



EIGHTH JUDICIAL DISTRICT COURT

www.clarkcountycourts.us

JUDGES AND GOVERNMENT OFFICIALS/EMPLOYEES: **INSTRUCTIONS FOR CONFIDENTIAL INFORMATION PACKET** **PURSUANT TO NRS 247, 250, & 293**

This packet is for certain government officials and other employees who are allowed under Nevada law to make their personal information confidential at the County Recorder, County Assessor, and Secretary of State/City Clerk. Follow these steps to apply for a court order to restrict public access to your personal information:

Step 1: Flip to page 1 of the Affidavit attached, and look at Item #1, beginning on Line 20.

Review Item #1 and all the checkboxes on pages 1-2. If you can check any of the boxes, proceed to Step 2.

- If you are a person who wants to apply for confidentiality of your personal information, but you do not qualify under one of those checkboxes, visit www.civillawselfhelpcenter.org and search for Confidentiality Packets.
- If you are a non-profit entity looking to apply for confidentiality, visit www.clarkcountycourts.us.

Step 2: 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.

*If you are applying for yourself and another person (*e.g.*, your spouse, child), fill out two Affidavits—one for yourself and one for the other person. Only one Order is required; include all the names on the same Order.

Step 3: Make a copy of your business card with a telephone number or a copy of your work ID.

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

Step 5: Scan the entire packet in a single PDF and email it to:
DC30Inbox@ClarkCountyCourts.us

Step 6: 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, and/or 293.908.

Case No: _____

Department No: _____

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13 **AFFIDAVIT REQUESTING CONFIDENTIALITY**
14 **PURSUANT TO NRS 247, 250, AND/OR 293**

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. I qualify as a person who may have personal information in the records of the
21 County Recorder, County Assessor, and Secretary of State or City Clerk kept confidential
22 pursuant to NRS 247.540, NRS 250.140, or 293.902 because I am:

23 *(check one box)*

- 24 A Justice or Judge in Nevada.
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26 A senior Justice or Senior Judge in Nevada.
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28 A court-appointed master in Nevada.

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- A clerk of a court, court administrator, or court executive officer in Nevada.
- A county or city clerk or registrar of voters charged with the powers and duties relating to elections and any deputy appointed by such county or city clerk or registrar of voters in the elections division of any county or city.
- A peace officer or retired peace officer as defined by NRS 247.540(3)(d), NRS 250.140(3)(d), and NRS 293.908(2)(d). I work or worked with the following state or federal agency *(name your employer)* _____ as a *(name of your job title)* _____.
- A prosecutor.
- A state or county public defender.
- Employed by the Office of the Attorney General, and I prosecute or defend actions on behalf of the State of Nevada or any agency in the Executive Department of the State Government.
- A social worker, or employed by Nevada or a political subdivision of Nevada who interacts with the public and performs tasks related to child welfare services or child protective services or tasks that expose the person to comparable dangers. I am employed at the *(name the State department where you work)* _____.
- A county manager in Nevada.
- An inspector, officer or investigator employed by Nevada or a political subdivision of Nevada, designated by my employer who possesses specialized training in code enforcement; who as part of my normal job responsibilities, interacts with the public, and whose primary duties are the performance of tasks related to code enforcement. I am employed at the *(name the State department where you work)* _____.
- The spouse, domestic partner, or minor child of *(state name of person)* _____, a person described above.
- The surviving spouse, domestic partner, or minor child of *(state name of person)* _____, a person described above, who was killed in the performance of their duties.

1 2. As a result of the information contained above, there is or has been contact with
2 individuals who are suspected of crimes, have been convicted of crimes, and are on
3 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 at my home.

8 5. That for my protection, it is necessary to keep confidential my home address,
9 phone number, and email address.
10

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

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 home addresses(s) are:

Instrument No.(s):

Parcel No.(s):

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

Your signature:
Your 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, and/or 293.908.

Case No: _____

Department No: _____

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13 **ORDER OF CONFIDENTIALITY**
14 **PURSUANT TO NRS 247, 250, AND/OR 293**

15 This matter having been reviewed in chambers on _____,
16 upon the Affidavit Requesting Confidentiality Pursuant to NRS 247, 250, and/or 293,
17 incorporated by reference, and the Court having considered the same, and good cause appearing
18 therefore,
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20 IT IS HEREBY ORDERED, ADJUDGED AND DECREED that pursuant to NRS 247,
21 250, and 293, subject to the exceptions delineated in state law, the County Recorder, the County
22 Assessor, the Secretary of State, and the County and/or City Clerk shall keep confidential and
23 shall not disclose the personal information (home addresses, phone numbers, email addresses) of
24 the following person(s): _____
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26 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that this Order shall
27 remain in effect under further order of this Court, the real property is sold or conveyed or if the
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1 person signs a consent with the County Recorder, the County Assessor, the Secretary of State,
2 and the County and/or City Clerk to disclose confidential information pursuant to state law by
3 providing a written sworn statement made under oath to the respective entity, indicating the
4 manner of said disclosure;
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6 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that the County Recorder,
7 the County Assessor, the Secretary of State, and the County and/or City Clerk shall keep
8 confidential personal information that is filed or received after the date of this order if a request
9 is submitted to the Recorder, Assessor, Secretary of State, and the County and/or City Clerk,
10 along with the document number;
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12 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that upon evidence
13 sufficient to the County Recorder, the County Assessor, the Secretary of State, and the County
14 and/or City Clerk that the real and/or personal property subject to this Order has been conveyed
15 from the person herein named in this Order, the entity may without further order of this Court
16 terminate the non-disclosure of confidential information as delineated herein.
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18 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that this order shall be
19 sealed and access will not be allowed to anyone without a court order.
20

21 DATED: _____
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23 _____
24 Chief Judge of the Eighth Judicial District Court
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