

RENO JUSTICE COURT

1 South Sierra Street, Reno, NV 89501

(775) 325-6500 (775) 325-6510 FAX

Criminal/Citations: RJCCriminal@washoecounty.gov

Civil: RJCCivil@washoecounty.gov

REQUEST TO RESEARCH RECORDS

Requesting Parties Name: _____

Company (If Applicable): _____

Address: _____

Email: _____

Phone Number: _____

Types of Records Requested (*select all that apply*): ☐ Criminal ☐ Traffic ☐ Civil

Subject's Name: _____

Also Known As: _____

Date of Birth: _____

Years Requested: _____

- Per NRS 4.060, the Court charges a fee of \$1.00 per name per year to search its records.
- If the Court locates a case (or multiple cases) for a particular name, the Court will provide a copy of the court summary (aka the court docket) for each case found. The copies of the case summaries will incur an additional fee of \$.50 per page per NRS 4.060. If no cases are found for a particular name, that fact will be indicated when the results of the search are returned to the Requesting Party.
- All costs associated with the search must be paid in full before the Court will release the results to the requesting party.
- If the requesting party wishes to receive copies of any case documents other than the case summary, they must submit a separate Copy Request Form and pay any associated fees.
- Records can be searched for a maximum time-period of twenty years.
- The Requesting Party is responsible for providing an accurate spelling of each defendant's name and a correct birthdate.
- If the Requesting Party wants the Court to search for aliases and/or different spellings of the same name, each version of the defendant's name must be included and will incur a separate fee.
- By signing below, the Requesting Party agrees to release from liability and hold harmless from any cause of action the Reno Justice Court, its judges, and staff members for any statements, omissions, or infringements upon any legal rights that may be involved in conducting this search.

Printed Name _____

Signature _____

Date _____

.....
FOR COURT USE ONLY

_____ No Record Found

_____ Record Found

Case Numbers(s) _____

Deputy Court Clerk _____

Date _____