


CLARK COUNTY COURTS
ADMINISTRATIVE DIRECTIVE

KATHY A. HARDCASTLE
Chief Judge, Eighth Judicial District Court

Aug 12 8 31 AM '08
ADMINISTRATIVE DIRECTIVE: 08-3

DOUGLAS E. SMITH
Chief Judge, Las Vegas Justice Court


EFFECTIVE DATE: August 11, 2008
CLERK OF THE COURT

CHARLES J. SHORT
Court Administrator

SUBJECT: **Court Reporting/Court Recording**

I. PURPOSE

The purpose of this policy is to set forth the procedures required when court reporting departments choose to use Jefferson Audio Visual Systems, Inc. (JAVS) equipment while also using a court reporter.

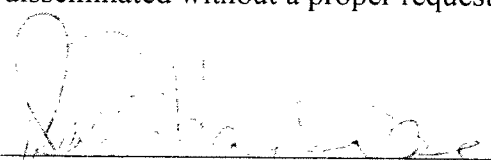
II. AFFECTED EMPLOYEES

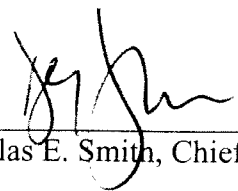
This policy applies to all judicial staff in court reporting departments.

III. PROCEDURES

All Courtrooms are equipped with Jefferson Audio Visual Systems (JAVS) Equipment. This equipment allows for all actions and proceedings to be recorded. The Judges of Clark County Courts currently utilize both court reporters and court recorders. Judges may choose to appoint a court reporter in their departments or utilize a court recorder. Departments that appoint a certified court reporter may use the JAVS equipment. However, the JAVS recording will not be the official record and no transcript will be produced from the JAVS recording by court personnel.

In the instance that the court reporting department chooses to use the JAVS equipment they must meet with the Supervisor of Court Recording. This ensures that all procedures are followed accordingly i.e equipment operation, burning cds, billing procedures, backing up, and preservation of data. Further, no recording prepared by the JAVS equipment may be disseminated without a proper request by the parties and full payment in advance.


Kathy A. Hardcastle, Chief Judge


Douglas E. Smith, Chief Justice of the Peace