

FILED

APR 29 2022

Sharon A. Hoffman
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: 22-07

On March 12, 2020, Governor Steve Sisolak issued a Declaration of Emergency in response to the COVID-19 pandemic. During the COVID-19 pandemic, the District Court, in consultation with the Nevada Supreme Court, concurred with the Governor and exercised its ministerial judicial powers. On an emergency basis, the District Court entered Administrative Orders 20-01 through 20-14; 20-16; 20-17; 20-22 through 20-24; 21-01; 21-03, 21-04, 21-05, 22-02 and 22-04. These Orders changed Court procedures to minimize person-to-person contact and mitigate the risk associated with the COVID-19 pandemic, while continuing to provide essential Court services.

COVID restrictions have currently eased and the Court works toward returning to normal operations in all respects. During the pandemic, however, various administrative orders included procedural changes beneficial to the Court, community partners, attorneys, and litigants. This Administrative Order addresses those administrative procedures to ensure continuity of operations while the Court has an opportunity to pursue formal rule changes.

For purposes of clarity and to avoid confusion, this order supersedes AO 20-01 through 20-14, 20-16, 20-17, 20-22, 20-23, 20-24, 21-03, 21-04, 21-05, 21-08, 22-02 and 22-04. Any portions of those orders that remain in effect are included in this order. AO 21-09 (In the Administrative Matter Regarding Jury Trial Settings, Continuances, Calendar Call and Civil Reassignment Calendar) remains in effect. Except where otherwise noted, this order takes effect upon filing.

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GENERAL PROVISIONS

Clerk's Office

The Civil/Criminal Clerk's Office and the Family Clerk's Office remain open to provide in-person services Mondays through Friday, 9:00 a.m. to 4:00 p.m. Litigants are encouraged to file electronically without a personal visit to the Clerk's Office when at all possible. For litigants who do not have the ability to electronically file documents, litigants may appear in person for assistance or documents may be mailed to the following addresses:

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

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

Original wills may be lodged with the Clerk.

Courtesy Copies

Courtesy copies shall be submitted electronically or in paper format at the request of the judicial department. Judicial Departments shall ensure their preference is indicated on their department guidelines posted on the court website. Pursuant to EDCR 7.26 courtesy copies are to be provided within 7 days of any hearing. District Court IT has created a Secure File Transfer Protocol for each department so that departments may obtain electronic courtesy copies of larger documents. Judges are asked to keep in mind the additional cost and inconvenience to the litigants in providing paper courtesy copies.

Discovery (Civil and Domestic)

All discovery hearings in both the civil and domestic case types shall continue to be conducted by alternative means unless otherwise ordered by the Discovery Commissioners.

Discovery motions may be resolved on the papers by way of a written recommendation issued by the Discovery Commissioner. If the Commissioner determines oral argument is

1 needed, the hearing may be held by alternative means unless the Commissioner determines a
2 personal appearance is necessary.

3 In cases where the judicial departments are handling their own discovery, alternative
4 appearances are governed by Nevada Supreme Court Rule Part IX-B(A) Rules Governing
5 Appearance by Telephonic Transmission Equipment for Civil and Family Proceedings.

6 **Electronic Service**

7 Pursuant to EDCR Part VIII and the Nevada Electronic Filing and Conversion Rules, all
8 lawyers and self-represented litigants are required to register for electronic service and update
9 any change of e-mail address with the Court. In the circumstance where a self-represented
10 litigant does not have an e-mail address, the Court Clerk's Office is directed to assist the self-
represented litigant in creating an e-mail address.

11 **Face Coverings Permitted**

12 There may be circumstances where it is prudent for individuals to wear masks while in
13 court facilities. No individual may be asked to remove a mask except a person may be asked to
14 briefly remove a mask for identification purposes at trial.

15 **Meetings**

16 Particularly with bench-bar meetings, virtual attendance options have significantly
17 increased meeting attendance. Meeting organizers of in-person meetings should consider
18 providing a virtual option to encourage access for those who may be unable to attend meetings in
person.

19 **Original Signature Requirements**

20 With the exception of documents requiring the signature of a notary, an electronic
21 signature will be considered an original signature. All documents filed with the Court may be
22 electronically signed as provided in the Nevada Electronic Filing and Conversion Rules, Rule
23 11(a). All documents requiring a signature of another person may be electronically signed;
24 however, the party submitting the document must obtain e-mail verification of the other person's
25 agreement to sign electronically. That verification must be embedded in the document or
26 attached as the last page of the document.
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1 Filers are reminded that NRCP Rule 11 provides sanctions for filing with improper
2 purpose, which would include a misrepresentation of a signature. Additionally, other civil or
3 criminal penalties could apply for misrepresenting or fraudulently signing a document.

4 **Proposed Orders**

5 All proposed orders, requests for orders shortening time, stipulation and orders, or any
6 other document submitted to a judge for signature shall be submitted to the appropriate
7 department electronically and signed electronically by the judge. A current department inbox list
8 must be available on the court website. DEPARTMENT INBOXES ARE TO BE USED ONLY
9 FOR SUBMITTING DOCUMENTS FOR THE JUDGE'S SIGNATURE. NO OTHER E-
MAILS MAY BE SENT TO DEPARTMENT INBOXES.

10 Proposed orders sent to a department's inbox should include only a blank line for the
11 judge's signature, e.g. _____. Signature lines should not include a date,
12 judge's name, or judge's title. Sufficient space should be allowed above and below the signature
13 line for the judge's signature and the electronic stamp including date, title, and name of the
14 judge.

15 Orders must be submitted as a single PDF document. If a judge has significant revisions,
16 the department will request a Microsoft Word version of the order from the submitting party for
17 editing purposes. Both WordPerfect and Pages allow documents to be saved in a Word format.

18 The e-mail subject line must identify the full case number, the filing event code, and the
19 name of the case. The information must be in that order for the Court's automated filing system
20 to work properly. This naming convention looks like: A-20-1234560-C - ORDR - Smith v. Doe.
21 NO ADDITIONAL ARGUMENT OR DISCUSSION SHOULD BE INCLUDED IN THE E-
MAIL.

22 Documents not properly submitted may be returned. To ensure the integrity of
23 electronically signed and filed orders, the Clerk's Office will reject orders submitted for filing
24 from outside of the Court.

25 After reviewing submitted documents, the judge will electronically sign and file the order
26 into the Odyssey system. The Court will not print or retain paper copies of the orders.
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1 Orders filed in this manner will be served to all parties registered for electronic service.
2 Parties are responsible for filing the Notice of Entry of Order as well as serving orders by mail to
3 any party who is not registered for electronic service.

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

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

7 Settlement conferences are highly encouraged. In all divisions, settlement briefs and
8 supporting exhibits may be submitted electronically or via paper courtesy copy, at the
9 discretion/request of the settlement judge. Civil and family settlement conferences may be held
10 by alternative means at the discretion of the judicial officer conducting the conference.

11 In the Family Division, there are three possibilities for judicial settlement conferences:
12 (1) the Senior Judge Family Settlement Conference Program; (2) the Family Division Settlement
13 Conference Program; and (3) Senior Settlement Conferences. Settlement conferences should be
14 requested through the assigned department.

15 In the Civil Division, judicial settlement conference may be set through the Civil
16 Settlement Conference Program by contacting Department 30. Counsel may also contact
17 individual judges to request settlement conferences or reach out to the assigned departments to
18 submit a request for a senior judge to conduct a settlement conference. For senior judge
19 settlement conferences, the parties must agree to the conference. Attorneys and litigants may not
20 schedule settlement conferences directly with the senior judge program.

21 In the Criminal Division, requests for settlement conferences should be submitted via e-
22 mail on the settlement conference form to Department 7. Settlement conferences may be
23 requested for cases where the defendant is in-custody or out-of-custody. The form must be filled
24 out completely or the conference will not be set. In-custody criminal settlement conferences will
25 be scheduled to take place in the afternoons only. Priority will be given to trials where the
26 defendant is in-custody and has invoked speedy trial rights and to older homicide cases.

27 **Specialty Courts (All Divisions)**

28 All routine status hearings may go forward by alternative means at the discretion of the
judge or hearing master, unless the judge or hearing master determines that circumstances

1 warrant a personal appearance. Alternative appearance may be considered a privilege for those in
2 good compliance. Jail sanctions may be imposed as appropriate.

3 **Sealed Documents**

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

9 **Summonses and Certified Copies**

10 Summonses and certified copies shall be issued by the Court Clerk's Office. A lawyer or
11 party seeking to have the Clerk of Court issue a summons under NRCP 4(b) shall e-file the
12 summons. The filing code "SEI" must be used for the proper processing of the summons. The
13 Clerk will issue the summons electronically. Certified copies may be issued electronically or
14 obtained in person.

15 **CIVIL MATTERS**

16 **Alternative Dispute Resolution**

17 All matters in the Court Annexed Arbitration Program, Court Annexed Mediation
18 Program, and Nevada Foreclosure Mediation Program may be conducted by video or telephonic
means at the discretion of the arbitrator/mediator.

19 **Appearances by Alternative Means**

20 Appearances by alternative means are covered by Nevada Supreme Court Rule Part IX-
21 B(A) Rules Governing Appearance by Telephonic Transmission Equipment for Civil and Family
22 Proceedings and Part IX-B (B) Rules Governing Appearance by Simultaneous Audiovisual
23 Transmission Equipment for Civil and Family Proceedings. Those rules encourage courts to
24 allow appearances by alternative means: "To improve access to the courts and reduce litigation
25 costs, courts shall permit parties, to the extent feasible, to appear by telephonic transmission
26 equipment [or simultaneous audiovisual transmission equipment] at appropriate proceedings
27 pursuant to these rules." NSCR Part IX-B(A) Rule 2 and Part IX-B(B) Rule 2.
28

1 Previously the notice provisions of these rules had been waived due to the need to handle
2 the majority of hearings through alternative appearances. To ensure attorneys and litigants have
3 sufficient time to comply, notice must be provided as required by those rules for any hearing on
4 May 30, 2022 or after. The Court notes in Civil and Family Domestic Cases, the rules allow
5 notice by placing "Simultaneous Audiovisual Transmission Equipment" or "Telephone
6 Transmission Equipment Appearance" below the title of moving, opposing, or reply papers or by
7 written "Notice of Intent to Appear by Simultaneous Audiovisual Transmission Equipment" as
8 provided by NSCR Part IX-B(A) Rule 5 and Part IX-B(B) Rule 5. The Court also notes a strong
9 preference for simultaneous audiovisual appearances to aid communication.

10 **Short Trial Program**

11 To avoid conflicts with other jury trials, Short Trials will be conducted on Fridays and
12 additional days assigned at the discretion of the Chief or Civil Presiding Judge. Due to overtime
13 restraints, short trials must conclude by 5:00 p.m.

14 **Trials**

15 District Court Judges handling civil matters will handle calendar calls for civil trials no
16 later than ten days prior to the beginning of the stack. Organization of the civil panels requires
17 all civil-criminal departments to be on consistent 5-week stacks, with the next stack beginning
18 May 23, 2022.

19 Ten days prior to the beginning of the stack, each department will enter information for
20 each case going to trial into the Jury Picker App. Each case will then be assigned a day and time
21 to receive a jury panel for jury selection.

22 A civil reassignment calendar will be held weekly to reassign any trials where the
23 assigned judge is not available to hear the case pursuant to Administrative Order 21-09.

24 **CRIMINAL MATTERS**

25 Criminal law and motion hearing times will continue as designated by the Chief Judge or
26 Presiding Criminal Judge in consultation with the judges assigned to the Criminal Division.
27 Judicial departments must hold court on all regularly scheduled criminal calendar dates and must
28 have calendar availability on all regularly scheduled dates for arraignments, bail hearings, initial

1 appearances on grand jury indictments, probation revocation hearings, and returns from
2 competency court. Judges may not go “dark” or vacate criminal law and motion calendars.

3 **Appearances by Alternative Means**

4 Persons in custody will be transported to courtrooms for regularly scheduled law and
5 motion calendars.

6 Appearances by alternative means are covered by Nevada Supreme Court Rule Part IX-
7 A(A) Rules Governing Appearance by Telephonic Transmission Equipment for Criminal
8 Proceedings and Part IX-A (B) Rules Governing Appearance by Simultaneous Audiovisual
9 Transmission Equipment for Criminal Proceedings. Those rules encourage courts to allow
10 appearances by alternative means: “To improve access to the courts and reduce litigation costs,
11 courts shall permit parties, to the extent feasible, to appear by telephonic transmission equipment
12 [or simultaneous audiovisual transmission equipment] at appropriate proceedings pursuant to
13 these rules.” NSCR Part IX-A(A) and Part IX-A(B) Rule 2. Previously the notice provisions of
14 these rules had been waived due to the need to handle the majority of hearings through
15 alternative appearances. To ensure attorneys and litigants have sufficient time to comply, notice
must be provided as required by those rules for any hearing on May 30, 2022 or after.

16 **Arraignments and Guilty Pleas**

17 All arraignments will be handled by the assigned departments and the court will no
18 longer have a separate arraignment court. All Guilty Plea Agreements should be signed by the
defendant prior to filing.

19 **Certified Copies**

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

24 **Competency**

25 For safety and convenience, competency calendar will continue to be conducted by
26 alternative means, including persons in custody appearing via video from the detention center,
27 unless the assigned judge determines the need for a personal appearance.
28

1 **Grand Jury**

2 Grand jury returns will continue to be conducted by alternative means for the
3 convenience of the foreperson.

4 **Trials**

5 The individual District Courts will prioritize their own criminal trials with calendar calls
6 for criminal cases no later than Tuesday the week before trial. All cases set for trial by the
7 department will then be set for a Central Calendar Call at 2:00 the Wednesday prior to the week
8 of trial or at another time designated by the Chief or Presiding Criminal Judge. At that time,
9 each case will receive a start date and time on a Monday or Tuesday unless the assigned judge
expresses a preference for a Wednesday or Thursday start.

10 **Writs from Limited Jurisdiction Courts Regarding Criminal Matters**

11 Any writ filed in the District Court regarding a criminal matter shall be assigned to a
12 judge who has a criminal calendar assignment. This includes writs from criminal cases pending
13 in a court of limited jurisdiction and matters related to criminal investigations or search warrants
14 other than a motion that solely requests return of property. If the writ is from an existing criminal
15 case that would typically track to a District Court department, the case should be randomly
16 assigned to one of the judges on that track. If the criminal case is ultimately bound up, then the
17 case should be assigned to the judge who handled the writ. If the case would not typically track
18 to a department or there is no pending criminal case, the writ should be randomly assigned to a
19 judge with a criminal case assignment.

20 **ELECTRONIC FILING OF APPLICATIONS FOR SEARCH WARRANTS**
21 **AND COURT ORDERS**

22 Nevada law allows for a peace officer to apply for a search warrant remotely through
23 secure electronic transmission. NRS 179.045(2). Additionally, the District Attorney and Attorney
24 General or their deputies, supported by an affidavit of a peace officer, can apply to the district
25 court for an order authorizing using a pen register, using a trap and trace device, or intercepting
26 communications (wiretaps). NRS 179.530; NRS 179.460; NRS 179.470. The “judge may
27 accept a[n]. . .electronic copy of the signature of any person required to give an oath or
28

1 affirmation as part of an application submitted pursuant to this section as an original signature of
2 the application.” NRS 179.470(4).

3 In addition to warrants, pens and wiretaps, the Stored Communications Act, 18 U.S.C.
4 §2703(d), allows for applications for orders for certain kinds of communications information. In
5 the remainder of this Order, the collective group of items seeking information through a court
6 order will be referred to as “surveillance orders.” The federal system also permits electronic
7 submission and signing of warrants and surveillance orders. Federal Rule of Criminal Procedure
8 41(d)(3) allows for electronic submission of warrants and Federal Rule of Criminal Procedure 49
9 allows for electronic signatures on other filings.

10 All law enforcement agencies applying for warrants or surveillance orders with a judge of
11 the District Court shall do so electronically. Returns and orders will also be filed electronically
12 as set out below.

13 **Electronic Signatures**

14 In the processing of applications for warrants and court orders for surveillance, the
15 District Court will accept and make use of electronic signatures. Under Nevada Revised Statutes
16 719.240(4), “[i]f a law requires a signature, an electronic signature satisfies the law.”
17 Additionally, “[e]lectronically issued court documents requiring a court official’s signature may
18 be signed electronically.” NEFCR 11(d).

19 “Electronic signature” means “an electronic sound, symbol, or process attached to or
20 logically associated with a record and executed. . .by a person with the intent to sign the record.”
21 NRS 719.100. Nevada Electronic Filing and Conversion Rule 11(a) allows signatures to be
22 typewritten as “/s/ signer’s name.” For the signing of documents related to search warrants and
23 court orders for surveillance, the District Court will accept the typewritten signature as:

24 /s/ officer’s first initial last name and badge number

25 For example: /s/J. Doe J1234D. The application may also be signed electronically with officer’s
26 actual signature.

27 **Rotating Assignment for Handling Warrants**

28 To ensure work load balance, all judges of the civil/criminal division will be responsible
for taking week-long search warrant duty assignments, with two judges on duty for any given
week. Those judges will be responsible for the review of all warrant and surveillance order

1 applications during that week, both during the day and after hours. The method of assignment is
2 to be determined by the Chief Judge and the Criminal Presiding Judge.

3 **Process for Obtaining Warrant or Court Order**

4 The District Court will accept electronically all applications for search warrants and
5 surveillance orders. The applications will be made through the following secure electronic
6 transmission procedure:

7 (1) The officer will obtain approval of the search warrant application by the appropriate
8 prosecutorial agency, or obtain the application for a court order for surveillance from the
9 District Attorney or Attorney General.

10 (2) The officer will then contact the assigned search warrant judge at the provided numbers.
11 If the primary duty judge is not available, the officer will then contact the secondary duty
12 judge. If neither the primary or secondary duty judges are available, the officer will
13 contact the Presiding Criminal Judge. If the officer is unable to reach the Presiding
14 Criminal Judge, then the officer will contact the Chief Judge. All warrants and requests
15 for orders must go through this process. Officers should not contact judges on their
16 office, personal, or home phones.

17 (3) Once the officer has made contact with one of the assigned judges, the judge will swear
18 in the officer over the phone. The affirmation will be as follows:

19 "Do you affirm under penalty of perjury that everything in this application is
20 true and correct to the best of your knowledge?"

21 (4) After being sworn in, the officer will electronically sign the warrant.

22 (5) The officer will then e-mail the entire packet, including the application, any affidavit, the
23 order or warrant, and any order for sealing. The documents must be sent as one
24 document in PDF Format. The packet must be sent from the officer's official agency e-
25 mail address to the e-mail established for this purpose.

26 The subject line of the e-mail must include the designation of the type of application as
27 follows:

28 SW

Cell (this includes all hybrid court orders/warrants for historical cell data)

Pen (pen registers and trap and trace)

1 Wire (all intercepted communications)

2
3 After the designation, the subject line should contain the caption of the warrant.

4 For example, "SW - For 1234 Birch Ave." or "Pen - For 702-444-4444"

5 To ensure security, applications may not be directly e-mailed to a judge's official e-mail
6 or private e-mail. Also, warrants may not be emailed from a private e-mail account and
7 must be e-mailed from the agency e-mail of the officer applying for the warrant.

8 (6) The assigned judge will then review the application. If the application is sufficient, the
9 judge will sign the warrant or court order with an electronic signature.

10 (7) The assigned judge will then e-mail the search warrant back in PDF format to the officer
11 with the judge's electronic signature affixed.

12 (8) The officer will then be able to print and serve the warrant or court order. A printed
13 version of a warrant must be left at the premises under NRS 179.075(2), and nothing in
14 this Order should be read to change that obligation.

15 **Returns and Filing**

16 After completion, the officer will send applications and orders for surveillance and search
17 warrants with returns electronically to the Court. The officer will e-mail the search warrant to
18 the Clerk's Office at the email established by the Court for this purpose.

19 As with the initial e-mail, the subject line of the e-mail must include the designation of
20 the type of application as follows:

21 SW

22 Cell (this includes all hybrid court orders/warrants for historical cell data)

23 Pen (pen registers and trap and trace)

24 Wire (all intercepted communications)

25 After the designation, the subject line should contain the caption of the warrant.

26 For example, "SW - For 1234 Birch Ave." or "Pen - For 702-444-4444"

27 Upon receipt of the e-mail, the Clerk's Office will file the documents.

28 **Telephonic Applications for Search Warrants**

Telephonic applications for search warrants should be made to the same numbers above
and recorded as provided in Nevada Revised Statute 179.045(3). After the warrant is served and

1 the return completed, the warrant, transcript and return should be sent electronically to the
2 separate e-mail established for this purpose. The Clerk's Office will then obtain the judge's
3 signature and file the documents.

4 5 **FAMILY DOMESTIC MATTERS**

6 **Appearances by Alternative Means**

7 Appearances by alternative means are covered by Nevada Supreme Court Rule Part IX-
8 B(A) Rules Governing Appearance by Telephonic Transmission Equipment for Civil and Family
9 Proceedings and Part IX-B (B) Rules Governing Appearance by Simultaneous Audiovisual
10 Transmission Equipment for Civil and Family Proceedings. Those rules encourage courts to
11 allow appearances by alternative means: "To improve access to the courts and reduce litigation
12 costs, courts shall permit parties, to the extent feasible, to appear by telephonic transmission
13 equipment [or simultaneous audiovisual transmission equipment] at appropriate proceedings
14 pursuant to these rules." NSCR Part IX-B(A) Rule 2 and Part IX-B(B) Rule 2.

15 Previously the notice provisions of these rules had been waived due to the need to handle
16 the majority of hearings through alternative appearances. To ensure attorneys and litigants have
17 sufficient time to comply, notice must be provided as required by those rules for any hearing on
18 May 30, 2022 or after., The Court notes in Civil and Family Domestic Cases, the rules allow
19 notice by placing "Simultaneous Audiovisual Transmission Equipment" or "Telephone
20 Transmission Equipment Appearance" below the title of moving, opposing, or reply papers or by
21 written "Notice of Intent to Appear by Simultaneous Audiovisual Transmission Equipment" as
22 provided by NSCR Part IX-B(A) Rule 5 and Part IX-B(B) Rule 5. The Court also notes a strong
23 preference for simultaneous audiovisual appearances to aid communication.

24 **Confidential Reports**

25 Confidential reports (including custody evaluations, child interviews, brief focus
26 assessments, drug test results, and paternity test results) may be transmitted electronically to
27 retained counsel, subject to the limitations imposed on counsel pursuant to EDCR 5.301 and
28 EDCR 5.304. For self-represented litigants, civil-domestic departments may convey the
information contained in the foregoing confidential reports by telephone. The transmittal of this
information by telephone shall include, where reasonably practical, the reading of the

1 information to the self-represented litigant. The Judge may have the self-represented litigant
2 make a personal appearance to review the report.

3 **Family Mediation Center**

4 The Family Mediation Center may provide in-person mediation services as well
5 mediations via telephone or other alternative means as deemed appropriate by the mediator for
6 the convenience and safety of the parties.

7 **Motions**

8 The Court may deny a motion at any time. The Court may grant all or any part of a
9 motion after an opposition has been filed or 21 days after service of the motion if no opposition
10 was filed. The Court may issue other written orders relating to the motion. Motions related to
11 emergency legal and physical custody issues should receive priority with respect to the
12 scheduling of a hearing on an appropriate order shortening time.

13 **GUARDIANSHIP**

14 Given the vulnerability of the guardianship populations, all proposed protected persons
15 and protected persons must continue to appear by alternative means unless otherwise ordered by
16 the assigned judge.

17 **JUVENILE DEPENDENCY CASES**

18 Nevada Supreme Court Rules Part IX excludes juvenile proceedings from the rules
19 governing appearances by telephonic and audiovisual transmission. Until this area can be
20 addressed by the Nevada Supreme Court committee examining those rules, this order will
21 provide that attorneys, probation officers, social workers, parents, guardians, and any other
22 necessary parties to a juvenile proceeding may appear by alternative means at the discretion of
23 the judge or hearing master.

24 **Adjudicatory Hearings**

25 Pleas may be negotiated by the parties and electronically filed with the Court. If the
26 Court accepts the electronically filed plea, a disposition hearing will be set within 15 business
27 days.
28

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

6 All semi-annual reviews held pursuant to NRS 432B.580 may be decided on reports
7 submitted to the Court by DFS. Annual reviews held pursuant to NRS 432B.580 and NRS
8 432B.590 may be heard by alternative means.

9 **Termination of Parental Rights Proceedings**

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

13 Appearances by alternative means may be made by any party, witness or lawyer
14 participating in a termination of parental rights trial unless the Judge determines a personal
15 appearance is necessary.

16 Other motions may be decided on the papers or heard through alternative means. Status
17 checks maybe handled by written reports or heard by alternative means at the discretion of the
18 judge.

19 **Mediations**

20 Mediations conducted pursuant to NRS 432B.5904 may proceed by alternative means at
21 the discretion of the mediator.

22 **Adoptions**

23 Adoptions will proceed by alternative means or in person at the discretion of the Judge.

24 **Court-Ordered Admissions to Mental Health Facilities**

25 Hearings regarding court-ordered admissions to mental health facilities pursuant to NRS
26 432B.607 et. seq. may be held by alternative means.

27 **Child Haven and Parent Visitation**

28 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.

1 **Timely Filing of Orders**

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

6
7 **JUVENILE DELINQUENCY CASES**

8 Nevada Supreme Court Rules Part IX excludes juvenile proceedings from the rules
9 governing appearances by telephonic and audiovisual transmission. Until this area can be
10 addressed by the Nevada Supreme Court committee examining those rules, this order will
11 provide that attorneys, probation officers, social workers, parents, guardians, and any other
12 necessary parties to a juvenile proceeding may appear by alternative means at the discretion of
13 the judge or hearing master. No juvenile matter may proceed without the juvenile present either
14 in person or by alternative means. If the juvenile is unavailable, the matter will be continued.

15 **Signatures on Juvenile Written Admissions**

16 All admissions must be in writing and include an acknowledgment of rights and an
17 acknowledgment of the standard terms and conditions of probation or parole. Written admissions
18 must be signed by the juvenile and be e-filed and accepted by the court.

19 **PROBATE**

20 **Appearance by Alternative Means**

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

27 <http://www.clarkcountyCourts.us/departments/probate>

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

1 Appearances by alternative means before the assigned Probate Judges are covered by
2 Nevada Supreme Court Rule Part IX-B(A) Rules Governing Appearance by Telephonic
3 Transmission Equipment for Civil and Family Proceedings and Part IX-B (B) Rules Governing
4 Appearance by Simultaneous Audiovisual Transmission Equipment for Civil and Family
5 Proceedings. Those rules encourage courts to allow appearances by alternative means: “To
6 improve access to the courts and reduce litigation costs, courts shall permit parties, to the extent
7 feasible, to appear by telephonic transmission equipment [or simultaneous audiovisual
8 transmission equipment] at appropriate proceedings pursuant to these rules.” NSCR Part IX-
9 B(A) Rule 2 and Part IX-B(B) Rule 2. Probate matters on the Probate Judges’ calendars will be
10 decided on the papers or heard by video or telephonic means, unless the Judge determines a
personal appearance is necessary.

11 Previously the notice provisions of these rules had been waived due to the need to handle
12 the majority of hearings through alternative appearances. To ensure attorneys and litigants have
13 sufficient time to comply, notice must be provided as required by those rules for any hearing on
14 May 30, 2022 or after., The Court notes in Civil and Family Domestic Cases, the rules allow
15 notice by placing “Simultaneous Audiovisual Transmission Equipment” or “Telephone
16 Transmission Equipment Appearance” below the title of moving, opposing, or reply papers or by
17 written “Notice of Intent to Appear by Simultaneous Audiovisual Transmission Equipment” as
18 provided by NSCR Part IX-B(A) Rule 5 and Part IX-B(B) Rule 5. The Court also notes a strong
preference for simultaneous audiovisual appearances to aid communication.

19 **Election to Have Proceedings Heard by Assigned Judge**

20 Any party to a contested matter may elect to have the proceedings heard by the assigned
21 probate judge so long as the Probate Commissioner has not ruled on a contested matter in the
22 case. The party must file a Request to Transfer to Probate Judge accompanied by the Scheduling
23 Order. The Request and Order must be emailed to the inbox of the assigned department. Any
24 party to a newly filed matter or any matter in which a contested hearing has not been heard may
25 elect to have the matter heard by the probate judge assigned to the matter pursuant the provisions
26 of EDCR 4.08. The Request to Transfer to Probate Judge shall be filed an emailed to the inbox
27 for the probate department and the department assigned to the matter no later than 4:00 p.m. on
28 Monday of the week the matter is to be heard. The probate department shall remove the matter

1 from the calendar. Any Request to Transfer to Probate Judge shall specifically identify the
2 following, with the appropriate box marked: ☐ Schedule Evidentiary Hearing—discovery
3 completed ☐ Schedule Evidentiary Hearing--discovery plan needed ☐ Schedule Oral Argument
4 on matter of law-fully briefed ☐ Schedule Oral Argument on matter of law-briefing schedule
5 needed After receiving the Request to Transfer, the assigned department shall calendar the matter
6 for hearing on the next available hearing date and specifically set forth the scope of the hearing
7 The scope of the hearing will indicate whether the hearing is to set a discovery plan, evidentiary
8 hearing, briefing schedule, or oral argument on any matter fully briefed. Parties are encouraged
9 to submit a stipulation and order with agreed upon discovery plan, or briefing schedules by 4:00
10 p.m. on Monday of the week the matter is to be heard. Any stipulation and order submitted shall
11 vacate the pending hearing date and leave space for the department to include a new hearing date
12 for the evidentiary hearing or oral argument. Rule 4.17, Discovery in contested / litigated
13 matters. Except as otherwise provided, the remaining provisions Part IV of the EDCR pertaining
to Probate; Trusts and the Administration of Estate apply.

14 **Scheduling Orders in Contested Matters**

15 Scheduling orders in contested matters may be requested by stipulation of the parties
16 submitted to chambers electronically with an order approving the proposed schedule. The
17 assigned Probate Judge or Probate Commissioner will set the evidentiary hearing or trial.

18 **Sale Confirmations**

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

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SELF-HELP CENTERS

Family Law Self-Help Center

The Family Law Self-Help Center offers in-person services as well as services via telephone, e-mail, and other alternative means. Self-represented litigants may obtain help with family law forms and information at:

www.FamilyLawSelfHelpCenter.org

e-mail: flshcinfo@lascn.org

Telephone: (702) 455-1500 or (702)386-1070

Civil Law Self-Help Center

The Civil Law Self-Help Center provides in-person services and services by phone, e-mail, live chat, and other alternative means. Self-represented litigants may obtain help with civil forms, information, evictions and other matters from the Civil Law Self-Help Center:

www.CivilLawSelfHelpCenter.org

e-mail: clshcinfo@lascn.org

Telephone: (702) 671-3976

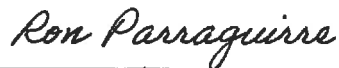
FINAL PROVISIONS

This order shall remain in effect until modified or rescinded by a subsequent order.

Dated this 29th day of April, 2022



DC8 089 AE7B 846B
Linda Marie Bell
District Court Judge



CHIEF JUSTICE
NEVADA SUPREME COURT