

# 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 RecordReq@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 Date of Birth: \_\_\_\_\_  
Defendant's Date of Birth: \_\_\_\_\_

| <u>Date filed</u> | <u>Document title</u> | <u>Request certification</u> | <u>CLERK USE ONLY</u> |
|-------------------|-----------------------|------------------------------|-----------------------|
| _____             | _____                 | <input type="checkbox"/>     |                       |
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Total fees: \_\_\_\_\_