



EIGHTH JUDICIAL DISTRICT COURT

www.clarkcountycourts.us

NON-PROFIT ENTITIES: **INSTRUCTIONS FOR CONFIDENTIAL INFORMATION PACKET** **PURSUANT TO NRS 247 & 250**

This packet is for non-profit entities who are allowed under Nevada law to make information confidential at the County Recorder & County Assessor. If you are not a non-profit entity, you may be looking for the packet for certain government officials, which can be found at www.clarkcountycourts.us, or if you are a person who wants to apply for confidentiality, but you are not a government official, visit www.civillawselfhelpcenter.org.

For representatives of non-profit entities, follow these steps to apply for a court order to restrict public access to the non-profit's information:

Step 1: Fill out the entire packet, including the Affidavit and Order. You must include all parcel numbers **and** instrument numbers that you wish to be kept confidential—both are required.

Step 2: Make a copy of your business card with a telephone number or a copy of your work ID.

Step 3: Arrange your documents in the following order: (1) proposed Order; (2) copy of business card or work ID; (3) Affidavit; (4) copy of trust documents, if applicable (if any of the subject properties is held in trust, the trust documents must be included).

Step 4: Scan the entire packet in a single PDF and email it to:
DC30Inbox@ClarkCountyCourts.us

Step 5: Wait until you are notified with a result. Do not contact the Chief Judge's department. A representative from the clerks' office will reach out to you once the clerks have processed the Order. The representative will let you know if you have any further steps.

1 **ORDA**

2 *Name:* _____

3 *Address:* _____

4 *Telephone:* _____

5 *Email Address:* _____

6 **DISTRICT COURT**
7 **CLARK COUNTY, NEVADA**

8
9 In the Matter of Confidentiality Pursuant to NRS
10 247.530 & 250.130.

Case No: _____

Department No: _____

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13 **AFFIDAVIT REQUESTING CONFIDENTIALITY**
14 **PURSUANT TO NRS 247 & 250**

15 STATE OF NEVADA)
16) SS.
17 COUNTY OF CLARK)

18 I, *(your name)* _____, declare under the laws of State of
19 Nevada under penalty of perjury that:

20 1. That *(non-profit's name)* _____ is a non-profit
21 entity in Nevada that qualifies to have personal information in the records of the County
22 Recorder and County Assessor kept confidential pursuant to NRS 247.540 and NRS 250.140
23 because it maintains a confidential location for the purpose of providing shelter to victims of
24 domestic violence.
25

1 2. As a result of its status as a non-profit entity in Nevada that maintains a
2 confidential location, there is or has been contact with individuals who are suspected of crimes,
3 have been convicted of crimes, and are on probation/parole for crimes.
4

5 3. That as a result, there is exposure to possible retribution, retaliation, threats,
6 harassment, or violence by these negatively affected individuals or their associates.

7 4. That this exposure creates a special risk of harm to the non-profit entity.

8 5. That for the non-profit's protection, it is necessary to keep confidential its
9 address, phone number, and email address.
10

11 6. Additionally, I have the following justification(s): *(Optional: Include any further justification)*
12
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15 7. That the address(es), telephone number(s), and email address(es) of the entity for
16 which this confidentiality shall attach are:
17

18 *Address(es):*

19 _____ _____

20 _____ _____

21 *Phone No.(s):*

22 _____ _____

23 *Email(s):*

24 _____ _____

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8. That the instrument number(s) and parcel number(s) for the above-referenced addresses(s) are:

Instrument No.(s):

Parcel No.(s):

Pursuant to NRS 53.045, I declare under the law of the State of Nevada that the foregoing is true and correct.

Your signature:

Your name:

Non-profit name:

SUBSCRIBED AND SWORN to before me this
__ day of _____, 20__.

NOTARY PUBLIC in and for the
County of Clark, State of Nevada.

1 **ORDA**

2 *Name:* _____

3 *Address:* _____

4 *Telephone:* _____

5 *Email Address:* _____

6 **DISTRICT COURT**
7 **CLARK COUNTY, NEVADA**

8
9 In the Matter of Confidentiality Pursuant to NRS
10 247.530 & 250.130.

Case No: _____

Department No: _____

11
12
13 **ORDER OF CONFIDENTIALITY**
14 **PURSUANT TO NRS 247 & 250**

15 This matter having been reviewed in chambers on _____,
16 upon the Affidavit Requesting Confidentiality Pursuant to NRS 247 & 250, incorporated by
17 reference, and the Court having considered the same, and good cause appearing therefore,
18

19 IT IS HEREBY ORDERED, ADJUDGED AND DECREED that pursuant to NRS 247
20 and 250, subject to the exceptions delineated in state law, the County Recorder and the County
21 Assessor, shall keep confidential and shall not disclose the personal information (addresses,
22 phone numbers, email addresses) of the following non-profit entity:
23

24
25 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that this Order shall
26 remain in effect under further order of this Court, the real property is sold or conveyed or if the
27 person signs a consent with the County Recorder or the County Assessor, to disclose confidential
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1 information pursuant to state law by providing a written sworn statement made under oath to the
2 respective entity, indicating the manner of said disclosure;

3 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the County Recorder
4 and the County Assessor shall keep confidential personal information that is filed after the date
5 of this order if a request is submitted to the Recorder or Assessor along with the document
6 number;
7

8 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that upon evidence
9 sufficient to the County Recorder or the County Assessor, that the real and/or personal property
10 subject to this Order has been conveyed from the non-profit entity herein named in this Order,
11 the County Recorder or Assessor may without further order of this Court terminate the non-
12 disclosure of confidential information as delineated herein.
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14 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that this order shall be
15 sealed and access will not be allowed to anyone without a court order.
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17 DATED: _____
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19 _____
20 Chief Judge of the Eighth Judicial District Court
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