

EASTLINE JUSTICE COURT • WEST WENDOVER MUNICIPAL COURT

PO BOX 2300 • 1111 N GENE L JONES WAY
Tel: (775) 664-2305 Fax: (775) 664-2979

REQUEST FOR COPY OF COURT RECORDS

To ensure complete coverage of the search, please complete the information below to the best of your ability.

There is a charge of \$1.00 per year searched. PLEASE TYPE OR PRINT CLEARLY.

Court Case Number(s) (if known): _____

Subject's Name: _____

Other Name(s) Used: _____

Social Security Number: _____ Date of Birth: _____

Additional Information: _____

Specify the years to be searched (\$1.00 per year, records date to 1981): _____ to _____

An electronic case docket for each case matching the name and information provided will be printed and issued at no charge. Original case files are generally retained for ten years after closure, after which the only record of a case will be the electronic case docket. If the record search produces a matching case for which the original case file may still be in record retention, you may request copies of the documents in the case file by checking the appropriate box below. There is a charge of 50 cents per page for copies. Additionally, certification of the copies by the clerk is available for a charge of \$3.00 per document certified.

Would you like copies of documents in the original case file (\$0.50 per page)? Yes No

Specify the documents you would like copies of: _____

Do you require CERTIFIED COPIES (\$3.00 per document)? Yes No

Specific documents to be certified, if applicable: _____

How would you like to receive results? Mail Pick Up Fax: Fax No. _____

Please note: A request for a record search may take up to 10 business days to process. If the total charge is not known at the time the request is made, YOU ARE RESPONSIBLE for contacting the court to arrange for payment, as record search results WILL NOT BE RELEASED until payment in full is received.

Person Requesting Record:

Name: _____

Mailing Address: _____

Daytime Telephone Number: _____

Payment Methods

By mail with a Check/Money Order/Cashier's Check – Make payable to WWMC and mail to:

West Wendover Courts, PO Box 2300, West Wendover NV 89883

By phone with Visa, MasterCard or Discover* – Call (775) 664-2305.

In person with cash, check, money order, cashier's check or debit/credit card*

**Please note there is a \$3.00 processing fee for all debit/credit card transactions*