



EIGHTH JUDICIAL DISTRICT COURT

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JUDGES AND GOVERNMENT OFFICIALS/EMPLOYEES: **INSTRUCTIONS FOR CONFIDENTIAL INFORMATION PACKET** **PURSUANT TO NRS 247, 250, & 293**

This packet is for certain government officials and other employees who are allowed under Nevada law to make their personal information confidential at the County Recorder, County Assessor, and Secretary of State/City Clerk. Follow these steps to apply for a court order to restrict public access to your personal information:

Step 1: Flip to page 1 of the Affidavit attached, and look at Item #1, beginning on Line 20. Review Item #1 and all the checkboxes on pages 1-2. If you can check any of the boxes, proceed to Step 2.

- If you are a person who wants to apply for confidentiality of your personal information, but you do not qualify under one of those checkboxes, visit www.civillawselfhelpcenter.org and search for Confidentiality Packets.
- If you are a non-profit entity looking to apply for confidentiality, visit www.clarkcountycourts.us.

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.

*If you are applying for yourself and another person (e.g., your spouse, 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 business card with a telephone number or a copy of your work ID.

Step 4: Arrange your documents in the following order: (1) proposed Order; (2) copy of business card or work ID; (3) Affidavit(s); (4) copy of trust documents, if applicable (if any of the subject properties is 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 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 clerks' office will let you know if they have forwarded the Order to the Recorder, Assessor, and/or Secretary of State.