



Ninth Judicial District Court

<https://douglasdistrictcourt.com/>

Judges/Government Officials/Firefighters/Healthcare/Employees Instructions for Confidential Information Pursuant to NRS 247, 250, & 293

This packet is for certain government officials, certain healthcare providers, and other employees who are allowed under Nevada law to make their personal information confidential at the County Recorder, County Assessor, Secretary of State, and County Clerk. Follow these steps to apply for a court order to restrict public access to your personal information.

Step 1: Complete the attached Affidavit and proposed Order.

Step 2: Submit the completed original documents to the District Court Clerk's Office located on the 2nd Floor of the Judicial and Law Enforcement Building:

1038 Buckeye Road
Minden, NV 89423

or by mail to:

District Court Clerk
P.O. Box 218
Minden, NV 89423

**** Please include a business card with a telephone number.**

Step 3: If approved, you will be notified when your certified copy of the Order is ready for pick up.

NOTE: You are responsible for sending a copy of the Affidavit and certified copy of the Order to the Douglas County Assessor, Douglas County Recorder, Douglas County Clerk, and the Secretary of State.

1 Name: _____
2 Address: _____
3 Telephone: _____
4 Fax Number: _____
5 Email: _____

6 IN THE NINTH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
7 IN AND FOR THE COUNTY OF DOUGLAS

8 In the Matter of Confidentiality Pursuant to Case No. _____
9 NRS 247.530, 250.130, and/or 293.908. Dept. No. _____

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12 AFFIDAVIT REQUESTING CONFIDENTIALITY
13 PURSUANT TO NRS 247, 250, AND/OR 293

14 STATE OF NEVADA)
15) SS.
16 COUNTY OF DOUGLAS)

17 I, *(your name)* _____, declare under penalty of perjury of
18 the State of Nevada that:

19 1. I qualify to have my personal information contained in the records of the County
20 Recorder, County Assessor, Secretary of State, and County Clerk be kept confidential pursuant to
21 NRS 247.540, NRS 250.140, or 293.902 because I am:

22 *(check one box)*

- 23 A justice or judge in Nevada.
- 24 A senior justice or senior judge in Nevada.
- 25 A court-appointed master in Nevada.
- 26 Any judicial personnel of an Indian Tribe.
- 27 A clerk of court, court administrator, or court executive officer in Nevada.

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- Any Public Officer
- Any firefighter or retired firefighter
- A county or city clerk or registrar of voters charged with the powers and duties relating to elections and any deputy appointed by such county or city clerk or registrar of voters in the elections division of any county or city.
- A peace officer or retired peace officer as defined by NRS 247.540(3)(d), NRS 250.140(3)(d), and NRS 293.908(2)(d). I work or worked with the following state or federal agency *(name your employer)* _____ as a *(name of your job title)* _____.
- A prosecutor.
- A state or county public defender.
- Employed by the Office of the Attorney General, and I prosecute or defend actions on behalf of the State of Nevada or any agency in the Executive Department of the State Government.
- A social worker or employed by Nevada or a political subdivision of Nevada who interacts with the public and performs tasks related to child welfare services or child protective services or tasks that expose the person to comparable dangers. I am employed at the *(name the State department where you work)* _____.
- A county manager in Nevada.
- An inspector, officer or investigator employed by Nevada or a political subdivision of Nevada, designated by my employer who possesses specialized training in code enforcement, who as part of my normal job responsibilities, interacts with the public, and whose primary duties are the performance of tasks related to code enforcement. I am employed at the *(name the State department where you work)* _____.
- A provider or employee of or volunteer of health care who practices reproductive health.
- The spouse, domestic partner, or minor child of *(state name of person)* _____, a person described above.
- The spouse, domestic partner, or minor child of *(state name of person)* _____, a person described above.

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The surviving spouse, domestic partner, or minor child of *(state name of person)* _____, a person described above, who was killed in the performance of their duties.

2. As a result of the information contained above, there is or has been contact with individuals who are suspected of crimes, have been convicted of crimes, and are on probation/parole for crimes.

3. That as a result, there is exposure to possible retribution, retaliation, threats, harassment, or violence by these negatively affected individuals or their associates.

4. That this exposure creates a special risk of harm at my home.

5. That for my protection it is necessary to keep confidential my home address, phone number, and email address.

6. Additionally, I have the following justification(s): *(Optional: Include any further justification)*

7. That the home address(es), telephone number(s), and email address(es) of the person or entity for which this confidentiality shall attach are:

Address(es): _____

Phone No.(s): _____

Email(s): _____

8. That the instrument number(s) and parcel number(s) for the above-referenced home

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address(es) are:

Instrument No.(s):

Parcel No.(s):

Signature:

Printed Name:

Date:

SUBSCRIBED AND SWORN to before me this

_____ day of _____ 20____.

NOTARY PUBLIC in and for the County of
Douglas, State of Nevada.

1 Name: _____
2 Address: _____
3 Telephone: _____
4 Fax Number: _____
5 Email: _____

6 IN THE NINTH JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA
7 IN AND FOR THE COUNTY OF DOUGLAS

8 In the Matter of Confidentiality Pursuant to Case No. _____
9 NRS 247.530, 250.130, and/or 293.908. Dept. No. _____

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12 ORDER OF CONFIDENTIALITY
13 PURSUANT TO NRS 247, 250, AND/OR 293

14 This matter having been reviewed in chambers on _____, upon
15 the Affidavit Requesting Confidentiality Pursuant to NRS 247, 250, and/or 293, incorporated by
16 reference, and the Court having considered the same, and good cause appearing therefore,

17 IT IS HEREBY ORDERED, ADJUDGED AND DECREED that pursuant to NRS 247,
18 250, and 293, subject to the exceptions delineated in state law, the County Recorder, County
19 Assessor, Secretary of State, and County Clerk shall keep confidential and shall not disclose the
20 personal information (home address, phone numbers, email addresses) of the following person(s):
21 _____

22 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that this order shall remain
23 in effect under further order of this Court, the real property is sold or conveyed or if the person
24 signs a consent with the County Recorder, the County Assessor, the Secretary of State, and the
25 County Clerk to disclose confidential information pursuant to state law by providing a written
26 sworn statement made under oath to the respective entity, indicating the manner of said disclosure;

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IT IS FURTHER ORDERED, ADJUDGED AND DECREED that County Recorder shall keep confidential personal information that is filed or received after the date of this order if a request is submitted to the Recorder along with the document number(s);

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that upon evidence sufficient to the County Recorder, the County Assessor, the Secretary of State, and the County Clerk that the real and/or personal property subject to this Order has been conveyed from the person herein named in the Order, the entity may without further order of this Court terminate the non-disclosure of confidential information as delineated herein.

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that this order shall be sealed and access will not be allowed to anyone without a court order.

Dated this ____ day of _____ 20____.

DISTRICT COURT JUDGE