



EIGHTH JUDICIAL DISTRICT COURT

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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 _____
3 (Your Name)

4 _____
5 (Your Mailing Address)

6 _____
7 (Your City, State, Zip Code)

8 _____
9 (Your Telephone Number)

10 _____
11 (Your E-mail Address)

12 Declarant, Self-Represented

13 **EIGHTH JUDICIAL DISTRICT COURT**

14 **CLARK COUNTY, NEVADA**

15 In the Matter of Confidentiality Pursuant to
16 NRS 247.530, 250.130, and/or 293.908

17 Case No. _____

18 Dept. No: _____

19 **AFFIDAVIT REQUESTING CONFIDENTIALITY**
20 **PURSUANT TO NRS 247, 250 AND/OR 293**

21 STATE OF NEVADA)
22) SS.
23 COUNTY OF CLARK)

24 I, (your name) _____, swear or affirm that:

25 1. I qualify as a person who may have personal information in the records of the County Recorder,
26 County Assessor, and Secretary of State or City Clerk kept confidential pursuant to NRS 247.510 et seq.,
27 NRS 250.110 et seq., or 293.902 et seq. because I am (check one of the following):

28 ☐ a justice or judge in the State of Nevada.

- ☐ a senior justice or senior judge in the state of Nevada.
- ☐ a court-appointed master in the State of Nevada.
- ☐ a clerk of a court, court administrator, or court executive officer in the State of Nevada.
- ☐ a city or county clerk or registrar of voters charged with the powers and duties relating to elections and any deputy appointed by such city or county clerk or registrar of voters in the elections division of any city or county.
- ☐ a public officer as defined by NRS 293.908(2)(n).
- ☐ a peace officer or retired peace officer as defined by NRS 247.540(3)(g), NRS 250.140(3)(d) and NRS 293.908(2)(g) who works/worked for a law enforcement agency as defined by NRS 289.010.
- (name the agency) _____
- (name your job title) _____
- ☐ a firefighter or retired firefighter as defined by NRS 247.540(3)(d), NRS 250.140(3)(d) and NRS 293.908(2)(d) who works/worked for a firefighting agency as defined in NRS 247.540(3)(e), NRS 250.140(3)(e), and NRS 293.908(2)(e).
- (name the agency) _____
- (name your job title) _____
- ☐ a prosecutor.
- ☐ a state or county public defender.
- ☐ an employee of the Nevada Office of the Attorney General who prosecutes or defends 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 the State of Nevada or a political subdivision of the State of Nevada, who interacts with the public and performs tasks related to child welfare services or child protective services, or who performs tasks that expose the person to comparable dangers.
- (name the department where you work) _____
- ☐ a county manager in Nevada.

☐ an inspector, officer, or investigator employed by the State of Nevada or a political subdivision of the State 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. *See NRS*

(name the department where you work) _____

☐ a civilian employee who provides support services to a law enforcement agency.

☐ the spouse, domestic partner, or minor child of a person described above.

(name the qualifying person) _____

☐ the surviving spouse, domestic partner, or minor child of a person described above who was killed in the performance of their duties.

(name the qualifying person) _____

☐ a provider of health care who practices in reproductive health.

☐ an employee of or volunteer for a health care facility that provides services related to reproductive health.

☐ a provider of gender-affirming care as defined in NRS 603A.435.

2. As a result of the information contained above, there is or has been contact with individuals who are suspected of crimes, have been convicted of crimes, or are on probation/parole for crimes.

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

4. That this exposure creates a special risk of harm at my home.

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

6. Additionally, I have the following justifications *(optional)*:

7. That the home addresses, telephone numbers, and email addresses of the person or entity for which this confidentiality shall attach are:

Addresses:

_____	_____
_____	_____

Phone Numbers:

_____	_____
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Emails:

_____	_____
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8. That the instrument number(s) and parcel number(s) for the aforementioned home addresses are:

Instrument Number(s):

_____	_____
_____	_____

Parcel Number(s):

_____	_____
_____	_____

I declare under penalty of perjury that the foregoing is true and correct.

Dated this _____ day of _____, _____
(day) (month) (year)

Signature: _____
(Your Signature)

Name: _____
(Your Name in Print)

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 _____
3 *(Your Name)*

4 _____
5 *(Your Mailing Address)*

6 _____
7 *(Your City, State, Zip Code)*

8 _____
9 *(Your Telephone Number)*

10 _____
11 *(Your E-mail Address)*

12 Declarant, Self-Represented

13 **EIGHTH JUDICIAL DISTRICT COURT**

14 **CLARK COUNTY, NEVADA**

15 In the Matter of Confidentiality Pursuant to
16 NRS 247.530, 250.130, and/or 293.908

17 Case No. _____

18 Dept. No: _____

19 **ORDER OF CONFIDENTIALITY**
20 **PURSUANT TO NRS 247, 250 AND/OR 293**

21
22 This matter having been reviewed in chambers on _____, upon
23 the Affidavit Requesting Confidentiality Pursuant to NRS 247, 250 and or 293, incorporated by reference,
24 and the Court having considered the same, and good cause appearing therefor:

25 IT IS HEREBY ORDERED, pursuant to NRS 247, 250 and 293, subject to the exceptions
26 delineated in Nevada State law, that the Clark County Recorder, the Clark County Assessor, the Nevada
27 Secretary of State, the Clark County Clerk and/or City Clerks for the City of Las Vegas, City of
28 Henderson, and City of North Las Vegas shall keep confidential and shall not disclose the personal

1 information (home address, phone numbers, email addresses) of the following person(s):
2 _____.

3 IT IS FURTHER ORDERED, that this Order shall remain in effect until further order of this
4 Court, the real property is sold or conveyed, or if the person on whose behalf this Order is issued signs a
5 consent with the Clark County Recorder, the Clark County Assessor, the Nevada Secretary of State, the
6 Clark County Clerk and/or City Clerks for the City of Las Vegas, City of Henderson, and City of North
7 Las Vegas to disclose confidential information pursuant to Nevada State law by providing a written sworn
8 statement made under oath to the respective entity, indicating the manner of said disclosure;

9 IT IS FURTHER ORDERED, that the Clark County Recorder, the Clark County Assessor, the
10 Nevada Secretary of State, the Clark County Clerk and/or City Clerks for the City of Las Vegas, City of
11 Henderson, and City of North Las Vegas shall keep confidential personal information that is filed or
12 received after the date of this Order if a request is submitted to the Clark County Recorder, the Clark
13 County Assessor, the Nevada Secretary of State, the Clark County Clerk and/or City Clerks for the City
14 of Las Vegas, City of Henderson, and City of North Las Vegas along with the document number;

15 IT IS FURTHER ORDERED, that upon evidence sufficient to the Clark County Recorder, the
16 Clark County Assessor, the Nevada Secretary of State, the Clark County Clerk and/or City Clerks for the
17 City of Las Vegas, City of Henderson, and City of North Las Vegas that the real and/or personal property
18 subject to this Order has been conveyed from the person herein named in this Order, the entity may
19 without further order of this Court terminate the nondisclosure of confidential information as delineated
20 herein; and

21 IT IS FURTHER ORDERED, ADJUDGED AND DECREED that this Order shall be filed under
22 seal, and access to said Order shall be limited to the individual applying for the confidentiality granted
23 herein and the agencies tasked with carrying out the Order of the Court. Any other dissemination of this
24 Order is prohibited unless further ordered by the Court.

25 DATED: _____

26 _____
27
28 Chief Judge, Eighth Judicial District Court