

# 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	<input type="checkbox"/>			Hard Copy (US Mail)	<input type="checkbox"/>		
Exemplified	<input type="checkbox"/>			Electronic Mail	<input type="checkbox"/>		
Plain	<input type="checkbox"/>						

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				
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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 \$0.50 per person per year				EXEMPLIFICATION FEE COPIES PROVIDED BY CUSTOMER \$9.00 per document			
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Number of persons	<input type="checkbox"/>			Number of documents	<input type="checkbox"/>			
Number of years	<input type="checkbox"/>			Subtotal				
Subtotal								

**TOTAL AMOUNT DUE:**

**For a complete list of fees, please see attached Records Division Fees Information Sheet.**

Steven D. Grierson  
Clerk of the Court  
District Court Records Division  
200 Lewis Avenue - 3rd Floor, Las Vegas, NV 89155

Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

Work Order Number: \_\_\_\_\_



# Eighth Judicial District Court

## INFORMATION TECHNOLOGY DIVISION



### How to Pay a Case Balance

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

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. E-checks 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.

**Pay In Full - \$253.00**

<b>05A Civil Answer/Appear \$223</b>	
Charges	\$223.00
Payments	\$0.00
Balance	\$223.00
<a href="#" style="color: #0070C0; text-decoration: none;">Pay This Fee</a>	

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<b>05G Answer Additional Party \$30</b>	
Charges	\$30.00
Payments	\$0.00
Balance	\$30.00
<a href="#" style="color: #0070C0; text-decoration: none;">Pay This Fee</a>	

**Payment Information**

Case Number	C-12-345678-1
Envelope Number	Enter Envelope Number Here if Applicable
Amount	\$223.00
Payment Method	Card <span style="float: right;">▼</span>

A service fee of 2.65% per credit card transaction will be charged.

The service fee is collected by a third party, and will be represented on your credit card statement as a separate transaction.

### 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

# FEEES 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)

**Copies**.....For each page from any document(s)....50¢

**Certification Without Copies**.....To certify copies of any document(s) prepared by the clerk (Copy fees of .50¢ per page also apply)..... \$3.00

**Certification With Copies**.....To examine and certify a copy of any document(s) prepared by another...\$5.00

**Exemplification Without Copies**.....To exemplify any document(s) prepared by the clerk (Copy fees of .50¢ per page also apply)...\$6.00

**Exemplification With Copies**.....To examine and exemplify a copy of any document(s) prepared by another....\$9.00

**Name Searches**.....For performing a search of the records per year, per name.....50¢

**CD's/DVD's**.....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