



EIGHTH JUDICIAL DISTRICT COURT

www.clarkcountycourts.us

NON-PROFIT ENTITIES: **INSTRUCTIONS FOR CONFIDENTIAL INFORMATION PACKET** **PURSUANT TO NRS 247 & 250**

This packet is for non-profit entities who are allowed under Nevada law to make information confidential at the County Recorder & County Assessor. If you are not a non-profit entity, you may be looking for the packet for certain government officials, which can be found at www.clarkcountycourts.us, or if you are a person who wants to apply for confidentiality, but you are not a government official, visit www.civillawselfhelpcenter.org.

For representatives of non-profit entities, follow these steps to apply for a court order to restrict public access to the non-profit's information:

Step 1: 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.

Step 2: Make a copy of your business card with a telephone number or a copy of your work ID.

Step 3: Arrange your documents in the following order: (1) proposed Order; (2) copy of business card or work ID; (3) Affidavit; (4) copy of trust documents, if applicable (if any of the subject properties is held in trust, the trust documents must be included).

Step 4: Scan the entire packet in a single PDF and email it to:
DC30Inbox@ClarkCountyCourts.us

Step 5: 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. You will receive your packet back with the signed Order, and the clerk's office will let you know if they have forwarded the Order to the Recorder and/or Assessor.