# **FEE REQUEST**

To make your PAYMENT ONLINE, please follow the attached instructions.

A service fee of 2.6% will be charged for all online payments.

To pay by check or money order, please make payable to CLERK OF THE COURT and send payment to:

DISTRICT COURT CLERK'S OFFICE 200 LEWIS AVENUE, 3RD FLOOR LAS VEGAS, NV 89155-1160 ATTN: RECORDS DIVISION

Payment is due in advance. Request will be canceled if payment is not received within 30 days of request date.

DO NOT MAIL CASH.

Please remit the TOTAL AMOUNT DUE below for documents requested for Case Number(s):

| TYPE OF COPIES REQUESTED   |           |           |        |  | DELIVERY PREFERENCE   |           |               |  |
|--|-----------|-----------|--------|--|---|-----------|---------------|--|
| Certified<br>Exemplified<br>Plair  |           |           |        |  | Hard Copy (US Ma<br>Electronic M  | , i       |               |  |
| CERTIFICATION FEE RAISED SEAL OR ELECTRONIC SEAL \$3.00 per document + \$0.50 per page fee |           |           |        |  | EXEMPLIFICATION FEE  COPIES PRINTED BY CLERK  \$6.00 per document + \$0.50 per page |           |               |  |
| Document / Case#   | Plain     | Certified | Pages  | Amount                                   | Document / Case#  | Copies    | # of Exemp's. |  |
|  |           |           |        |  |   |           | # of pages    |  |
|  |           |           |        |  |   |           | # of pages    |  |
|  |           |           |        |  |   |           | # of pages    |  |
|  |           |           |        |  |   |           | # of pages    |  |
|  |           |           |        |  |   |           | # of pages    |  |
|  |           | Subtotal  |        |  |   |           | Subtotal      |  |
| SEARCH REQUEST FEE<br>\$0.50 per person per year   |           |           |        |  | EXEMPLIFICATION FEE COPIES PROVIDED BY CUSTOMER \$9.00 per document                 |           |               |  |
| Number of persons  |           |           |        |  | Number of documents   |           |               |  |
| Number of years  |           |           |        |  | Subtotal  |           |               |  |
|  |           | Subtotal  |        |  |   |           |               |  |
|  |           | TOTAL     | AMOU   | NT DUE:                                  |   |           |               |  |
| For a complet  | e list of | fees, pl  | ease s | ee attach                                | ed Records Division Fee   | es Inform | nation Sheet. |  |
|  |           | 2         |        | Clerk of <sup>.</sup><br>istrict Court F | . Grierson<br>the Court<br>Records Division<br>loor, Las Vegas, NV 89155            |           |               |  |
|  |           |           |        | Clerk:                                   |   |           | Date:         |  |

Work Order Number:

## **How to Pay a Case Balance**

You can pay your case balance online using this website: <a href="https://payments.clarkcountycourts.us">https://payments.clarkcountycourts.us</a>

Enter your full case number in the search bar, e.g. C-12-345678-1 and click "Find my Case".

On the next page, use the case information to verify your case.

Click on the "Select a Case Party" dropdown to see a list of parties with unpaid fees. Select the party you

want to pay fees for.

#### Select how to pay:

- "Pay in Full" will allow you to pay all fees in one transaction.
- "Pay This Fee" allows you to pay one specific fee. Partial payments are available.

On the next screen, enter the envelope number if applicable. Otherwise leave this field blank.

If you selected to pay an individual fee, you may edit the amount here.

Select your preferred payment method. Echecks and credit cards are accepted. A service fee is charged on credit card transactions.

Click Continue. Verify your information and click "Continue to secured payment page".

You will be redirected to our payment provider. Please have your bank account & routing numbers or credit card information

ready. Enter all required billing information and click next.

Enter all required payment details and click next.

Review your order. You may select "Back" to make changes. Click "Pay" to finalize the transaction.

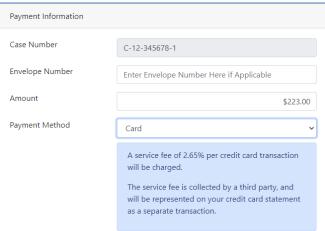
You will be redirected to your receipt. Click the "Print" button if you wish to save a copy for your records. A copy of the receipt will also be emailed to the email address entered in the billing section.

The transaction is now complete.

## **Need Help?**

- Civil/Criminal Clerk's Office: 702-671-0530 Monday Friday 9AM 4PM (Charge Information)
- Family Clerk's Office: 702-455-2590 Monday Friday 9AM 5PM (Charge Information)
- Court Help Desk: 702-671-3300 Monday Friday 8AM 5PM
- DC Records Division: 702-671-0555 Monday Friday 8AM 5 PM





# FEES FOR DISTRICT COURT RECORDS DEPARTMENT

#### **PAYMENT IS DUE IN ADVANCE**

WE ONLY ACCEPT CHECKS, MONEY ORDERS OR CREDIT CARDS

(IF TOTAL AMOUNT IS UNKNOWN MAKE A CHECK PAYABLE TO "CLERK OF THE COURT" WITH THE DATE AND SIGNATURE FILLED OUT, THEN IN THE MEMO SECTION AT THE LOWER LEFTHAND CORNER OF YOUR CHECK WRITE "NOT TO EXCEED \$25"-OR WHATEVER THE AMOUNT YOU THINK IS CLOSE TO THE AMOUNT OF YOUR ORDER)

| <u>Copies</u> For each page from any document(s)50¢  |
|--|
| <u>Certification Without Copies</u> To certify copies of any document(s) prepared by the clerk (Copy fees of .50¢ per page also apply)\$3.00 |
| <u>Certification With Copies</u> To examine and certify a copy of any document(s) prepared by another\$5.00                                  |
| Exemplification Without CopiesTo exemplify any document(s) prepared by the clerk (Copy fees of .50¢ per page also apply)\$6.00               |
| Exemplification With CopiesTo examine and exemplify a copy of any document(s) prepared by another\$9.00                                      |
| Name SearchesFor performing a search of the records per year, per name50¢  |
| <u>CD's/DVD's</u> To burn CD's or DVD's In Order (\$2.00 each) (Copy fees of .50¢ per page also apply)                                       |

STEVEN D GRIERSON – CLERK OF THE COURT REGIONAL JUSTICE CENTER – 3<sup>rd</sup> FLOOR RECORDS 200 LEWIS AVENUE LAS VEGAS, NV 89101 702-671-0555