

**VIRGINIA TOWNSHIP JUSTICE COURT**  
**800 South C Street • P.O. Box 674**  
**Virginia City, Nevada 89440 • 775-847-0964**  
**Facsimile: 775-847-0915 • E-mail: jp@storeycounty.org**

**REQUEST FOR RECORDS**

Your Name:	
Firm/affiliation (if any):	
Address:	
Contact Number:	

I am requesting to  inspect  receive a copy of the following public record(s). *(See Court's Fee Schedule for applicable fees.)*

Parties: \_\_\_\_\_ vs. \_\_\_\_\_

Case No. \_\_\_\_\_

If CD ROM request: Date(s) of Proceeding: \_\_\_\_\_

*One proceeding per CD.*

If case records, do you want a copy of the Court's complete public file?  Yes  No, I only want a copy of the following records:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other. Please see attached request.

\_\_\_\_\_  
Signature of person requesting records

\_\_\_\_\_  
Date

Unless you have already scheduled an appointment to inspect a record, you will be contacted when the copies are available.

*Office Staff Use Only*

This is an oral request. Received by: \_\_\_\_\_  
Clerk Date

Appointment to review records is scheduled for: \_\_\_\_\_ at \_\_\_\_\_ .m.

Called to notify that records are available on: \_\_\_\_\_ at \_\_\_\_\_ .m.

Spoke to person identifying himself/herself as requesting party.  Voice Mail

Message left with \_\_\_\_\_  Unable to leave message

Called to notify that records are available on: \_\_\_\_\_ at \_\_\_\_\_ .m.

Spoke to person identifying himself/herself as requesting party.  Voice Mail

Message left with \_\_\_\_\_  Unable to leave message

Unable to contact requester. Letter to requester mailed on: \_\_\_\_\_

Copy fees collected. Receipt # \_\_\_\_\_  Copy fees waived.

I hereby certify that I am employed by the Virginia Township Justice Court of Storey County, Nevada, and that I fulfilled this request in the following manner:

By placing the documents in a sealed envelope for collection and mailing in Virginia City, Nevada, with postage fully prepaid thereon, following ordinary business practices, on: \_\_\_\_\_.

By sending the documents via electronic mail to the address furnished by the requestor.

By personally delivering them to the requestor at the court's business counter.

\_\_\_\_\_  
Signature (Court personnel)

\_\_\_\_\_  
Date