



**HENDERSON MUNICIPAL COURT**  
 243 Water Street, 3rd Floor  
 Henderson, NV 89015  
 (702) 267-3300

**Fax Request to:(702) 267-3301**

**Date of Request:\_\_\_\_\_**

**Request for**                      **Certified Copies**                      **Records Check (Check One)**  
 Defendant's Name  
 Defendant's Date of Birth                      **SS#**  
 Case #(s) and/or Charges

**Records Check # of Years**                      **Year of arrest/incident/citation:**

**Notes:**

**\*\*Please note: Per Nevada Revised Statute, Misdemeanor criminal case files have a maximum retention period of 7-years after the case is closed. The Henderson Municipal Court destroys all court files once the retention period has been satisfied. Traffic citations are kept for 2 years after the case is closed.\*\***

**Certified Copies Include: Court Docket (Case History) Printout, Complaint, Admonishment (if applicable) Records Check Includes: Copy of Court Docket only if record(s) are located**

**Fees:**  
 Records Check - \$1.00 per year  
 Copies - \$0.50 page/\$1.00 minimum  
 Court Seal (Certified Copies) - \$3.00 per document  
 All Fees must be paid before the records are released.

**Requestor (Please fill out all fields completely, incomplete entries will delay your request):**

**Name:**

**Address:**

**City / State / Zip:**

**Phone/Fax:**

**Return Originals by Mail**

**Fax Copies**

**Call when ready, I will pick up**