



## Justice Court, Las Vegas Township

Regional Justice Center  
200 S Lewis Ave. - Las Vegas NV 89155-2511  
Phone: (702) 671-3444 Fax: (702) 671-3132

### Attorney Written Plea Packet Request

Attorney Name: \_\_\_\_\_

Bar Number: \_\_\_\_\_

\*By submitting this Plea Packet Request, I acknowledge that I am confirming as counsel of record on the case(s) below.

	<u>Defendant Name</u>	<u>Citation number</u>	<u>DOB</u>	<u>Phone Number</u>	<u>E-mail Address</u>	<u>Mailing Address</u>
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Date Submitted: \_\_\_\_\_ Date Written Plea Packet(s) Processed: \_\_\_\_\_



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### Attorney Written Plea Packet Instructions

#### Requesting Written Plea Packet(s)

Written plea packets requested by attorneys on behalf of their clients will only be accepted by email using the attached **Attorney Written Plea Packet Request** form.

The request form must include each defendant's name, citation number, date of birth, phone number, email and mailing address. An incomplete form will not be accepted.

A **maximum** of 15 citation numbers may be submitted on one request form. Only **one** request form may be submitted per email.

The completed request form must be emailed to [LVIJTrafficPleas@ClarkCountyNV.gov](mailto:LVIJTrafficPleas@ClarkCountyNV.gov). After the Court receives a request form, a written plea packet(s) will be generated and emailed back with the understanding that requests may take up to 30 days to complete. Plea packets will be sent to the attorney of record via email only.

#### Submitting Completed Written Plea Packet(s)

Written plea packets must contain a selected plea for **each** charge and must also be signed by the defendant.

Completed plea packet(s) must be submitted via email to [LVIJTrafficpleas@ClarkCountyNV.gov](mailto:LVIJTrafficpleas@ClarkCountyNV.gov). A **maximum** of 15 completed plea packets may be submitted per email.

The attorney of record will be notified via email after the written plea packet has been reviewed and a decision made by a Judicial Officer.