

Request for Copy of Civil Records
c/o Reno Justice Court
Civil Division
P.O. Box 30083
Reno, Nevada 89520-3083

I, _____, Title: _____ of the (company, corporation or business) _____ do hereby request that the Reno Justice Court provide _____ photocopy or _____ certified copy of the following civil record.

CASE NUMBER _____ (REQUEST WILL NOT BE PROCESSED WITHOUT CASE#)

SUBJECT'S NAME: _____
Last Name First Name Middle Name

ALSO KNOWN AS: _____

DATE OF BIRTH: _____

ADDRESS (if known): _____

I understand the cost of a photocopy of any record shall cost \$.30 per page for the record to be photocopied and an additional \$3.00 per page if the photocopies are to be certified.

I further understand this record search was based on "name only" and the Reno Justice Court does not guarantee that any record found concerns the individual in whom the party requesting the information is interested.

I further agree to release from liability and promise to hold harmless, under any and all causes of legal action, the Reno Justice Court and any of its judges and/or employees who conduct my record search for any statement(s), omission(s) or infringement(s) upon any legal rights that may be involved in conducting this search.

A reproduction of this Request for Copy of Civil Records for all intents and purposes shall be considered valid as the original.

According to the information received from your Court, the court docket is _____ pages and I wish to order _____ photocopy and/or _____ certified copy of same. I have enclosed a _____ cashier's check or _____ money order in the sum of \$_____ to cover the cost and a stamped self-addressed envelope.

DATED this _____ day of _____, 200_____.

(SIGNATURE)

(COMPANY and TITLE)

(ADDRESS)

(PHONE NUMBER)

01/02/07