

DISTRICT COURT
CLARK COUNTY, NEVADA

In the Matter of)
)
The Establishment of a Policy for the Eighth)
Eighth Judicial District Court regarding distribution)
of organizations' materials and placement on)
court-generated resource lists.)
_____)

ADMINISTRATIVE
ORDER NO. 05-02

WHEREAS the Eighth Judicial District Court desires to establish a policy regarding the distribution of materials by organizations in court facilities and placement of organizations on resource lists.

NOW, THEREFORE, it is ORDERED that effective February 22, 2005, the Eighth Judicial District Court establishes a policy regarding distribution of organizations' materials and placement on court-generated resource lists as follows:

**POLICY REGARDING DISTRIBUTION OF ORGANIZATIONS' MATERIALS
AND PLACEMENT OF ORGANIZATIONS ON COURT-GENERATED RESOURCE
LISTS - EIGHTH JUDICIAL DISTRICT COURT**

I. PURPOSE

The purpose of this policy is to set forth criteria which organizations must meet in order to have their materials distributed in Eighth Judicial District Court facilities and/or for organizations to be placed on court-generated resource/referral lists.

II. "MATERIALS" DEFINED

For purposes of this policy, “materials” is defined as any written document, including but not limited to brochures, fliers, pamphlets, booklets and business cards.

III. “ORGANIZATION” DEFINED

For purposes of this policy, “organization” is defined as any charity, business, firm, company, or corporation.

IV. “EMPLOYEE” DEFINED

For purposes of this policy, “employee” is defined as all employees, volunteers, contractors and agents of District Court.

V. CRITERIA FOR MATERIALS

Only materials that meet the following criteria may be placed in the Court’s brochure racks, placed on a resource/referral list, and/or distributed by District Court employees.

The materials must have been:


- a. Written, created or produced by any court, county, state or federal department or agency; or
- b. Written, created or produced by an organization that has been awarded a contract or memorandum of understanding with the Eighth Judicial District Court; or
- c. Written, created or produced by an organization that has obtained Clark County or Nevada Administrative Office of the Courts funding to further that organization’s mission.

VI. PROCEDURE


Any organization who meets the above criteria may submit a written request to the Assistant Court Administrator for the applicable division. If the organization bases its qualification on either (b) or (c) above, the request must include a copy of the award letter or contract. The Assistant Court Administrator or his/her designee shall review the materials and contact the organization regarding its request. If the Assistant Court Administrator or his/her designee determines that the organization meets the above criteria, he/she will inform the organization where to deliver its materials and/or which resource list(s) the organization will be included. The organization can appeal the Assistant Court Administrator's decision to the Court Administrator. The appeal must be in writing and include a copy of the award letter or contract. The Court Administrator shall make the final administrative decision.

Any questions on this procedure should be addressed to the Court Administrator.

DATED this 22 day of February 2005


Kathy A. Hardcastle, Chief District Judge

MEMORANDUM
EIGHTH JUDICIAL DISTRICT COURT
ADMINISTRATION

TO: DISTRIBUTION
FROM: KATHY A. HARDCASTLE, CHIEF JUDGE 
SUBJECT: **ADMINISTRATIVE ORDER, NO. 05-02**
DISTRIBUTION OF ORGANIZATIONS' MATERIALS
DATE: FEBRUARY 22, 2005

Please see the attached Administrative Order with an effective issue date of **February 22, 2005**.

The purpose of this Administrative Order is to set forth criteria which organizations must meet in order to have their materials distributed in Eighth Judicial District Court facilities and/or for organizations to be placed on court-generated resource/referral lists.

Thank you.

Charles J. Short
Court Administrator
Clark County Courthouse
200 S. 3rd Street
Las Vegas, Nevada 89155-2311
(702) 455-3411
FAX (702) 386-9104
e-mail:shortch@co.clark.nv.us

Michael W. Ware
Assistant Court Administrator
Civil & Criminal Divisions
200 S. 3rd Street
Las Vegas, Nevada 89155-2311
(702) 455-3412
FAX (702) 386-9104
e-mail:waremi@co.clark.nv.us

Brian Gilmore
Assistant Court Administrator
Family Division
601 N. Pecos Road
Las Vegas, Nevada 89101
(702) 455-2383
FAX (702) 386-9104
e-mail:gilmoreb@co.clark.nv.us

DISTRICT COURT
CLARK COUNTY, NEVADA

In the Matter of)	
)	
The Establishment of a Policy for the Eighth)	
Eighth Judicial District Court regarding distribution)	
of organizations' materials and placement on)	ADMINISTRATIVE
court-generated resource lists.)	ORDER NO. <u>05-02</u>
_____)	

WHEREAS the Eighth Judicial District Court desires to establish a policy regarding the distribution of materials by organizations in court facilities and placement of organizations on resource lists.

NOW, THEREFORE, it is ORDERED that effective February 22, 2005, the Eighth Judicial District Court establishes a policy regarding distribution of organizations' materials and placement on court-generated resource lists as follows:

**POLICY REGARDING DISTRIBUTION OF ORGANIZATIONS' MATERIALS
AND PLACEMENT OF ORGANIZATIONS ON COURT-GENERATED RESOURCE
LISTS - EIGHTH JUDICIAL DISTRICT COURT**

I. PURPOSE

The purpose of this policy is to set forth criteria which organizations must meet in order to have their materials distributed in Eighth Judicial District Court facilities and/or for organizations to be placed on court-generated resource/referral lists.

II. "MATERIALS" DEFINED

For purposes of this policy, “materials” is defined as any written document, including but not limited to brochures, fliers, pamphlets, booklets and business cards.

III. “ORGANIZATION” DEFINED

For purposes of this policy, “organization” is defined as any charity, business, firm, company, or corporation.

IV. “EMPLOYEE” DEFINED

For purposes of this policy, “employee” is defined as all employees, volunteers, contractors and agents of District Court.

V. CRITERIA FOR MATERIALS

Only materials that meet the following criteria may be placed in the Court’s brochure racks, placed on a resource/referral list, and/or distributed by District Court employees.

The materials must have been:

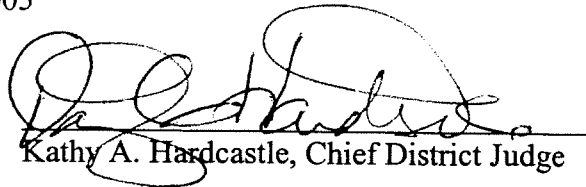
- a. Written, created or produced by any court, county, state or federal department or agency; or
- b. Written, created or produced by an organization that has been awarded a contract or memorandum of understanding with the Eighth Judicial District Court; or
- c. Written, created or produced by an organization that has obtained Clark County or Nevada Administrative Office of the Courts funding to further that organization’s mission.

VI. PROCEDURE

Any organization who meets the above criteria may submit a written request to the Assistant Court Administrator for the applicable division. If the organization bases its qualification on either (b) or (c) above, the request must include a copy of the award letter or contract. The Assistant Court Administrator or his/her designee shall review the materials and contact the organization regarding its request. If the Assistant Court Administrator or his/her designee determines that the organization meets the above criteria, he/she will inform the organization where to deliver its materials and/or which resource list(s) the organization will be included. The organization can appeal the Assistant Court Administrator's decision to the Court Administrator. The appeal must be in writing and include a copy of the award letter or contract. The Court Administrator shall make the final administrative decision.

Any questions on this procedure should be addressed to the Court Administrator.

DATED this 22 day of February 2005


Kathy A. Hardcastle, Chief District Judge