

**NINTH JUDICIAL DISTRICT COURT**  
JUDICIAL AND LAW ENFORCEMENT CENTER  
Post Office Box 218, Minden, Nevada 89423  
P: (775) 782-9820 F: (775)782-9954

**Record Search/Copy Request Form**

**Name of Person Conducting Search:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Case Type:**  Criminal  Probate/Guardianship  Civil  Divorce/Annulment

**Case Number (if applicable):** \_\_\_\_\_

**Subject(s) Name and Date of Birth:** \_\_\_\_\_

**Copies Requested:** YES  NO  If yes, how many copies: \_\_\_\_\_

**Document(s):** \_\_\_\_\_

Do you need the document(s) certified? YES  NO

**Please indicate how many years or a range of years you would like us to search:**  
\_\_\_\_\_

**All Fees must be paid before the records and copies are released.**  
Fees:  
Record Search - \$0.50 per year/per name  
Copies - \$0.50 per page  
Certified Copies - \$3.00 per document plus cost of copy

After completing this form, please fax it to our office at **775-782-9954** or mail it to **P.O. Box 218 Minden, NV 89423**. Please call our office the day after you fax the request, or a week after you mail the request to make payment over the phone.

If you would like to pay with a cashier's check or money order, please call our office prior to sending the request for a total.

**\* If you are requesting from a State, Government, or law firm please include a cover sheet on your letter head \***



Order received by: \_\_\_\_\_ Date: \_\_\_\_\_ Order completed by: \_\_\_\_\_ Date: \_\_\_\_\_