

**RENO JUSTICE COURT**  
**RECORD RETRIEVAL REQUEST FORM**

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

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE  
NUMBER: \_\_\_\_\_

TYPE OF RECORD: \_\_\_\_\_

CASE NUMBER(S): \_\_\_\_\_

NAME OF PLAINTIFF/DEFENDANT: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE REQUEST E-MAILED TO RECORD RETENTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_