

**Reporting Requirements Justice Court List (Future effective dates are as noted)
Updated June 12, 2020**

NRS Section/ Court Rule	Court/AOC	Required Information	Reporting Officer
1.055	All Courts	The telephone number of the court is to be published in the telephone directory where the court is located.	Judges/Courts
1.115(1) & (2) (AMENDED AB 353, Section 2)	All Courts	Each court of justice for this State shall recycle or cause to be recycled, to the extent reasonably possible, the paper and paper products, electronic waste and other recyclable materials it produces. Before recycling electronic waste, each court of justice shall permanently remove any data stored on the electronic waste.	Clerk/Court Administrator/ Designee
1.370	District/Justice/ Municipal Courts	All judges, clerks and employees of district courts, justice courts and municipal courts shall provide the Court Administrator with any records, papers or other information that the Court Administrator may require. This does not authorize disclosure by the Court Administrator of records and papers not otherwise open to public inspection.	Judges/Clerks/ Employees
1A.312(3) &(4)	County or City	If a justice of the peace or municipal judge participates in the Judicial Retirement Plan pursuant to NRS 1A.285, the county or city shall submit to the System for deposit in the Judicial Retirement Fund on behalf of each justice of the peace or municipal judge percentage of compensation payments pursuant to subsection 5 of NRS 1A.160. Such payments must be: Received by the System not later than 15 days after the calendar month for which the compensation and service credits of members of the System are reported and certified by the county or city. The compensation must be reported separately for each month that it is paid.	County Clerk or City Clerk
4.020(3) (AMENDED SB 480, Section 2.3, effective January 1, 2020)	Justice Court	If the schedule provided in subsection 1 (number of JP's per township population) provides for an increase in the number of justices of peace in the township and of a majority of the justices of the peace in that township, in consultation with the board of county commissioners, determine that the caseload does not warrant an additional justice of the peace, the justices of the peace shall notify the Director of the LCB and the board of county commissioners of their opinion on or before March 15 of the even numbered year in which the population of the township provides for such an increase.	Justice(s) of the Peace

4.060(4)	Justice Court	Except as provided by an ordinance adopted under NRS 244.207, the justice of the peace shall, on or before the 5th day of each month, account for and pay to the county treasurer all fees collected during preceding month, except for fees the justice of the peace may retain as compensation and the fees the justice of the peace is required to pay the State Controller under subsection 5.	Justice(s) of the Peace/Clerk
4.060(5)	Justice Court	On or before the 5th day of each month, the justice of the peace shall pay to the State Controller: (a) An amount equal to \$5 of each fee collected pursuant to paragraph (j) of subsection 1 during the preceding month; (b) one-half of the fees collected pursuant to paragraph (o) of subsection 1 during the preceding month.	Justice(s) of the Peace/Clerk
4.060(8)	Justice Court	Each justice court that collects fees shall submit to the board of county commissioners where the justice court is located an annual report that contains: (a) estimate of the amount of money that the county treasurer will deposit into the special account pursuant to subsection 6 for the following fiscal year; and (b) A proposal for any expenditures by the justice court from the special account for the following fiscal year.	Justice(s) of the Peace/Clerk
4.063(2)&(3)	Justice Court (mandatory for county w/pop. ≥100,000; optional for other counties)	On or before the fifth day of each month, the justice of the peace shall pay over to the county treasurer the amount of all fees collected by the justice of the peace pursuant to 4.063(1) during the preceding month for credit to an account for dispute resolution in the county general fund. The money in that account must not be used for purposes other than the programs established pursuant to NRS 3.500 and 244.1607.	Justice(s) of the Peace/Clerk
4.065(2)	Justice Court	In addition to any other fees, justice of the peace shall collect \$1 from the party commencing, answering or appearing in an action or proceeding for which a fee is required. On or before the fifth day of each month the justice of the peace shall pay over to the county treasurer the amount of all such \$1 fees collected during the preceding month.	Justice(s) of the Peace/Clerk
4.071(2)	Justice Court	On or before the fifth day of each month, in a county in which a fee has been imposed pursuant to NRS 4.071(1) (additional fees to offset costs of pro bono programs) the justice of the peace shall account for and pay over to the county treasurer any such fees collected during the preceding month.	Justice(s) of the Peace/Clerk
4.073(2)	Justice Court	On or before the fifth day of each month, in a county in which a fee has been imposed pursuant to NRS.073(1), the justice of the peace shall account for and pay over to the county treasurer fees collected by the justice of the peace for the benefit of a law library.during the preceding month.	Justice(s) of the Peace/Clerk

4.075(2) 236, sec. 42 (2019)	AB Justice Court (smaller counties)	On or before the 5th day of each month, in a county where a fee has been imposed pursuant to NRS 4.075(1), the justice of the peace shall account for and pay the county treasurer any such fees collected during the preceding month for credit to an account for programs for the prevention and treatment of the use of alcohol and drugs in the county general fund.	Justice(s) of the Peace/Clerk
4.090	Justice Court	The justice of the peace shall keep in his or her office a fee book or electronic record in which he or she shall enter in detail the title of the matter, proceeding or action, and the fees charged therein. The fee book or electronic record shall be open to public inspection.	Justice(s) of the Peace
4.100	Justice Court	On or before the 15th of each month, a justice of the peace who receives fees pursuant to provisions of NRS 4.060, 4.063 and 4.065 shall make out and file with the county official designated by the board of county commissioners of his or her county a full and correct statement of all fees or compensation of whatever nature or kind, received in his or her official capacity during the preceding month. In the statement the justice of the peace shall set forth the cause in which, and the services for which, such fees or compensation were received. This section does not require personal attendance in filing statements, which may be transmitted by mail or otherwise directed to the county official designated by the board of county commissioners.	Justice(s) of the Peace
4.130	Justice Court	Any justice of the peace receiving fees as provided by law shall publish and set up by conventional or electronic means in some conspicuous place in his or her office and on the Internet website of the justice court, a table of fees for public inspection.	Justice(s) of the Peace
4.175	Justice Court	In the time and manner prescribed by the Supreme Court, the justice of the peace, or if there is more than one justice of the peace of a township, a justice of the peace designated by mutual consent, shall submit to the Court Administrator a written report of statistical information required pursuant to the uniform system for judicial records as prescribed by the Supreme Court.	Justice(s) of the Peace

4.230	Justice Court	<p>Every justice must keep a docket, by conventional or electronic means, in which the justice must enter: (1) title of every action or proceeding. (2) The object of the action or proceeding; and if a sum of money be claimed, the amount thereof. (3) The date of the summons, and time of its return; and if an order to arrest the defendant be made, or a writ of attachment be issued, a statement of the fact. (4) The time when the parties, or either of them, appear, or their nonappearance, if default be made; a minute of the pleadings and motions; if in writing, referring to them; if not in writing, a concise statement of the material parts of the pleading. (5) Every adjournment, stating on whose application and to what time. (6) The demand for a trial by jury, when the same is made and by whom, the order for the jury, and the time appointed for the return of the jury and for the trial. (7) The names of all jurors who appear and are sworn, and the names of all witnesses sworn and at whose request. (8) The verdict of the jury, and when received; if the jury disagree and are discharged, the fact of such disagreement and discharge. (9) The judgment of the court, specifying the costs included, and the time when rendered. (10) The issuing of the execution, when issued and to whom; the renewals thereof, if any, and when made, and a statement of any money paid to the justice, when and by whom. (11) The receipt of a notice of appeal, if any be given, and of the appeal bond, if any be filed.</p>	Justice(s) of the Peace/Court Administrator (the form of the docket)
4.3755(3)	Justice Court	<p>If a justice court or county that has collected money for restitution pursuant to NRS 4.3755(1) cannot, after a good faith effort, locate the person named in the order, it shall deposit the money in a fund for the compensation of victims of crime created by the office of the district attorney of the county in which the court is located.</p>	Justice(s) of the Peace/Clerk/County Clerk

6.160	District/Justice Courts	<p>The clerk of the court in cases in the district court and the deputy clerk of the justice court in cases in the justice court shall keep a payroll, enrolling thereon the names of all jurors, the number of days in attendance and the actual number of miles traveled by the shortest and most practical route in going to and returning from the place where the court is held, and at the conclusion of trial may: (1) Give a statement of the amounts due to the jurors to the county auditor, who shall draw warrants upon the county treasurer for the payment thereof; or (2) Make an immediate payment in cash of the amount owing to each juror. These payments must be made from and to the extent allowed by the fees collected from the demanding party, pursuant to the provisions of NRS 6.150, and from and to the extent allowed by any other fees which have collected pursuant to law. The clerk shall obtain from each juror so paid a receipt signed by him or her and indicating the date of payment, the date of service and the amount paid. A duplicate of this receipt must be immediately delivered to the appropriate county auditor, county recorder or county comptroller.</p>	Clerk/Deputy Clerk
19.013(3)	District/Justice Courts	<p>On or before the fifth day of each month, the county clerk shall pay to the county treasurer the amount of fees collected by the county clerk pursuant in subsection 2, for credit to the account established pursuant to NRS 19.016.</p>	Clerk/Deputy Clerk
33.020	Court issuing protective order	<p>The clerk of court shall inform the protected party upon the successful transfer of information concerning the registration to the Central Repository for Nevada Records of Criminal History as required pursuant to NRS 33.095. (temporary and extended protection orders).</p>	Clerk
33.060	Court issuing protective order	<p>The court shall transmit by the end of the next business day after the order issued (temporary or extended protection order), a copy of the order to the appropriate law enforcement agency. Clerk of the court shall issue, without fee, a copy of temporary or extended order to the applicant and the adverse party.</p>	Clerk

33.090	Court issuing protective order	The clerk of the court shall: (a) Maintain a record of each protection order from other states, territories, or Indian tribe within the United States or a Canadian domestic-violence protection order that is registered on; (b) Provide the protected party with a copy of the order registered pursuant to this section bearing proof of registration with the court; (c) Forward, by conventional or electronic means, by the end of the next business day, a copy of an order registered pursuant to this section to the appropriate law enforcement agency which has jurisdiction over the residence, school, child care facility or other provider of child care, or place of employment of the protected party or the child of the protected party; and (d) Inform the protected party upon the successful transfer of information concerning the registration to the Central Repository for Nevada Records of Criminal History as required pursuant to by NRS 33.095.	Clerk
33.095 (AMENDED (2019) AB 291, Sec. 23(2))	Court issuing temp. or extended order	Any time that a court issues a temporary or extended order and any time that a person serves such an order, registers such an order, registers a Canadian domestic-violence protection order or receives any information or takes any other action pursuant to NRS 33.017 to 33.100, inclusive, or NRS 33.110 to 33.158, inclusive, the person shall cause to be transmitted, in the manner prescribed by the Central Repository for Nevada Records of Criminal History, any information required by the Central Repository in a manner which ensures that the information is received by the Central Repository by the end of the next business day. Any time that a court issues an ex parte or extended order pursuant to NRS 33.570 or 33.580, the court shall cause to be transmitted, in the manner prescribed by the Central Repository for Nevada Records of Criminal History, any information required by the Central Repository in a manner which ensures that the information is received by the Central Repository by the end of the next business day.	Clerk
33.300	Court issuing protective order	A court shall transmit, by the end of the next business day after a temporary or extended order for protection against harassment in the workplace is issued, a copy of the order to appropriate law enforcement agency. The clerk of court shall also issue a copy of the order to the employer who requested the order and the person who allegedly committed the harassment.	Clerk
33.310	Court issuing protective order	An employer may register an order for protection from harassment in the workplace entered by another jurisdiction. The clerk of the court shall maintain a record of each order registered pursuant to this section.	Clerk

33.430	Court issuing protective order	Each court that issues an order pursuant to NRS 33.400 (orders for protection of children) shall transmit, as soon as practicable, a copy of the order to all law enforcement agencies within its jurisdiction. The copy must include a notation of the date on which the order was personally served upon the person to whom it is directed.	Clerk
33.440	Court issuing protective order	If a defendant is found guilty or guilty but mentally ill and the court issues an order or provides a condition of the defendant's sentence restricting the ability of the defendant to have contact with the child against whom the crime was committed or witnesses, the clerk of the court shall: (a) keep record of the order or condition of the sentence; and (b) provide a certified copy of the order or condition of the sentence to the parent or guardian of the child and other persons named in the order.	Clerk
33.570(7)	Court issuing protective order	Requirements for issuance of ex parte order: The clerk of the court shall inform the applicant and the adverse party upon the successful transfer of information concerning the registration to the Central Repository for Nevada Records of Criminal History as required pursuant to NRS 33.095	Clerk
33.580(3)	Court issuing protective order	Requirements for issuance of extended order: The clerk of the court shall inform the applicant and the adverse party upon the successful transfer of information concerning the registration to the Central Repository for Nevada Records of Criminal History as required pursuant to NRS 33.095	Clerk
33.620	Court issuing protective order	The court shall transmit, by the end of the next business day after an ex parte or extended order is issued or renewed, a copy of the order to the appropriate law enforcement agency. The clerk of the court shall issue, without fee, a copy of the ex parte or extended order to any family or household member who files a verified application pursuant to section 11 of this act or the adverse party.	Clerk
33.650(1)	Court issuing ex parte order	Any time that a court issues an ex parte or extended order or renews an extended order and any time that a person serves such an order or receives any information or takes any other action pursuant to NRS 33.500 to 33.670, inclusive, the person shall, by the end of the next business day: (a) Cause to be transmitted, in the manner prescribed by the Central Repository for Nevada Records of Criminal History, any information required by the Central Repository in a manner which ensures that the information is received by the Central Repository; and (b) Transmit a copy of the order to the Attorney General	Clerk

33.650(4)	Court issuing protective order	The court, upon granting the petition and entering an order pursuant to this section, shall cause, on a form prescribed by the Department of Public Safety, a record of the order to be transmitted to the Central Repository for Nevada Records of Criminal History	Clerk
34.970(7)	All Courts	<i>If the parties stipulate that the evidence establishes the factual innocence of the petitioner, the prosecuting attorney makes a motion to dismiss the original charges against the petitioner or, after a hearing, the court determines that the petitioner has proven his or her factual innocence by clear and convincing evidence, the court shall: (a) Vacate the petitioner's conviction and issue an order of factual innocence and exoneration; and (b) Order the sealing of all documents, papers, and exhibits in the person's record, minute book entries and entries on dockets and other documents relating to the case in the custody of such other agencies and officers as are named in the court's order.</i>	Court/Clerk
41.910(3)	All Courts	<i>Upon an entry of a certificate of innocence pursuant to subsection 1, the court shall order sealed all records of the conviction which are in the custody of any agency of criminal justice or any public or private agency, company, official or other custodian of records in the State of Nevada and shall order all such records of the person returned to the file of the court where the underlying criminal action was commenced from, including, without limitation, the Federal Bureau of Investigation and all other agencies of criminal justice which maintain such records and which are reasonably known by either the person or the court to have possession of such records. Such records must be sealed regardless of whether the person has any prior criminal convictions in this State.</i>	Court/Clerk
62E.030(1) & (2)	Juvenile/All Courts	If a court determines that a child who is currently enrolled in school unlawfully caused or attempted to cause serious bodily injury to another person, the court shall provide the following information to the school district in which the child is currently enrolled: (a) name of the child; (b) description of any injury sustained by the other person; (c) description of any weapon used by the child; and, (d) description of any threats made by the child against the other person before, during or after the incident in which the child injured or attempted to injure the person.	Court/Clerk
62E.030(3) & (4)	Juvenile/All Courts	If a court determines that a child who is currently enrolled in school unlawfully engaged in bullying or cyber-bullying, the court shall provide the following information to the school district in which the child is currently enrolled: (a) name of the child; (b) name of the person who was the subject of the bullying; and (c) description of any bullying or cyber-bullying committed by the child against the other person.	Court/Clerk

<p>CHAPTER 176 (ADDED NRS AB60 Section 3.5(2), effective July 1, 2019</p>	<p>District/Justice/ Municipal Courts</p>	<p><i>In addition to any other fine or penalty, if the court finds that a person is guilty of committing an act which constitutes domestic violence pursuant to NRS 33.018, the court shall: 1. Enter a finding of fact in the judgment of conviction. 2. Order the person to pay a fee of \$35. Any money so collected must be paid by the clerk of the court to the state Controller on or before the fifth day of each month for the preceding month for credit to the Account for Programs Related to Domestic Violence established pursuant to NRS 228.460.</i></p>	<p>Clerk</p>
<p>176.0611(7)</p>	<p>Justice Court</p>	<p>The money collected for administrative assessments for the provision of court facilities in justice courts (additional administrative assessment for misdemeanor) must be paid by the clerk of the court to the county treasurer on or before the 5th day of each month for the preceding month.</p>	<p>Clerk</p>
<p>176.0613(7)</p>	<p>Justice Court</p>	<p>The money collected for an administrative assessment for the provision of specialty court programs in justice courts must be paid by the clerk of the court to the county treasurer on or before the 5th day of each month for the preceding month.</p>	<p>Clerk</p>
<p>176.064(3)(b)</p>	<p>District/Justice/ Municipal Courts</p>	<p>If a court orders the suspension of the driver's license of a defendant in response to unpaid administrative assessments, the court shall, within 5 days after issuing the order, forward to the Department of Motor Vehicles the license(s), together with a copy of the order. If the court issues an order delaying the ability of a defendant to apply for a driver's license (for defendants who do not have a license), the court shall, within 5 days after issuing the order, forward to DMV a copy of the order.</p>	<p>Clerk</p>
<p>176.094</p>	<p>District/Justice/ Municipal Courts</p>	<p><i>In addition to any other fine or penalty, if the court finds that a person is guilty of committing an act which constitutes domestic violence pursuant to NRS 33.018, the court shall: 1. Enter a finding of fact in the judgment of conviction. 2. Order the person to pay a fee of \$35. Any money so collected must be paid by the clerk of the court to the state Controller on or before the fifth day of each month for the preceding month for credit to the Account for Programs Related to Domestic Violence established pursuant to NRS 228.460.</i></p>	<p>Clerk</p>
<p>176.285</p>	<p>Justice Court</p>	<p>In Justice Court, when a fine is paid or bail is forfeited, the justice must pay the same to the county treasurer on or before the fifth day of the month immediately following the month in which the fine is paid or bail is forfeited.</p>	<p>Justice(s) of the Peace/Clerk/ Administrator</p>

176.315	District/Justice/ Municipal Courts	A judgment of imprisonment to be served in a county jail must be executed by delivering the defendant into the custody of the sheriff or other officer. A copy of the judgment of conviction, duly certified by the judge or justice, is a sufficient warrant for doing every act necessary or proper in the due execution thereof. The officer shall upon discharging the defendant, return such copy to the justice, with an account of the officer's doings endorsed thereon, and must at the same time pay over to the justice all money which the officer may have received from the defendant in payment of the fine.	Sheriff/Officer
176.325	District/Justice/ Municipal Courts	When a judgment of imprisonment to be served in the state prison has been pronounced, triplicate certified copies of the judgment of conviction, attested by the clerk under the seal of the court, must forthwith be furnished to the officers whose duty it is to execute the judgment as provided by NRS 176.335, and no other warrant or authority is necessary to justify or require the execution thereof, except when a judgment of death is rendered.	Clerk
176.337	District/Justice/ Municipal Courts	If a defendant is convicted of a misdemeanor or felony that constitutes domestic violence pursuant to NRS 33.018, the court shall notify the defendant that possession, shipment, transportation or receipt of a firearm or ammunition by the defendant may constitute a felony pursuant to NRS 202.360 or federal law.	Judge
176A.220	District/Justice/ Municipal Courts	The court shall, upon the entering of an order of probation or suspension of sentence, as provided for in this chapter, direct the clerk of the court to deliver a copy of the records in the case to the Chief Parole and Probation Officer. At the court's discretion, the court may direct the clerk of the court to deliver the copy of the records in the case in writing, by electronic means, or by providing the Chief of Parole and Probation Officer access to the electronic systems to retrieve the records.	Clerk

<p>176A.295(2) (AMENDED AB 236 Sections 23.1 and 23.2)</p>	<p>District/Justice/ Municipal Courts</p>	<p>After a defendant is discharged from probation pursuant to NRS 176A.260 (veterans' court) the justice court, municipal court, or district court, as applicable, shall seal all documents, papers, and exhibits in the defendant's record, minutes book entries and entries on dockets, and other documents relating to the case in custody of such other agencies and officers as are named in the court's order if the defendant fulfills the terms and conditions imposed by the court and the Division. The court shall order those records sealed without a hearing unless the Division petitions the court, for good cause shown, not to seal the records and requests a hearing. If the court orders sealed the record of a defendant who is discharged from probation or whose case is dismissed pursuant to section 22 of this act, the court shall send a copy of the order to each agency or officer named in the order. The justice court, municipal court or district court, as applicable, shall order those records sealed without a hearing. The court shall send a copy of the order sealing all records to all agencies or officers named in the order. Each such agency or officer must notify the court in writing of its compliance with the order.</p>	<p>Judge/Clerk</p>
<p>176A.295</p>	<p>District/Justice/ Municipal Courts</p>	<p>(1) After a defendant is discharged from probation or a case is dismissed pursuant to NRS 176A.290, the justice court, municipal court or district court, as applicable, shall order sealed all documents, papers and exhibits in the defendant's record, minute book entries and entries on dockets, and other documents relating to the case in the custody of such other agencies and officers as are named in the court's order if the defendant fulfills the terms and conditions imposed by the court and the Division. The court shall order those records sealed without a hearing unless the Division petitions the court, for good cause shown, not to seal the records and requests a hearing thereon. (2) If the defendant is charged with a violation of NRS 200.485, 484C.110 or 484C.120 and the charges are conditionally dismissed as provided in NRS 176A.290, not sooner than 7 years after such a conditional dismissal and upon the filing of a petition by the defendant, the court shall order that all documents and other documents relating to the case in the custody of such other agencies and officers as are named in the court's order be sealed without a hearing unless the Division petitions the court, for good cause shown, not to seal the records and requests a hearing thereon. (3) If the court orders sealed the record of a defendant who is discharged from probation, whose case is dismissed or whose charges were conditionally dismissed pursuant to NRS 176A.290, the court shall send a copy of the order to each agency or officer named in the order. Each such agency or officer shall notify the justice court, municipal court or district court, as applicable, in writing of its compliance with the order.</p>	<p>Judge/Clerk</p>

178.508	District/Justice/ Municipal Courts	(1) If the defendant fails to appear in court for a misdemeanor and the failure to appear is not excused, fails to appear for a gross misdemeanor or felony, the court shall: (a) Enter upon its minutes that the defendant failed to appear; (b) Not later than 14 judicial days after the date on which the defendant failed to appear, order a warrant for the arrest of the defendant; and, (c) If the undertaking exceeds \$50 or money deposited instead of bail bond exceeds \$500, direct that each surety and the local agent of each surety, or the depositor if the depositor is not the defendant, be given notice that the defendant has failed to appear, by certified mail or electronic transmission, receipt of delivery requested, within 20 days after the date on which the defendant failed to appear. The court shall execute an affidavit of mailing or electronic transmission to be kept as an official public record of the court and direct that a copy of the notice be transmitted to the prosecuting attorney at the same time that notice is given to each surety or the depositor. (2) Except as otherwise provided in subsection 3 and NRS 178.509, an order of forfeiture must be prepared by the clerk of court and signed by the court and must include the date on which the forfeiture becomes effective. The undertaking or money deposited instead of bail bond is forfeited 180 days after the date on which the notice is mailed or electronically transmitted pursuant to subsection 1. (3) The court may extend the date of the forfeiture for any reasonable period if the surety or depositor submits to the court: (a) An application for an extension and the court determines that the surety or the depositor is making reasonable and ongoing efforts to bring the defendant before the court. (b) An application for an extension on the ground that the defendant is temporarily prevented from appearing before the court because the defendant: (1) is ill; (2) Is insane: or (3) Is being detained by civil or military authorities, and the court, determines that one or more of the grounds exist and that the surety or depositor did not in any way cause or aid the absence of the defendant.	Judge/Clerk
178.700(1)	All Courts	If the Attorney General, a prosecuting attorney or an agency of criminal justice (includes all courts, see NRS 179A.030) in this State receives a request from the Department of Corrections (as part of the process of requesting a detainer), it shall respond in writing within 14 working days setting forth any charges that are pending against the offender.	Clerk/Administrator
179.245(3)	District/Justice/ Municipal Courts	Upon receiving a petition pursuant to this section (sealing certain criminal records), the court shall notify the law enforcement agency that arrested the petitioner for the crime and the prosecuting attorney, including, without limitation, the Attorney General, who prosecuted the petitioner for the crime. Prosecuting attorney and any person having relevant evidence may testify and present evidence at the hearing on the petition.	Clerk/Administrator

179.255(4)	District/Justice/ Municipal Courts	Upon receiving a petition pursuant to subsection 1 (sealing of records where charges were dismissed or person is acquitted), the court shall notify the law enforcement agency that arrested the petitioner for the crime and the prosecuting attorney: (a) If the charges were dismissed, declined for prosecution or the acquittal was entered in a district court or justice court, the prosecuting attorney for the county; or (b) If the charges were dismissed, declined for prosecution or the acquittal was entered in a municipal court, the prosecuting attorney for the city. Prosecuting attorney and any person having relevant evidence may testify and present evidence at any hearing on the petition.	Clerk/Administrator
179.255(5)	District/Justice/ Municipal Courts	Upon receiving a petition pursuant to subsection 2 (sealing of records related to conviction that was set aside pursuant to NRS 458A.240), the court shall notify: (a) If the conviction was set aside in a district court or justice court, the prosecuting attorney for the county; or (b) If the conviction was set aside in a municipal court, the prosecuting attorney for the city. Prosecuting attorney and any person having relevant evidence may testify and present evidence at any hearing on the petition.	Clerk/Administrator
179.259(2)	All Courts	If the court orders the record of an eligible person sealed (after completion of program for reentry), the court shall send a copy of the order to each agency or officer named in the order. Each such agency or officer shall notify the court in writing of its compliance with the order.	Clerk
179.275 (Amended 2019: AB 192 sec.1.3; AB 356 sec 12; AB 236 sec. 39)	All Courts	When a court orders the sealing of a record pursuant to NRS 34.970, 174.034, 176.211, 176A.245, 176A.265, 176A.295, 179.245, 179.247, 179.255,179.259, 179.2595,179.271, 201.354, or 453.3365, a copy of the order must be sent to: (1) The Central Repository for Nevada Records of Criminal History; and (2) Each agency of criminal justice (includes the court NRS179A.030) and each public or private company, agency or official or other custodian of records named in the order, and that person shall seal the records in his or her custody which relate to the matters contained in the order, shall advise the court of compliance and shall then seal the order.	Clerk/Administrator

179A.075(2) &(3)	All Courts	(2) Each agency of criminal justice (includes all courts, see NRS 179A.030) and any other agency dealing with crime: (a) collect and maintain records, reports and compilations of statistical data required by the Department of Public Safety; and (b) submit the information collected to the Central Repository; (1) In the manner approved by the Director of the Department within 60 days after the date of the disposition of the case; and (2) In accordance with the policies, procedures and definitions of the Uniform Crime Reporting Program of the Federal Bureau of Investigation. (Subsection 3) Each agency of criminal justice shall submit to the Division the information relating to records of criminal history that it creates, issues or collects (includes indictments, information or other formal charges and dispositions of charges, dismissals, acquittals, convictions, sentences, post-conviction relief, etc.) and any information relating to the DNA profile from whom a biological specimen is obtained pursuant to NRS 176.09123 or 176.0913. The information must be submitted: (a) Through an electronic network; (b) On a medium of magnetic storage; or (c) In the manner prescribed by the Director of the Department, within 60 days after the date of the disposition of the case. If an agency has submitted a record regarding the arrest of a person who is later determined by the agency not to be the person who committed the particular crime, the agency shall, immediately upon making	Clerk/ Administrator
179A.130	All Courts	Each agency of criminal justice (includes all courts, see NRS 179A.030) which maintains and disseminates information relating to records of criminal history must maintain a log of each dissemination of that information other than a dissemination of the fact that the agency has no record relating to a certain person. The log must be maintained for at least 1 year after the information is disseminated, and must contain: (1) An entry showing to what agency or person the information relating to records of criminal history were provided; (2) The date on which the information was provided; (3) The person who is the subject of the information; and (4) A brief description of the information provided.	Justice/Judge/ Clerk/ Administrator
200.37835 (effective July 1, 2019, AB19, sec. 10.3)	Court issuing protective order	Any time a court issues a temporary or extended order for protection against a person alleged to have committed the crime of sexual assault and any time a person serves such an order, or receives any information or takes any other action pursuant to this section and NRS 200.378 to 200.3783, inclusive, the court or person, as applicable, shall cause to be transmitted, in the manner prescribed by the Central Repository for Nevada Records of Criminal History, an information required by the Central Repository in a manner which ensures that the information is received by the Central Repository by the end of the next business day.	Judge/Clerk

200.599 (effective July 1, 2019, AB19, sec. 10.7)	Court issuing protective order	Anytime a court issues a temporary or extended order for protection against stalking, aggravated stalking or harassment and anytime a person serves such an order, or receives any information or takes any other action pursuant to this section and NRS200.571 to 200.601, inclusive, the court or person, as applicable, shall cause to be transmitted, in the manner prescribed by the Central Repository for Nevada Records of Criminal History, any information required by the Central Repository in a manner which ensures that the information is received by the Central Repository by the end of the next business day.	Judge/Clerk
206.340	District/Justice/ Municipal Courts	When a defendant pleads guilty or is found guilty of violating NRS 206.125 (damage of certain property), 206.330 (graffiti or defacing property), or 206.335 (carrying graffiti implement), the court shall include an administrative assessment of \$250 for each violation. The money collected must be paid by the clerk of the court to the State Controller on or before the 5th day of each month for the preceding month for credit to the Graffiti Reward Account.	Clerk
213.1243(14)	District/Justice/ Municipal Courts	If a court issues a warrant for arrest for a violation of this section (lifetime supervision of sex offender on parole), the court shall cause to be transmitted, in the manner prescribed by the Central Repository for Nevada Records of Criminal History, notice of the issuance of the warrant for arrest in a manner which ensures that such notice is received by the Central Repository within 3 business days.	Clerk
217.590 (New language 2019, AB 336, sec. 3)	All Courts	On or before January 1 of each year, each certifying agency that receives a request for a certification (Form I-918, Non-immigrant Status) pursuant to NRS 217.580 shall submit a report to the Director of the Legislative Counsel Bureau for transmittal to the Legislature that sets forth: (a) The number of such requests received by the certifying agency; (b) The number of certifications completed by the certifying agency; (c) The number of certifications denied by the certifying agency; and (d) For each denial of a certification by the certifying agency, the reasons for that denial.	Judge / Clerk
281.559(5)	All Courts	A judicial officer who is appointed to fill the unexpired term of a predecessor or to fill a newly created judgeship shall file a statement of financial disclosure pursuant to the requirements of the Nevada Code of Judicial Conduct (SEE NOTES). Such a statement of financial disclosure must include, without limitation, all information required to be included in a statement of financial disclosure pursuant to NRS 281.571.	Justice/Judge

281.561(4)	All Courts	A candidate for judicial office or a judicial officer shall file statement of financial disclosure pursuant to the requirements of the Nevada Code of Judicial Conduct (see NOTES). Such a statement of financial disclosure must include, without limitation, all information required to be included in a statement of financial disclosure pursuant to NRS 281.571.	Justice/Judge
483.450	All Courts	A record of conviction (of offense making revocation of license mandatory) must be made in a manner approved by the Department (DMV). The court shall provide sufficient information to allow the Department to include accurately the information regarding the conviction in the driver's record. Every court, including a juvenile court, having jurisdiction over violations of the provisions of NRS 483.010 to 483.630 (Uniform Drivers Licenses Act), inclusive, or any other law of this State or municipal ordinance regulating the operation of motor vehicles on highways, shall forward to the Department: (a) If the court is other than a juvenile court, a record of the conviction of any person in that court for a violation of any such laws other than regulations governing standing or parking; or (b) If the court is a juvenile court, a record of any finding that a child has violated a traffic law or ordinance other than one governing standing or parking, within 5 days after the conviction or finding, and may recommend the suspension of the driver's license of the person convicted or child found in violation of a traffic law or ordinance.	Judge/Clerk/Court/ Administrator

483.465	District/Justice/ Municipal Courts	<p>1. If a driver who holds a Nevada driver's license violates a written promise to appear pursuant to a citation that was prepared manually or electronically for a violation of a traffic law or ordinance occurring within this State other than one governing standing or parking, the clerk of the court shall immediately notify the Department on a form approved by the Department. 2. Upon receipt of notice from a court in this State of a failure to appear, the Department shall notify the driver by mail that his or her privilege to drive is subject to suspension and allow 30 days after the date of mailing the notice to: (a) Appear in court and obtain a dismissal of the citation or complaint as provided by law; (b) Appear in court and, if permitted by the court, make an arrangement acceptable to the court to satisfy a judgment of conviction; or (c) Make a written request to the Department for a hearing. 3. If notified by a court, within 30 days after the notice of a failure to appear, that a driver has been allowed to make an arrangement for the satisfaction of a judgment of conviction, the Department shall remove the suspension from the driver's record. If the driver subsequently defaults on the arrangement with the court, the court shall notify the Department which shall immediately suspend the driver's license until the court notifies the Department that the suspension may be removed. 4. The Department shall suspend the license of a driver 31 days after it mails the notice provided for in subsection 2 to the driver, unless within that time it has received a written request for a hearing from the driver or notice from the court on a form approved by the Department that the driver has appeared or the citation or complaint has been dismissed. A license so suspended remains suspended until further notice is received from the court that the driver has appeared or that the case has been otherwise disposed of as provided by law.</p>	Clerk
484C.320(1) & (6)	District/Justice/ Municipal/DUI Courts	<p>An offender who is found guilty of a violation of NRS 484C.110 or 484C.120 that is punishable pursuant to paragraph (a) of subsection 1 of NRS 484C.400, other than an offender who is found to have a concentration of alcohol of 0.18 or more in his or her blood or breath, may, at that time or any time before the offender is sentenced, apply to the court to undergo a program of treatment for alcoholism or drug abuse which is certified by the Health Division of the Department of Health and Human Services for at least 6 months. The court shall notify the Department, on a form approved by the Department (DMV), upon granting the application of the offender for treatment and his or her failure to be accepted for or complete treatment.</p>	Judge/Clerk/ Administrator

484C.330(1) & (6)	District/Justice/ Municipal/DUI Courts	An offender (second-time) who is found guilty of a violation of NRS 484C.110 or 484C.120 that is punishable pursuant to paragraph (b) of subsection 1 of NRS 484C.400 may, at that time or any time before the offender is sentenced, apply to the court to undergo a program of treatment for alcoholism or drug abuse which is certified by the Health Division of the Department of Health and Human Services. The court shall notify the Department, on a form approved by the Department, upon granting the application of the offender for treatment and his or her failure to be accepted for or complete treatment.	Judge/Clerk/ Administrator
484C.420(3) (AMENDED)	District/Justice/ Municipal/DUI Courts	(nonresident DUI) If the person who violated the provisions of NRS 484C.110 or 484C.120 possesses a driver's license issued by a state other than Nevada and does not reside in Nevada, in carrying out the provisions of subparagraph (1) of paragraph (a) of subsection 1 of NRS 484C.400, the court shall: (a) Order the person to pay tuition for and submit evidence of completion of an educational course on the abuse of alcohol and controlled substances approved by a governmental agency of the state of the person's residence within the time specified in the order; or (b) Order the person to complete an educational course by correspondence on the abuse of alcohol and controlled substances approved by the Department (DMV) within the time specified in the order, and the court shall notify the Department if the person fails to complete the assigned course within the specified time.	Judge/Clerk/ Administrator

484C.460(3)	District/Justice/ Municipal/DUI Courts	<p>Installation of Device to Prevent Person who has consumed alcohol from starting vehicle.</p> <p>3. If the court orders a person to install a device pursuant to subsection 1: (a) The court shall immediately transmit a copy of its order to the Director. The order must include a statement that a device is required and the specific period it is required. The Director shall incorporate this information into the records of the Department and noted as a restriction on the person's driver's license.</p>	Judge/Clerk/ Administrator
484C.510(1) & (2)	District/Justice/ Municipal/DUI Courts	<p>(1) If a defendant pleads guilty or guilty but mentally ill to, or is found guilty or guilty but mentally ill of, any violation of NRS 484C.110, 484C.120, 484C.130 or 484C.430 (DUI) and a chemical analysis of his or her blood, urine, breath or other bodily substance was conducted, the court shall, in addition to any penalty provided by law, order the defendant to pay the sum of \$60 as a fee for the chemical analysis. Except as otherwise provided in this subsection, any money collected for the chemical analysis must not be deducted from, and is in addition to, any fine otherwise imposed by the court and must be: (a) Collected from the defendant before or at the same time that the fine is collected; (b) Stated separately in the judgment of the court or on the court's docket. (2) All money collected pursuant to subsection 1 must be paid by the clerk of the court to the county or city treasurer, as appropriate, on or before the 5th day of each month for the preceding month.</p>	Judge/Clerk/ Administrator

484C.520	District/Justice/ Municipal/DUI/ Specialty Courts	If a person is convicted of a second or subsequent violation of NRS 484C.110, 484C.120 or 484C.430 (DUI) within 7 years or a violation of NRS 484C.130, the court shall issue an order directing the Department (DMV) to suspend the registration of each motor vehicle that is registered to or owned by the person for 5 days. If a court issues an order directing the Department to suspend the registration of a motor vehicle pursuant to subsection 1, the court shall forward a copy of the order to the Department within 5 days after issuing the order. The order must include, without limitation, information concerning each motor vehicle that is registered to or owned by the person, including, without limitation, the registration number of the motor vehicle, if such information is available.	Judge/Clerk/ Administrator
630.307(6)	All Courts	The clerk of every court shall report to the Board of Medical Examiners (NRS 630.010) any finding, judgment, or other determination of the court that a physician, perfusionist, physician assistant or practitioner of respiratory care or physician assistant: (a) is mentally ill; (b) is mentally incompetent; (c) has been convicted of a felony or any law governing controlled substance or dangerous drugs; (d) is guilty of abuse or fraud under any state or federal program providing medical assistance; or (e) is liable for damages for malpractice or negligence, within 45 days after the finding, judgment or determination.	Clerk
630A.390(3)	All Courts	The clerk of every court shall report to the Board (Board of Homeopathic Medical Examiners) any finding, judgment, or other determination of the court that a homeopathic physician: (a) is mentally ill; (b) is mentally incompetent; (c) has been convicted of a felony or any law relating to controlled substances or dangerous drugs; (d) is guilty of abuse or fraud under any state or federal program providing medical assistance; or (e) is liable for damages for malpractice or negligence.	Clerk
633.533(6)	All Courts	The clerk of every court shall report to the Board (State Board of Osteopathic Medicine) any finding, judgment, or other determination of the court that an osteopathic physician or physician assistant: (a) is mentally ill; (b) is mentally incompetent; (c) has been convicted of a felony or any law governing controlled substance or dangerous drugs; (d) is guilty of abuse or fraud under any state or federal program providing medical assistance; or (e) is liable for damages for malpractice or negligence, within 45 days after the finding, judgment or determination.	Clerk
JCRLV 7	Justice Court of Las Vegas	The chief judge shall require the clerk of the court to keep a record of all matters filed and to periodically provide the judges with a full report to this effect.	Judge/Clerk

Justice Court Rules of Civil Procedure; XII Small Claims; Rule 94	Justice Court	Enter in the docket kept by the court: a. the title of every small claim; b. sum of money claimed; c. date of order provided for in Rule 89; d. the date when the parties appear; e. every adjournment; f. the judgment of the court and when returned; g. a statement of any money paid to the justice; and, h. the date of receipt of a notice of appeal and of the appeal bond, if any if filed.	Chief Judge/Clerk
SCR 9.5	All Courts	Each court shall, upon entering an order declaring a litigant to be vexatious, or entering an order affecting the status of a litigant declared vexatious, submit a copy of the order to the director of the AOC.	Clerk/Administrator
SCR 42(6)(c)	All Courts	Before permitting an appearance in excess of the limitation set forth in paragraph 6(a) of this rule (finding of special circumstances as to associating as out of state counsel for more than 5 appearances within a 3-year period), the reviewing court shall specifically state facts established by the applicant which support a finding of special circumstances, and the reviewing court shall also state the exact nature of the special circumstances. The specific facts found and unique details of the special circumstances shall be included in the admitting order. An applicant's appearance in excess of the limitation set forth in paragraph 6(a) of this rule shall be a rare exception granted only in truly extraordinary circumstances. The court shall send copies of all such orders to the State Bar of Nevada and the clerk of the Nevada Supreme Court.	Clerk
SCR 111(3)	All Courts	The clerk of any court in the state in which an attorney is convicted of a crime, other than a misdemeanor traffic violation not involving the use of alcohol or a controlled substance, shall transmit a certified copy of proof of the conviction to the supreme court and bar counsel within 10 days after its entry.	Clerk

NOTES:

NRS 281.559(5) & 281.561(4), ¹The Nevada Code of Judicial Conduct was amended, effective January 19, 2010. The reporting requirement is in Canon 4, Rule 3.15.