



Ninth Judicial District Court

<https://douglasdistrictcourt.com/>

Non-Profit Entities Instructions for Confidential Information Pursuant to NRS 247 & 250

This packet is for non-profit entities who are allowed under Nevada law to make information confidential at the County Recorder and County Assessor. Follow these steps to apply for a court order to restrict public access to non-profit 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 Recorder and Douglas County Assessor.

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 and 250.130. Dept. No. _____

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12 AFFIDAVIT REQUESTING CONFIDENTIALITY
13 PURSUANT TO NRS 247 AND 250

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. That (*non-profit's name*) _____ is a non-
20 profit entity in Nevada that qualifies to have personal information in the records of the County
21 Recorder and County Assessor kept confidential pursuant to NRS 247.540 and NRS 250.140
22 because it maintains a confidential location for the purpose of providing shelter to victims of
23 domestic violence.

24 2. As a result of its status as a non-profit entity in Nevada that maintains a confidential
25 location, there is or has been contact with individuals who are suspected of crimes, have been
26 convicted of crimes, and are on probation/parole for crimes.

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

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4. That this exposure creates a special risk of harm to the non-profit entity.

5. That for the non-profit's protection, it is necessary to keep confidential its address, phone number, and email address.

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

7. That the address(es), telephone number(s), and email address(es) of the 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 address(es) are:

Instrument No.(s): _____

Parcel No.(s): _____

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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 and 250.130. Dept. No. _____

10
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12 ORDER OF CONFIDENTIALITY
13 PURSUANT TO NRS 247 AND 250

14 This matter having been reviewed in chambers on _____, upon
15 the Affidavit Requesting Confidentiality Pursuant to NRS 247 and 250, incorporated by reference,
16 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 and
18 250, subject to the exceptions delineated in state law, the County Recorder and the County
19 Assessor shall keep confidential and shall not disclose the personal information (addresses, phone
20 numbers, email addresses) of the following non-profit entity:

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 or the County Assessor to disclose confidential
25 information pursuant to state law by providing a written sworn statement made under oath to the
26 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 or County Assessor, that the real and/or personal property subject to this Order has been conveyed from the non-profit entity herein named in this Order, the County Recorder or Assessor 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