et seq.; or
    - (2) Involuntary servitude as described in [NRS 200.463](#) or [200.4631](#); and
  - (c) The petitioner files a petition pursuant to subsection 1 with due diligence after the petitioner has ceased being a victim of trafficking or involuntary servitude or has sought services for victims of such trafficking or involuntary servitude.
5. Before the court decides whether to grant a petition filed pursuant to subsection 1, the court shall:
- (a) Notify the Central Repository for Nevada Records of Criminal History, the Office of the Attorney General and each office of the district attorney and law enforcement agency in the county in which the petitioner was convicted and allow the prosecuting attorney who prosecuted the petitioner for the crime and any person to testify and present evidence on behalf of any such entity; and
  - (b) Take into consideration any reasonable concerns for the safety of the defendant, family members of the defendant or other victims that may be jeopardized by the granting of the petition.
6. If the prosecuting attorney who prosecuted the petitioner for the crime stipulates to vacating the judgment of the petitioner and sealing all documents, papers and exhibits related to the case after receiving notification pursuant to subsection 5 and the court makes the findings set forth in subsection 4, the court may vacate the judgment and seal all documents, papers and exhibits in accordance with subsection 7 without a hearing. If the prosecuting attorney does not stipulate to vacating the judgment and sealing the documents, papers and exhibits, a hearing on the petition must be conducted.
7. If the court grants a petition filed pursuant to subsection 1, the court shall:
- (a) Vacate the judgment and dismiss the accusatory pleading; and
  - (b) Order sealed all documents, papers and exhibits in the petitioner's record, minute book entries and entries on dockets, and other documents relating to the case in the custody of such other agencies and officers as are named in the court's order.
8. If a petition filed pursuant to subsection 1 does not satisfy the requirements of [NRS 179.245](#) or the court determines that the petition is otherwise deficient with respect to the sealing of the petitioner's record, the court may enter an order to vacate the judgment and dismiss the accusatory pleading if the petitioner satisfies all requirements necessary for the judgment to be vacated.
9. If the court enters an order pursuant to subsection 8, the court shall also order sealed the records of the petitioner which relate to the judgment being vacated in accordance with paragraph (b) of subsection 7, regardless of whether any records relating to other convictions are ineligible for sealing either by operation of law or because of a deficiency in the petition.
10. As used in this section, "crime of violence" means:
- (a) Any offense involving the use or threatened use of force or violence against the person or property of another; or
  - (b) Any felony for which there is a substantial risk that force or violence may be used against the person or property of another in the commission of the felony.
- (Added to NRS by [2017, 1481](#); A [2019, 409](#))

**NRS 179.255 Sealing of records after dismissal, decline of prosecution or acquittal: Petition; notice; hearing; exceptions; order; inspection of records. [Effective July 1, 2020.]**

1. If a person has been arrested for alleged criminal conduct and the charges are dismissed, the prosecuting attorney having jurisdiction declined prosecution of the charges or such person is acquitted of the charges, the person may petition:
- (a) The court in which the charges were dismissed, at any time after the date the charges were dismissed;
  - (b) The court having jurisdiction in which the charges were declined for prosecution:
    - (1) Any time after the applicable statute of limitations has run;
    - (2) Any time 8 years after the arrest; or
    - (3) Pursuant to a stipulation between the parties; or

- (c) The court in which the acquittal was entered, at any time after the date of the acquittal,
- ↪ for the sealing of all records relating to the arrest and the proceedings leading to the dismissal, declination or acquittal.
2. If the conviction of a person is set aside pursuant to [NRS 458A.240](#), the person may petition the court that set aside the conviction, at any time after the conviction has been set aside, for the sealing of all records relating to the setting aside of the conviction.
3. A petition filed pursuant to subsection 1 or 2 must:
- (a) Be accompanied by the petitioner's current, verified records received from the Central Repository for Nevada Records of Criminal History;
  - (b) Except as otherwise provided in paragraph (c), include the disposition of the proceedings for the records to be sealed;
  - (c) If the petition references [NRS 453.3365](#), include a certificate of acknowledgment or the disposition of the proceedings for the records to be sealed from all agencies of criminal justice which maintain such records;
  - (d) Include a list of any other public or private agency, company, official and other custodian of records that is reasonably known to the petitioner to have possession of records of the arrest and of the proceedings leading to the dismissal, declination or acquittal and to whom the order to seal records, if issued, will be directed; and
  - (e) Include information that, to the best knowledge and belief of the petitioner, accurately and completely identifies the records to be sealed, including, without limitation, the:
    - (1) Date of birth of the petitioner;
    - (2) Specific charges that were dismissed or of which the petitioner was acquitted; and
    - (3) Date of arrest relating to the specific charges that were dismissed or of which the petitioner was acquitted.
4. Upon receiving a petition pursuant to subsection 1, the court shall notify the law enforcement agency that arrested the petitioner for the crime and:
- (a) If the charges were dismissed, declined for prosecution or the acquittal was entered in a district court or justice court, the prosecuting attorney for the county; or
  - (b) If the charges were dismissed, declined for prosecution or the acquittal was entered in a municipal court, the prosecuting attorney for the city.
- ↪ The prosecuting attorney and any person having relevant evidence may testify and present evidence at any hearing on the petition.
5. Upon receiving a petition pursuant to subsection 2, the court shall notify:
- (a) If the conviction was set aside in a district court or justice court, the prosecuting attorney for the county; or
  - (b) If the conviction was set aside in a municipal court, the prosecuting attorney for the city.
- ↪ The prosecuting attorney and any person having relevant evidence may testify and present evidence at any hearing on the petition.
6. If the prosecuting attorney stipulates to the sealing of the records after receiving notification pursuant to subsection 4 or 5 and the court makes the findings set forth in subsection 7 or 8, as applicable, the court may order the sealing of the records in accordance with subsection 7 or 8, as applicable, without a hearing. If the prosecuting attorney does not stipulate to the sealing of the records, a hearing on the petition must be conducted.
7. If the court finds that there has been an acquittal, that the prosecution was declined or that the charges were dismissed and there is no evidence that further action will be brought against the person, the court may order sealed all records of the arrest and of the proceedings leading to the acquittal, declination or dismissal which are in the custody of any agency of criminal justice or any public or private company, agency, official or other custodian of records in the State of Nevada.
8. If the court finds that the conviction of the petitioner was set aside pursuant to [NRS 458A.240](#), the court may order sealed all records relating to the setting aside of the conviction which are in the custody of any agency of criminal justice or any public or private company, agency, official or other custodian of records in the State of Nevada.
9. If the prosecuting attorney having jurisdiction previously declined prosecution of the charges and the records of the arrest have been sealed pursuant to subsection 7, the prosecuting attorney may subsequently file the charges at any time before the running of the statute of limitations for those charges. If such charges are filed with the court, the court shall order the inspection of the records without the prosecuting attorney having to petition the court pursuant to [NRS 179.295](#).
- (Added to NRS by [1971, 955](#); A [1997, 3160](#); [2001, 1693](#); [2009, 1439](#); [2013, 110](#), [1385](#); [2017, 2415](#); [2019, 4407](#), effective July 1, 2020)

**NRS 179.259 Sealing records after completion of program for reentry: Persons eligible; procedure; order; inspection of sealed records by certain entities.**

1. Except as otherwise provided in subsections 3, 4 and 5, 4 years after an eligible person completes a program for reentry, the court may order sealed all documents, papers and exhibits in the eligible person's record, minute book entries and entries on dockets, and other documents relating to the case in the custody of such other agencies and officers as are named in the court's order. The court may order those records sealed without a hearing unless the Division of Parole and Probation of the Department of Public Safety petitions the court, for good cause shown, not to seal the records and requests a hearing thereon.
2. If the court orders sealed the record of an eligible person, the court shall send a copy of the order to each agency or officer named in the order. Each such agency or officer shall notify the court in writing of its compliance with the order.

3. A professional licensing board is entitled, for the purpose of determining suitability for a license or liability to discipline for misconduct, to inspect and to copy from a record sealed pursuant to this section.

4. The Division of Insurance of the Department of Business and Industry is entitled, for the purpose of determining suitability for a license or liability to discipline for misconduct, to inspect and to copy from a record sealed pursuant to this section.

5. A person may not petition the court to seal records relating to a conviction of a crime against a child or a sexual offense.

6. As used in this section:

(a) "Crime against a child" has the meaning ascribed to it in [NRS 179D.0357](#).

(b) "Eligible person" means a person who has:

(1) Successfully completed a program for reentry, which the person participated in pursuant to [NRS 209.4886](#), [209.4888](#), [213.625](#) or [213.632](#); and

(2) Been convicted of a single offense which was punishable as a felony and which did not involve the use or threatened use of force or violence against the victim.

For the purposes of this subparagraph, multiple convictions for an offense punishable as a felony shall be deemed to constitute a single offense if those offenses arose out of the same transaction or occurrence.

(c) "Program for reentry" means:

(1) A correctional program for reentry of offenders and parolees into the community that is established by the Director of the Department of Corrections pursuant to [NRS 209.4887](#); or

(2) A judicial program for reentry of offenders and parolees into the community that is established in a judicial district pursuant to [NRS 209.4883](#).

(d) "Sexual offense" has the meaning ascribed to it in paragraph (b) of subsection 8 of [NRS 179.245](#).

(Added to NRS by [2001, 1166](#); A [2003, 26](#), [2586](#); [2007, 2753](#); [2015, 3509](#); [2017, 2417](#))

#### **NRS 179.265 Rehearings after denial of petition: Time for; number.**

1. A person whose petition is denied under NRS 179.245 or 179.255 may petition for a rehearing not sooner than 2 years after the denial of the previous petition.

2. No person may petition for more than two rehearings.

(Added to NRS by 1971, 956)

#### **NRS 179.271 Sealing of records after decriminalization of offense: Written request; notice; hearing; no fee; exception.**

1. Except as otherwise provided in this section, if an offense is decriminalized:

(a) Any person who was convicted of that offense before the date on which the offense was decriminalized may submit a written request to any court in which the person was convicted of that offense for the sealing of any record of criminal history in its possession and in the possession of any agency of criminal justice relating to the conviction.

(b) Upon receipt of a request pursuant to paragraph (a), the court shall, as soon as practicable, send written notice of the request to the office of the prosecuting attorney that prosecuted the offense. If the office of the prosecuting attorney objects to the granting of the request, a written objection to the request must be filed with the court within 10 judicial days after the date on which notice of the request was received. If no written objection to the request is filed, the court shall grant the request. If a written objection to the request is filed, the court must hold a hearing on the request. At the hearing, the court shall grant the request unless the prosecuting attorney establishes, by clear and convincing evidence, that there is good cause not to grant the request. The decision of the court to grant or deny the request is not subject to appeal.

2. No fee may be charged by any court or agency of criminal justice for the submission of a request pursuant to this section.

3. The provisions of this section do not apply to a traffic offense.

4. As used in this section:

(a) "Decriminalized" means that an offense is no longer punishable as a crime as the result of enactment of an act of the Legislature or the passage of a referendum petition or initiative petition pursuant to [Article 19](#) of the Nevada Constitution.

(b) "Traffic offense" means a violation of any state or local law or ordinance governing the operation of a motor vehicle upon any highway within this State.

(Added to NRS by [2019, 1459](#))

**NRS 179.275 Order sealing records: Distribution to Central Repository and persons named in order; compliance. [Effective July 1, 2020.]** Where the court orders the sealing of a record pursuant to [NRS 34.970, 174.034, 176.211, 176A.245, 176A.265, 176A.295, 179.245, 179.247, 179.255, 179.259, 179.2595, 179.271, 201.354](#) or [453.3365](#), a copy of the order must be sent to:

1. The Central Repository for Nevada Records of Criminal History; and
2. Each agency of criminal justice and each public or private company, agency, official or other custodian of records named in the order, and that person shall seal the records in his or her custody which relate to the matters contained in the order, shall advise the court of compliance and shall then seal the order.

(Added to NRS by [1971, 956](#); A [1991, 304](#); [1999, 2089](#); [2001, 1168](#); [2001 Special Session, 261](#); [2003, 312](#); [2009, 107, 420](#); [2013, 111](#); [2017, 1485, 1655, 2418, 3015](#); [2019, 1460, 2981, 4409](#), effective July 1, 2020)

**NRS 179.285 Order sealing records: Effect; proceedings deemed never to have occurred; restoration of civil rights. [Effective July 1, 2020.]** Except as otherwise provided in [NRS 179.301](#):

1. If the court orders a record sealed pursuant to [NRS 34.970, 174.034, 176.211, 176A.245, 176A.265, 176A.295, 179.245, 179.247, 179.255, 179.259, 179.2595, 179.271, 201.354](#) or [453.3365](#):

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

- (b) The person is immediately restored to the following civil rights if the person's civil rights previously have not been restored:

- (1) The right to vote;
- (2) The right to hold office; and
- (3) The right to serve on a jury.

2. Upon the sealing of the person's records, a person who is restored to his or her civil rights pursuant to subsection 1 must be given:

(a) An official document which demonstrates that the person has been restored to the civil rights set forth in paragraph (b) of subsection 1; and

(b) A written notice informing the person that he or she has not been restored to the right to bear arms, unless the person has received a pardon and the pardon does not restrict his or her right to bear arms.

3. A person who has had his or her records sealed in this State or any other state and whose official documentation of the restoration of civil rights is lost, damaged or destroyed may file a written request with a court of competent jurisdiction to restore his or her civil rights pursuant to this section. Upon verification that the person has had his or her records sealed, the court shall issue an order restoring the person to the civil rights to vote, to hold office and to serve on a jury. A person must not be required to pay a fee to receive such an order.

4. A person who has had his or her records sealed in this State or any other state may present official documentation that the person has been restored to his or her civil rights or a court order restoring civil rights as proof that the person has been restored to the right to vote, to hold office and to serve as a juror.

(Added to NRS by [1971, 956](#); A [1981, 1105](#); [1991, 304](#); [2001, 1169, 1694](#); [2001 Special Session, 262](#); [2003, 312, 316, 319, 2687](#); [2009, 108, 420](#); [2011, 22](#); [2017, 1485, 1655, 2418, 3015](#); [2019, 1460, 2981, 4409](#), effective July 1, 2020)

**NRS 179.295 Reopening of sealed records. [Effective July 1, 2020.]**

1. The person who is the subject of the records that are sealed pursuant to [NRS 34.970, 174.034, 176.211, 176A.245, 176A.265, 176A.295, 179.245, 179.247, 179.255, 179.259, 179.2595, 179.271, 201.354](#) or [453.3365](#) may petition the court that ordered the records sealed to permit inspection of the records by a person named in the petition, and the court may order such inspection. Except as otherwise provided in this section, subsection 9 of [NRS 179.255](#) and [NRS 179.259](#) and [179.301](#), the court may not order the inspection of the records under any other circumstances.

2. If a person has been arrested, the charges have been dismissed and the records of the arrest have been sealed, the court may order the inspection of the records by a prosecuting attorney upon a showing that as a result of newly discovered evidence, the person has been arrested for the same or a similar offense and that there is sufficient evidence reasonably to conclude that the person will stand trial for the offense.

3. The court may, upon the application of a prosecuting attorney or an attorney representing a defendant in a criminal action, order an inspection of such records for the purpose of obtaining information relating to persons who were involved in the incident recorded.

4. This section does not prohibit a court from considering a proceeding for which records have been sealed pursuant to [NRS 174.034](#), [176.211](#), [176A.245](#), [176A.265](#), [176A.295](#), [179.245](#), [179.247](#), [179.255](#), [179.259](#), [179.2595](#), [179.271](#), [201.354](#) or [453.3365](#) in determining whether to grant a petition pursuant to [NRS 176.211](#), [176A.245](#), [176A.265](#), [176A.295](#), [179.245](#), [179.255](#), [179.259](#), [179.2595](#) or [453.3365](#) for a conviction of another offense.

(Added to NRS by [1971, 956](#); A [1981, 1105](#); [1991, 304](#); [1997, 3160](#); [2001, 1169](#), [1694](#); [2001 Special Session, 262](#); [2003, 312](#), [316](#), [319](#); [2009, 108](#), [420](#); [2013, 1386](#); [2017, 1486](#), [1656](#), [2419](#), [3016](#); [2019, 1461](#), [2982](#), [4410](#), effective July 1, 2020)

#### **NRS 179.301 Inspection of certain sealed records by certain persons and agencies.**

1. The Nevada Gaming Control Board and the Nevada Gaming Commission and their employees, agents and representatives may inquire into and inspect any records sealed pursuant to [NRS 179.245](#) or [179.255](#), if the event or conviction was related to gaming, to determine the suitability or qualifications of any person to hold a state gaming license, manufacturer's, seller's or distributor's license or registration as a gaming employee pursuant to [chapter 463](#) of NRS. Events and convictions, if any, which are the subject of an order sealing records:

(a) May form the basis for recommendation, denial or revocation of those licenses.

(b) Must not form the basis for denial or rejection of a gaming work permit unless the event or conviction relates to the applicant's suitability or qualifications to hold the work permit.

2. The Division of Insurance of the Department of Business and Industry and its employees may inquire into and inspect any records sealed pursuant to [NRS 179.245](#) or [179.255](#), if the event or conviction was related to insurance, to determine the suitability or qualifications of any person to hold a license, certification or authorization issued in accordance with title 57 of NRS. Events and convictions, if any, which are the subject of an order sealing records may form the basis for recommendation, denial or revocation of those licenses, certifications and authorizations.

3. A prosecuting attorney may inquire into and inspect any records sealed pursuant to [NRS 179.245](#) or [179.255](#) if:

(a) The records relate to a violation or alleged violation of [NRS 202.485](#); and

(b) The person who is the subject of the records has been arrested or issued a citation for violating [NRS 202.485](#).

4. The Central Repository for Nevada Records of Criminal History and its employees may inquire into and inspect any records sealed pursuant to [NRS 179.245](#) or [179.255](#) that constitute information relating to sexual offenses, and may notify employers of the information in accordance with federal laws and regulations.

5. Records which have been sealed pursuant to [NRS 179.245](#) or [179.255](#) and which are retained in the statewide registry established pursuant to [NRS 179B.200](#) may be inspected pursuant to [chapter 179B](#) of NRS by an officer or employee of the Central Repository for Nevada Records of Criminal History or a law enforcement officer in the regular course of his or her duties.

6. The State Board of Pardons Commissioners and its agents and representatives may inquire into and inspect any records sealed pursuant to [NRS 179.245](#) or [179.255](#) if the person who is the subject of the records has applied for a pardon from the Board.

7. As used in this section:

(a) "Information relating to sexual offenses" means information contained in or concerning a record relating in any way to a sexual offense.

(b) "Sexual offense" has the meaning ascribed to it in [NRS 179A.073](#).

(Added to NRS by [1981, 1105](#); A [1987, 1759](#); [1997, 1674](#); [2003, 2688](#), [2833](#); [2003, 20th Special Session, 16](#); [2005, 973](#); [2011, 23](#); [2013, 111](#); [2015, 3510](#); [2017, 2674](#))

**NRS 179D.0357 "Crime against a child" defined.** "Crime against a child" means any of the following offenses if the victim of the offense was less than 18 years of age when the offense was committed:

1. Kidnapping pursuant to [NRS 200.310](#) to [200.340](#), inclusive, unless the offender is the parent or guardian of the victim.

2. False imprisonment pursuant to [NRS 200.460](#), unless the offender is the parent or guardian of the victim.

3. Involuntary servitude of a child pursuant to [NRS 200.4631](#), unless the offender is the parent or guardian of the victim.

4. An offense involving sex trafficking pursuant to subsection 2 of [NRS 201.300](#) or prostitution pursuant to [NRS 201.320](#) or [201.395](#).

5. An attempt to commit an offense listed in this section.

6. An offense committed in another jurisdiction that, if committed in this State, would be an offense listed in this section. This subsection includes, without limitation, an offense prosecuted in:

(a) A tribal court.

(b) A court of the United States or the Armed Forces of the United States.

7. An offense against a child committed in another jurisdiction, whether or not the offense would be an offense listed in this section, if the person who committed the offense resides or has resided or is or has been a student or worker in any jurisdiction in which the person is or has been required by the laws of that jurisdiction to register as an offender who has committed a crime against a child because of the offense. This subsection includes, without limitation, an offense prosecuted in:

- (a) A tribal court.
- (b) A court of the United States or the Armed Forces of the United States.
- (c) A court having jurisdiction over juveniles.

(Added to NRS by [2007, 2757](#); A [2013, 1858, 2422](#); [2019, 2635](#))

### **NRS 193.130 Categories and punishment of felonies. [Effective July 1, 2020.]**

1. Except when a person is convicted of a category A felony, and except as otherwise provided by specific statute, a person convicted of a felony shall be sentenced to a minimum term and a maximum term of imprisonment which must be within the limits prescribed by the applicable statute, unless the statute in force at the time of commission of the felony prescribed a different penalty. The minimum term of imprisonment that may be imposed must not exceed 40 percent of the maximum term imposed.

2. Except as otherwise provided by specific statute, for each felony committed on or after July 1, 1995:

(a) A category A felony is a felony for which a sentence of death or imprisonment in the state prison for life with or without the possibility of parole may be imposed, as provided by specific statute.

(b) A category B felony is a felony for which the minimum term of imprisonment in the state prison that may be imposed is not less than 1 year and the maximum term of imprisonment that may be imposed is not more than 20 years, as provided by specific statute.

(c) A category C felony is a felony for which a court shall sentence a convicted person to imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 5 years. In addition to any other penalty, the court may impose a fine of not more than \$10,000, unless a greater fine is authorized or required by statute.

(d) A category D felony is a felony for which a court shall sentence a convicted person to imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 4 years. In addition to any other penalty, the court may impose a fine of not more than \$5,000, unless a greater fine is authorized or required by statute.

(e) A category E felony is a felony for which a court shall sentence a convicted person to imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 4 years. Except as otherwise provided in paragraph (b) of subsection 1 of [NRS 176A.100](#) or paragraph (a) of subsection 2 of [NRS 453.336](#), upon sentencing a person who is found guilty of a category E felony, the court shall suspend the execution of the sentence and grant probation to the person upon such conditions as the court deems appropriate. Such conditions of probation may include, but are not limited to, requiring the person to serve a term of confinement of not more than 1 year in the county jail. In addition to any other penalty, the court may impose a fine of not more than \$5,000, unless a greater penalty is authorized or required by statute.

[1911 C&P § 18; RL § 6283; NCL § 9967] — (NRS A [1967, 458](#); [1995, 1167](#); [1997, 1177](#); [1999, 1186](#); [2019, 4419](#), effective July 1, 2020)

**NRS 193.140 Punishment of gross misdemeanors.** Every person convicted of a gross misdemeanor shall be punished by imprisonment in the county jail for not more than 364 days, or by a fine of not more than \$2,000, or by both fine and imprisonment, unless the statute in force at the time of commission of such gross misdemeanor prescribed a different penalty.

[1911 C&P § 19; RL § 6284; NCL § 9968] — (NRS A [1967, 459](#); [1981, 652](#); [2013, 977](#))

### **NRS 193.150 Punishment of misdemeanors.**

1. Every person convicted of a misdemeanor shall be punished by imprisonment in the county jail for not more than 6 months, or by a fine of not more than \$1,000, or by both fine and imprisonment, unless the statute in force at the time of commission of such misdemeanor prescribed a different penalty.

2. In lieu of all or a part of the punishment which may be imposed pursuant to subsection 1, the convicted person may be sentenced to perform a fixed period of community service pursuant to the conditions prescribed in [NRS 176.087](#).

## Resources For Sealing Criminal Records In Other States

### Clark County Law Library Website:

[https://www.clarkcountynv.gov/government/departments/law\\_library/legal\\_forms/sealing\\_records/seal\\_or\\_expunge\\_a\\_criminal\\_record\\_in\\_an\\_other\\_state.php](https://www.clarkcountynv.gov/government/departments/law_library/legal_forms/sealing_records/seal_or_expunge_a_criminal_record_in_an_other_state.php)

**Clean Slate Clearinghouse:** <https://cleanslateclearinghouse.org/>

### State by State Chart:

	Resource for Sealing Adult Records	Description of Resource	Resource for Sealing Juvenile Delinquency Records	Description of Resource
Alabama	No sources on sealing records		Ala. Code §§ 12-15-136	Statute for basis and procedure to seal
			<a href="https://eforms.alacourt.gov/search/?q=sealing+record">https://eforms.alacourt.gov/search/?q=sealing+record</a>	Links to forms
Alaska	Alaska Stat. § 12.62.180(b)	Sealing for mistaken identity or false accusation	Alaska Stat. §§ 47.12.300	Statute for automatic sealing and by petition
	<a href="https://dps.alaska.gov/statewide/r-i/background/faq">https://dps.alaska.gov/statewide/r-i/background/faq</a>	Description of sealing process, link to form	<a href="https://public.courts.alaska.gov/web/rules/docs/del.pdf">https://public.courts.alaska.gov/web/rules/docs/del.pdf</a>	Alaska Court System Rules on delinquency
	<a href="https://dps.alaska.gov/getmedia/1c3d2bfe-2f0c-4c05-a168-7b4669dab0b3/RequestToSealCriminalInfo.pdf.aspx">https://dps.alaska.gov/getmedia/1c3d2bfe-2f0c-4c05-a168-7b4669dab0b3/RequestToSealCriminalInfo.pdf.aspx</a>	Request to Seal Criminal Justice Information Form		
Arizona	No sources on sealing records		No sources on sealing records	
Arkansas	Ark Code § 16-90-1401 et seq.	Record Sealing Act	See resources under Sealing Adult Records	
	<a href="https://arkansas.courtrecords.org/criminal-court-records/federal-and-state/sealing-expunging/">https://arkansas.courtrecords.org/criminal-court-records/federal-and-state/sealing-expunging/</a>	Information on sealing process		

	<a href="https://www.dps.arkansas.gov/crime-info-support/arkansas-crime-information-center/forms/">https://www.dps.arkansas.gov/crime-info-support/arkansas-crime-information-center/forms/</a>	Links to forms		
California	<a href="https://oag.ca.gov/sites/all/files/agweb/pdfs/idtheft/forms/bcia-8270.pdf">https://oag.ca.gov/sites/all/files/agweb/pdfs/idtheft/forms/bcia-8270.pdf</a>	Form to seal and destroy records, instructions attached	<a href="http://www.courts.ca.gov/28120.htm">http://www.courts.ca.gov/28120.htm</a>	Information and instructions
Colorado	<a href="https://www.courts.state.co.us/Forms/Forms_List.cfm?FormType_ID=34">https://www.courts.state.co.us/Forms/Forms_List.cfm?FormType_ID=34</a>	Links to instructions and forms	<a href="https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=157">https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=157</a>	Links to instructions and forms*
	<a href="https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=104">https://www.courts.state.co.us/Forms/Forms_List.cfm?Form_Type_ID=104</a>	Links specific to substance-abuse records		
Connecticut	No sources on sealing records		C.G.S. § 46b-124	Statute for confidentiality of records
Delaware	No sources on sealing records		No sources on sealing records	
D.C.	DC ST § 16-801 et seq.	Criminal Record Sealing Statutes	<a href="https://www.dccourts.gov/services/criminal-matters/sealing-criminal-records">https://www.dccourts.gov/services/criminal-matters/sealing-criminal-records</a>	Brief section on sealing
Florida	<a href="http://www.fdle.state.fl.us/Seal-and-Expunge-Process/Seal-and-Expunge-Home">http://www.fdle.state.fl.us/Seal-and-Expunge-Process/Seal-and-Expunge-Home</a>	Links to instructions and forms	See resources under Sealing Adult Records	
Georgia	Ga. Code § 35-3-37	Information on Record Restrictions	Ga. Code § § 15–11–701 et seq.	Statute for procedure to seal records
Hawaii	No sources on sealing records		No sources on sealing records (expungement may be defined to include sealing, HRS § 571-88)	
Idaho	No sources on sealing records		Idaho Code § 20-525 (amended on March 26, 2015; effective July 1, 2015)	Statute for privileged information
Illinois	<a href="https://www2.illinois.gov/osad/expungement/pages/expungement-and-sealing-general-information.aspx">https://www2.illinois.gov/osad/expungement/pages/expungement-and-sealing-general-information.aspx</a>	General Information	<a href="https://www2.illinois.gov/osad/Expungement/Pages/default.aspx">https://www2.illinois.gov/osad/Expungement/Pages/default.aspx</a>	General Information

	<a href="https://www.illinois.gov/osad/Expungement/Instructions_Forms/Pages/default.aspx">https://www.illinois.gov/osad/Expungement/Instructions_Forms/Pages/default.aspx</a>	Links to forms	<a href="https://www2.illinois.gov/osad/Expungement/Pages/Expungement-and-Sealing-General-Information.aspx">https://www2.illinois.gov/osad/Expungement/Pages/Expungement-and-Sealing-General-Information.aspx</a>	Links to forms
Indiana	IC 35–38–9–1 et seq. (amended on May 4, 2015)	Sealing and Expunging Conviction Records Statutes	IC 35–38–9–1 et seq. (amended on May 4, 2015)	Sealing and Expunging Conviction Records Statutes
Iowa	No sources on sealing records		Iowa Code § 232.150	Statute for motions to seal by court and individual
Kansas	<a href="http://www.kansasjudicialcouncil.org/Forms/Adult_Expungement_Forms.shtml">http://www.kansasjudicialcouncil.org/Forms/Adult_Expungement_Forms.shtml</a>	Links to instructions and forms*	<a href="http://www.doc.ks.gov/reentry/OWDS/juvenile/juvenile-crime/view">http://www.doc.ks.gov/reentry/OWDS/juvenile/juvenile-crime/view</a>	General information*, links to forms
Kentucky	No sources on sealing records		KRS § 610.330	Statute for motion and hearing to seal*
Louisiana	No sources on sealing records		Louisiana Children’s Code Art. 411 et seq.	Juvenile Court Administration Statutes
Maine	No sources on sealing records		15 M.R.S. § 3308	Statute for petition to seal
Maryland	No sources on sealing records (expungement is defined to include removing records to secure location, MD Code, Criminal Procedure, § 10-101)		MD Code, Courts and Judicial Proceedings, § 3-8A-27	Statute for motions to seal by court and individual
Massachusetts	<a href="http://www.mass.gov/courts/selfhelp/criminal-law/seal-record.html">http://www.mass.gov/courts/selfhelp/criminal-law/seal-record.html</a>	General information, links to forms	M.G.L. 276 § 100B, §100D	Statutes for request to seal, access to sealed records
Michigan	No sources on sealing records		No sources on sealing records	
Minnesota	<a href="http://www.mncourts.gov/Documents/4/Public/Self_Help_Center/Step_by_Step_Guide_to_Expungements_FINAL_on_web.pdf">http://www.mncourts.gov/Documents/4/Public/Self_Help_Center/Step_by_Step_Guide_to_Expungements_FINAL_on_web.pdf</a>	Step-by-step guide	Minnesota Statutes § 609A.02	Statute for juveniles prosecuted as adults

Mississippi	No sources on sealing records		Miss. Code § 43-21-263	Statute for motions to seal by court and individual
Missouri	M.S. 610.105-.120	Statutes for “closed records”	Missouri Statutes § 211.321	Statute for motions to seal by court and individual
Montana	<a href="https://dojmt.gov/enforcement/criminal-record-expungement-and-sealing/">https://dojmt.gov/enforcement/criminal-record-expungement-and-sealing/</a>	General information	<a href="https://courts.mt.gov/cao/ct_services/hr/policies">https://courts.mt.gov/cao/ct_services/hr/policies</a>	Information on “youth records”
	<a href="https://media.dojmt.gov/wp-content/uploads/Records_Removal_Flowchart_Simple.pdf">https://media.dojmt.gov/wp-content/uploads/Records_Removal_Flowchart_Simple.pdf</a>	Flowchart on criminal records		
Nebraska	No sources on sealing records		<a href="https://supremecourt.nebraska.gov/motion-seal-records-juvenile-court">https://supremecourt.nebraska.gov/motion-seal-records-juvenile-court</a> <a href="https://supremecourt.nebraska.gov/self-help/court-records/filing-motion-seal-juvenile-criminal-record">https://supremecourt.nebraska.gov/self-help/court-records/filing-motion-seal-juvenile-criminal-record</a>	Instructions, link to forms
Nevada	<a href="https://nslaw.net/get-legal-help/know-your-rights/criminal-record-sealing/">https://nslaw.net/get-legal-help/know-your-rights/criminal-record-sealing/</a>	Links to instructions and forms	NRS 62H.100-.170	Sealing and Unsealing of Records statutes
New Hampshire	<a href="http://www.courts.state.nh.us/district/annulments.htm">http://www.courts.state.nh.us/district/annulments.htm</a>	Links to instructions and forms on “annulling” records	N.H. Rev. Stat. § 169-B:35	Statute for access to juvenile records
New Jersey	<a href="https://www.judiciary.state.nj.us/prose/10557_expunge_kit.pdf">https://www.judiciary.state.nj.us/prose/10557_expunge_kit.pdf</a>	Instructions *	See resource under Sealing Adult Records	
New Mexico	NM Stat § 30-52-1.2	Sealing record of victim of human trafficking	NM Stat § 32A-2-26	Statute for motion and procedure for sealing
New York	N.Y. Crim. Proc. Law §§ 160.50-.60, 216.00-.05	Statutes on Sealing and Diversion	N.Y. Crim. Proc. Law § 720.35	Statute on confidentiality of records
North Carolina	No sources on sealing records		N.C.G.S. § 7B-3000	Statute for access to records
North Dakota	North Dakota Statutes 19-03.1-23 (amended April 8, 2015)	Statute on controlled substances	North Dakota Statutes § 54-23.4-17	Statute on confidentiality of records

Ohio	<a href="https://seols.org/wp-content/uploads/2015/07/Conviction-Expungement-Packet-PDF.pdf">https://seols.org/wp-content/uploads/2015/07/Conviction-Expungement-Packet-PDF.pdf</a>	Instructions	<a href="https://opd.ohio.gov/wps/portal/gov/opd/law-library/criminal-law-casebook/expungement">https://opd.ohio.gov/wps/portal/gov/opd/law-library/criminal-law-casebook/expungement</a>	Information, links to forms
	<a href="https://www.uslegalforms.com/expungementforms/ohio/">https://www.uslegalforms.com/expungementforms/ohio/</a>	Links to forms		
Oklahoma	22 Okl.St. Ann. § 18 & 19 (amended June 5, 2015)	Statutes on basis and procedure for sealing*	10A Okl.St. § 2-6-108	Statute for motions to seal by court and individual
Oregon	Or. Rev. Stat. § 137.225 (amended June 2, 2015)	Statute on basis and procedure for setting aside or sealing	See resource under Sealing Adult Records	
	<a href="https://www.oregon.gov/osp/programs/cjis/Pages/Criminal-Justice-Information-Services.aspx">https://www.oregon.gov/osp/programs/cjis/Pages/Criminal-Justice-Information-Services.aspx</a>	General information *		
	<a href="https://www.courts.oregon.gov/courts/lane/help/Pages/Expungement.aspx">https://www.courts.oregon.gov/courts/lane/help/Pages/Expungement.aspx</a>	General information *		
Pennsylvania	No sources on sealing records		42 Pa.C.S. §§ 6307-6309	Statutes for access to records
Rhode Island	<a href="http://www.ripd.ri.gov/expungement-sealingcriminalrecords.html">http://www.ripd.ri.gov/expungement-sealingcriminalrecords.html</a>	General information		
	<a href="https://www.courts.ri.gov/PublicResources/forms/District%20Court%20Forms/Motion%20and%20Affidavit%20to%20Expunge%20or%20Seal%20Record.pdf">https://www.courts.ri.gov/PublicResources/forms/District%20Court%20Forms/Motion%20and%20Affidavit%20to%20Expunge%20or%20Seal%20Record.pdf</a>	Form to seal or expunge	RI ST § 14-1-6.1	Statute for automatic sealing
South Carolina	No sources on sealing records		No sources on sealing records	
South Dakota	<a href="http://ujs.sd.gov/uploads/forms/Expungements_Instruction.pdf">http://ujs.sd.gov/uploads/forms/Expungements_Instruction.pdf</a>	Instructions *	SDCL § 26-7A-115	Statute for motions to seal by court and individual
Tennessee	No sources on sealing records		No sources on sealing records	

Texas	<a href="http://www.txcourts.gov/rules-forms/forms.aspx">http://www.txcourts.gov/rules-forms/forms.aspx</a>	Links to information and instructions on “non-disclosure”	<a href="https://www.dps.texas.gov/administration/crime_records/pages/juvenilecriminalhistoryrecords.htm">https://www.dps.texas.gov/administration/crime_records/pages/juvenilecriminalhistoryrecords.htm</a>	General information, links to statutes
Utah	<a href="https://www.utcourts.gov/howto/expunge/">https://www.utcourts.gov/howto/expunge/</a>	Instructions, Links to forms*	<a href="https://www.utcourts.gov/howto/expunge/juvenile.html">https://www.utcourts.gov/howto/expunge/juvenile.html</a>	Instructions, Links to forms*
Vermont	<a href="https://vcic.vermont.gov/ch-information/repository/expungement-sealing-pardon">https://vcic.vermont.gov/ch-information/repository/expungement-sealing-pardon</a>	General information	<a href="https://www.vermontjudiciary.org/sites/default/files/documents/400-00171.pdf">https://www.vermontjudiciary.org/sites/default/files/documents/400-00171.pdf</a>	Juvenile Form
	<a href="https://www.vermontjudiciary.org/court-forms">https://www.vermontjudiciary.org/court-forms</a>	Links to instructions and forms	33 Vermont Statutes § 5119	Statute for motions to seal by court and individual
Virginia	No sources on sealing records		No sources on sealing records	
Washington	<a href="https://www.courts.wa.gov/newsinfo/content/GuideToCrimHistoryRecords.pdf">https://www.courts.wa.gov/newsinfo/content/GuideToCrimHistoryRecords.pdf</a>	Guide, Links to statutes	See resource under Sealing Adult Records	
	<a href="https://www.courts.wa.gov/forms/?fa=forms.contribute&amp;formID=38">https://www.courts.wa.gov/forms/?fa=forms.contribute&amp;formID=38</a>	Forms		
West Virginia	No sources on sealing records		W. VA. R. Juv. P. Rule 50	Statute for automatic sealing
Wisconsin	No sources on sealing records		No sources on sealing records	
Wyoming	No sources on sealing records		W.S. § 14-6-239	Statute for access to records
Federal	No sources on sealing records		18 U.S.C.A. § 5038	Statute for confidentiality of records