

# Sparks Justice Court

1675 E. Prater Way, Ste 107 Sparks, NV 89434  
(775) 353-7600 (775) 352-3004 - Fax  
Cynda Horning  
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

\* Fees charged pursuant to NRS 4.060 (m)(n)(o)

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