

SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY  
STATE OF NEVADA

75 Court Street, Reno, Nevada 89501  
Phone: 775-328-3110 – FAX: 775-325-6658  
Jacqueline Bryant, District Court Administrator and Clerk of the Court

**COPY REQUEST FORM**

DATE: \_\_\_\_\_

REQUESTING PARTY: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

NAME(S) OF PLAINTIFF(S) ON THE CASE: \_\_\_\_\_

\_\_\_\_\_

NAME(S) OF DEFENDANT(S) ON THE CASE: \_\_\_\_\_

\_\_\_\_\_

DOCUMENT(S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* \$6.00 copy fee must be mailed in with request by cashier's check, money order, business check \*\***

**Submit request to: Second Judicial District Court, Attn: Records, 75 Court Street, Room 131, Reno, NV 89501.  
Please include a self-addressed stamped envelope of sufficient size to fit an 8 ½ by 11 inch document.**