

FILED

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Alma J. Williams
CLERK OF COURT

**EIGHTH JUDICIAL DISTRICT COURT
CLARK COUNTY, NEVADA**

IN THE ADMINISTRATIVE MATTER
REGARDING ALL COURT OPERATIONS IN
RESPONSE TO COVID-19

Administrative Order: 20-17

On March 12, 2020, Governor Steve Sisolak issued a Declaration of Emergency in response to the COVID-19 pandemic. The next day, March 13, 2020, the President of the United States declared a nationwide emergency pursuant to §501(6) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. 42 U.S.C. §§5121-5207. To mitigate the spread of this deadly virus, the Center for Disease Control recommends social distancing and wearing face coverings. Governor Sisolak, in Directive 021, also recommends social distancing and mandates the wearing of face masks by employees interfacing with the public.

The Nevada Constitution provides in Article 3 §1 that, "The powers of the Government of the State of Nevada shall be divided into three separate departments, - the Legislative, - the Executive and the Judicial; and no persons charged with the exercise of powers properly belonging to one of these departments shall exercise any functions, appertaining to either of the others, except in the cases expressly directed or permitted in this constitution." The Nevada Supreme Court has also found that "In addition to the constitutionally expressed powers and functions of each Department, each (the Legislative, the Executive, and the Judicial) possess inherent and incidental powers that are properly termed ministerial. Ministerial functions are methods of implementation to accomplish or put into effect the basic function of each Department." Galloway v. Truesdell, 83 Nev. 13, 21, 422 P.2d 234, 237 (1967).

1 The judicial power is vested in the state Court system comprised of the Nevada Supreme
2 Court, the Nevada Court of Appeals, District Courts, Justice Courts and Municipal Courts. Nev.
3 Const. art. VI, §1. The Nevada Constitution expressly recognizes the Chief Justice as the
4 administrative head of the Court system. Nev. Const. art. VI §19. By expressly identifying the
5 Chief Justice as the Court system's administrative leader, the Chief Justice has "inherent power
6 to take actions reasonably necessary to administer justice efficiently, fairly, and economically."
7 Halverson v. Hardcastle, 123 Nev. 245, 260, 163 P.3d 428, 439 (2007). Consequently, the
8 Nevada Supreme Court, "through the Chief Justice, has the ultimately authority over the
9 judiciary's inherent administrative functions." Id. at 260, 163 P.3d at 439.

10 Rule 1.30(b) of the Rules of Practice for the Eighth Judicial District Court charges the
11 Chief Judge of the Eighth Judicial District Court with various responsibilities, including
12 supervising the administrative business of the District Court, ensuring the quality and continuity
13 of Court services, supervising the Court calendar, reassigning cases as convenience or necessity
14 requires, assuring the Court's duties are untimely and orderly performed, and otherwise
15 facilitating the business of the district Court.

16 Following the March 12, 2020 Declaration of Emergency, the District Court, in
17 consultation with the Nevada Supreme Court, concurred with the Governor and exercised its
18 ministerial judicial powers. The District Court entered Administrative Orders 20-01 through
19 20-14 and 20-16 on an emergency basis. These Orders changed Court procedures to minimize
20 person-to-person contact and mitigate the risk associated with the COVID-19 pandemic, while
21 continuing to provide essential Court services.

22 Since March 12, 2020, the Governor has reopened essential and non-essential businesses
23 with certain protections in place. As our State enters Phase 2 of recovery, in order to ensure
24 access to justice and to prevent an excessive backlog of cases, the District Court will begin
25 hearing all cases. At the same time, the safety of the public and Court staff remains a priority.
26 This order, entered jointly with the Chief Justice of the Nevada Supreme Court provides for
27 continued extensive use of alternative means appearances, social distancing protocols, and mask-
28 wearing to allow the business of the Court to go forward safely.

1 For purposes of clarity and to avoid confusion, this order supersedes AO 20-01 through
2 20-13 and 20-16. Any portions of those orders that remain in effect are included in this order.
3 AO 20-14 (the process for electronic processing of search warrants) remains in effect. Except
4 where otherwise noted, this order takes effect June 1, 2020.

5 6 **SAFETY AND PRECAUTIONS**

7 Governor Sisolak's May 7, 2020 Declaration of Emergency Directive 018 directs
8 employers to take proactive measures to ensure compliance with social distancing and sanitation
9 guidelines and to follow guidelines promulgated by the Nevada State Occupational Safety and
10 Health Administration (NV OSHA). The Governor reiterated these principles in Directive
11 021 §§12-16.

12 Under the directive, employers must require employees who interact with the public to
13 cover their noses and mouths with face coverings to the maximum extent possible and employers
14 must meet or exceed standards promulgated by NV OSHA. The directive also encourages
15 employers and employees to incorporate the following protocols into their operations to the
16 maximum extent practicable:

- 17 (1) Encourage customers to cover their noses and mouths with face coverings;
- 18 (2) Continue to encourage telework, whenever possible and feasible with business
19 operations;
- 20 (3) Return to work in phases;
- 21 (4) Close common areas where personnel are likely to congregate and interact, or enforce
22 strict social distancing protocols;
- 23 (5) Strongly consider special accommodations for personnel who are members of a
24 vulnerable population;
- 25 (6) Encourage employees to do a self-assessment each day in order to check if they have
26 any COVID-19 type symptoms, for example, fever, cough or shortness of breath;
- 27 (7) Practice hand hygiene;
- 28

1 (8) Perform frequent enhanced environmental cleaning of commonly touched surfaces;

2 (9) Implement separate operating hours for vulnerable populations;

3
4 (10) Provide signage advising the public of appropriate social distancing within the facility, including six feet of social distancing from other individuals; and

5
6 (11) Provide readily available hand sanitizer or other sanitizing products for employees and customers.

7
8 NV OSHA's guidelines require that employers must provide face coverings for
9 employees assigned to serving the public and shall require these employees to wear the face
10 coverings so as to cover their faces and mouths. NV OSHA also recommends that employers
11 monitor employees, including during lunches and breaks to ensure that they are maintaining
12 proper social distancing protocols at all times.

13 The District Court is committed to providing a safe and healthy workplace for all our
14 employees and the public we serve. To mitigate the spread of COVID-19, we will need to
15 change many of our ordinary practices in a manner that reduces the risks associated with this
16 public health emergency. Consequently, the following precautions are ordered:

17 **Screening Protocols**

18 During this time, it is critical to prevent the spread of illness among members of the
19 Court, counsel, staff, the public, and our community partners. The Centers for Disease Control
20 has advised people to take precautions to stay healthy and that the best way to prevent illness is
21 to avoid exposure. As a result, District Court Administration shall maintain notices at the
22 entrance of all District Court facilities advising the following people may not enter the Court
23 facility:

24 (1) Persons who have traveled out of the country in the past 14 days or who reside with
25 someone who has traveled out of the country in the past 14 days;

26 (2) Persons who have been asked to self-quarantine by any doctor, hospital, or health
27 agency;

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1 (3) Persons who have been diagnosed with coronavirus and not medically cleared or
2 persons who have had contact in the past 14 days with anyone diagnosed with
3 coronavirus and not medically cleared; or

4 (4) Persons with unexplained fever, cough, or shortness of breath.

5 The Marshal's Division may develop screening protocols including screening questions
6 and temperature checks if deemed appropriate. Anyone attempting to enter in violation of these
7 protocols or refusing to comply with the protocols will be denied entry by District Court
8 Marshals.

9 District Court Administration will also maintain a customer service number in
10 cooperation with the Las Vegas Municipal Court and Las Vegas Justice Court to assist all persons
11 unable to enter the Court facility because of exposure or illness. If a person is unable to appear
12 in Court because of the restrictions, that person may call 702-455-4472 to speak to a customer
13 service representative for assistance in rescheduling their Court appearance, arranging for
14 appearance by alternative means or to obtain other information based on the circumstances of the
15 appearance.

16 **Appearances by Alternative Means**

17 During this time, due to restrictions on the entrants to the Court facilities and to reduce
18 the potential for spread of infection, appearances by alternative means are strongly encouraged
19 whenever possible. This includes all case types. Unless exceptional circumstances exist, District
20 Court Judges should accommodate requests to appear by alternative means for any attorney,
21 party or witness who is considered a vulnerable person under Governor's Directive 21§5. This
22 includes persons who are over 65, pregnant, or suffering from an underlying health condition.

23 The District Court has four methods of appearance by alternative means: videoconference
24 through BlueJeans, telephone conference through BlueJeans, regular telephone, and CourtCall.
25 Since CourtCall involves a cost to the litigants, no party may be required to use CourtCall at this
26 time. Use of BlueJeans is strongly favored given the number of people the system can
27 accommodate and its compatibility with the JAVS system. Video is also favored as it aids
28 communication and produces a better record.

1 Attorneys, parties, and witnesses are reminded that alternative means still constitutes a
2 court appearance and attire should remain professional and court appropriate. Appearances
3 should be made from a quiet place free of distractions. Also, for the safety of the community and
4 for the quality of the audio recording, no appearances by alternative means should be made while
5 driving.

6 The requirement for a formal written notice of any appearance by alternative means is
7 suspended. Arrangements for alternative appearances may be made via e-mail to the department
8 JEA. E-mails about scheduling appearances should not be sent to the department inboxes.

9 Nevada Supreme Court Rules Part IX expressly excludes juvenile proceedings from the
10 rules governing appearances by telephonic and audiovisual transmission. This rule is suspended
11 due to the COVID-19 pandemic. Attorneys, probation officers, social workers, parents,
12 guardians, and any other necessary parties to a juvenile proceeding are strongly encouraged to
13 appear by alternative means.

14 For civil and domestic cases, if the judge intends to hold a hearing before deciding a
15 matter, the judicial department will contact attorneys or self-represented litigants two judicial
16 days before the hearing to determine which method of appearance the party intends to use and
17 gather the appropriate contact information to arrange for the appearance by alternative means.

18 For probate cases, attorneys appearing by alternative means or having clients appear by
19 alternative means must notify the departments via e-mail two judicial days before the
20 appearance. The e-mail to the department must include the case number for the proceeding and
21 the names and e-mail addresses for each person appearing by video. This will allow the
22 department to send a link to appear via video. If arrangements need to be made on shorter notice
23 due to an emergency, the judicial department must be contacted by phone.

24 For criminal cases, juvenile dependency cases, and juvenile delinquency cases all
25 appearances by alternative means for attorneys and out-of-custody defendant must be through
26 BlueJeans video unless for technical reasons a phone conference is necessary. Attorneys
27 appearing by video, or having clients/witnesses/agency representatives/probation officers appear
28 by alternative means, must notify the department via e-mail at least one judicial day before the

1 appearance. In juvenile cases, parents or guardians may provide their e-mail addresses to the
2 juvenile's attorney to arrange for the appearance. The e-mail to the department must include the
3 case number for the proceeding and the names and e-mail addresses for each person appearing
4 by video. This will allow the department to send a link to appear via video. If arrangements
5 need to be made on shorter notice due to an emergency, the judicial department must be
6 contacted by phone.

7 Media reporters may request to attend any public court proceeding by alternative means
8 for the purpose of observing the proceedings. Any reporter requesting an appearance in this
9 manner must contact the department for a BlueJeans video link. Reporters appearing by
10 alternative means must remain on mute and are not permitted to interject or speak during any
11 proceeding. A reporter violating this rule will lose the ability to appear by alternative means.

12 **Mandatory Face Coverings**

13 For the health and safety of all, members of the public must wear face coverings that
14 cover their noses and mouths. Face coverings must be worn at all times while in any Court
15 facility and while in any security screening line to enter a Court facility. "Court facilities"
16 include the Regional Justice Center, the Family Court building, District Court courtrooms and
17 office space on the tenth and eleventh floors of the Phoenix building, District Court courtrooms
18 and office space in the Greystone building and District Court office space in the Clark Place
19 building.

20 All District Court employees must cover their noses and mouths with face coverings
21 while at work unless they are alone in unshared work space. This includes all common areas of
22 any facility as well as parking lots, back hallways, employee-only elevators, shared restrooms
23 and break rooms.

24 All attorneys, vendors, and employees of any organization or entity who work in a Court
25 facility must cover their noses and mouths with face coverings while in any common areas of the
26 facilities. Common areas include, but are not limited to, security screening, lobby areas, public
27 elevators, employee elevators, shared back hallways, public restrooms and courtrooms. This
28 includes, but is not limited to, employees of Las Vegas Municipal Court, Las Vegas Justice

1 Court, Legal Aid Self-Help Centers, Clark County Clerk's Main Office, Clark County District
2 Attorney's Office, Clark County Public Defender's Office, Clark County Department of Juvenile
3 Justice Services, Clark County Department of Family Services, and contract counsel. Employees
4 of other organizations or entities with space in Court facilities are subject to the policies of their
5 individual employer while in their own organization's work space.

6 Children under the age of two and individuals who are unable to remove the face
7 covering without assistance do not have to comply with the above-referenced face covering
8 directives. Individuals who are unable to wear a face covering should make arrangements to
9 appear by alternative means.

10 Face coverings must cover the nose and mouth at all times.

11 Meetings

12 Meeting by telephone, teleconference, videoconference or e-mail remains highly
13 preferred. To protect judicial resources and prevent the spread of illness among members of the
14 Court, counsel, staff, public and community partners, there shall be no in-person gatherings or
15 meetings to discuss Court business of more than 50 people. This includes judges meetings;
16 executive committee meetings; division judges meetings; bench-bar meetings; any meetings with
17 community partners; specialty Court staffing; specialty Court graduations; administrative
18 department meetings; continuing education meetings; meetings of judges, hearing masters and/or
19 staff within a particular case assignment. Any in-person meeting must observe social distancing
20 and mask requirements. No food or beverages may be served at in-person meetings.

21 Policies

22 Court Administration is directed to develop more extensive return-to-work policies to
23 provide guidance to supervisors and employees to ensure that the District Court is complying
24 with OSHA guidelines. This may include screening, hygiene practices, social distancing
25 practices, sanitation, employee phasing in and remote work schedules, and disciplinary
26 guidelines for failure of employees to follow safety protocols.
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Social Distancing

All District Court Judges and Court Administration must adhere to the social distancing space plans as diagramed by Real Property Management at the request of the District Court. The plans will be provided separately.

District Court employees must ensure they maintain proper social distancing at all times while at work and during breaks. District Court Marshals should maintain proper social distancing at all times except when their work assignment makes it impossible to do.

Social distancing must be observed by all members of the public and occupants of common areas of court facilities. Public and employee elevators at Court facilities must be limited to no more than four occupants at a time to prevent crowding.

GENERAL PROVISIONS

Attorney Obligations

Attorneys, as officers of the Court, have ethical obligations for cooperative civility under normal circumstances. This Court, under the present circumstances, reminds attorneys that they have an obligation to cooperate with the Courts and one another as we all navigate these challenging circumstances. This is not the time to press for unwarranted tactical advantages, unreasonably deny continuances or other accommodations, or otherwise take advantage of the challenges presented due to the current pandemic. Lawyers are expected to be civil, professional, and understanding of their colleagues, parties and witnesses who are ill or otherwise unable to meet obligations because of the current restrictions.

Clerk's Office Remains Closed to In-Person Filing

For the safety of the clerks and to minimize building traffic, the Clerk's Offices at both the Regional Justice Center and the Family Court will remain closed to in-person filing until further notice. Filings must be completed electronically. For litigants who do not have the ability to electronically file documents, documents may be mailed as follows:

1 District Court Civil/Criminal Division
2 Attn: Clerk's Office
3 Regional Justice Center
4 200 Lewis Ave.
5 Las Vegas, NV 89155

6 District Court Family Division
7 Attn: Clerk's Office
8 Family Court
9 601 N. Pecos Rd.
10 Las Vegas, NV 89155

11 The Clerk's Office shall maintain a safety protocol for clerks tasked with opening mail
12 and handling paper documents.

13 OTHER THAN MAIL, NO PAPER DOCUMENTS WILL BE ACCEPTED BY THE
14 COURT AT THIS TIME. Call (702) 455-4472 with questions regarding filing.

15 **Continuances**

16 The continuance of any trial or evidentiary hearing will be considered on a case-by-case
17 basis. Attorneys may have difficulty obtaining witnesses or being prepared for evidentiary
18 proceedings in the period immediately following the duration of the administrative orders
19 relating to COVID-19. Continuances should be granted to allow time for preparation or to obtain
20 witnesses. Judges will need to examine the merits of any application for a continuance, balancing
21 the consequences of a delay in the proceedings and the constraints placed on attorneys and
22 litigants to prepare for a trial or evidentiary hearing.

23 **Courtesy Copies**

24 No paper courtesy copies of any documents filed in Odyssey may be sent to the Court for
25 any case type. Judges are strongly discouraged from requesting electronic courtesy copies from
26 parties due to the burden it places on the system as a result of additional storage required. This
27 does not preclude a judge from asking for a word version of a submitted order that requires
28 significant editing. To reduce the potential spread of infection through paper and to reduce Court
operating costs, judges are strongly discouraged from having documents printed from Odyssey to
read.

1 Counsel should contact the Court Clerk for handling of documents that cannot be
2 converted to electronic format.

3 **Depositions**

4 In-person depositions may go forward effective July 1, 2020 as long as social distancing
5 protocols are observed. Until that date, no in-person depositions shall proceed except on
6 stipulation or order obtained after filing a motion demonstrating good cause for the need for an
7 in-person deposition. Deposition by alternative means is the preferred method of handling
8 depositions. During the period this order is in effect the Court interprets NRCPC 28(a)(1) and
9 NRCPC 30 to allow the deposition officer to be in a separate location from the despondent. See
10 SCR Part IX-B(A) and (B) Rule 9.

11 Attorneys must cooperate in the scheduling of witnesses, in the handling depositions by
12 alternative means when any participant is part of a vulnerable population, and in continuing
13 depositions when needed because of COVID-19 issues.

14 **Discovery (Civil and Domestic)**

15 All discovery hearings in both the civil and domestic case types shall continue to be
16 conducted by alternative means.

17 The tolling of discovery deadlines will end on July 1, 2020. This includes deposition by
18 written questions, interrogatories, production of documents, entering onto land for inspection
19 purposes and requests for admissions. The Court acknowledges that discovery may still be
20 impeded by COVID-19 related issues and it may be difficult to obtain certain items such as
21 medical records. Judges are encouraged to grant requests to continue discovery under these
22 circumstances.

23 Beginning July 1, 2020, Rule 35 examinations may be scheduled as medical providers are
24 available. Parties may agree to schedule the Rule 35 exam sooner. Parties may also file a
25 motion with the Discovery Commissioner demonstrating good cause to proceed forward with a
26 Rule 35 examination. Good cause includes an emergency such as imminent destruction or loss
27 of evidence. The motion shall also include protocols for ensuring the safety of the examiner and
28 an affidavit from the medical provider indicating that the provider is able to conduct the

1 examination following those protocols. Any issues with scheduling or health concerns of the
2 party to be examined should be addressed with the Discovery Commissioner.

3 Discovery motions may be resolved on the papers by way of a written recommendation
4 issued by the Discovery Commissioner. If the Commissioner determines oral argument is
5 needed, the hearing will be held by alternative means unless the Commissioner determines a
6 personal appearance is necessary.

7 **Electronic Service**

8 All lawyers and self-represented litigants are required to register for electronic service
9 and update any change of e-mail address with the Court. In the limited circumstance where a
10 self-represented litigant does not have an e-mail address, the Court Clerk's Office is directed to
11 assist the self-represented litigant in creating an e-mail address.

12 **Hearings**

13 At this time, hearings of all sorts in all case types should go forward. Except as provided
14 in this order, all District Court non-evidentiary hearings must be conducted by video or
15 telephonic means or decided on the papers unless otherwise directed by a District Court Judge.
16 Cases should be rescheduled at the request of parties or counsel due to issues caused by the
17 COVID-19 pandemic including witness unavailability, inability to obtain documents or other
18 good cause.

19 Evidentiary hearings should go forward when possible. Appearances by witnesses,
20 parties, and lawyers should be by alternative means unless the District Court Judge finds that a
21 personal appearance by an individual is necessary to the proceeding. To the extent possible,
22 exhibits should be produced, displayed, and admitted in an electronic format.

23 **Original Signature Requirements**

24 With the exception of documents requiring the signature of a notary, an electronic
25 signature will be considered an original signature. All documents filed with the Court may be
26 electronically signed as provided in the Nevada Electronic Filing and Conversion Rules, Rule
27 11(a). All documents requiring a signature of another person may be electronically signed;
28 however, the party submitting the document must obtain e-mail verification of the other person's

1 agreement to sign electronically. That verification must be embedded in the document or
2 attached as the last page of the document.

3 Filers are reminded that NRCR Rule 11 provides sanctions for filing with improper
4 purpose, which would include a misrepresentation of a signature. Additionally, other civil or
5 criminal penalties could apply for misrepresenting or fraudulently signing a document.

6 **Proposed Orders**

7 All proposed orders, requests for orders shortening time, stipulation and orders, or any
8 other document submitted to a judge for signature shall be submitted to the appropriate
9 department electronically. A department inbox list is attached to this order. DEPARTMENT
10 INBOXES ARE TO BE USED ONLY FOR SUBMITTING DOCUMENTS FOR THE
11 JUDGE'S SIGNATURE. NO OTHER E-MAILS MAY BE SENT TO DEPARTMENT
12 INBOXES.

13 Documents must be submitted as a PDF document. If a judge has significant revisions,
14 the department will request a Microsoft Word version of the order from the submitting party for
15 editing purposes. The Court notes that both WordPerfect and Apple Pages allow documents to be
16 saved in a Word format.

17 The e-mail subject line must identify the full case number, the filing event code, and the
18 name of the case. The information must be in that order for the Court's automated filing system
19 to work properly. This naming convention looks like: A-20-1234560-C - ORDR - Smith v. Doe

20 Documents not properly submitted may be returned.

21 NO ADDITIONAL ARGUMENT OR DISCUSSION SHOULD BE INCLUDED IN
22 THE E-MAIL.

23 After reviewing submitted documents, the judge will electronically sign and file the order
24 into the Odyssey system. The Court will not print or retain paper copies of the orders.

25 All documents submitted will be filed by the department and served to all parties
26 registered for electronic service. Parties are responsible for filing the Notice of Entry of Order as
27 well as serving orders by mail to any party who is not registered for electronic service.
28

1 For any self-represented litigant who is unable to submit an order by e-mail, the Court
2 shall prepare and file the order.

3 To ensure the integrity of electronically signed and filed orders, the Clerk's Office will
4 reject orders submitted for filing from outside of the Court.

5 **Rule 16.1 (Civil), 16.2 (Domestic), and 16.205 (Custody) Early Case Conferences**

6 Rule 16.1, 16.2, and 16.205 conferences should proceed. Early case conferences should
7 be conducted by telephone or videoconference. To the extent possible, all initial disclosures,
8 supplements and other written discovery should be exchanged through electronic means. If a
9 conference cannot proceed because of issues related to COVID-19, an appropriate motion should
10 be filed with the assigned District Court Judge.

11 Deadlines for initial disclosures, disclosure of expert witnesses and testimony,
12 supplementation of discovery, pre-trial disclosures, and filing of case conference reports will no
13 longer be stayed as of July 1, 2020. Requests to continue deadlines should be filed with the
14 assigned District Court Judge.

15 **Settlement Conferences (Civil, Criminal and Family Divisions)**

16 In order to assist with the backlog of trials, judicial settlement conferences are
17 encouraged. Settlement conferences may be held by alternative means. If the settlement
18 conference is not held by alternative means, the judge and attorneys must develop a social
19 distancing plan prior to the settlement conference. All participants must wear masks that cover
20 their noses and mouths.

21 Civil and Family Division settlement conference programs will resume on July 1, 2020.
22 Settlement briefs and supporting exhibits must be submitted electronically. Counsel may also
23 contact individual judges to request settlement conferences or reach out to the assigned
24 departments to submit a request for a senior judge to conduct a settlement conference.

25 Criminal Division settlement conferences will resume on June 1, 2020. Requests for
26 settlement conferences should be submitted via e-mail on the settlement conference form to the
27 Chief Judge. The form must be completely filled out or the conference will not be set. In-
28 custody criminal settlement conferences will be scheduled to take place in the Lower Level

1 Arraignment courtroom. Priority will be given to trials where the defendant is in-custody and
2 has invoked speedy trial rights and to older homicide cases.

3 **Specialty Courts (All Divisions)**

4 All status hearings should go forward by alternative means unless a judge or hearing
5 master determines that extraordinary circumstances warrant a personal appearance. For Criminal
6 Division Specialty Court matters in-custody participants will continue to be heard together on
7 Fridays at noon. No jail or community service sanctions will be imposed by any specialty court
8 program for non-compliance. This does not prevent arrest of a participant who is on probation
9 for a probation violation. This also does not preclude a participant from being placed on
10 electronic monitoring; however, with the exception of felony DUI participants in the first six
11 months of the program who lack the current ability to self-pay, no Specialty Court participant
12 may be placed on CCDC house arrest. The Court will work with the treatment providers to
13 continue to provide treatment while balancing the safety of the participants and treatment
14 provider staff.

15 **Sealed Documents**

16 If a party is requesting a document be sealed, the party must file a motion to file the
17 document under seal. The party should separately file the document to be sealed, using the code
18 TSPCA (Temporarily Sealed Pending Court Approval). The judge will review the motion and
19 determine whether the document should be filed under seal. Failure to properly submit a motion
20 to seal the documents, failure to submit the document separately, or failure to use the proper
21 document code may result in the public electronic filing of the temporarily sealed document.

22 **Service of Process**

23 The Court recognizes that accomplishing personal service may continue to pose
24 significant challenges at this time given that many businesses are closed or operating on a limited
25 capacity. Properly documented service issues related to the COVID-19 pandemic will be
26 considered good cause for a timely motion to extend service of process. For service issues
27 between March 13, 2020 and June 30, 2020, good cause exists regardless of whether the motion
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1 is made before or after the 120-day service period. Effective July 1, 2020, motions to extend
2 service of process must be filed prior to the expiration of the time to serve.

3 **Summonses and Certified Copies**

4 Summonses and certified copies shall be issued by the Court Clerk's Office. A lawyer or
5 party seeking to have the Clerk of Court issue a summons under NRCP 4(b) shall e-file the
6 summons. The filing code "SEI" must be used for the proper processing of the summons. The
7 Clerk will issue the summons electronically. All certified copies will be issued electronically.

8 **Trials**

9 Bench trials in all case types should go forward when possible. Appearances by
10 witnesses, parties, and lawyers should be by alternative means unless the District Court Judge
11 finds that a personal appearance by an individual is necessary to conduct the proceeding.

12 If possible, trial exhibits should be produced, displayed, and admitted in an electronic
13 format. If the use of electronic exhibits is not possible, exhibits should be submitted to the
14 assigned judicial department at the direction of the Judge.

15 Beginning the week of June 1, the Jury Commissioner will begin summoning jurors for
16 jury trials. To maintain social distancing and juror safety, one panel of jurors will be summonsed
17 per day for District Court. The Jury Commissioner is to include health and safety information in
18 the jury summons, including social distancing and mask requirements. District Court Jury
19 selection will take place in the Jury Services Room. The District Court will prioritize trials,
20 beginning with criminal cases involving interstate compact issues and criminal cases in which
21 the defendant has invoked speedy trial rights. After those cases, the priority will be civil cases
22 with preferential trial settings; older in-custody criminal cases; and older civil cases, particularly
23 those with NRCP 41(e) timeline concerns.

24 Panels for other courts in Clark County may also be summonsed provided that Court
25 requesting the panel creates a social distancing/safety plan for the juries. Key points of the plan
26 will be included with the jury summons.

27 Jury questionnaires will be sent, completed, returned and distributed to the Court and
28 counsel electronically. If a juror cannot complete a questionnaire by electronic means, the

1 questionnaire will be mailed to the juror with a self-addressed and stamped return envelope.
2 Once Jury Services receives the questionnaire back, it will be scanned and distributed with the
3 other questionnaires.

4 This order shall continue to stay trial in civil cases for purposes of tolling NRC 41(e)
5 except where a District Court Judge makes findings to lift the stay in a specific case to allow the
6 case to be tried.

7 The time period of any continuance entered as a result of this order shall be excluded for
8 the purposes of calculating speedy trial under NRS 178.556(1) and NRS 174.511 as the Court
9 finds that the ends of justice served by taking this action outweigh the interests of the parties and
10 public in a speedy trial.

11 **Writs of Execution and Writs of Garnishment**

12 Writs of execution and garnishment have been stayed by the Governor's Directive 017
13 §1-2. No new writs of execution or garnishment may be issued while the stay is in place. The
14 stay does not apply to child support, spousal support, or criminal restitution. Any change or
15 termination of that directive will be determined by the Governor.

17 **CIVIL MATTERS**

19 **Alternative Dispute Resolution**

20 All matters in the Court Annexed Arbitration Program, Court Annexed Mediation
21 Program, and Nevada Foreclosure Mediation Program should proceed. These matters shall be
22 conducted by video or telephonic means when possible. If a personal meeting is necessary,
23 social distancing must be observed and all participants must wear face coverings covering their
24 noses and mouths.

25 For any cases assigned to the Court Annexed Arbitration program, none of the time
26 between March 17, 2020 and June 1, 2020 shall count toward the one year deadline to hold any
27 arbitration hearing pursuant to NAR 12(B). Additional requests to toll time should be addressed
28 to the assigned District Court Judge on a case-by-case basis.

1 **Extension of Time Deadlines**

2 Pursuant to NRCP 6(b), the Court recognizes the COVID-19 emergency as constituting
3 “good cause” and “excusable neglect” warranting the extension of time in non-essential civil
4 case types. This provision will expire July 1, 2020. This does not apply to time deadlines that
5 must not be extended under NRCP 6(b)(2) (motions under NRCP 50(b), 52(b), 59, and 60 and
6 motions made after NRCP 54(d)(2) time has expired).

7 **Evictions and Foreclosures**

8 Residential and small business evictions and judicial foreclosures have been stayed by the
9 Governor’s Directive 008 (Revised) §1, with certain exceptions. Any change or termination of
10 that directive will be determined by the Governor.

11 **Response Time for Offers of Judgment**

12 The tolling of time to respond to offers of judgment submitted pursuant to NRCP 68 will
13 end July 1, 2020. Parties will have until July 10, 2020 to respond to any pending offer of
14 judgment.

15 **Rule 16 Conferences**

16 Rule 16 conferences must be conducted by alternative means. The District Court Judges
17 should continue to comply with the deadlines set in NRCP 16(b)(2) but should be mindful that
18 attorneys and parties may face difficulties conducting discovery, obtaining discovery responses
19 and communicating with their clients. These potential difficulties should be addressed and taken
20 into consideration when issuing NRCP 16 scheduling orders.

21 **Statutes of Limitation; Medical Malpractice Cases**

22 Statutes of limitation have been tolled by the Governor’s Directive 009 (Revised) §2.
23 Any change or termination of that directive will be determined by the Governor. Attorneys and
24 litigants should be aware the District Court is unable to waive jurisdictional requirements for
25 expert affidavit requirements in medical malpractice cases should counsel choose to file a
26 complaint during this time or for requests for trial de novo.
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Stay of Cases

A complete stay of civil cases will be considered on a case-by-case basis. A stay of any case, or a continued stay of any case, should be liberally considered at this time based on COVID-19 issues.

Subpoenas

Attorneys must obtain advance approval of the discovery commissioner to issue subpoenas under NRCP 45

Short Trial Program

Due to the lack of available juror resources, short jury trials set in the next 90 days must be rescheduled. Short bench trials may proceed, preferably using alternative means to the extent possible.

CRIMINAL MATTERS

All criminal matters should proceed. Criminal law and motion hearing times will be as designated in the attachment to this order. Each judge will have a time to hear in-custody matters and a separate time for out-of-custody matters. Judges are encouraged to limit status checks or request status updates in writing and to consider ruling on the papers for motions that do not require oral argument.

Certified Copies

Certified copies of prior felony convictions for the purpose of a habitual criminal determination shall be electronically filed in Odyssey prior to sentencing. The filing should be captioned "Certified Copies of Prior Felony Convictions." If the certification seal is on the back of a page, the page should be copied and attached to the last page of the Judgment of Conviction.

Grand Jury

All three grand juries will begin hearing cases the week of June 1. The current A Grand Jury will remain in place through July 15. The incoming prospective A Grand Jurors will be summonsed to Jury Services on Tuesday, June 30th for selection at 2:00 p.m. Also, based on the

1 request of the District Attorney's Office, the 2018C Grand Jury will be recalled beginning Friday,
2 July 10 and will meet every Friday thereafter until excused by the Court to allow the District
3 Attorney's Office the opportunity to continue presentation of matters previous heard by that
4 Grand Jury. No new matters may be presented to the recalled Grand Jury.

5 Any Grand Jurors who are unable to continue service to the Grand Jury due to
6 COVID-19 related health or employment issues will be excused on a case-by-case basis and
7 replaced with alternates.

8 All Grand Juries will meet in the 17A Courtroom, which will be marked to provide for
9 social distancing of grand jurors, witnesses, court reporter, and attorneys. All Grand Jurors,
10 witnesses present in the Courtroom, attorneys, and the court reporter will be required to wear
11 face coverings covering their nose and mouth while in the RJC and throughout the grand jury
12 proceedings. No food or beverages will be permitted in the Courtroom.

13 Nevada Revised Statute 172.138 provided for the use of audiovisual technology to
14 present live testimony at grand jury proceedings "if good cause otherwise exists." The statute
15 requires that the technology ensures that the witness may be "clearly heard and seen" and
16 "examined." The Nevada Supreme Court has also provided for use of audiovisual equipment in
17 criminal proceedings in Supreme Court Rules Part IX-A(B).

18 During the current COVID-19 pandemic, good cause exists to allow witnesses to appear
19 before the grand jury via audiovisual technology. In order for a witness to appear by alternative
20 means, the State must notify the Chief Judge's department two judicial days prior to the
21 proceeding. The State will provide the time of the witness's testimony and the name, telephone
22 number and e-mail address of the witness to allow a BlueJeans link to be sent to the witness.
23 District Court IT will assist with any issues with the audiovisual equipment on the Court side,
24 but is not responsible for issues on the witness's side.

25 Grand jury returns will take place at the end of each day to prevent the Grand Jury
26 Forepersons from having to re-enter the Regional Justice Center.
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Guilty Pleas

When the defendant is unable to provide a signed copy of the guilty plea due to appearance by alternative means, the guilty plea shall be signed by by counsel in the following manner: "Signature affixed by (insert name of defense counsel) at the direction of (insert name of defendant)" The judge shall make a record that because of COVID-19 precautions that the defendant was unable to physically sign the guilty plea agreement. The defendant shall be canvassed by the judge taking the plea as follows:

On page ___ of the plea agreement your attorney has signed your name with a notation that they signed it at your direction. Is that correct?

Did you agree for your attorney to sign in place of your actual signature?

Did you knowingly, willingly and voluntarily direct your attorney to sign the agreement on your behalf?

Before directing your attorney to sign for you, did you read the guilty plea agreement and talk to your attorney about the terms of the guilty plea agreement?

Did you discuss that your attorney signing your name at your direction will be treated the same as if you actually signed the plea agreement?

Do you agree to have the signature placed on the agreement by your attorney to be treated the same as if you signed the plea agreement?

In-Custody Appearances

All in-custody defendants will appear by video to the assigned judicial departments for law and motion calendars. Arraignments, competency, and in-custody specialty court matters will continue to be heard in the lower-level arraignment Courtroom. Except for jury trials, no defendant will be transported to a District Court courtroom absent extraordinary circumstances. Due to limited access to alternative appearances, evidentiary hearings or lengthy sentencings for in-custody defendants should be coordinated through the Chief Judge's office. Also, no

1 defendant who is in isolation pursuant to Detention Services protocol will be brought for any
2 court appearance.

3 Defense attorneys will have limited ability to discuss matters with their clients during
4 Court appearances. Attorney-client conversations will be facilitated if needed; however,
5 attorneys are cautioned that it will be absolutely necessary for clients to be prepared in advance
6 of court.

7 **Out-of-Custody Appearances**

8 Due to the limited capacity of the Regional Justice Center at this time, out-of-custody
9 defendants must appear by alternative means whenever possible, including for entry of plea,
10 status checks, motions, and sentencing where the negotiation contemplates probation. Out-of-
11 custody defendants shall appear in person for probation revocation hearings where jail time or
12 revocation is being sought, sentencings where the negotiation contemplates a prison or jail
13 sentence, trials, and for any matter where the judge makes an individual determination that the
14 defendant's presence is necessary for the determination of the matter.

15 Lawyers representing indigent defendants are urged to provide assistance to defendants
16 who do not have the independent ability to appear by alternative means.

17 All attorneys are encouraged to appear by alternative means. Video appearance is
18 required in criminal matters unless prevented by technological issues. In order to appear by
19 alternative means in a criminal matter, attorneys must e-mail the department at least one judicial
20 day in advance of the Court appearance and provide the e-mail the attorney intends to use to
21 appear. In case of an emergency that does not allow for one day's notice, attorneys should
22 contact the department.

23 **DOMESTIC MATTERS**

24 **Confidential Reports**

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27 Notwithstanding the provisions of EDCR 5.203, confidential reports (including custody
28 evaluations, child interviews, brief focus assessments, drug test results, and paternity test results)

1 shall be transmitted electronically to retained counsel, subject to the limitations imposed on
2 counsel pursuant to EDCR 5.301 and EDCR 5.304. For self-represented litigants, civil-domestic
3 departments may convey the information contained in the foregoing confidential reports by
4 telephone. The transmittal of this information by telephone shall include, where reasonably
5 practical, the reading of the information to the self-represented litigant. If unusual circumstances
6 exist, the Judge may have the self-represented litigant make a personal appearance to review the
7 report.

8 **Motions**

9 The Court may deny a motion at any time. The Court may grant all or any part of a
10 motion after an opposition has been filed or 21 days after service of the motion if no opposition
11 was filed. The Court may issue other written orders relating to the motion.

12 Motions related to emergency legal and physical custody issues should receive priority
13 with respect to the scheduling of a hearing on an appropriate order shortening time.

15 **GUARDIANSHIP**

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17 All guardianship matters will proceed, including compliance hearings. Given the
18 vulnerability of the guardianship populations, all protected persons must appear by alternative
19 means. Assistance with emergency guardianships may be obtained by calling (702) 455-4472.

21 **JUVENILE DEPENDENCY CASES**

22
23 All juvenile dependency matters should proceed. Appearances by alternative means for
24 lawyers, DFS workers and others is strongly encouraged when possible.

25 **Adjudicatory Hearings**

26 Beginning June 1, 2020, time frames under NRS Chapter 432B may be tolled by the
27 assigned District Court Judge for good cause on a case-by-case basis.
28

1 When possible, pleas should be handled by alternative means. Pleas may be negotiated
2 by the parties and electronically filed with the Court. If the Court accepts the electronically filed
3 plea, a disposition hearing will be set within 15 business days.

4 Disposition hearings held pursuant to NRS 432B.540 and NRS 432B.550 must be heard
5 by alternative means when possible. Reports must be filed with the Court in advance to help
6 narrow the focus of any hearing. Attorneys for the parents, the children and any CASA may file
7 a report to supplement the DFS recommendations for disposition, placement, and services to
8 further assist in narrowing the scope of the hearing.

9 All semi-annual reviews held pursuant to NRS 432B.580 may be decided on reports
10 submitted to the Court by DFS. Annual reviews held pursuant to NRS 432B.580 and NRS
11 432B.590 should be heard by alternative means to the extent possible.

12 **Termination of Parental Rights Proceedings**

13 Parents may appear in court for initial hearings on termination of parental rights;
14 however, a video appearance by the parents will be considered an in-person appearance for
15 purposes of the statute.

16 Appearances by alternative means are encouraged for any party, witness or lawyer
17 participating in a termination of parental rights trial unless the Judge determines a personal
18 appearance is necessary.

19 Other motions may be decided on the papers or heard through alternative means. Status
20 checks should be handled by written reports or, if necessary, heard by alternative means.

21 Mediations conducted pursuant to NRS 432B.5904 shall proceed by alternative means
22 when possible. Otherwise, the mediation should proceed with appropriate social distancing. For
23 in-person mediations, all participants must cover their noses and mouths with face coverings.

24 **Adoptions**

25 Adoptions will proceed by alternative means or in person at the discretion of the Judge.
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Court-Ordered Admissions to Mental Health Facilities

Court-ordered admissions to mental health facilities pursuant to NRS 432B.607 et. seq. may be held by alternative means.

Child Haven and Parent Visitation

Placements at Child Haven should be strongly discouraged. Out-of-state visitation will be allowed unless the Court determines that visitation poses a health risk to the child. Visitation at Child Haven and parental visitation of children in foster care may proceed if precautions are taken to ensure the safety of the child and the well-being of others in the home in which the child resides. The Division of Family Services is directed to create policies for visitation given the current circumstances.

Timely Filing of Orders

Judicial departments will be responsible for timely filing orders from hearings. The Division of Family Services will electronically upload orders for the Court for review and the judicial departments will be responsible for reviewing and filing orders in a timely manner to prevent disruption of federal funding.

JUVENILE DELINQUENCY CASES

All juvenile delinquency matters will proceed. Audiovisual appearances should be used whenever possible. No in-custody juvenile who is hospitalized, isolated, or quarantined will be transported to court or appear for a court proceeding. Those matters are to be continued until the juvenile is no longer under any hospitalization, isolation, or quarantine. No juvenile matter may proceed without the juvenile present either in person or by alternative means. If the juvenile is unavailable, the matter will be continued.

Signatures on Juvenile Written Admissions

In order to ensure the rights of juveniles are being protected while the court allows appearances by alternative means, all admissions must be in writing and include an acknowledgment of rights and an acknowledgment of the standard terms and conditions of

1 probation or parole. Written admissions must be signed by the juvenile or signed by the
2 juvenile's attorney and be e-filed and accepted by the court.

3 If the juvenile is unable to personally sign the written admission due to coronavirus
4 precautions, the written admission shall be signed by counsel in the following manner:

5 Signature affixed by (insert name of defense counsel) at the direction of
6 (insert name of defendant). The judge shall make a record that because of
7 COVID-19 precautions that the defendant was unable to physically sign
8 the [admission].

9 The defendant shall be canvassed by the judge taking the plea as follows:

10 On page [say page number] of the [admission] your attorney has signed your
11 name with a notation that they signed it at your direction. Is that correct?

12 Did you agree for your attorney to sign in place of your actual signature?

13 Before directing your attorney to sign for you, did you read the [admission] and
14 talk to you[r] attorney about the terms of [probation or parole]?

15 Did you discuss that your attorney signing your name at your direction will be
16 treated the same as if you actually signed the [admission]?

17 Did you knowingly, willingly, and voluntarily direct your attorney to sign this
18 [admission] on your behalf?

19 Do you agree to have the signature placed on the [admission] by your attorney to
20 be treated the same as if you signed the [admission]?

21 **PROBATE**

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24 Probate hearings on the Probate Commissioner's calendar that are opposed or require a
25 hearing shall go forward and be heard by alternative means unless the Probate Commissioner
26 determines a personal appearance is necessary. Matters that can be approved without a hearing
27 will be on the approved list if no objection has been electronically filed and served by 9:30 am
28 on the day before the hearing. The approved list may be accessed on the probate section of the
District Court's website at:

1 <http://www.clarkcountycourts.us/departments/probate>

2 Once on the website, select the weekly probate calendar list.

3 Probate matters on the Probate Judges' calendars will be decided on the papers or heard
4 by video or telephonic means, unless the Judge determines a personal appearance is necessary.

5 If a party electronically files an election to proceed before the District Judge pursuant to
6 EDCR 4.08, any petitions on file will be set by the assigned judge.

7 Scheduling orders in contested matters may be requested by stipulation of the parties
8 submitted to chambers electronically with an order approving the proposed schedule. The
9 assigned Probate Judge or Probate Commissioner will set the evidentiary hearing or trial.
10 Contested matters will be decided on the papers or heard by alternative means unless the Judge
11 or Commissioner makes a determination that a personal appearance is necessary.

12 Sale confirmations currently set will be confirmed based upon the papers filed with the
13 Court and without the necessity of placing the sale for public bid, unless a notice of intent to
14 overbid is electronically filed and served 72 hours before the date of the sale confirmation
15 hearing. Any petition to confirm a sale filed after issuance of this Administrative Order shall
16 contain, in addition to the statutory requirements, language advising that the notice of intent to
17 overbid must be electronically filed and served 72 hours before the scheduled hearing. After
18 receiving an electronically filed notice of intent to overbid, the Court will set a remote hearing
19 through video or telephonic means. Otherwise the sale will be approved in accordance with the
20 notice. All orders on approved matters will be electronically filed by the Court and electronically
21 served.
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1 **COURT FACILITIES**

2 **Family Court and Services Complex**

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4 **Family Law Self-Help Center**

5 The Family Law Self-Help Center may begin providing in-person services. The Self-
6 Help Center is encouraged to provide as many services as possible via telephone, e-mail, and
7 other alternative means. Self-represented litigants may obtain help with family law forms and
8 information at:

9 www.FamilyLawSelfHelpCenter.org
10 e-mail: fishcinfo@lascn.org
11 Telephone: (702) 455-1500 or (702)386-1070

12 Before re-opening to provide services to the public, the Family Self-Help Center has
13 agreed to develop protocols to ensure the health and safety of staff and patrons. The protocols
14 should include methods of limiting waiting times for services, mask-wearing, observing social
15 distancing, and sanitation measures.

16 **Family Mediation Center**

17 The Family Mediation Center may begin providing in-person mediation services. The
18 Family Mediation Center shall continue conducting mediations via telephone or other alternative
19 means to the extent possible. Child interviews and parent-child observations may be scheduled.
20 Before re-opening, the Family Mediation Center shall develop protocols to ensure the health and
21 safety of staff and patrons. The protocols must include methods of limiting waiting times for
22 services, mask-wearing, social distancing plans, and sanitation measures.

23 **Donna's House Central**

24 Donna's House Central may begin providing supervised visitation, supervised custody
25 exchanges and other in-person services by appointment only. Before re-opening, Donna's House
26 shall develop protocols to ensure the health and safety of staff and patrons. The protocols must
27 include methods of limiting waiting times for services, mask-wearing, social distancing plans,
28 and sanitation measures.

1 **Court Appointed Special Advocate Program**

2 The Court Appointed Special Advocate Program may resume in-person trainings,
3 orientations and other meetings with member of the public in groups of 50 or less. During any
4 training, orientation or meeting, social distancing must be observed and all participants must
5 cover their noses and mouths with face coverings. The CASA program is encouraged to
6 continue conducting as must business as possible by telephone or other alternative means.

7 **Regional Justice Center**

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9 **Civil Self-Help Center**

10 The Civil Self-Help Center may begin providing in-person services. The Self Help
11 Center is encouraged to continue to serve as many individuals as possible by phone, e-mail, and
12 other alternative means. Self-represented litigants may obtain help with civil forms, information,
13 evictions and other matters from the Civil Law Self-Help Center:

14 www.CivilLawSelfHelpCenter.org

15 e-mail: clshcinfo@lascn.org

16 Telephone: (702) 671-3976

17 Before re-opening to provide services to the public, the Civil Self-Help Center has agreed
18 to develop protocols to include methods of limiting waiting times for services, observing social
19 distancing, and sanitation measures.

20 **Traffic**


21 Due to the limited capacity at the Regional Justice Center as a result of social distancing,
22 the Las Vegas Justice Court and Las Vegas Municipal Court traffic customer service counter
23 located on the first floor of the Regional Justice Center should remain closed until social
24 distancing restrictions are lifted. Traffic-related matters should be conducted by telephone, video
25 or other remote electronic means.
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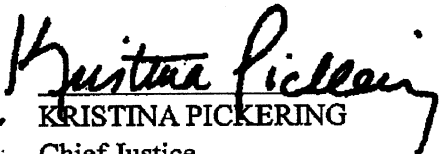
FINAL PROVISIONS

This order shall be reviewed no later than every 30 days and shall remain in effect until modified or rescinded by a subsequent order.

Entered this 1st day of June 2020.



LINDA MARIE BELL
Chief Judge
Eighth Judicial District Court



KRISTINA PICKERING
Chief Justice
Nevada Supreme Court

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
VIDEO FROM CCDC 3B TO COURTROOMS					
8:30 – 10:00	T. JONES In custody via video to 14B	WIESE In custody via video to 14A	T. JONES In custody via video to 14B	WIESE In custody via video to 14A	BELL Sell/Comp Hearings
8:30 – 10:00	KEPHART Out of custody by video/phone 16B	VILLANI Out of custody by video/phone 11A	KEPHART Out of custody by video/phone 16B	VILLANI Out of custody by video/phone 11A	
10:15 - 11:45	KEPHART In custody via video to 16B	VILLANI In custody via video to 11A	KEPHART In custody via video to 16B	VILLANI In custody via video to 11A	VILLANI (Homicide) In custody via video to 11A
10:15 – 11:45	T. JONES Out of custody by video/phone 14B	WIESE Out of custody by video/phone 14A	T. JONES Out of custody by video/phone 14B	WIESE Out of custody by video/phone 14A	
10:15 – 11:45	ELLSWORTH Out of custody by video/phone 16D	LEAVITT Out of custody by video/phone 14D	ELLSWORTH Out of custody by video/phone 16D	LEAVITT Out of custody by video/phone 14D	
12:00-1:30	ELLSWORTH In custody via video to 16D	LEAVITT In custody via video to 14D	ELLSWORTH In custody via video to 16D	LEAVITT In custody via video to 14D	LEAVITT (Homicide) In custody via video to 14D
12:00 – 1:30	ISRAEL Out of custody by video/phone 15C	E. JOHNSON Out of custody by video/phone 12A	ISRAEL Out of custody by video/phone 15C	E. JOHNSON Out of custody by video/phone 12A	
1:45-3:15	ISRAEL In custody via video to 15C	E. JOHNSON In custody via video to 12A	ISRAEL In custody via video to 15C	E. JOHNSON In custody via video to 12A	HERNDON (Homicide) In custody via video to 16D
1:45 – 3:15	DELANEY Out of custody by video/phone 15B	ADAIR Out of custody by video/phone 11C	DELANEY Out of custody by video/phone 15B	ADAIR Out of custody by video/phone 11C	
3:30 – 5:00	DELANEY In custody via video to 15B	ADAIR In custody via video to 11C	DELANEY In custody via video to 15B	ADAIR In custody via video to 11C	ADAIR (Homicide) In custody via video to 11C

LOWER LEVEL ARRAIGNMENT COURT					
	MONDAY	TUESDAY	WEDENSDAY	THURSDAY	FRIDAY
8:00 – 10:00 ARRAIGNMENT	WIESE IN CUSTODY	BELL IN CUSTODY	SILVA IN CUSTODY	T. JONES IN CUSTODY	BLUTH IN CUSTODY
10:00 – 10:45 ARRAIGNMENT	WIESE OUT OF CUSTODY	BELL OUT OF CUSTODY	SILVA OUT OF CUSTODY	T. JONES OUT OF CUSTODY	BLUTH OUT OF CUSTODY
11:00		CRIMINAL SETTLEMENT	CRIMINAL SETTLEMENT	OUT OF CUSTODY SETTLEMENT	BELL COMPETENCY
12:00					SPECIALTY COURTS
2:00		CRIMINAL SETTLEMENT	CRIMINAL SETTLEMENT	OUT OF CUSTODY SETTLEMENT	
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
VIDEO FROM CCDC 5A TO COURTROOMS					
10:15 - 11:45		HOLTHUS Out of custody by video/phone 3F		HOLTHUS Out of custody by video/phone 3F	DO NOT SET ANYTHING
10:15 – 11:45	BLUTH In custody via video to 10C	D. JONES In custody via video to 15A	BLUTH In custody via video to 10C	D. JONES In custody via video to 15A	
12 -1:30	BLUTH Out of custody by video/phone 10C	D. JONES Out of custody by video/phone 15A	BLUTH Out of custody by video/phone 10C	D. JONES Out of custody by video/phone 15A	
12 -1:30		HOLTHUS In custody via video to 3F		HOLTHUS In custody via video to 3F	
1:45 - 3:15	SILVA In custody via video to 11B	HARDY In custody via video to 11D	SILVA In custody via video to 11B	HARDY In custody via video to 11D	
1:45 - 3:15	MILEY Out of custody by video/phone 12C	HERNDON Out of custody by video/phone 16C	MILEY Out of custody by video/phone 12C	HERNDON Out of custody by video/phone 16C	
3:30 - 5:00	MILEY In custody via video to 12C	HERNDON In custody via video to 16C	MILEY In custody via video to 12C	HERNDON In custody via video to 16C	
3:30 - 5:00	SILVA Out of custody by video/phone 11B	HARDY Out of custody by video/phone 11D	SILVA Out of custody by video/phone 11B	HARDY Out of custody by video/phone 11D	

DISTRICT COURT EMAILS FOR DOCUMENT SUBMISSIONS

***SUBMIT ALL DOCUMENTS AS EMAIL ATTACHMENTS IN BOTH WORD AND .PDF ***

CIVIL/CRIMINAL DIVISION

Dept. 1 DC1Inbox@ClarkCountyCourts.us
Dept. 2 DC2Inbox@ClarkCountyCourts.us
Dept. 3 DC3Inbox@ClarkCountyCourts.us
Dept. 4 DC4Inbox@ClarkCountyCourts.us
Dept. 5 DC5Inbox@ClarkCountyCourts.us
Dept. 6 DC6Inbox@ClarkCountyCourts.us
Dept. 7 DC7Inbox@ClarkCountyCourts.us
Dept. 8 DC8Inbox@ClarkCountyCourts.us
Dept. 9 DC9Inbox@ClarkCountyCourts.us
Dept. 10 DC10Inbox@ClarkCountyCourts.us
Dept. 11 DC11Inbox@ClarkCountyCourts.us
Dept. 12 DC12Inbox@ClarkCountyCourts.us
Dept. 13 DC13Inbox@ClarkCountyCourts.us
Dept. 14 DC14Inbox@ClarkCountyCourts.us
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Dept. 20 DC20Inbox@ClarkCountyCourts.us
Dept. 21 DC21Inbox@ClarkCountyCourts.us
Dept. 22 DC22Inbox@ClarkCountyCourts.us
Dept. 23 DC23Inbox@ClarkCountyCourts.us
Dept. 24 DC24Inbox@ClarkCountyCourts.us
Dept. 25 DC25Inbox@ClarkCountyCourts.us
Dept. 26 DC26Inbox@ClarkCountyCourts.us
Dept. 27 DC27Inbox@ClarkCountyCourts.us
Dept. 28 DC28Inbox@ClarkCountyCourts.us
Dept. 29 DC29Inbox@ClarkCountyCourts.us
Dept. 30 DC30Inbox@ClarkCountyCourts.us
Dept. 31 DC31Inbox@ClarkCountyCourts.us
Dept. 32 DC32Inbox@ClarkCountyCourts.us

Discovery

DiscoveryInbox@ClarkCountyCourts.us

ADR

ADRInbox@ClarkCountyCourts.us

Probate

ProbateInbox@ClarkCountyCourts.us

FAMILY DIVISION

Dept. A DEPTAInbox@ClarkCountyCourts.us
Dept. B DEPTBInbox@ClarkCountyCourts.us
Dept. C DEPTCInbox@ClarkCountyCourts.us
Dept. D DEPTDInbox@ClarkCountyCourts.us
Dept. E DEPTEInbox@ClarkCountyCourts.us
Dept. F DEPTFInbox@ClarkCountyCourts.us
Dept. G DEPTGInbox@ClarkCountyCourts.us
Dept. H DEPTHInbox@ClarkCountyCourts.us
Dept. I DEPTIInbox@ClarkCountyCourts.us
Dept. J DEPTJInbox@ClarkCountyCourts.us
Dept. K DEPTKInbox@ClarkCountyCourts.us
Dept. L DEPTLInbox@ClarkCountyCourts.us
Dept. M DEPTMInbox@ClarkCountyCourts.us
Dept. N DEPTNInbox@ClarkCountyCourts.us
Dept. O DEPTOInbox@ClarkCountyCourts.us
Dept. P DEPTPInbox@ClarkCountyCourts.us
Dept. Q DEPTQInbox@ClarkCountyCourts.us
Dept. R DEPTRInbox@ClarkCountyCourts.us
Dept. S DEPTSInbox@ClarkCountyCourts.us
Dept. T DEPTTInbox@ClarkCountyCourts.us

TPO

TPOInbox@ClarkCountyCourts.us

Child Support

ChildSupportInbox@ClarkCountyCourts.us

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