



Las Vegas Municipal Court

100 E. Clark Ave. • Las Vegas, NV 89101

Records Management Unit

P.O. Box 3950

Las Vegas, NV 89127

Phone: 702-229-2235

Fax: 702-646-5057

LVMCRecords@lasvegasnevada.gov

Request for Audio/Video Proceedings

1. Requestor's Information

Name of Requesting Party or Firm: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail: _____ Contact: _____

2. Delivery Method

- Pick up from the Court
- Mail (a \$3.00 mailing fee will apply)

Media

Audio/video recordings will be burned to a DVD disk. The default format option is MP4 video, which is playable on most computers.

3. Format Preference & Extra Copies

- Video – MP4 (default option)
- Video – AVI
- Audio Only – MP3

Extra Copies Requested (\$0.50 per disk): _____

Fees

Preparation of Recording	\$25.00 for the 1st three dates
Additional Dates	\$5.00 for each additional date
Mailing Fee	\$3.00 for postage and envelope
Extra copies of disk	\$0.50 per extra disk

4. Request Information

Defendant Name: _____

The first three dates are included in the \$25.00 charge.

First Date: _____ Case Number(s): _____

Second Date: _____ Case Number(s): _____

Third Date: _____ Case Number(s): _____

Additional dates will be charged an additional \$5.00 each.

Additional Date: _____ Case Number(s): _____

Additional Date: _____ Case Number(s): _____

Additional Date: _____ Case Number(s): _____

Instructions

1. Submit this request form to the Court via your choice of:
 - **Drop off:** First floor customer service windows at Las Vegas Municipal Court, 100 E. Clark Ave. Las Vegas, NV 89101 (Open Monday - Thursday, 7:00 AM – 5:00 PM)
 - **E-mail:** LVMCRecords@lasvegasnevada.gov
 - **Fax:** (702) 646-5057
2. The Court will locate the requested audio/video and send you an invoice with the total cost within 5 business days.
 - If no recording is located, or if the request will take more than 5 business days, the Court will contact you.
3. Follow the payment and retrieval instructions located on the invoice.