

SECOND JUDICIAL DISTRICT COURT



WASHOE COUNTY STATE OF NEVADA

COPY REQUEST FORM

Please complete the following form as completely as possible. Required information includes:

- Your contact information
- The title of the documents you are requesting
- Date the document was filed (or your best estimate)
- A self-addressed, stamped envelope
- Payment in the form of a money order, cashier's check, or business check made payable to Second Judicial District Court

Questions? E-mail records@washoecourts.us

Copy Fees
\$0.50 cents per page
\$3.00 per document certified
**\$6.00 flat fee for certified copy of Decree of Divorce regardless of size

Mail to:
Second Judicial District Court
Attn: Records Request
75 Court Street
Reno, NV 89501

Name: _____
Address: _____

Phone: _____
E-mail: _____

Case number: _____
Plaintiff's Name & Date of Birth: _____
Defendant's Name & Date of Birth: _____

<u>Date filed</u>	<u>Document title</u>	<u>Request certification</u>	<u>CLERK USE ONLY</u>
_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	
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_____	_____	<input type="checkbox"/>	
_____	_____	<input type="checkbox"/>	

Total fees: _____