

# **CV – 5**

## **REQUEST FOR CONFIDENTIAL ADDRESS**

### **(Pursuant to NRS 247.545)**

#### **When to use this packet:**

- ☐ You are a resident of Washoe County.
- ☐ You meet the requirements of NRS 247.545.
- ☐ You wish to have your personal information kept confidential OR you are a representative of a governmental agency and you wish to petition the court on behalf of a person who is an employee of the governmental agency who meets the requirements of NRS 247.545

Note: You can request that personal information filed after the date of the court's order also be maintained in a confidential manner.

Note: This order will expire 5 years after the date it is signed. To extend your order, you may submit a request for an extension to this court. This request must be made prior to your order expiring.

#### **Who to contact if you have a question (Court staff cannot provide legal advice):**

Resource Center: 775-325-6731

Law Library: 775-328-3250

#### **Step 1 – Complete the following documents:**

1. Declaration of Petitioner
  - a. Attach evidence you wish to provide in support of your request as Exhibit 1.
2. Order Granting Request for Confidentiality
  - a. Fill out pages 1 and 2 of the Order only. Page 3 will be completed by the court.
  - b. Attach the Order as Exhibit 2.

#### **Step 2 – File the documents**

The documents may be dropped off at the Resource Center located at 1 S. Sierra Street, Reno, Nevada, 3<sup>rd</sup> Floor, or emailed to [DeputyClerkLeads@washoecourts.us](mailto:DeputyClerkLeads@washoecourts.us).

#### **Step 3 – If your request is granted by the judge, provide certified copies of your file-stamped Order to:**

1. Washoe County Recorder
2. Washoe County Assessor
3. Nevada Secretary of State, Washoe County Clerk, City of Reno Clerk, and/or City of Sparks Clerk.

Note: The penalty for willfully making a false statement under penalty of perjury is a minimum of 1 year, and a maximum of 4 years in prison, in addition to a fine of not more than \$5,000.00. N.R.S. §199.145

1 Code: 3370

2 Name: \_\_\_\_\_

3 Address: \_\_\_\_\_

4 Phone: \_\_\_\_\_

5 Email: \_\_\_\_\_

6 Self-Represented Litigant

7  
8 IN THE SECOND JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA  
9 IN AND FOR THE COUNTY OF WASHOE

10  
11 IN THE MATTER OF A DECLARATION  
12 FOR PERSONAL INFORMATION TO  
13 REMAIN CONFIDENTIAL.

14  
15 \_\_\_\_\_  
16 (*Print your name*)

Case No. \_\_\_\_\_

Dept. No. \_\_\_\_\_

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DECLARATION OF PETITIONER

I (*print your name*), \_\_\_\_\_, Petitioner, declare under penalty of perjury, the following:

1. I am over the age of eighteen and competent to testify of my own knowledge to the following.

2. I am a resident of Nevada.

3. I am a qualified person listed in NRS 247.545 to have my personal information maintained by the offices of the County Recorder, County Assessor, Secretary of State, or a county or city clerk in a confidential manner. Specifically, I am (*check one*):

☐ A person who is not otherwise described in NRS 247.540, NRS 250.140, or NRS 293.908.

☐ A representative of a governmental agency petitioning the Court on behalf of a person who is an employee of the governmental agency and who is not described in NRS 247.540, NRS 250.140, or NRS 293.908.

4. The reason I am requesting confidentiality is: \_\_\_\_\_

1  
2  
3  
4  
5 5. ☐ There is a threat to me, my spouse, my domestic partner or my minor child which will be  
6 mitigated by making my personal information confidential because:  
7  
8  
9  
10

11 or

12 ☐ A threat has existed within the last 5 years to a person who holds a similar position to me  
13 and the threat was mitigated by making their personal information confidential because:  
14  
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18 6. I have attached:

19 ☐ Evidence of the existence of a threat to me, my spouse, my domestic partner, or my  
20 minor child and that such threat is mitigated by making the personal information contained  
21 in the records of the Nevada Secretary of State, Washoe County Recorder, Washoe County  
22 Assessor, Washoe County Clerk, City of Reno Clerk, and the City of Sparks Clerk  
23 confidential.

24 or

25 ☐ Evidence that a threat has existed within the last 5 years to a person who holds a similar  
26 position to me and that such threat was mitigated by making the personal information  
27 contained in the records of the Nevada Secretary of State, Washoe County Recorder,  
28

1 Washoe County Assessor, Washoe County Clerk, City of Reno Clerk, and the City of Sparks  
2 Clerk confidential.

3 **7. Confidentiality should attach to the following items of personal information:**

4 Address: \_\_\_\_\_

5 Recorded document number(s): \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 Telephone numbers: \_\_\_\_\_

9 Email address: \_\_\_\_\_

10  
11 This document does not contain the personal information of any person as defined by NRS  
12 603A.040.

13 I declare under penalty of perjury under the law of the State of Nevada that the foregoing is  
14 true and correct.

15 Dated this *(day)* \_\_\_\_\_ day of *(month)* \_\_\_\_\_, 20\_\_\_\_.

16  
17 Submitted by: *(Your signature)* \_\_\_\_\_

18 *(Print your name)* \_\_\_\_\_

## **INDEX OF EXHIBITS**

**Exhibit Number** \_\_\_\_\_ **Number of Pages** \_\_\_\_\_

**Exhibit Description** \_\_\_\_\_

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# **Exhibit Cover Page**

**EXHIBIT NUMBER 1**

# **Exhibit Cover Page**

**EXHIBIT NUMBER 2**

IN THE SECOND JUDICIAL DISTRICT COURT FOR THE STATE OF NEVADA  
IN AND FOR THE COUNTY OF WASHOE

IN THE MATTER OF:

Case No.

Department No.: 6

Petitioner,

**ORDER GRANTING REQUEST FOR CONFIDENTIALITY**  
**PURSUANT TO NRS 247.545**

Whereas \_\_\_\_\_, (Petitioner) has filed a Declaration with this Court in compliance with the requirements of NRS 247.545;

Whereas the Declaration establishes that Petitioner is a person entitled to request that personal information be kept confidential under NRS 247.545;

Whereas this Court finds by a preponderance of the evidence that there exists a threat to the Petitioner or the spouse, domestic partner or minor child of the Petitioner which is mitigated by making the requested personal information confidential, or that a threat existed within the last 5 years to a person who holds a similar position as the Petitioner and that such threat was mitigated by making the requested personal information confidential;

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1           Whereas Petitioner has sufficiently described the pieces of personal information for which  
2       Petitioner is seeking confidentiality and has identified such items of personal information as  
3       follows:       Address: \_\_\_\_\_

4                       Recorded document number(s): \_\_\_\_\_

5                       \_\_\_\_\_

6                       \_\_\_\_\_

7                       Telephone numbers: \_\_\_\_\_

8                       Email address: \_\_\_\_\_

9  
10       and

11           Whereas this Court believes it is fully informed of the premises and of the facts and  
12       circumstances of this case.

13           IT IS HEREBY ORDERED that the Washoe County Assessor shall keep confidential and  
14       shall not disclose the Petitioner's personal information as described above, except as otherwise  
15       authorized by NRS 247.545.

16           IT IS FURTHER ORDERED that the Washoe County Recorder shall keep confidential  
17       and shall not disclose the Petitioner's personal information as described above, except as otherwise  
18       authorized by NRS 247.545.

19           IT IS FURTHER ORDERED that the Nevada Secretary of State, Washoe County Clerk,  
20       City of Reno Clerk, and City of Sparks Clerk shall keep as confidential the personal information  
21       as described above, except as otherwise authorized by NRS 247.545.

22           IT IS FURTHER ORDERED that this Order shall expire 5 years after the date of the Order.  
23       The Petitioner may submit a request to this Court to extend the Order, which will expire 5 years  
24       after the date of the extension.

25           IT IS FURTHER ORDERED that upon evidence sufficient to the Washoe County  
26       Assessor, Washoe County Recorder, Nevada Secretary of State, City of Reno Clerk, and/or the  
27       City of Sparks Clerk that the real and/or personal property subject to this Order has been conveyed  
28       from a person herein named in this Order, or that the Order has expired, the agency may without

1 further order of this Court terminate the non-disclosure of confidential information as delineated  
2 herein.

3 IT IS HEREBY FURTHER ORDERED that this Order shall be sealed and access will not  
4 be allowed to anyone without a court order.

5 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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9 CHIEF DISTRICT JUDGE  
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