

INSTRUCTIONS FOR SEALING DECRIMINALIZED CHARGES IN LAS VEGAS JUSTICE COURT

If you were charged with a crime that has since become decriminalized, you may request that the record for that charge be sealed. Follow the steps below to request the sealing.

GATHER YOUR CASE INFORMATION

The Las Vegas Justice Court clerk's office will have a record of your criminal charges in that court. Visit the clerk's office on the 2nd floor at 200 Lewis Avenue and ask for a printout of your criminal record. Look through the printout and find the charges that have since been decriminalized. Note the case number, the violation date, and how the charge was described.

COMPLETE THE PAPERWORK

Complete the attached paperwork in this packet, which includes the Request to Seal Records of Decriminalized Offenses and the Order Granting Sealing of Records. You will fill in the case number, violation date, and charge description exactly as it is on your criminal printout. Make sure you date and sign the Request. Do not date or sign the places that are reserved for the judge.

SUBMIT YOUR PAPERWORK WITH THE COURT

Drop off the completed paperwork at the Las Vegas Justice Court clerk's office, which is the same place you got the printout of your criminal charges. The clerk's office will file your Request. You will not be charged a fee. The clerk's office will send a copy of your Request to the District Attorney's office and keep the Order for the judge's signature.

WAIT FOR THE DISTRICT ATTORNEY'S RESPONSE

The District Attorney's office has 10 days to review your request and either object or agree. If the District Attorney's office objects to the sealing of your records, a hearing will be set, and you will be notified to appear before a judge to request the sealing. If the District Attorney's office agrees or stipulates to the sealing, you will not have a hearing.

RECEIVE SIGNED ORDER GRANTING SEALING OF RECORDS AND MAIL COPIES

After the judge grants your request, either after a hearing or without a hearing, you will receive three certified copies of the signed Order Granting Sealing of Records in the mail. Mail a copy to each of the following entities. If there are other agencies that should also seal their records, you will have to request additional certified copies from the clerk's office and mail copies to the agencies.

NV Dept of Public Safety
Records, Communications, & Compliance
333 West Nye Lane, Suite 100
Carson City, NV 89706

LV Metropolitan Police
400 S. Martin Luther King Blvd.
Building C
Las Vegas, NV 89106

Office of the
District Attorney
200 Lewis Blvd.
Las Vegas, NV 89101

This document has been prepared as a courtesy and to assist you with sealing your case. It is not to be construed as providing legal advice or representation on how to prepare your case.

1 **CVRSD**

2
3 (Name)

4 (Mailing address)

5 (City, state, zip code)

6 (Telephone number)

7 (E-mail address)

8 IN THE JUSTICE COURT OF LAS VEGAS TOWNSHIP
9 COUNTY OF CLARK, STATE OF NEVADA

10 In the Matter of the Application of

11 _____,

12 For an Order to Seal Records

Case No:

Dept No:

13
14 **REQUEST TO SEAL RECORDS OF DECRIMINALIZED OFFENSES PURSUANT TO AB 192**

15 I request that my convictions for offenses that have since become decriminalized be sealed pursuant to AB
16 192. My date of birth is (state month, day, and year of birth): _____. The convictions requested to be
17 sealed are as follows (use your report from the clerks' office to complete the following boxes):

18 Conviction #1:

19 Case Number:	
20 Violation Date:	
21 Charge Description:	
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23 Conviction #2:

24 Case Number:	
25 Violation Date:	
26 Charge Description:	
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28 (If you have more than two convictions, attach a continuation sheet.)

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I request this Court enter an order granting this request, sealing the above- referenced convictions, and ordering the public and private agencies, companies, or officials of the State of Nevada, to likewise seal the records in their custody which relate to the above-referenced matters. I further request that this Court seal this civil case upon the entry of the order sealing the convictions.

DATED this _____ day of _____, 20____.

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

(Signature)

(Print Name)

1 **CVSOSR**

2 _____
(Name)

3 _____
(Mailing address)

4 _____
(City, state, zip code)

5 _____
(Telephone number)

6 _____
(E-mail address)

7
8 **IN THE JUSTICE COURT OF LAS VEGAS TOWNSHIP
COUNTY OF CLARK, STATE OF NEVADA**

9 In the Matter of the Application of
10
11 *First & last name:* _____
12 *Date of Birth:* _____
13 For an Order to Seal Records

CASE NO:

DEPT NO:

14 **ORDER GRANTING SEALING OF RECORDS**

15 Pursuant to the request filed in the above-referenced matter, the Court finding that the statutory
16 requirements of NRS 179 are satisfied, that the Petitioner's convictions have since been decriminalized, and good
17 cause appearing,

18 **IT IS HEREBY ORDERED** that the following records of arrest be sealed:

19 Conviction #1:

20 Case Number:	
21 Violation Date:	
22 Charge Description:	

24 Conviction #2:

25 Case Number:	
26 Violation Date:	
27 Charge Description:	

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IT IS FURTHER ORDERED that a copy of this Order shall be sent to each public or private agency, company or official of the State of Nevada with records of the convictions, and such organizations or individuals shall seal the records in their custody which relate to the matters contained in this Order, and shall advise the Court of its compliance.

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 sealed arrest, conviction, dismissal or acquittal and the events and proceedings relating to the arrest, conviction, dismissal or acquittal.

This Court further orders that this instant case be sealed upon entry of this Order.

DATED this _____ day of _____, 20____.

JUSTICE COURT JUDGE _____