

INSTRUCTIONS FOR CONFIDENTIAL INFORMATION PACKET **PURSUANT TO NRS 247, 250, & 293**

This packet is for members of the general public who want to make their personal information confidential at the County Recorder, County Assessor, and Secretary of State/City Clerk. If you're a government official or a non-profit with a confidential location for sheltering domestic violence victims, STOP! You may qualify for a simpler process and should visit bit.ly/8thforms.

Follow these steps to apply for a court order to restrict public access to your personal information:

Step 1: Decide if you qualify for this protection. You might qualify if you can check one of the boxes below:

- The safety of you, your spouse, domestic partner, or minor child is currently being threatened and making your information confidential will help you.
- Another person who holds a similar position as you was threatened within the last five years and making your information confidential will help you.

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.

Note: If you're applying for yourself and another person (e.g., your spouse or 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 ID.

Step 4: Arrange your documents in the following order: (1) proposed Order; (2) copy of ID; (3) Affidavit(s); (4) copy of trust documents, if applicable (if any of the subject properties are 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're notified. Do *not* contact the Chief Judge's department. The Court might set this for hearing. If a hearing is required, you'll receive a Notice of Hearing. Make sure to attend the hearing and be ready to present your evidence about the threat and why you need confidentiality. The Court might also decide this without a hearing. If your request for confidentiality is granted, a representative from the clerks' office will reach out to you once the Order is processed. The representative will let you know if you have any further steps.