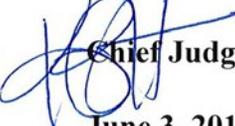




CHIEF JUDGE KAREN BENNETT-HARON

*Justice Court, Las Vegas Township*

REGIONAL JUSTICE CENTER  
200 LEWIS AVENUE, EIGHTH FLOOR  
BOX 552511  
LAS VEGAS NV 89155-2511  
(702) 671-3402 -- OFFICE  
(702) 382-3059 -- FAX

**TO: All Media Outlets**  
**FROM:  Chief Judge Karen Bennett-Haron**  
**DATE: June 3, 2013**  
**SUBJECT: New Procedure for Media Record Requests**

In 2004, the Las Vegas Justice Court issued an Administrative Order and defined certain specific documents as "presumptively confidential." The Order also created a procedure by which access to the enumerated documents could be obtained by filing a "Motion for Disclosure of Non-Public Information."

In 2007, the Court issued a subsequent Administrative Order and clarified that all arrest warrants, arrest reports, and declarations of arrest would be treated in the same manner as other "presumptively confidential" documents, such that a "Motion for Disclosure of Non-Public Information" would be required for access to those additional documents also.

The Court recognizes that media outlets have a heightened interest in obtaining more rapid responses to its records requests. Therefore, in an attempt to expedite the processing of media record requests, the Las Vegas Justice Court has implemented the following procedure to become effective immediately.

(1) A reporter or other media representative may submit a "Motion for Disclosure of Non-Public Information" to the following specific e-mail address for the Las Vegas Justice Court:

[lvjcMedia@ClarkCountyNV.gov](mailto:lvjcMedia@ClarkCountyNV.gov)

(2) The request will be logged in by Court Administration and forwarded to the Justice Court's Staff Attorney or his designee(s) for processing and presentment to the assigned justice of the peace.

(3) Once the assigned justice of the peace has ruled upon the request, the Justice Court's Staff Attorney or his designee(s) will forward, via e-mail, a copy of the Court's Order and any record(s) approved for release, subject to any redactions ordered by the assigned judge. (For example, social security numbers and other statutorily-defined "personal

information" may be redacted; the names of minor victims may be redacted; the names of confidential informants may be redacted; etc.).

(4) The existing policies, procedures, and forms relating to "MEDIA REQUESTS & ORDERS ALLOWING CAMERA ACCESS TO COURT PROCEEDINGS" will remain in effect and will not be affected by this new procedure.

I am confident that this new approach to media records requests will allow for a reliable, central point of contact for access to the Court's records.

Any questions about this new procedure may be addressed to Las Vegas Justice Court Administrator at (702) 671-3100.

CC: Justices of the Peace for the Las Vegas Justice Court