

Request for Confidential Address

(Pursuant to NRS 247.530, 250.130, and NRS 293.906)

CV – 4

When to use this packet:

- You are a resident of Washoe County.
- You meet the requirements of NRS 247.540, NRS 250.140, and NRS 293.908.
- You wish to have your personal information kept confidential.
- NOTE: You can request that personal information filed after the date of the Court's order also be maintained in a confidential manner.

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

Law Library: 775-328-3250

Resource Center: 775-325-6731

Online Live Chat: www.washoecourts.com (bottom left-hand corner of website)

Step 1 – Complete the following documents:

1. Declaration of Petitioner
 - a. Attach a copy of your work identification or credentials as Exhibit 1.
2. Order Granting Request for Confidentiality (Exhibit 2)
 - a. Fill out page 1 of the order only. Pages 2 and 3 will be completed by the court.

Step 2 – File the documents.

The documents may be dropped off at the Resource Center located at 1 S. Sierra Street, Reno, Nevada, 3rd Floor, or emailed to DeputyClerkLeads@washoecourts.us.

Step 3 – 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.

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.
NRS § 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)

17 Case No. _____

18 Dept. No. _____

19
20 DECLARATION OF PETITIONER

21 I (print your name), _____, Petitioner, declare under penalty of
22 perjury, the following:

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

24 2. I am a resident of Nevada.

25 3. I am a qualified person listed in NRS 247.540, 250.140, and 293.908 to have my personal
26 information maintained by the offices of the County Recorder, County Assessor, Secretary of
27 State, or a county or city clerk in a confidential manner. Specifically, I am (check one):

28 A justice or judge in this State.

A senior justice or senior judge in this State.

A court-appointed master in this State.

A clerk of a court, court administrator or court executive officer in this State.

A county or city clerk or registrar of voters charged with the powers and duties relating to
elections or a deputy appointed by such county or city clerk or registrar of voters in the
elections division of the county or city.

- 1 A peace officer or retired peace officer.
- 2 A prosecutor.
- 3 A state or county public defender.
- 4 A person employed by the Office of the Attorney General who prosecutes or defends actions
5 on behalf of the State of Nevada or any agency in the Executive Department of the State
6 Government.
- 7 A person, including without limitation, a social worker, employed by this State or a political
8 subdivision of this State who as part of his or her normal job responsibilities interacts with
9 the public and performs tasks related to child welfare services or child protective services or
10 tasks that expose the person to comparable dangers.
- 11 A county manager in this State.
- 12 An inspector, officer or investigator employed by this State, or a political subdivision of this
13 State designated by his or her employer who possesses specialized training in code
14 enforcement, who as part of his or her normal job responsibilities, interacts with the public
15 and whose primary duties are the performance of tasks related to code enforcement.
- 16 The spouse, domestic partner or minor child of a person described above.
- 17 The surviving spouse, domestic partner or minor child of a person described above, who was
18 killed in the performance of his or her duties.

19 4. The reason I am requesting confidentiality is: _____
20 _____
21 _____
22 _____
23 _____
24 _____
25 _____
26 _____
27 _____
28 _____

1 5. I have attached a true and correct copy of my credentials.

2 6. Confidentiality should attach to the following items of personal information:

3 Address: _____

4 Recorded document number(s): _____

5 _____

6 _____

7 Telephone numbers: _____

8 Email address: _____

9
10 I request that the Court authorize the Nevada Secretary of State, Washoe County Recorder,
11 Washoe County Assessor, Washoe County Clerk, City of Reno Clerk, and the City of Sparks
12 Clerk to keep personal information confidential when a record is filed with the above-named
13 agencies subsequent to the date of the court order, if I submit a request along with the
14 document number to the Nevada Secretary of State, Washoe County Recorder, Washoe
15 County Assessor, Washoe County Clerk, City of Reno Clerk, or the City of Sparks, as
16 applicable.

17
18 This document does not contain the personal information of any person as defined by NRS
19 603A.040.

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

22 Dated this (day) _____ day of (month) _____, 20____.

23
24 Submitted by: (Your signature) _____

25 (Print your name) _____

INDEX OF EXHIBITS

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Number _____ **Number of Pages** _____

Exhibit Description _____

Exhibit Cover Page

EXHIBIT NUMBER 1

Exhibit Cover Page

EXHIBIT NUMBER 2

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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

IN THE MATTER OF:

Petitioner,

Case No.

Department No.: 6

ORDER GRANTING REQUEST FOR CONFIDENTIALITY
PURSUANT TO NRS 247.530, 250.130, and NRS 293.906

Whereas _____, (Petitioner) has filed a Declaration with this Court in compliance with the requirements of Nevada Revised Statutes (NRS) 247.530, 250.130 and 293.906;

Whereas the Declaration establishes that Petitioner is a person entitled to request that personal information be kept confidential under NRS 247.540, 250.140, and 293.908;

Whereas this Court finds Petitioner has stated sufficient justification for the request for confidentiality;

Whereas Petitioner has sufficiently described the pieces of personal information for which Petitioner is seeking confidentiality and has identified such items of personal information as follows:

Address: _____

Recorded document number(s): _____

Telephone numbers: _____

Email address: _____

and

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

3 IT IS HEREBY ORDERED that the Washoe County Recorder shall keep confidential and
4 shall not disclose the Petitioner's personal information as described above, except as otherwise
5 authorized by NRS Chapter 247.

6 IT IS FURTHER ORDERED that the Washoe County Recorder keep personal information
7 confidential in a record that is filed with the Washoe County Recorder subsequent to the date of
8 the court order if the person submits a request to the Washoe County Recorder along with the
9 document number.

10 IT IS FURTHER ORDERED that the Washoe County Assessor shall keep confidential and
11 shall not disclose the Petitioner's personal information as described above, except as otherwise
12 authorized by NRS Chapter 250.

13 IT IS FURTHER ORDERED that the Washoe County Assessor keep personal information
14 confidential in a record that is filed with the Washoe County Assessor subsequent to the date of
15 the court order if the person submits a request to the Washoe County Assessor along with the
16 document number.

17 IT IS FURTHER ORDERED that the Secretary of State, Washoe County Clerk, City of
18 Reno Clerk, and City of Sparks Clerk shall keep as confidential the personal information as
19 described above, except as otherwise authorized by NRS Chapter 293.

20 IT IS FURTHER ORDERED that the Secretary of State, Washoe County Clerk, City of
21 Reno Clerk, and City of Sparks Clerk keep personal information confidential that is received
22 subsequent to the date of the court order if the person submits a request to the Nevada Secretary
23 of State, Washoe County Clerk, City of Reno Clerk, or the City of Sparks Clerk, as applicable.

24 IT IS FURTHER ORDERED that this Order shall remain in effect until further order of
25 this Court, the real property is sold or conveyed, or if Petitioner signs a written consent, made
26 under oath, with any agency identified in this order to disclose the confidential information.

27 IT IS FURTHER ORDERED that upon evidence sufficient to the Washoe County
28 Assessor, Washoe County Recorder, Nevada Secretary of State, City of Reno Clerk, and/or the

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

City of Sparks Clerk that the real and/or personal property subject to this Order has been conveyed from a person herein named in this Order, the agency may without further order of this Court terminate the non-disclosure of confidential information as delineated herein.

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

Dated this _____ day of _____, 20_____.

CHIEF DISTRICT JUDGE