
BASICS OF NEVADA CRIMINAL RECORD SEALING

Clark County Criminal Record Sealing
Community Legal Education Class

Attendee Manual

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

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CRIMINAL RECORD SEALING MAP

PROCESS KEY:



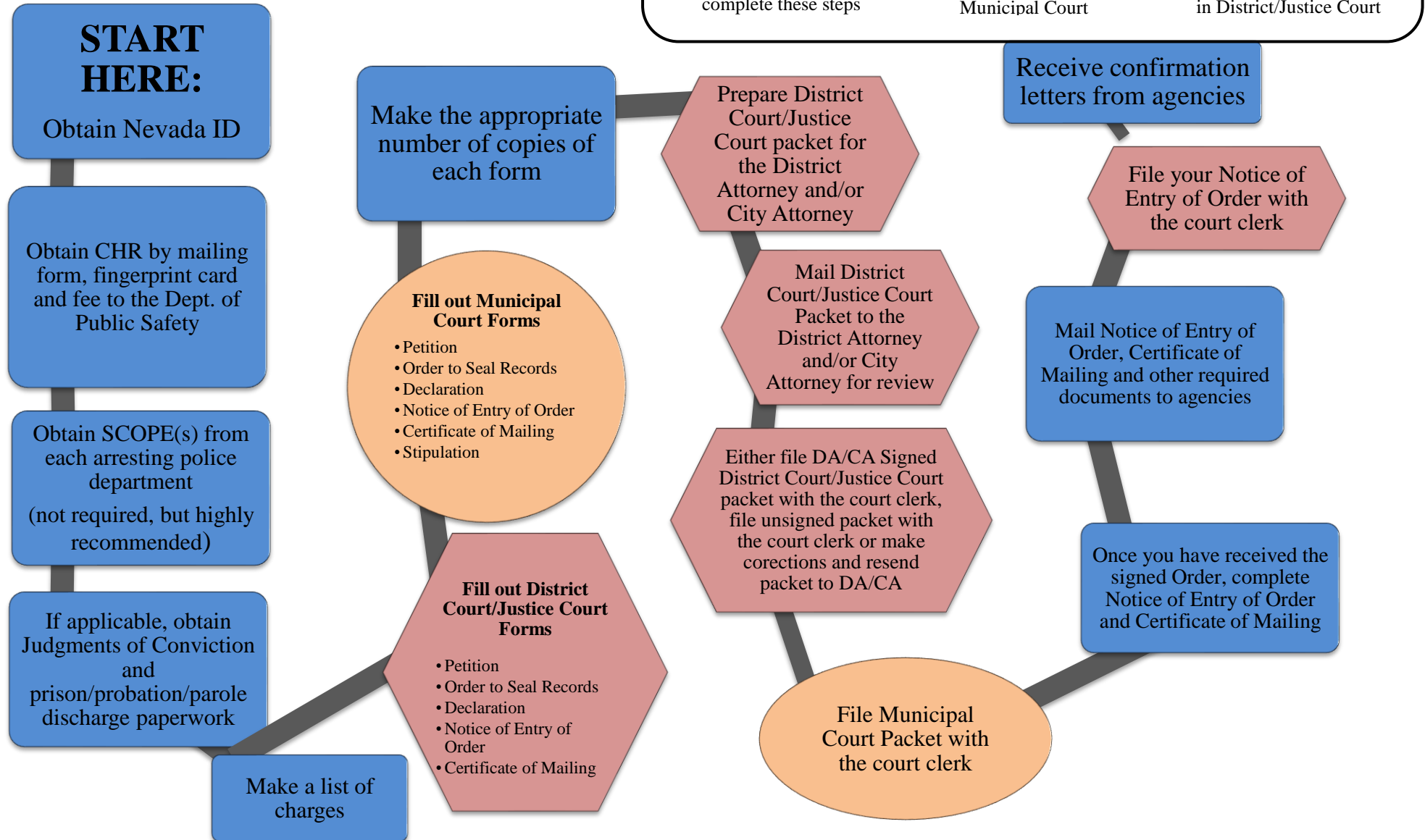
RECTANGLE: Everyone must complete these steps



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.**

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) 1st 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

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

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. FORM: | Fill out the CHR Request Form (DPS-006 Form) |
| 2. FINGERPRINTS: | Get a new and original FD-258 Fingerprint Card |
| 3. FEE: | 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/gsdnvgov/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		DOB Year	
CITIZENSHIP CTZ		SEX		RACE		HGT.		WGT.		EYES		HAIR		PLACE OF BIRTH POB	
DATE		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		FBI NO. FBI		ARMED FORCES NO. MNU		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU		CLASS	
EMPLOYER AND ADDRESS		REASON FINGERPRINTED												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

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

Police Department	Station Details	Bring with you:
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 3rd 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.

→ 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 your 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

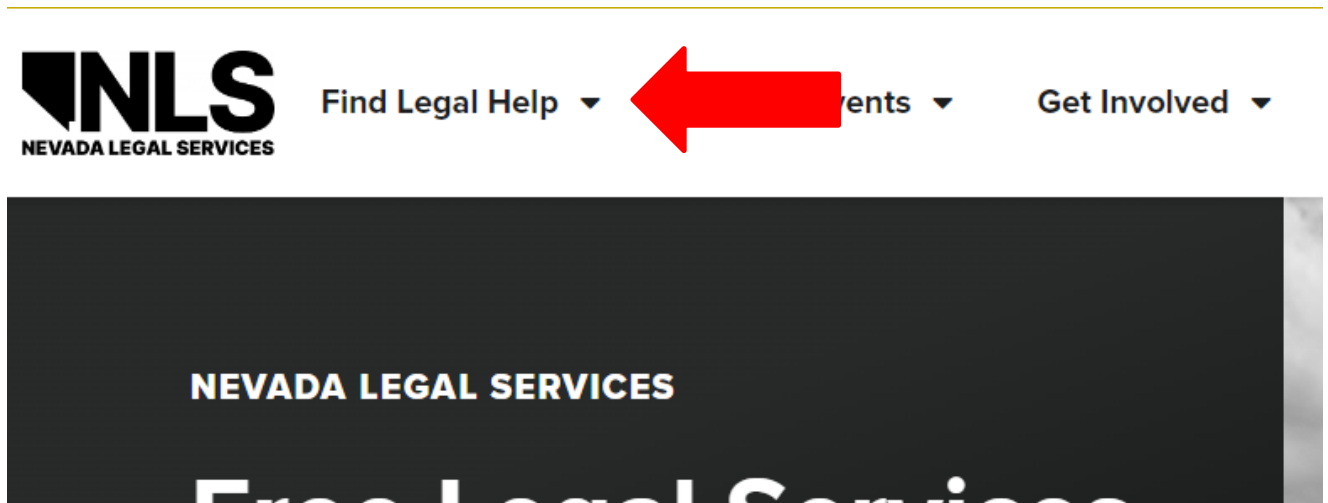
If your CHR and SCOPE do not indicate what court each case was in, you will need to search your name on the court websites.

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

STEP 5: DRAFT YOUR FORMS



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

- Visit nevadalegalservices.org, click “Find Legal Help,” and then click “Forms Library and 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** charges in one Justice Court, you will select that Justice Court Record Sealing Packet
- ➔ If you have **ONLY** charges in one Municipal Court, you will select that Municipal Court Record Sealing Packet
- ➔ If you have **ONLY** charges in District Court, you will select the District Court Record Sealing 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 Court¹ (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 Court²

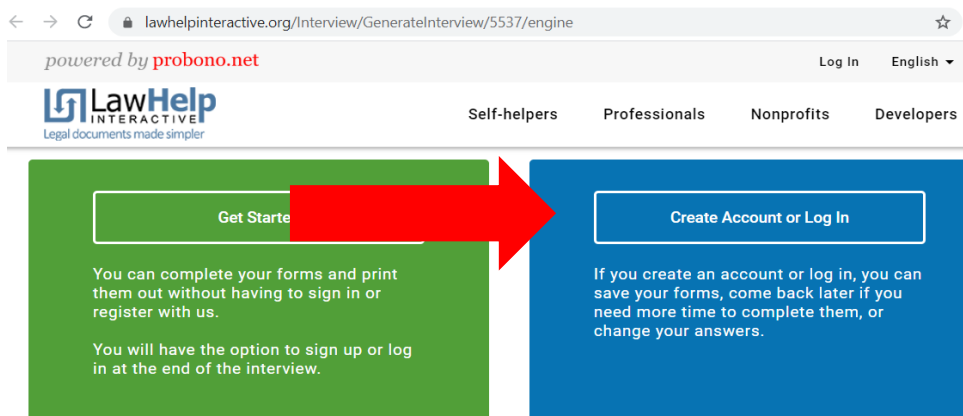
¹ The Eighth Judicial District Court has the authority to seal all charges in Clark County, including Justice Court and Municipal Court cases.

² *Id.*

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.

- **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.



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**

District Court Record Sealing Packet

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
INCORPORATED

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.

LawHelp INTERACTIVE
Legal documents made simpler

powered by **probono.net**

District Court Record Sealing Packet

Petitioner Information

First Name Middle Name Last Name

Street Address

City State Zip Code

State: Nevada

Phone Number (999) 999-9999 Email Address

Enter your date of birth: <M/d/yyyy> Enter the last four numbers of your Social Security Number.

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 on the LawHelp Interactive website. The 'Aliases' section is active, asking 'Have you ever used or are you known by any other names?'. There are radio buttons for 'Yes' and 'No'. A note below 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.)'. The left sidebar shows a navigation menu with 'Aliases' selected. The top right corner indicates 'powered by probono.net'.

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.

The screenshot shows the 'District Court Record Sealing Packet' form on the LawHelp Interactive website, specifically the 'New: List of Charges' section. The form asks for the date of arrest or citation, the agency that arrested or gave the citation (with a list of agencies including Boulder City Police Department, Henderson Police Department, Las Vegas Metropolitan Police Department, Mesquite Police Department, North Las Vegas Police Department, Nevada Highway Patrol, Nevada State Park Service, and Unknown), the original crime, the court case number, and the final disposition of the case (with radio buttons for Guilty, Not guilty, Dismissed, Other, No charges brought, Pled to lesser charge, and Unknown). A red arrow points to the 'Add Another' button at the bottom left. The left sidebar shows a navigation menu with 'New: List of Charges' selected. The top right corner indicates 'powered by probono.net'.

E. Complete Addresses Section

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

The screenshot shows the 'District Court Record Sealing Packet' form, specifically the 'Addresses' section. The form is titled 'District Court Record Sealing Packet' and includes a sidebar with navigation links: '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'. The 'Addresses' section contains the following text: '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.' Below this text is a table of courts with checkboxes next to each name. The courts listed are: Eighth Judicial District Court, Henderson Justice Court, Henderson Municipal Court, Las Vegas Justice Court, Las Vegas Municipal Court, North Las Vegas Justice Court, North Las Vegas Municipal Court, Boulder City Justice Court, Boulder City Municipal Court, Bunkerville Justice Court, Good Springs Justice Court, Laughlin Justice Court, Mesquite Justice Court, Mesquite Municipal Court, Moapa Justice Court, Moapa Valley Justice Court, and Searchlight Justice Court. Below the table are three questions with radio button options: '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), and '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, specifically the 'Declaration' section. The form is titled 'District Court Record Sealing Packet' and includes a sidebar with navigation links: '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'. The 'Declaration' section contains the following text: 'In this section, you will explain to the judge you why you would like to have your record sealed. For instance, you might think it will help you find a job or you want to be a good example for your children. You should also mention any good things you have done in your life since your last arrest or conviction, like enrolling in school, religious activities, or volunteer work. I would like to seal my records because:'. Below this text is a large text area for the user to enter their declaration.

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

G. Save Answers

BE SURE TO SAVE YOUR ANSWERS!

Legal documents made simpler

My AnswersAccount InformationFind Forms

You have answered all the questions for:

District Court Record Sealing Packet

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

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

Download Your Form(s)

Edit Your Answers

Save Your Answers

Email Your Form(s)

Clear Data


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.

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 forms³, 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 AnswersAccount InformationFind Forms

You have answered all the questions for:

District Court Record Sealing Packet

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

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

Download Your Form(s)

Edit Your Answers

Save Your Answers

Email Your Form(s)

Clear Data

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.

³ 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	PTSR			
2	Petitioner Name (WITH AKA's)			Make sure your personal information is correct
3	Petitioner Address			
4	City/State/Zip			
5	Phone Number (include area code)			This will say District Court, Justice Court or Municipal Court, depending on the Court you are filing in
6	IN PROPER PERSON			
7		JUSTICE COURT		
8		CLARK COUNTY, NEVADA		
9	In the Matter of the Application of			
10	Petitioner Name (WITH AKA's),			
11	SCOPE ID#: SCOPE ID number			
12	DOB: Date of Birth Ex: 01/01/1980	CASE NO:		
13	Last Four of SS#: Last Four of SS#	DEPT NO:		Leave the case number and department number blank for now
14	For an Order to Seal Records			
15				
16		PETITION TO SEAL RECORDS		
17				
18		COMES NOW Petitioner Name (WITH AKA's), Petitioner, in proper person, pursuant to		
19		the provisions of NRS 179.245 and/or 179.255, and respectfully represents the following:		
20		That the Petitioner has been arrested as follows:		
21				
22	Date of Arrest:	First arrest date		
23	Arresting Agency:	Arresting Agency Ex: LVMPD, HPD etc		
24	Charge:	Charge(s) for first arrest		
25	Case Number:	Case Number		
26				
27	Final Disposition:	Disposition 1st arrest		Make sure the information pertaining to your charges is correct
28				

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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
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
Las Vegas, NV 89106 |
| Nevada Department of Parole and Probation
Records
215 E. Bonanza Road
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	ORDR	
2	John Jacob Doe	
3	123 E. Charleston Blvd	
4	Las Vegas, NV 89101	
5	(702) 555-1234	
6	IN PROPER PERSON	
7		
8		
9	DISTRICT COURT	
10	CLARK COUNTY, NEVADA	
11		
12	In the Matter of the Application of,	
13	John Jacob Doe,	
14	aka, John Jacob Jones	CASE NO:
15	SCOPE ID#: 1234567	
16	DOB: 1/5/70	DEPT NO:
17	Last Four of SS#: 1234	
18	For an Order to Seal Records	
19		
20	ORDER TO SEAL RECORDS	
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	IT IS HEREBY ORDERED 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	
	Charge: Unlawful Taking of Vehicle	
	Case Number: C123455x	
	Final Disposition Date: October 4, 2006	
	Final Disposition: Honorable Discharge from probation	
	Date of Arrest: March 20, 1998	
	Arresting Agency: Las Vegas Metropolitan Police Department	
	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	NEO		
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.: _____
	LVMPD CS#:)	DEPT. NO.: _____
13)	DOCKET: _____
)	
14	For an Order to Seal Records)	
)	
15			
16		NOTICE OF ENTRY OF ORDER TO SEAL RECORDS	Do not date until Phase 5!
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		Do not sign until Phase 5!	
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.

1	<u>CERTIFICATE OF MAILING</u>		Do not date until Phase 5!
2	I hereby certify that on the ____ day of _____, 20____, I		
3	served a true copy of the foregoing Notice of Entry of Order to Seal Records by placing		
4	the same into a sealed envelope, affixing first class postage thereto, and depositing said		
5	envelope in the U.S. Mail, addressed as follows:		
6			
7	1. Name of Agency	_____	
8	Address	_____	
9	City/State/Zip	_____	
10	2. Name of Agency	_____	
11	Address	_____	
12	City/State/Zip	_____	
13	3. Name of Agency	_____	
14	Address	_____	
15	City/State/Zip	_____	
16	4. Name of Agency	_____	
17	Address	_____	
18	City/State/Zip	_____	
19	5. Name of Agency	_____	
20	Address	_____	
21	City/State/Zip	_____	
22			Do not sign until Phase 5!
23			FILL IN YOUR NAME AND AKA's
24			
25			

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	STIP	
	John Doe	
2	111 E. 1 st Street	
	Las Vegas, Nevada 89999	
3	(702) 000-0000	
	<i>Petitioner in Proper Person</i>	
4		
	EIGHTH JUDICIAL DISTRICT COURT	
5	CLARK COUNTY, NEVADA	

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		
	<u>STIPULATION TO SEAL RECORDS</u>	
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 st Street
19		Las Vegas, Nevada 89999
		(702) 000-0000
		<i>Petitioner in Proper Person</i>
20	DATED: _____	
21		
22		DEPUTY CITY ATTORNEY
23		State Bar No:
		City Hall, 6 th Floor
		495 S. Main St.
		Las Vegas, NV 89101

11

Sign and
date

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



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 and then submit them to the District Attorney and/or the City Attorney for review.

STEP 6: SIGN FORMS AND MAKE COPIES

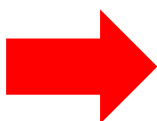
- Sign the Petition, Order and Declaration in blue ink
- Put the Notice of Entry of Order and Certificate of Mailing away until Phase 5
- Make (2) copies of EACH legal form:
 - Petition
 - Order
 - Declaration
 - *Stipulation (if applicable)
- Make (2) copies of your CHR
 - Be sure to use a marker to 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">• Original Petition• Original Order• Original Declaration• *Original Stipulation• Copy of CHR• Copy of Supporting Documents	<ul style="list-style-type: none">• Copy of Petition• Copy of Order• Copy of Declaration• *Copy of Stipulation• Copy of CHR• Copy of Supporting Documents	<ul style="list-style-type: none">• Copy of Petition• Copy of Order• Copy of Declaration• *Copy of Stipulation• Original CHR• Original Supporting Documents

STEP 8: PREPARE AND MAIL PACKET



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

Buy (2) 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:

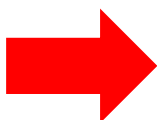
Record Sealing Coordinator
Office of the District Attorney
200 Lewis Avenue, Room 3305
P.O. Box 552212
Las Vegas, Nevada 89101

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 Attorney⁴

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.

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

⁴ See City Attorney Information on page 37

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:

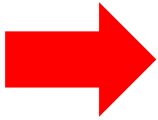
Mail the packet, or,

Hand deliver the packet.

Proceed to Step 9.

CITY ATTORNEY CONTACT INFORMATION

City	City Attorney Name & Address	Telephone & Fax
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

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

- ➔ If the District Attorney signed your paperwork, move to Step 10.
- ➔ If the District Attorney did not sign your paperwork **because corrections are necessary**, you will need to make the required corrections and resubmit the packet.
 - The District 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 according to Step 8.
 - This resubmission process will take another 6-8 weeks.
- ➔ If the District Attorney did not sign your paperwork **because they oppose you sealing your record**, proceed to Step 10.
 - While it is beneficial to have the District Attorney's 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.

☒

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

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

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

Henderson Justice Court

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

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

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 1st floor of the Regional Justice Center, or online.

SAMPLE APPLICATION TO PROCEED IN FORMA PAUPERIS

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

(Applicant's Name) _____	(Applicant's Phone Number) _____
(Applicant's Street Address) _____	(Applicant's Email) _____
(Applicant's City, State, and Zip Code) _____	

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,

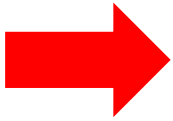
____ **IT IS HEREBY ORDERED** that the Application is **GRANTED**. The applicant shall be permitted to proceed with Fees and Costs waived in this action as permitted by NRS 12.015.

____ **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**

Once you get your packet back from the District Attorney/City Attorney's office, make 3-5 copies of the signed Order to Seal Records. The number of copies depends on the number of courts that need to be notified of the final Order to Seal Records. If you are unsure, look at your Certificate of Mailing and count the number of courts that are listed. Even if the District Attorney/City Attorney opposed your paperwork by not signing it, you still need to make 3-5 copies of the Order (again, dependent on how many courts you need to notify).

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)
- ☐ 3-5 Copies of the Order
- ☐ Original Petition
- ☐ Original Declaration
- ☐ CHR
- ☐ 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

copies.
pay for

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

Select Petition to
Seal Records

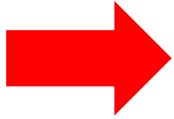
Business Court filings should be filed using the Business Court civil coversheet.

Date

Signature of initiating party or representative

See other side for family-related case filings.

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
- ☐ CHR
- ☐ 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 your (5) copies of the Order. Take the original Order and the (4) copies to the Justice Court Clerk's Office and file into your case.

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

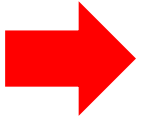
To seal your records,
choose Other Civil
Matters here

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:

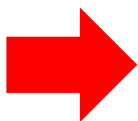
- One (1) copy of Declaration
- One (1) copy of Stipulation
- Two (2) copies of Petition to Seal
- Four (4) copies of Order to Seal
- One (1) copy of CHR

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



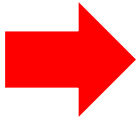
If you are filing in **NORTH LAS VEGAS MUNICIPAL COURT**

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

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 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 or another attorney in town for guidance regarding how to present your case in court.

Should the judge deny your request after a hearing, you must wait **TWO** years before trying to seal your record again and you may only petition for a rehearing **TWO** times. (NRS 179.265).

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 to 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 54 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 55 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:

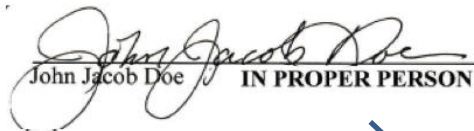
Enter the date the Order was filed (look at the file stamp on the top right corner of the Order) and type/write it here.

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

1
2
3
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28

CERTIFICATE OF MAILING

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

I hereby certify that on the 1st day of August, 2013, I served a true copy of the foregoing Notice of Entry of Order to Seal Records by placing the same into a sealed envelope, affixing first class postage thereto, and depositing said envelope in the U.S. Mail, addressed as follows:

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

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

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

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


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.

1	<u>CERTIFICATE OF MAILING</u>		
2			
3	I hereby certify that on the 1 st day of August, 2013, I served a true copy of the		
4	foregoing Notice of Entry of Order to Seal Records by placing the same into a sealed envelope,		
5	affixing first class postage thereto, and depositing said envelope in the U.S. Mail, addressed as		
6	follows:		
7	Clerk of Court Justice Court, Las Vegas Township 200 Lewis Avenue Las Vegas, NV 89155	District Attorney's Office Regional Justice Center 200 Lewis Avenue Las Vegas, NV 89155	Env. #4
8			
9			
10	Records Division Las Vegas Metropolitan Police Department 400 S. Martin Luther King Blvd. Las Vegas, NV 89106	Department of Public Safety Records and Technology Division 333 West Nye Lane, Ste. 100 Carson City, NV 89706	Env. #5
11			
12			
13	Nevada Department of Parole and Probation Records 215 E. Bonanza Road Las Vegas, NV 89101	Env. #2	
14			
15		Env. #3	
16			
17			
18	 Petitioner Signature IN PROPER PERSON		
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			

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!

CONFIRMATION LETTERS

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.

APPLICATION QUESTIONS

Once your record has been sealed, you may answer any application question regarding previous charges and convictions as if you never had a criminal record; **HOWEVER**, if an application question 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

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

SEALING RECORDS OF CRIMINAL PROCEEDINGS

NRS 179.2405 Declaration of public policy. The Legislature hereby declares that the public policy of this State is to favor the giving of second chances to offenders who are rehabilitated and the sealing of the records of such persons in accordance with [NRS 179.2405](#) to [179.301](#), inclusive.

(Added to NRS by [2017, 2412](#); A [2021, 2591](#))

NRS 179.241 Definitions. As used in [NRS 179.2405](#) to [179.301](#), inclusive, unless the context otherwise requires, the words and terms defined in [NRS 179.242](#), [179.243](#) and [179.244](#) have the meanings ascribed to them in those sections.

(Added to NRS by [2013, 107](#); A [2017, 1482, 2413](#))

NRS 179.242 “Agency of criminal justice” defined. “Agency of criminal justice” has the meaning ascribed to it in [NRS 179A.030](#).

(Added to NRS by [2013, 107](#))

NRS 179.243 “Disposition” defined. “Disposition” has the meaning ascribed to it in [NRS 179A.050](#).

(Added to NRS by [2013, 107](#))

NRS 179.244 “Record” defined. “Record” has the meaning ascribed to “record of criminal history” in [NRS 179A.070](#).

(Added to NRS by [2013, 107](#))

NRS 179.2445 Rebuttable presumption that records should be sealed; exception.

1. Except as otherwise provided in subsection 2, upon the filing of a petition for the sealing of records pursuant to [NRS 179.245](#), [179.247](#), [179.255](#), [179.259](#) or [179.2595](#), there is a rebuttable presumption that the records should be sealed if the applicant satisfies all statutory requirements for the sealing of the records.

2. The presumption set forth in subsection 1 does not apply to a defendant who is given a dishonorable discharge from probation pursuant to [NRS 176A.850](#) and applies to the court for the sealing of records relating to the conviction.

(Added to NRS by [2017, 2412](#); A [2017, 2233](#); [2021, 2591](#))

NRS 179.245 Sealing records after conviction: Persons eligible; petition; notice; hearing; order.

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 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 agency that prosecuted the petitioner for the crime stipulates to the sealing of the records, the court shall apply the presumption set forth in [NRS 179.2445](#) and seal the records. If the prosecuting agency does not stipulate to the sealing of the records or does not file a written objection within 30 days 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 court does not order the sealing of the records or the prosecuting agency files a written objection, a hearing on the petition must be conducted. At the hearing, unless an objecting party presents evidence sufficient to rebut the presumption set forth in [NRS 179.2445](#), the court shall apply the presumption and seal the records.

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. The provisions of paragraph (e) of subsection 1 and paragraph (d) of subsection 6 must not be construed to preclude a person from being able to petition the court to seal records relating to a conviction for a violation of [NRS 484C.110](#) or [484C.120](#) pursuant to this section if the person was found guilty of a violation of [NRS 484C.110](#) or [484C.120](#) that is punishable pursuant to:

- (a) Paragraph (b) of subsection 1 of [NRS 484C.400](#); or
- (b) Paragraph (c) of subsection 1 of [NRS 484C.400](#) but had a judgment of conviction entered against him or her for a violation of paragraph (b) of subsection 1 of [NRS 484C.400](#) because the person participated in the statewide sobriety and drug monitoring program established pursuant to [NRS 484C.392](#).

8. 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.

9. 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, 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](#); [2021, 2481](#), [2591](#), [3459](#))

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 201.353](#) or [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 agency that 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, the court shall apply the presumption set forth in [NRS 179.2445](#), vacate the judgment and

seal all documents, papers and exhibits related to the case. If the prosecuting agency does not stipulate to vacating the judgment of the petitioner and sealing all documents, papers and exhibits related to the case or does not file a written objection within 30 days 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 court does not order the sealing of the records or the prosecuting agency files a written objection, a hearing on the petition must be conducted. At the hearing, unless an objecting party presents evidence sufficient to rebut the presumption set forth in [NRS 179.2445](#), the court shall vacate the judgment, apply the presumption and seal all documents, papers and exhibits related to the case.

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.

(Added to NRS by [2017, 1481](#); A [2019, 409](#); [2021, 2594](#), [3127](#), [3462](#))

NRS 179.255 Sealing of records after dismissal, decline of prosecution or acquittal: Petition; notice; hearing; exceptions; order; inspection of records.

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 agency that prosecuted or declined to prosecute the petitioner for the crime stipulates to the sealing of the records, the court shall apply the presumption set forth in [NRS 179.2445](#) and seal the records. If the prosecuting agency does not stipulate to the sealing of the records or does not file a written objection within 30 days 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 court does not order the sealing of the records or the prosecuting agency files a written objection, a hearing on the petition must be conducted. At the hearing, unless an objecting party presents evidence sufficient to rebut the presumption set forth in [NRS 179.2445](#), the court shall apply the presumption and seal the records.

7. If the court finds:

(a) That there has been an acquittal and there is no evidence that further action will be brought against the person, the court shall order sealed all records of the arrest and of the proceedings leading to the acquittal 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; or

(b) That 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 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](#); [2021, 2596](#))

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 [NRS 179.245](#).

(Added to NRS by [2001, 1166](#); A [2003, 26](#), [2586](#); [2007, 2753](#); [2015, 3509](#); [2017, 2417](#); [2021, 2483](#))

NRS 179.2595 Sealing more than one record; procedure. Notwithstanding the procedure established in [NRS 179.245](#), [179.255](#) or [179.259](#) for the filing of a petition for the sealing of records:

1. If a person wishes to have more than one record sealed and would otherwise need to file a petition in more than one court for the sealing of the records, the person may, instead of filing a petition in each court, file a petition in district court for the sealing of all such records.

2. If a person files a petition for the sealing of records in district court pursuant to subsection 1 or [NRS 179.245](#), [179.255](#) or [179.259](#), the district court may order the sealing of any other records in the justice or municipal courts in accordance with the provisions of [NRS 179.2405](#) to [179.301](#), inclusive.

3. A district court shall act in accordance with subsection 2 regardless of whether a petition filed pursuant to this section includes a request for the sealing of a record in a district court.

(Added to NRS by [2017, 2412](#); A [2019, 411](#))

NRS 179.265 Rehearing after denial of petition: Time for; appeal.

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. A person whose petition is denied may file an appeal.

(Added to NRS by [1971, 956](#); A [2021, 2598](#))

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 deny the request is 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](#); A [2021, 2598](#))

NRS 179.273 Sealing of records after unconditional pardon: Automatic sealing; petition; no fee.

1. If a court and the Central Repository for Nevada Records of Criminal History receive a certified copy of an unconditional pardon from the State Board of Pardons Commissioners, the court and the Central Repository for Nevada Records of Criminal History shall seal all records of criminal history subject to the pardon.

2. If a person receives a pardon from the State Board of Pardons Commissioners, the person may submit a written petition, accompanied by proof of the pardon, to any court in which the person was convicted for the sealing of all records of criminal history in its possession and in the possession of any agency of criminal justice relating to the charges for which the person received the pardon.

3. A petition submitted to a court pursuant to this section is not subject to review by the prosecuting attorney or an agency of criminal justice.

4. The court shall grant a petition submitted to the court pursuant to this section unless the charges listed in the petition are different from the charges listed in the pardon.

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

(Added to NRS by [2021, 2591](#))

NRS 179.275 Order sealing records: Distribution to Central Repository and persons named in order; compliance. 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](#))

NRS 179.285 Order sealing records: Effect; proceedings deemed never to have occurred; restoration of civil rights. 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](#))

NRS 179.295 Reopening of sealed records.

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](#))

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](#))