

The Justice Court of East Fork Township

JUDICIAL AND LAW ENFORCEMENT CENTER

Post Office Box 218, Minden, Nevada 89423

(775) 782-9955 Fax (775) 782-9947

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 ☐ Reviewing Files

Subject's Name: _____

Subject's Date of Birth: _____

Case #(s): _____

Records Check # of Years: _____

Category: ☐ Criminal ☐ Traffic ☐ Formal Civil ☐ Protection Orders ☐ Small Claims ☐ Evictions

Notes:

All Fees must be paid before the records are released.

Fees:

Records Check - \$1.00 per year/per name

Copies - \$0.50 page and Exact Change is required

Certified Copies - \$3.00 per document

Per Nevada Revised Statute, Misdemeanor criminal case files have a maximum retention period of 7-years after the case is closed. Traffic citations are kept for 2 years after the case is closed. All others have a maximum retention period of 6-years after the case is closed. The East Fork Justice Court destroys all court files once the retention period has been satisfied.

If a record request is based on a "name only" search, the East Fork 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 East Fork 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: _____

City / State / Zip: _____

Phone/Fax: _____

☐ Fax copies ☒ Call when ready, I will pick up

FOR COURT USE ONLY

Record found ☐ No record found ☐

Case #(s) _____

Deputy Court Clerk _____

Date _____