

EIGHTH JUDICIAL DISTRICT COURT  
LAS VEGAS JUSTICE COURT  
ADMINISTRATIVE ORDER

FILED

FEB 18 11 00 AM '09

T. ARTHUR RITCHIE  
Chief Judge, District Court

CLARK COUNTY COURTS ADMINISTRATIVE  
CLERK  
ORDER NUMBER: 09-06  
EFFECTIVE DATE: March 1, 2009

ANN E. ZIMMERMAN  
Chief Judge, Las Vegas Justice Court

EDWARD A. FRIEDLAND  
Court Executive Officer

**SUBJECT: USE OF CLARK COUNTY COURTS' PROPERTY TO SOLICIT OR  
FUNDRAISE**

I. PURPOSE

To establish policies and procedures for use of Clark County Courts' property by Court employees and non-employees to solicit or fundraise.

II. ORGANIZATIONS AFFECTED

Clark County Courts: District Court, Las Vegas Justice Court, and Clerk of the Court.

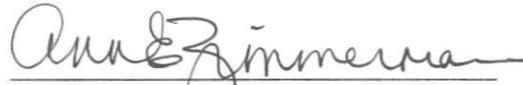
III. PROCEDURE

- A. The primary purpose of Clark County Courts' property including, but not limited to, buildings, facilities, mail, electronic communication devices, automated information systems, Internet/Intranet and electronic e-mail systems is for Court-related business purposes and for the delivery of services to the public.
- B. Employees and non-employees are prohibited from using Court buildings, facilities, and information systems to solicit or fundraise for personal pecuniary gain or that of another organization without the express written authorization of the Court Executive Officer (CEO) or designee, the Fundraising/Solicitation Review Committee.
- C. Except as prohibited by local, state or federal law or regulation, the CEO and designee have sole discretion to authorize the use of Court property to solicit or fundraise.
- D. Written requests for authorization to solicit or fundraise must be made by submitting a completed Fundraising/Solicitation Request Form at least ten (10) days prior to the solicitation or fundraising activity to Clark County Courts Human Resources. Request forms may be obtained from Clark County Courts Human Resources.

- E. Upon approval from the CEO or designee to solicit or fundraise, materials related to the authorized activity may be displayed in designated areas. Materials shall include, without limitation: signs, flyers, posters, and banners. Unless otherwise stated, Designated Areas shall include break rooms and division bulletin boards.
  
- F. The policies and procedures outlined in this Administrative Order are in addition to the provisions of the Model Code of Conduct for Judicial Employees in the State of Nevada. A violation of this Administrative Order may be cause for discipline.



T. Arthur Ritchie, Jr.  
Chief Judge, District Court



Ann E. Zimmerman  
Chief Judge, Las Vegas Justice Court

I acknowledge that I have received **Clark County Courts Administrative Order Number 09-06, "USE OF CLARK COUNTY COURTS' PROPERTY TO SOLICIT OR FUNDRAISE"** and that I agree to read and familiarize myself with its contents and will comply with it at all times.

\_\_\_\_\_  
Employee – Print Name

\_\_\_\_\_  
Employee – Signature

\_\_\_\_\_  
Division

\_\_\_\_\_  
Date

I acknowledge that I have received **Clark County Courts Administrative Order Number 09-06, "USE OF CLARK COUNTY COURTS' PROPERTY TO SOLICIT OR FUNDRAISE"** and that I agree to read and familiarize myself with its contents and will comply with it at all times.

\_\_\_\_\_  
Employee – Print Name

\_\_\_\_\_  
Employee – Signature

\_\_\_\_\_  
Division

\_\_\_\_\_  
Date



**FUNDRAISING/SOLICITATION REQUEST  
CLARK COUNTY COURTS  
EIGHTH JUDICIAL DISTRICT COURT  
LAS VEGAS TOWNSHIP JUSTICE COURT**



**This form must be received by the Clark County Courts Human Resources Department no later than ten (10) days prior to the requested activity.**

1. Name of person completing this request: \_\_\_\_\_
2. Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_
3. Name of individual/organization benefited: \_\_\_\_\_
4. To your knowledge, are there any legal or disciplinary actions pending against the individual or organization?
  - a.  Yes  No
  - b. If yes, please explain \_\_\_\_\_
5. To your knowledge, will this activity benefit a non-profit 501(c)(3) organization?  Yes  No
6. Type of fundraiser/solicitation (be specific): \_\_\_\_\_
  - a. Will this activity have a material impact on court business or security?  Yes  No
  - b. If yes, please explain \_\_\_\_\_
7. What types of equipment will be used? (e.g. tables, chairs, audio equipment) \_\_\_\_\_  
\_\_\_\_\_
8. Date(s) and time(s) of activity: \_\_\_\_\_
9. Location of activity (circle each that applies): RJC / Family Court/ Other: \_\_\_\_\_
10. Will the net income be donated to another organization?  Yes  No
11. If yes, to what organization? \_\_\_\_\_
12. Name(s) of individuals running event: \_\_\_\_\_
  - a. Are these individuals employees of Clark County Courts?  Yes  No
13. To your knowledge, what was the date of the organization's last fundraiser/solicitation activity?  
\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

*For Administration Use Only:*

*Approved*

*Denied*