



**Henderson Municipal Court**  
**243 Water Street, 3<sup>rd</sup> Floor**  
**Henderson, NV 89015**  
**(702) 267-3300**

### **APPEAL PROCESS**

For misdemeanor cases, an appeal must be filed within 10 days of the judgment. For civil infraction cases, an appeal must be filed within 7 calendar days of the judgment. Failure to do so may result in the dismissal of your appeal by the Eighth Judicial District Court. When filing an appeal, you must complete the following steps:

1) Pay the appeal filing fees.

For filing a notice of appeal and appeal bond (NRS 4.060.1(h))	\$25.00
For filing an appeal bond separately from the notice of appeal (NRS 4.060.1(h)) <i>*Fee not assessed if appeal bond is filed at the same time as the notice of appeal</i>	\$25.00*
For preparation and transmittal of transcript and papers on appeal (NRS 4.060.1(j))	\$25.00
Appeal bond/bail – determined at hearing or time of filing	Amount varies

2) Post an appeal bond (if not already posted).

- If no appeal bond is posted, your requirements will not be stayed pending the outcome of the appeal. You will be responsible for completing any jail time, conditions, and/or payments as ordered by the judge at the hearing.

3) File a "Notice of Appeal" (included in this packet).

4) Order a transcript of your hearing (see "Transcripts on Appeal" below).

For more information regarding the appeal process, consult an attorney or research the matter at your local law library. Court employees are prohibited by statute from providing legal advice (NRS 7.285).

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### **TRANSCRIPTS ON APPEAL**

Transcripts are required for all appeals from the Henderson Municipal Court. To order a transcript of Henderson Municipal Court proceedings, you may contact the transcription service on the following page or any other transcription service qualified to transcribe court proceedings.

The following may assist you in placing your order:

**COST:** Appeal transcripts are billed at a rate determined by the transcriber and Nevada Revised Statutes. A deposit may be required by the transcription service. The appeal bail and appeal filing fees are separate and above the amount paid for transcripts. No transcript is considered officially ordered, and commencement to transcription will NOT begin until the required deposit is received by the transcription service.

**TIME FRAME:** State law requires the Henderson Municipal Court to file your appeal with the Eighth Judicial District Court within 10 days after you have filed the Notice of Appeal. It is solely the responsibility of the defendant/respondent/appellant to ensure the transcript is ordered, paid for, transcribed, and filed with the Eighth Judicial District Court within the time allotted by them. Failure to provide the transcript may result in the dismissal of your appeal by the Eighth Judicial District Court.



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## **TRANSCRIPTION SERVICES**

<b>AGENCY NAME/ADDRESS</b>	<b>CONTACT NUMBERS</b>	<b>CONTACT PERSON</b>
<b>SOS Litigation Services</b> 321 S. Casino Center Blvd., #180 Las Vegas, NV 89101	Phone: (702) 660-1620  Fax: (702) 974-0125	Carey Reno Humberto Rodriguez

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)  
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(City, State, Zip)  
\_\_\_\_\_  
(Phone)  
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(E-mail Address)

Appellant

IN THE MUNICIPAL COURT OF THE CITY OF HENDERSON  
IN THE COUNTY OF CLARK, STATE OF NEVADA

CITY OF HENDERSON, )  
Plaintiff ) Case # \_\_\_\_\_  
vs. )  
\_\_\_\_\_, )  
Defendant / Respondent )

**NOTICE OF APPEAL**

TO: The Honorable Judge of the Municipal Court of the City of Henderson,  
County of Clark, State of Nevada; and  
TO: Nicholas Vaskov, Esq., Henderson City Attorney

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YOU AND EACH OF YOU WILL PLEASE TAKE NOTICE that the Defendant / Respondent  
in the above-entitled action does hereby appeal to the Eighth Judicial District Court of the  
State of Nevada, in and for the County of Clark, the following judgment entered by the above-  
entitled Court on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (hearing date):

- a finding of guilty;
- a finding that the respondent committed a civil infraction; or
- other: \_\_\_\_\_.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Appellant Signature

Revised 05/10/23