

Department XXIX Information

Judge Jacob A. Reynolds
Phoenix Building, 11th Floor

DEPARTMENT STAFF

Judicial Executive Assistant (JEA):	Melissa Delgado-Murphy	Phone X. 3632
Law Clerk:	Austin De Reis	Phone X. 0890
Court Recorder:	Angelica Michaux	Phone X. 0889
Marshal:	Wes Moore	Phone X. 0891
Court Clerk:	Stephanie Squyres	Phone X. 0685

Zoom:

Link for participants:

<https://clarkcountycourts-us.zoom.us/j/88211184835?pwd=WVZYU09oM01TMG4zNUVCa05qVWxwUT09>

Meeting ID: 882 1118 4835

Passcode: 065209

RISE FOR THE JUDGE: Everyone, excluding court staff. The Marshal will announce him.

BENCH CONFERENCES:

Yes Recorder activates the bench conference.

Yes Recorder takes notes [Judge **does** want bench conferences transcribed].

CDs/DVDs: Yes, backup CDs/DVDs are made from Autolog. Blank discs are located on the ledge to the right of the recorder seat in the courtroom.

HANDHELD MICROPHONE: The handheld microphone is located in a black bag between the Court Clerk and Recorder on the black divider bin. If the microphone is not there, ask the Marshal. We use this for jury selection. The Judge will go juror by juror, one at a time. *No one speaks without the microphone*

ALLOWED TO REQUEST PARTIES TO SPEAK UP: The Judge is okay with being interrupted if you cannot hear someone.

***Let the Judge know you cannot hear and he will notify counsel, party etc. ***

HEADPHONES: For hearing impaired individuals, there are two sets of headphones located between the Court Clerk and Recorder on the black divider bin. The Marshal will help facilitate.

PLAYBACKS: We do not facilitate playbacks, unless approved by the Judge.

PULLING DOCUMENT/ VIDEO INTO THE RECORD:

If counsel is mirroring their electronics use:

OTRWePresent along with  to pull documents/ video into the record.

If counsel is hardwired into our system OR using the ELMO, use:

Podium Input OTR along with  to pull documents/ video into the record.

MORNING CALENDAR: Department 29 is a civil docket. Calendars are as follows: Tuesday, Wednesday and Thursday starting at 9:00 am. The Recorder and Court Clerk keep track of cases that are ready and will call those first.

COURT CALL: If we have a CourtCall appearance (telephonic), you will receive a printout from the JEA. The equipment is located on the bench. The Court Clerk is responsible for calling. The phone number to set up Court Call is: 888-882-6878.

SETTLEMENT CONFERENCES: Are completed in chambers. The Recorder is present only to obtain the parties present and should be available in case the settlement needs to be placed on the record.

TRIALS: Please give attorneys the billing sheet. If neither counsel wants it recorded, the hearing is still recorded. However, if they should need audio or a transcript, they will be charged the full invoice upon completion of trial. The Court Clerk will initially provide the seating chart filled in with potential jurors. It is your responsibility to keep up with juror changes as they occur. You will be provided with a final copy once the jury is selected.

DVD/ USB/ TRANSCRIPT REQUESTS: My out of office message will reflect the length of my absence and who will be taking care of my expedited transcripts. If it is an emergency, the JEA will contact the transcriber filling in for me. All others will be handled upon my return.

DRESS ATTIRE: Court attire on regular court calendar days.

LOCATION OF CALENDARS AND TRIAL FOLDERS IN CHAMBERS:

Calendars and trial folders are located in chambers inside the credenza located in my office.