

Sparks Justice Court

1675 E. Prater Way, Ste 107 Sparks, NV 89434
(775) 353-7600 (775) 352-3004 - Fax
Anita Whitehead
Court Administrator

REQUEST FOR RECORDS CHECK OR COPIES

Requestor (Please fill out all fields completely, incomplete entries will delay your request):

Request for: Copies Certified Copies Records Check

Subject's Name: _____

Subject's Date of Birth: _____

Case #(s) and/or charges: _____

Records Check # of Years: _____

Category: Criminal Traffic Formal Civil Protection Orders Small Claims Evictions

Description of request:

All Fees must be paid before the records are released.

Records Check - \$1.00 per year

Copies - \$0.50 page

Certified Copies - \$3.00 per document

* Requests that require extraordinary use of technology and/or personnel time will be subject to additional fees.

If a record request is based on a "name only" search, the Sparks Justice Court does not guarantee that any record found is actually related to the individual whom the party requesting information is interested.

I understand and agree to release from liability and promise to hold harmless, under any and all causes of legal action, the Sparks Justice Court and any and all 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.

Signature: _____

Date : _____

Name: _____

Address: _____

Email: _____

Phone/Fax: _____

FOR COURT USE ONLY

Record found No record found

Case #(s) _____

Deputy Court Clerk _____

Date _____

Return originals by mail

* Must provide self addressed envelope with postage*

Call when ready for pickup