

North Las Vegas Municipal Court Customer Service Frequently Asked Questions

Where is the North Las Vegas Municipal Court located and what are their hours of business?

The North Las Vegas Municipal Court is located at 2332 Las Vegas Blvd. North Suite #100, North Las Vegas, NV 89030. The phone number is (702) 633-1130. The Court is open Monday - Thursday from 7:00 A.M. until 5:00 P.M.. The Court is closed on Friday and all major holidays.

What is a citation?

A citation is a complaint charging a person with a misdemeanor crime. They are issued instead of a physical arrest.

How do I get a Citation?

Citations are issued at the time a person is charged with a misdemeanor crime. Traffic violations are common citations. Police Officers, Code Enforcement Officers, and Animal Control Officers are examples of persons authorized to write citations.

What is a Complainant?

A Complainant is a person who accuses another of violating the law.

How do I file a Complaint?

To file a Complaint, go to the Law Enforcement Agency in the jurisdiction where the incident occurred. For example, if the incident occurred in the City of North Las Vegas, contact the North Las Vegas Police Department.

How do I get more information on my case?

You may contact the Municipal Court by phone, you may appear in person, or you may access your case information on-line. To view your case information on-line, go to www.cityofnorthlasvegas.com. Then select Departments and choose the Municipal Court. Then select, "Click here to access the Municipal Court Case Management System."

I received a traffic citation what do I do now?

When you receive a traffic citation, the issuing officer provides a date that you are ordered to appear. Unless a specific time is indicated on the citation, you should appear during normal business hours. The due date is usually located on the front lower portion of the citation. **This date is not a court appearance before the Judge.** It is a court appearance with the Customer Service Division located in the Municipal Court. At this Appearance, you will be provided with your options for resolving the citation. Your options are:

- Pay the fine amount in full
- Make payment arrangements (payment plan)
- Apply for Community Service
- Schedule a formal Court date to see a Municipal Court Judge

If I have to pay a fine, when do I need to pay it?

All fines/fees are due on the date they are imposed. If you are unable to pay in full, you may apply for a payment plan or you may fill out an application to perform community service in lieu of paying fines.

What happens if I don't pay?

If you do not pay your financial obligations to the Court, the following may occur:

- Your case may be referred to our Judicial Enforcement Division, resulting in additional fees.
- Notification may be sent to the Department of Motor Vehicles to place a suspension on your driver's license.
- A warrant may be issued for your arrest.

How do I make a payment on my case?

We now take payments online for most cases. To see if your eligible please visit us at <http://cityofnorthlasvegas.com/Departments/MunicipalCourt/MunicipalCourt.shtm>

Payments may also be mailed to the Court, dropped in the Drop Box located in the front of the Municipal Court, east of the entrance, or you may make a payment in person at the Municipal Court Customer Service Division. PLEASE ALWAYS REMEMBER TO INCLUDE YOUR FULL NAME, CASE NUMBER/CITATION NUMBER, SOCIAL SECURITY NUMBER, OR DATE OF BIRTH when mailing in your payment or dropping it in the Drop Box.

What types of payment are accepted at the Court?

The Municipal Court accepts cash, debit cards, Credit Card-Visa, MasterCard, Discover, American Express, money orders, checks and Western Union.

Can I get a continuance on a scheduled payment?

Continuances are never given over the phone. You must appear at the Customer Service Division to request a continuance. They are typically granted once every six months.

What should I bring with me when appearing at Court?

Please bring your citation, picture identification, and any proof for a violation, such as proof of insurance or Driver's License.

What should I wear when appearing in the Courtroom?

Business Casual or business attire is appropriate. Uniforms are approved attire. No one will be permitted in the Court with revealing, gang affiliation, vulgar, or profane attire. No hats are allowed inside the Courtroom. *You may also choose to review the Dress Code Tab*

What is the difference between pleas of not guilty, Guilty, and no lo contendere (no contest)?

A not guilty plea means that the defendant asserts that he/she did not commit the offense and that he/she demands a trial. A guilty plea means that the defendant admits committing the offense. A plea of no lo contendere (no contest) means that while the defendant does not admit the allegations in the citation or Complaint, he/she does not deny them either. The defendant does not contest the charge and he/she is subject to the same sanctions or penalty as if he/she had pled guilty. A defendant does not make an admission of guilt when he/she pleads no lo contendere.

Who is the Attorney of Record?

The Attorney of Record is any attorney involved in a particular case that represents either the prosecution or the defendant, and appears in the permanent files.