

DISTRICT COURT  
CLARK COUNTY, NEVADA

FILED

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In the Matter of )  
Supreme Court Rule 17 )  
\_\_\_\_\_ )

Administrative Order No. 074  
CLERK OF THE COURT

**SUBJECT: SUPREME COURT RULE 17**

This directive outlines the procedure for the Eighth Judicial District Court (Civil/Criminal and Family Divisions) to comply with Nevada Supreme Court Order (ADKT No. 408) regarding the "list of cases under submission in the district courts." This procedure will take effect in June of 2007, and will occur each month thereafter.

**A. Supreme Court Rule 17 - Overview**

1. **"General requirements and applicability.** The clerk of each district court shall compile and post a list each month of all undecided motions and other matters that have been submitted for decision for a period of 60 days or more. This rule applies to all district court cases."
2. **"Contents of submission list.** The submission of list shall include the date of submission and shall be compiled by department."
3. **"Time for compiling and posting submission list.** The clerk shall compile and post submission list between the 5<sup>th</sup> and 10<sup>th</sup> day of each month."
4. **"Review by Counsel.** Counsel who have matters that have been submitted for decision for a period of 60 days or more without a decision shall examine the list and, before the 15<sup>th</sup> of each month, shall notify the clerk and the court by letter of any matters omitted from the list."

**B. Generation of the "list of cases under submission."**

On or about the 1<sup>st</sup> day of each month, the Case Management Coordinators for Civil/Criminal and Family Divisions will print a report from the current case management system specific to the following criteria:

1. A list of all district court cases, sorted by department, of all undecided motions and other matters that have been submitted for decision and have exceeded a period of 60 days.
2. This list shall include all District Cases including Civil, Criminal and Domestic Cases.
3. The list shall be sequenced by case number.
4. The list shall include the primary parties.

**C. Submission of the list for Judicial Review.**

On or about the 2<sup>nd</sup> day of each month, Case Management shall provide each judicial department their respective department list on the 'Cases Under Submission Report'. The judicial department will have two (2) judicial working days to report any discrepancies to the Case Management Office, in writing. (Utilizing the Cases Under Submission Report.' *attachment 1*).

**D. Correction of Discrepancies.**

Any discrepancies identified by the judicial departments will be reviewed by the Clerk of the Court and addressed accordingly.

**E. Posting of the List. – (sample list, *attachment 2*.)**

On or about the 5<sup>th</sup> day of each month – but not exceeding the 10<sup>th</sup> day of each month, the Clerk of the Court shall receive the compiled report from the Case Management Office and post the finalized list, in public view, at the following locations:

1. Regional Justice Center, 3<sup>rd</sup> Floor, Clerk of the Court Office.
2. Family Court and Services Center, 1<sup>st</sup> Floor, Clerk of the Court Office.
3. Clark County Courts Web-site.

**F. Review by Counsel.**

Before the 15<sup>th</sup> day of each month, counsel who have matters that have been submitted for decision, that exceed a period of 60 days without a decision, will take the following action:

1. Examine the list.
2. Notify the Clerk of the Court and the Court, in writing, of any matters omitted from the list.

Please direct all inquiries to your immediate supervisor or to Court Administration.



Kathy A. Hardcastle  
Chief District Court Judge



**EIGHTH JUDICIAL DISTRICT COURT  
LIST OF CASES UNDER SUBMISSION  
JUNE 2007**

<b>Submission Date</b>	<b>Dept</b>	<b>Case Number</b>	<b>Case Name</b>
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**NO CASES AS OF JUNE 1, 2007**

**ATTENTION COUNSEL: PLEASE NOTIFY THE CLERK OF THE COURT, IN WRITING, OF ANY  
MOTIONS/MATTERS WHICH ARE MISSING FROM THIS LIST BEFORE JUNE 15, 2007.**

(Posted in accordance with Supreme Court Rule 17.)

*Attachment 7*