

PAHRUMP JUSTICE COURT
Court Records Request Form

Requests may be submitted in person, by mail, or electronically at PJC@pahrumptjusticecourt.com

Name of Requester: _____ **Phone Number:** _____

Date of Request: _____ ☐ **Expedited Request – same day service (\$50.00)**

Member of the Media ☐ **YES** ☐ **NO** If YES, which media outlet? _____

Manner of Delivery to Requester:

☐ In person ☐ Regular mail to: _____

☐ Via e-mail to the following address : _____

Copy Request—Part 1 (Type of Copy):

- | | |
|--|---|
| ☐ Plain Copy (\$0.50 per page) | ☐ Electronic Copy (\$0.50 per page) |
| ☐ Certified Copy (\$3.00 per transaction) | ☐ Closed-Case Report (\$0.50 per page) |
| ☐ Abstract of Judgment (\$3.00 per transaction) | ☐ Offsite File Retrieval (\$10.00 per case) |
| ☐ Exemplified Judgment (\$9.00 per transaction) | ☐ JAVS (use CRRF #B) |
| ☐ Letter of “No Record” (\$3.00 per certification; <i>uncertified</i> copy of letter of “no record” provided at no cost) | |

Copy Request—Part 2 (Specific Document Type):

Case Number(s): _____

Check the Type of Document (to be provided with appropriate redactions, where applicable):

- | | | |
|--|---|--|
| ☐ Criminal Complaint | ☐ Criminal Disposition (JOC) | ☐ Warrant/Summons |
| ☐ Domestic Violence Admonishment/Waiver | | ☐ DUI Admonishment/Waiver |
| ☐ Civil Answer | ☐ Civil Complaint | ☐ Civil Judgment |
| ☐ Court Minutes | ☐ Other: _____ | |

Research Request (Fee: \$1.00 per name per year)

Name to Search: _____ **Years to Search:** _____ years (maximum of 10 years)

Date of Birth (if research request is for Criminal case) ☐ _____ ☐ **Unknown**

All requesters are hereby advised that if the original estimated cost is less than the actual cost due, the requester will be responsible for promptly paying the full amount due before the request will be fulfilled.

THE BOTTOM PORTION OF THE FORM IS TO BE COMPLETED BY COURT STAFF ONLY

Requested Item(s) Provided as Follows:

(1) Request Fulfilled by: _____

(2) Total Cost of Request: _____

(3) Receipt: ☐ Receipt Number Issued (receipt # _____)

(4) Delivered Item(s) to Requester as Follows:

- | | |
|--|--------------------------------------|
| ☐ Placed in Pickup Bin | on the following date: _____, 20____ |
| ☐ Mailed | on the following date: _____, 20____ |
| ☐ E-Mailed to Requester | the following date: _____, 20____ |