

1 Your Name

2 Your Address

3 Address cont'd

4 Best Phone Number to Reach You

5
6 **IN THE** The Last Court to Handle Your Case ex: “ Justice Court of the Reno Township” or
7 “Second Judicial District Court In And For The”
8 **COUNTY OF** The County The Court Is In, **STATE OF NEVADA**

9 In the Matter of the Application of:

10 *Your Name and ALL aliases*

11 D.O.B.: *Your Birthday in mm/dd/yyyy format*

CASE NO: *Leave Blank, clerk will assign*

12 For an Order to Seal Records.

DEPT NO: *Leave Blank, clerk will assign*

13 Reference Case No: *The original Criminal Case Number*

14 **PETITION TO SEAL RECORDS**

15 COMES NOW Your Name , Petitioner pursuant to the provisions
16 of NRS 179.255 and/or NRS 179.245, Petitioner respectfully represents the following:

17 1. That the Petitioner has been arrested as follows:

18 PCN #:	<i>PCN number is listed on your CHR above the all of the information relating to your arrest.</i>
19	
20 Date of Arrest:	<i>Arrest date from the CHR</i>
21 Arresting Agency:	<i>Agency that Arrested you ex: “Reno Police Department” or “Washoe County Sheriff” – should be on your CHR.</i>
22	
23 Arrest Offense(s):	<i>List the offense or offenses the arresting agency arrested you for, this should be listed on your CHR.</i>
24	
25 Court Case Number:	<i>The Court’s Criminal Case Number. This may be on your CHR, if it is not it will be on your local court records.</i>
26	
27 Charge(s):	<i>What you were arrested for, charged with, and convicted of all can be different. If your charges are not listed on the CHR contact the court</i>
28	

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

you went through and ask the them to provide you with the local court records.

Disposition:

What you were convicted of, and the date you finished your sentence meaning when you completed parole, paid all your fines / fees, all jail/ prison time serve, etc. This information may not be on the CHR, but will be on the arresting agency or court documents you submit. If your case was dismissed, simply put “dismissed on” and the date of dismissal. If you entered into a Plea Agreement see if you can get a copy of it as it will likely show what charges were dropped, etc.

2. Petitioner believes the below agencies have possession of records of the listed criminal charges and convictions to whom the order to seal records will be directed, including but not limited to:

Name of Agency
Address
City/State/Zip

Sheriff for the county you are filing in

Name of Agency
Address
City/State/Zip

The Prosecuting Attorney ex: “Washoe County District Attorney” or “Reno City Attorney”

Name of Agency
Address
City/State/Zip

Any agency, besides the sheriff’s office, that arrested you or had custody of you in this case ex: “Reno Police Department” or “Nevada Highway Patrol” or “University of Nevada, Reno – Police Services”

Name of Agency
Address
City/State/Zip

*The Nevada Department of Public Safety - Criminal History Records
333 West Nye Lane Ste. 100
Carson City, NV 89706*

Name of Agency
Address

Any Court that your Case went through, think back if it was transferred from a lower court (i.e. started in Reno Muni, but combined and transferred to 2nd Judicial District).

1	City/State/Zip	_____
2	Name of Agency	<i>If you were on probation, the Nevada Department of Parole</i>
3		<i>and Probation</i>
4	Address	<i>1445 Old Hot Springs Road, Suite 104</i>
5	City/State/Zip	<i>Carson City, Nevada 89701</i>
6	Name of Agency	<i>If you were in prison, The Nevada Department of Corrections</i>
7	Address	<i>5500 Snyder Avenue, Bldg. 17 P.O. Box 7011</i>
8	City/State/Zip	<i>Carson City, Nevada 89702</i>
9	Name of Agency	<i>If the case involved your drivers' license, The Nevada DMV</i>
10	Address	<i>555 Wright Way</i>
11	City/State/Zip	<i>Carson City, NV 89711</i>

3. Petitioner further represents that the statutory time periods required by NRS 179.245(1) have been fulfilled and, in the prescribed time period, the Petitioner has not been charged with any offense for which the charges are pending or convicted of any offense except for minor traffic violations.

4. All records Petitioner requests to seal are eligible for sealing and are not prohibited from sealing pursuant to NRS 179.245(6).

5. All records of arrests, dismissed charges, or acquittals Petitioner requests to seal, are eligible for sealing pursuant to NRS 179.255.

6. Petitioner additionally requests all records of this legal proceeding be sealed.

WHEREFORE, Petitioner prays for an Order sealing all records listed above, which are presently in the custody of this Court, of another court in the State of Nevada or of a public or private agency, company or official of the State of Nevada.

Affirmation Pursuant to NRS 239B.030

The undersigned affirms that the Petition and Exhibits may contain Petitioner's Social Security Number as it may be part of Petitioner's records and/or criminal history as required by NRS 179.245 and/or NRS 179.255.

DATED: _____

Sign above, print name here , Petitioner.

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

EXHIBITS

Note: you will ALWAYS submit a Nevada CHR from the Central Repository for Criminal History (AKA "CHR"). You may also submit ANY other local record which may be from the court that handled your case, the arresting agency, the county sheriff, the FBI, or all of the above. Please makes sure to put a page before each record and mark which Exhibit # on the top and bottom of the cover page.

PETITIONER'S CURRENT, VERIFIED RECORDS OF CRIMINAL HISTORY FROM:

 1 Central Repository for Nevada Records of Criminal History (pages)

 2 *Your statement in the form of a Declaration telling the court why your criminal records should be sealed.*

 3 *Name of Additional Document Submitted, leave blank if none, add below if more.*

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

EXHIBIT_____

EXHIBIT_____

1
2 **DECLARATION OF PETITIONER IN SUPPORT OF PETITION TO SEAL RECORDS**

3 I, _____ *Your Name* _____, Petitioner herein, do hereby swear that the following is true and
4 correct under penalty of perjury:

5 *Explain why your record(s) should be sealed. What were the circumstances of the original*
6 *charges? What have you done to change or what has changed in your life? Describe any*
7 *circumstances you feel it would be helpful for the judge to know in deciding whether or not to seal*
8 *your records.*
9

10 _____
11 _____
12 _____
13 _____
14 _____
15 _____
16 _____
17 _____
18 _____
19 _____
20 _____
21 _____
22 _____

23 **Pursuant to NRS 53.045:** I declare under penalty of perjury under the laws of the State of
24 Nevada that the foregoing is true and correct.

25 DATED: _____
26

27 _____
Signature
28 _____

Printed Name

 Your Name

 Your Address

 Address cont'd

 Best Phone Number to Reach You

IN THE *The Last Court to Handle Your Case ex: "Justice Court of the Reno Township" or "Second Judicial District Court In And For The"*
COUNTY OF *The County The Court Is In,* **STATE OF NEVADA**

In the Matter of the Application of:

Your Name and ALL aliases

D.O.B.: *Your Birthday in mm/dd/yyyy format*

For an Order to Seal Records.

Reference Case No: *The original Criminal Case Number*

CASE NO: *Fill in if clerk filled in on your petition.*

DEPT NO: *Fill in if clerk filled in on your petition.*

STIPULATION TO SEAL RECORDS

IT IS HEREBY STIPULATED AND AGREED, by and between the parties herein, that the records of arrest and dismissal, more specifically referred to in the Petition to Seal Records on file herein, may be sealed pursuant to NRS 179.255 and/or NRS 179.245:

Put the charge from the petition that corresponds to the prosecutor you would like to sign this stipulation – if it was a municipal court case, put the City Attorney, if a felony it is the District Attorney.

IT IS FURTHER STIPULATED AND AGREED that no hearing is necessary in this matter, and that it may be submitted to the Court for a decision and Order.

IT IS FINALLY STIPULATED AND AGREED that all court records of this proceeding to seal records shall be removed from public access and sealed after all Returns have been filed with the Clerk of the Court.

 Prosecutor's signature goes here

 Sign before sending to prosecutor

DATED ____/____/____

DATED ____/____/____

For: *Name of prosecuting office ex: "Washoe District Attorney's Office"*

*Sign above, print here*_, Petitioner

Leave the line above blank for the name

1 *of the Prosecutor.*

2
3
4
5
6 **IN THE** *The Last Court to Handle Your Case ex: "Justice Court of the Reno Township" or*
7 *"Second Judicial District Court In And For The"* _____
8 **COUNTY OF** *The County The Court Is In*, **STATE OF NEVADA**

9 In the Matter of the Application of:

10 *Your Name and ALL aliases*

11 D.O.B.: *Your Birthday in mm/dd/yyyy format*

CASE NO: *Leave Blank, clerk will assign*

12 For an Order to Seal Records.

DEPT NO: *Leave Blank, clerk will assign*

13 Reference Case No: *The original Criminal Case*
14 *Number*

15 **ORDER TO SEAL RECORDS**

16 This matter having come before the Court on the Petition of, *Your Name*, Petitioner, and the
17 Stipulation to Seal Records previously submitted to the Court; the statutory requirements of NRS
18 179.245 and / or 179.255 having been satisfied; and good cause appearing,

19 **IT IS HEREBY ORDERED**, pursuant to NRS 179.245 and NRS 179.255 that all records,
20 documents and files pertaining to the following cases, and their proceedings leading to the disposition
21 of this case, are hereby ordered to be sealed:

22 *Fill in the below with EXACTLY the same information from your petition. If this information does*
23 *not match the petition you filled, The Judge cannot sign your order.*

24 PCN #:	
25 Date of Arrest:	
26 Arresting Agency:	
27 Arrest Offense(s):	
28	

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

Court Case Number:	
Charged As:	
Disposition:	

IT IS FURTHER ORDERED that Petitioner shall send a copy of this Order to each public or private company, agency, or official, including but not limited to: *Include EXACTLY the same agencies listed in your petition. If this section does not match your petition, The Judge cannot sign your order.*

IT IS FURTHER ORDERED that a copy of this Order shall be sent by Petitioner to each public or private company, agency, or official, including but not limited to:

Name of Agency	_____
Address	_____
City/State/Zip	_____
Name of Agency	_____
Address	_____
City/State/Zip	_____
Name of Agency	_____
Address	_____
City/State/Zip	_____
Name of Agency	_____
Address	_____
City/State/Zip	_____
Name of Agency	_____
Address	_____
City/State/Zip	_____

1 Name of Agency _____
2 Address _____
3 City/State/Zip _____

4 **IT IS FURTHER ORDERED** that such organization or individual shall seal the records in its
5 custody which relate to the matters contained in this Order, shall advise the Petitioner and the Court of
6 its compliance with this Order, and then shall seal the Order.

7 **IT IS FURTHER ORDERED** that all proceedings recounted in the above sealed records are
8 deemed never to have occurred, and the Petitioner may properly answer accordingly to any inquiry
9 concerning the sealed arrest, conviction, acquittal, or dismissal pursuant to NRS 179.285.

10 **IT IS FURTHER ORDERED** that Petitioner is immediately restored to the right to vote, hold
11 office and serve on a jury, if Petitioner’s civil rights have not previously been restored.

12 **IT IS FURTHER ORDERED** that all records of this proceeding to seal criminal records shall
13 be removed from public access and sealed by this Court.

14 **Affirmation Pursuant to NRS 239B.030:** The undersigned does hereby affirm that the
15 preceding document does not contain the social security number of any person.

16 DATED this _____ day of _____, 20____.

17
18
19 *For Municipal Court, write: “Municipal Court Judge” here.*
20 *For Justice Court, write: “Justice of The Peace” here.*
21 *For District Court, write: “District Court Judge” here.*
22
23
24
25
26
27
28

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

 Your Name

 Your Address

 Address cont'd

 Best Phone Number to Reach You

IN THE *The Last Court to Handle Your Case ex: "Justice Court of the Reno Township" or
"Second Judicial District Court In And For The"*
COUNTY OF *The County The Court Is In* , **STATE OF NEVADA**

In the Matter of the Application of:
Your Name and ALL aliases
D.O.B.: *Your Birthday in mm/dd/yyyy format*
For an Order to Seal Records.
Reference Case No: *The original Criminal Case Number*

CASE NO: *Leave Blank, clerk will assign*
DEPT NO: *Leave Blank, clerk will assign*

RETURN

This Agency is in receipt of a copy of the Court's Order Sealing Records filed on the *Day*
day of *Month* , 20 *year* .

*Do Not fill in anything below , simply add date and case information above and mail a copy of this
with one signed (by the judge) CERTIFIED copy of your record sealing order to each agency listed
at the end of your petition and also listed at the end of your order.*

All records identified in the Court's Order Sealing Records and maintained by this agency have
been sealed.

DATED this _____ day of _____ 20_____.

NAME OF AGENCY

By: _____
Signature

Printed Name