



**BOULDER CITY MUNICIPAL COURT**  
 501 Avenue G  
 Boulder City, NV 89005  
 Phone: (702) 293-9278 Fax: (702) 293-9345  
 Email: court@bcnv.org

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Records Request** *(by private party)*

**Records Request** *(by government/non-profit)*

Defendant's Name:	
Date of Birth:	
Case Number/Charge or Date of Arrest/Incident/Citation:	
Records Requested:	
<input type="checkbox"/> Standard records request <i>(includes court docket, complaint, admonishment (if applicable) and original sentencing order)</i>	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Certified copy of document(s) above <i>(additional fee applies)</i>	
Hearing Date(s) – <i>for specific records</i> :	

**Note on Records Requests**

- Per Nevada law, misdemeanor cases are destroyed once the applicable retention period has been satisfied.
- The municipal court does not create special reports in response to record requests.
- If records are no longer available, the Court will provide a letter free of charge.
- Public case information is available at no cost: <http://ncsepay.nvcourts.gov/eservicesncsltd>.

**Fees (non-refundable)**

Copy: \$0.50 per page/\$1.00 minimum – *fee must be paid before records are released*  
 Certified copy with court seal: \$3.00 per document – *fee must be paid before records are released*  
 Flash drive(\$3.00) or Electronic record: \$0.50 per page/\$1.00 minimum– *fee must be paid before records are released*

Requestor's Name:		
Address:		
City / State / Zip:		
Ph# / Email / Fax #:		
<input type="checkbox"/> Return originals by mail	<input type="checkbox"/> Call when ready; I will pick up	Fax/email when ready