

CLARK COUNTY DISTRICT COURT
PROCEDURES FOR CREATING A DRAW DOWN ACCOUNT
FOR:

1. Deliver a Check (initial draw down deposit), this completed document, and the signed Memorandum of Understanding to the District Court Clerk's Office

Initial Deposit Amount \$

2. Provide a Threshold Warning Balance. If your account balance falls below this amount, a notification email will be automatically generated and sent to the email address on file.

Threshold Warning Balance: \$

3. Provide an e-mail address and a Contact Name & phone number.

Contact Name & Phone:

Telephone Number:

E-mail address:

Address:

Our office will generate a unique account number for your firm to use when making deposits to your Draw Down account, processing payments for electronic filings, and as your user ID for viewing your draw down transactions on the web. **Please secure this number as you would a credit card number.** We will provide instructions to get everything started.

(This area to be completed by the Clerk's Office)

Account Number:

TO REPLENISH DRAW DOWN ACCOUNT:

Deliver or mail a Check to the District Court Clerk's Office, 200 E. Lewis Ave., 3rd Floor, Las Vegas, NV 89101, Attn: Finance Department. Hours of operation are 9:00 am to 4:00 pm, Monday through Friday (excluding holidays). Please allow 24 business hours for deposits to be posted to your account.