

**EIGHTH JUDICIAL DISTRICT COURT
ADMINISTRATIVE DIRECTIVE**

JENNIFER P. TOGLIATTI
Chief Judge, District Court

DISTRICT COURT POLICY NO: XVII

STEVEN D. GRIERSON
Court Executive Officer

EFFECTIVE DATE: October 10, 2013

**SUBJECT: HEARING MASTER AND COMMISSIONER SELECTION PROCEDURE
FOR THE EIGHTH JUDICIAL DISTRICT COURT**

I. PURPOSE

The purpose of this policy is to ensure a consistent selection procedure for District Court Hearing Masters and Commissioners. This will provide those members of the bar who apply for appointed judicial official positions an equal opportunity during the selection process. Further, this policy will enhance the public's trust and confidence by establishing a system of transparency and public participation in the process.

II. ORGANIZATION AFFECTED

Eighth Judicial District Court

III. PROCEDURE

There will be a three-tiered recruitment process for selecting District Court Hearing Masters and Commissioners. The process is as follows:

- 1) Application Review Committee: The review committee will review and evaluate all applications, then recommend a subset (e.g., top 10) for the oral board panel. This committee will be comprised of a minimum of three members, selected by the Presiding Judge of the division where the Master/Commissioner will be assigned.
- 2) Oral Board Panel: The oral board panel will be comprised of a minimum of three District Court Judges, selected by the Chief Judge, or his or her designee. This panel will interview the candidates forwarded by the Application Review Committee. Following the interviews, the panel will forward the recommended candidates to the selection panel for final selection.

- 3) Selection Panel: The selection panel will be, at minimum, comprised of the Chief Judge, Presiding(s), and a District Court administrative staff member. Upon interviewing all final candidates, the selection panel will select the best qualified candidate for the position.

IV. PUBLIC INFORMATION AND COMMENT

Final candidates will be made known on the Eighth Judicial District Court's website www.clarkecountycourts.us and by press release. The general public will be invited to submit written and signed comments to the selection panel regarding the candidates. The public comment period shall be open for ten (10) judicial days from when the candidates' names are first published.

10/10/13
Date



Jennifer P. Togliatti, Chief District Court Judge

FILED

Oct 10 2 31 PM '13

DISTRICT COURT
CLARK COUNTY, NEVADA

Ann L. ...
CLERK OF THE COURT

IN THE ADMINISTRATIVE MATTER)
of Revising District Court Policy No:)
XVII for Hearing Master and)
Commissioner Selection Procedure)

Administrative Order: 13-05

WHEREAS, Hearing Masters and Commissioners of the Eighth Judicial District Court are appointed by the District Court Judges to perform important judicial functions in order to assist the efficiency of the Court; and,

WHEREAS, on December 13, 2004, former Chief Judge Kathy Hardcastle issued an Administrative Directive creating a policy for the purpose of ensuring a consistent selection procedure for District Court Hearing Masters and Commissioners; and,

WHEREAS, the Chief Judge has determined that revising the directive to include public engagement is beneficial to the quality of the process; and,

WHEREAS, the Chief Judge believes that a collaborative process will enhance and promote accountability, efficiency, and effectiveness in government; and,

WHEREAS, with an opportunity for public participation being made available, the Chief Judge further believes that the selection process will increase the public's trust and confidence in the Court's decision; and,

WHEREAS, the Eighth Judicial District Court stands committed to ensuring continued improvement in public access to the judiciary, therefore,

IT IS HEREBY ORDERED, that effective October 10, 2013, the Eighth Judicial District Court shall implement the revised Hearing Master and Commissioner Selection Administrative Directive as detailed herein.