

Instructions for Filing a Motion to Seal an Eviction Record



A 501(c)(3) non-profit organization.

This packet **must** include the following documents:

- 1) 2-Page Filing Instructions
- 2) 6-Page Verified Motion to Seal Eviction
- 3) 2-Page Request for Submission
- 4) 1-Page Order Sealing Eviction

STEP 1 – Gather Information About Your Eviction

- Contact the court clerk where the eviction was filed. If the property was located in Reno, call the Reno Justice Court at 775-325-6501. If the property was located in Sparks, call the Sparks Justice Court 775-353-7600, option number 3.
- Ask the court clerk for the following information:
 - Eviction case number: _____
 - Department number: _____
 - Date the “lockout order” was issued: _____
 - If you don’t know it, name and address of the landlord who evicted you:

- You will need each of these pieces of information to fill out the motion form.

STEP 2 – Fill Out the “Motion to Seal Eviction” Form in the Packet

- Fill out each blank space in the motion as indicated. Make sure you provide accurate information. Do not leave blanks.
- If you need assistance filling out the form, you can contact WLS’ Self-Help Department at 775-329-2727 or the courthouse Self-Help Center at 775-325-6731.
- Make sure to date and sign your motion form.
- Remember that by signing the “Verification of Movant/Tenant,” you are swearing that everything you wrote on the form is TRUE and CORRECT.
- Once your form is filled out and signed, make two (2) photocopies.

STEP 3 – File the Motion with the Justice Court (Reno or Sparks)

- Take the original signed motion and two photocopies to the correct court. The Reno Justice Court is located at 1 South Sierra Street, Reno, NV 89501. The Sparks Justice Court is located at 1675 E Prater Way, #107, Sparks, NV 89434.
- Ask for the Civil Division clerk. Tell the clerk you need to file your motion. The clerk will keep the original, and give you two stamped photocopies. Keep one stamped copy for your records and send the other to the landlord. (*See Step 4*)

STEP 4 – Serve the Landlord with a Copy of the Motion

- As soon as you get the file-stamped copies of the motion from the clerk, put one in an envelope and mail it to your landlord. This should be done on the same day that you fill out and file the motion. The “certificate of mailing” page is the page that tells the court that you have sent a copy of the motion to the landlord.

STEP 5 – Wait the Correct Amount of Time

- After you file your motion and mail a copy to the landlord, you **MUST** wait 13 judicial days (business days). Do not count the day you filed the motion, weekends or holidays.
- If the Court tells you that the landlord filed an opposition or if the court schedules a hearing, you should consult an attorney. *Otherwise, continue to Step 6.*

STEP 6 – File the Request for Submission and proposed Order

- After the 13 judicial days have passed, complete the “Request for Submission” and “Proposed Order” in the packet.
- Take the completed “Request for Submission” and “Proposed Order” to the court for filing, like you did in Step 3. Mail a copy of each to the landlord.
- The Court will inform you if your motion is granted or denied. *If your motion is granted, your eviction case is now sealed and you can treat the eviction like it never happened.* If your motion is denied, you will still have an eviction record.