

**NEVADA ADMINISTRATIVE OFFICE OF THE COURTS  
APPLICATION FOR ACCESS TO ADMINISTRATIVE RECORDS**

**NOTICE TO APPLICANT:**

This application will be processed and evaluated in accordance with the Nevada Administrative Office of the Courts' policy for public access to administrative records. The applicant agrees to indemnify and hold harmless the Administrative Office of the Courts and its employees from any claim for damages that may arise from the applicant's use or distribution of the information provided pursuant to this application.

The applicant shall be responsible for the costs incurred in responding to this request. An estimate of costs will be provided. A deposit for costs may be required.

**APPLICANT DATA: (Please print)**

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**REQUEST** (Describe the records requested in as much detail as possible including dates or date ranges; attach additional pages as required. Please indicate your preferred method for receipt of the records.):

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit To:**

Records Official  
Administrative Office of the Courts  
201 South Carson Street, Suite 250  
Carson City, NV 89701  
Phone: (775) 684-1700  
Fax: (775) 684-1723  
E-mail: [recordsofficial@nvcourts.nv.gov](mailto:recordsofficial@nvcourts.nv.gov)