

## Can I Purchase Case Documents Online?

Documents are now available to purchase online. The cost is \$0.50 per page pursuant to NRS 19.013. An additional 3% convenience fee is added for online document purchase pursuant to NRS 1.113.

Access to view electronic documents is still available at no cost at the Clerk's Office and anyone can order copies of documents pursuant to NRS 19.013. Certified and Exemplified copies are not available online.

Sealed cases and certain information that is exempt from disclosure will NOT appear on the Portal. Please visit the court where the case was initiated for more information.

Our case management system contains both TIFF and PDF file types. You will need a specialized program on your computer to view each of these file types. More information can be found by searching the web for "TIFF reader" or "PDF reader".

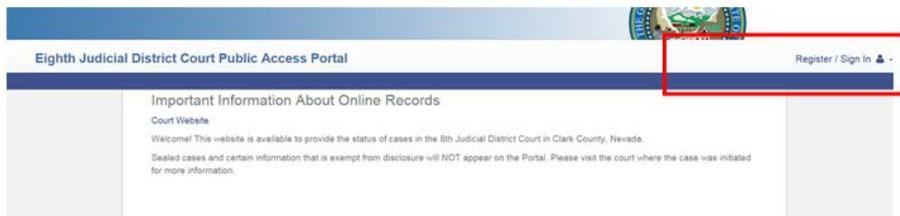
## How do I Purchase Documents Online?

Visit the Portal at <https://www.clarkcountycourts.us/Portal/> and complete the following steps.

*Note: Registration is a two-step process. 1) Register for an account. 2) Request extended access.*

### Step 1 – Register for an account

1) Click the "Register" button in the upper right corner of <https://www.clarkcountycourts.us/Portal/>.



2) Complete the initial registration questions and click "Next".

- **Username is your email address.**
- Passwords must have all of the following requirements for security:
  - At least eight characters
  - One special character (e.g. !@#\$%)
  - One Uppercase character
  - One number

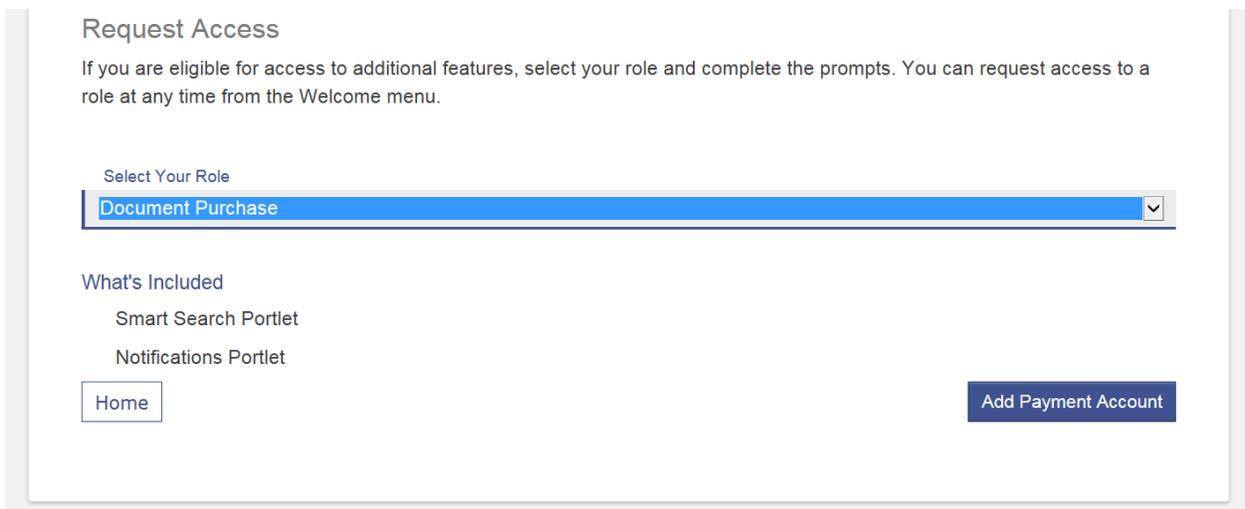
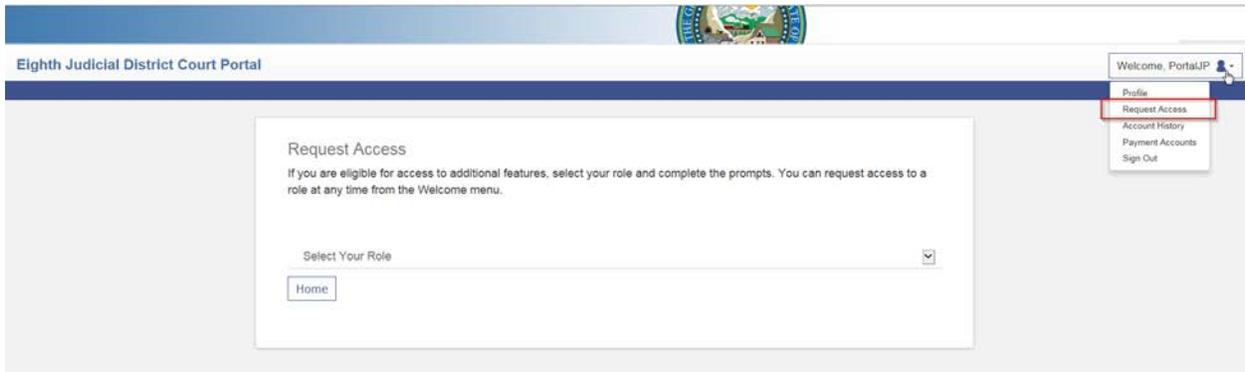
Security Questions are required for verification if you ever forget and need to reset your password. Remember your answers!

3) You will receive an email with a link to confirm your registration. You MUST click on the link in the email to verify your account.

### Step 2 – Request extended access

4) Once you've verified your account by clicking the appropriate link in the email, login with your username (your email address) and enter your password. You will be provided the following options to request extended access:

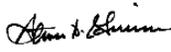
**Note:** To request access from any other page, click the arrow next to your user name:



- 5) Once you've made your selection, enter your credit card information and click Continue.
- 6) Select Save Information.
- 7) Select Use This Card
- 8) Your access request will be received by IT and will be reviewed in the order it was received within 48 hours.
- 9) You will receive an e-mail notification once your access request has been approved.
- 10) Log into your account.
- 11) From the home screen, click on Smart Search to find your case.
- 12) Click View Document to preview the first page, see the total page count and Document Subtotal.

## View Document - Order

Pages: 2 | Price Per Page: \$0.50 | Document Subtotal: \$1.00

|   |                                  |  |
|---|----------------------------------|--|
| 1 | <b>ORDR</b>                      | Electronically Filed   |
| 2 | RICHARD D. CHATWIN, ESQUIRE      | 12/04/2015 04:42:37 PM   |
| 3 | Nevada Bar No. 10870             |  |
|   | GERRARD COX LARSEN               | CLERK OF THE COURT   |
|   | 2450 St. Rose Parkway, Suite 200 |  |

13) Click Purchase Document and follow the prompts. Once the payment is processed, the document is available to view online or download.

### Order Complete Print

| Name        | Quantity | Per Unit Cost | Total  |
|-------------|----------|---------------|--------|
| ODYDocument | 2        | \$0.50        | \$1.00 |

**Document Name:** Order  
**Case Number:** P-15-086765-E

View Document

Download Document

---

Document: \$0.50  
Transaction Fee: \$1.00  
**TOTAL AMOUNT: \$2.50**