

FILED

MAR 20 2020

Shirley J. Williams
CLERK OF COURT

**EIGHTH JUDICIAL DISTRICT COURT
CLARK COUNTY, NEVADA**

IN THE ADMINISTRATIVE MATTER OF
COURT OPERATIONS IN RESPONSE TO
COVID-19

Administrative Order: 20-10

Rule 1.30(b) of the Rules of Practice for the Eighth Judicial District Court of the State of Nevada charges the Chief Judge of the Eighth Judicial District Court with various responsibilities, such as supervising the administrative business of the EJDC, ensuring the quality and continuity of its services, supervising its calendar, reassigning cases as convenience or necessity requires, assuring the court's duties are timely and orderly performed, and otherwise facilitating the business of the EJDC.

On March 12, 2020, Governor Steve Sisolak declared a state of emergency in Nevada in response to the recent outbreak of the Coronavirus Disease (COVID-19). The District Court is closely monitoring local developments in response to COVID-19 and will continue to evaluate and implement measures to slow the spread of infection in our community. During this time, it is critical to prevent the spread of any illness among members of the court, counsel, staff, the public, and our valuable community partners. To further prevent the spread of disease, the Centers for Disease Control and Prevention recommends putting distance between yourself and other people. According to the CDC, the virus is spread mainly from people who are in close contact with one another—within about six feet.

///

1 **I. Court Clerk’s Offices Closed to In-Person Filing**

2 Effective Monday, March 23, 2020, the Court Clerk’s Offices at both the Regional
3 Justice Center and the Family Court will be closed for in-person filings until further
4 notice. Filings must be completed electronically. For litigants who do not have the
5 ability to electronically file documents, documents may be mailed as follows:
6

7 District Court Civil/Criminal Division
8 Attn: Clerk’s Office
9 Regional Justice Center
10 200 Lewis Avenue
11 Las Vegas, NV 89155

12 District Court Family Division
13 Attn: Clerk’s Office
14 Family Court
15 601 North Pecos Rd.
16 Las Vegas, NV 89155

17 The Clerk’s Office shall establish a safety protocol for clerks tasked with opening
18 mail and handling paper documents.

19 Domestic violence temporary protective order applications may be completed over
20 the phone by calling the Family Law Self-Help Center at 702-455-1500.

21 For assistance with emergency guardianships or any other question regarding
22 filing, please call 702-455-4472.

23 **II. Proposed Orders and Other Documents Submitted to the Judge; Self-**
24 **Represented Litigants**

25 All proposed orders, requests for orders shortening time, stipulation and orders, or
26 any other document submitted to a judge for signature before filing shall be submitted to
27 the appropriate department electronically.
28

1 • FOR THE HEALTH AND SAFTEY OF ALL, NO PAPER DOCUMENTS WILL
2 BE ACCEPTED BY THE COURT AT THIS TIME other than documents mailed
3 as described above.

4
5 • The department inboxes are attached to this order. The inboxes are to be used
6 ONLY for the purpose of submitting documents for the judge’s signature.

7 • All documents submitted should be attached to the email as both a Microsoft
8 Word document and a .pdf document.

9 • The email should identify the full case number, the filing event code, and the name
10 of the document. This naming convention will be accomplished by the putting the
11 following information in the subject line of the email: Full Case Number – Filing
12 Event Code – Parties.

13 ○ For example: “A-20-123456-C – ORDR – Smith v. Doe.”

14 NO ADDITIONAL ARGUMENT OR DISCUSSION SHOULD BE INLCUDED
15 IN THE EMAIL SEPARATE FROM THE ATTACHED DOCUMENT.
16

17 After the document is submitted, the judge will review the document, affix an electronic
18 signature to the .pdf document and file the document into the Odyssey system. If
19 necessary, the judge will be able to use the word document to make changes or add
20 dates. The judicial department can then save the amended word document as a .pdf
21 file. At that point, the judge will affix an electronic signature and the document will be
22 filed into the Odyssey system. The court will not print or retain paper copies of the
23 orders.
24

25 Parties are responsible for filing the Notice of Entry of Order as well as serving
26 orders by mail to any party who is not registered for electronic service.
27
28

1 For any self-represented litigant who is unable to submit an order by email, the
2 court shall prepare and file the order.

3
4 Self-represented litigants may obtain help with family law forms and information
5 from the Family Law Self-Help Center:

6 www.FamilyLawSelfHelpCenter.org

7 Email: flshcinfo@lacs.nv.gov

8 Telephone: 702-455-1500

9 Self-represented litigants may obtain help with civil forms, information, evictions
10 and other matters from the Civil Law Self-Help Center:

11 www.CivilLawSelfHelpCenter.org

12 Email: clshcinfo@lacs.nv.gov

13 Telephone: 702-671-3976

14
15 The self-help centers located at the courthouses are not currently open to the public. Self-
16 help assistance must be obtained on the website, through email or by phone.

17 Any paper orders sent to the court but not yet returned will be filed by the
18 court. After filing, the paper copy will be destroyed pursuant to Nevada Electronic
19 Filing Rules. Any rejected orders will be scanned and returned electronically or
20 mailed if the court does not have an email address.

21 **III. Courtesy Copies**

22 No paper courtesy copies of any kind may be sent to the court. Judges are
23 strongly discouraged from requesting electronic courtesy copies from parties due to the
24 burden it places on the system as a result of additional storage required. To reduce the
25 potential spread of infection through paper, judges are also strongly discouraged from
26 having documents printed from Odyssey to read.
27

1 Counsel should contact the court clerk for handling of exhibits or documents that
2 cannot be converted to an electronic format.
3

4 **IV. Sealed Documents**

5 If a party is requesting a document be sealed, the party must file a motion to file
6 under seal. The party should file separately the document to be sealed, using the
7 code TSPCA “Temporarily Sealed Pending Court Approval.” Failure to properly submit
8 a motion to seal the document may result in the public electronic filing of the temporarily
9 sealed document.

10 **V. Original Signature Requirements**

11 With the exception of documents requiring the signature of a notary, all
12 requirements for original signatures are suspended. All documents filed with the
13 court may be electronically signed as provided in Nevada Electronic Filing and
14 Conversion Rules, Rule 11(a). All documents requiring the signature of another person
15 may be electronically signed without original signatures; however, the party submitting
16 the document must obtain email verification of the other person’s agreement to sign
17 electronically and submit the email with the filed documents. Filers are reminded that
18 NRCPC rule 11 provides sanctions for filing for improper purpose, which would include a
19 misrepresentation of a signature. Additionally, other civil or criminal penalties could
20 apply for misrepresenting or fraudulently signing a document.
21

22 **VI. Signatures on Criminal Guilty Plea Agreements**

23 For in-custody guilty plea agreements when the defendant is unable to provide a
24 signed copy of the guilty plea due to appearance by alternative means, the guilty plea
25 shall be signed by counsel in the following manner: “Signature affixed by (insert name of
26 defense counsel) at the direction of (insert name of defendant).” The judge shall make a
27
28

1 record that because of COVID-19 precautions that the defendant was unable to
2 physically sign the guilty plea agreement. The defendant shall be canvassed by the judge
3 taking the plea as follows:
4

- 5 • On page [say page number] of the plea agreement your attorney has signed your
6 name with a notation that they signed it at your direction. Is that correct?
- 7 • Did you agree for your attorney to sign in place of your actual signature?
- 8 • Before directing your attorney to sign for you, did you read the guilty plea
9 agreement and talk to you attorney about the terms of the guilty plea agreement?
- 10 • Did you discuss that your attorney signing your name at your direction will be
11 treated the same as if you actually signed the agreement?
- 12 • Do you agree to have the signature placed on the agreement by your attorney to
13 be treated the same as if you signed the plea agreement?
- 14 • Did you knowingly, willingly, and voluntarily direct your attorney to sign this
15 agreement on your behalf?
16

17 **VII. Appearances by Alternative Means**

18 During this time, appearances by alternative means are strongly encouraged
19 whenever possible.

20 The court has four methods of appearance by alternative means: regular
21 telephone, telephone conference through BlueJeans, videoconference through BlueJeans
22 and CourtCall. As CourtCall involves a cost, no party may be required to use CourtCall
23 during this time. Use of BlueJeans is strongly favored given the number of people the
24 system can accommodate, and the compatibility with the JAVS system.
25

26 The requirement for a formal written notice of any appearance by alternative
27 means is suspended.
28

1 **a. Civil Cases**

2 For civil cases, if the judge intends to hear a matter, the judicial department will
3 contact attorneys or self-represented litigants two judicial days before the hearing to
4 determine which method of appearance the party intends to use and gather the
5 appropriate contact information to arrange for the appearance by alternative means.
6

7 **b. Criminal Cases**

8 For criminal cases, all appearances by alternative means by attorneys and out-of-
9 custody defendants will be through BlueJeans video unless for technical reasons a phone
10 conference is necessary. Attorneys appearing by alternative means, or having clients
11 appear by alternative means, must notify the department via email at least one judicial
12 day before the appearance, except in case of an emergency. The attorney must provide
13 email addresses for all persons making an appearance so the department can provide a
14 link for the appearance. Probation officers may similarly contact departments to request
15 a link to appear via video. If arrangements need to be made on shorter notice, the judicial
16 department must be contacted by phone.
17

18 **c. Domestic Cases**

19 For domestic (divorce and custody) cases, if the judge intends to hear a matter, the
20 judicial department will contact attorneys or self-represented litigants two judicial days
21 before the hearing to determine which method of appearance the party intends to use and
22 gather the appropriate contact information to arrange for the appearance by alternative
23 means.
24

25 **d. Juvenile Dependency and Delinquency**

26 For dependency cases and delinquency cases, all appearances by alternative means
27 by attorneys and out-of-custody parties will be through BlueJeans video unless for
28


1 technical reasons a phone conference is necessary. Attorneys appearing by alternative
2 means, or having clients/witnesses/agency representatives/probations officers appear by
3 alternative means, must notify the department via email at least one judicial day before
4 the appearance, except in case of an emergency. The attorney must provide emails for all
5 persons making an appearance so the department can provide a link for the
6 appearance. If arrangements need to be made on shorter notice, the judicial department
7 must be contacted by phone.
8

9 **e. Media Reporters**

10 Reporters may also request to “appear” in any public court proceeding by
11 alternative means for the purpose of observing the proceedings. Any reporter requesting
12 an appearance in this manner must contact the department for a BlueJeans video
13 link. Reporters appearing by alternative means must remain on mute and are not
14 permitted to interject or speak during any appearance. A reporter violating this rule will
15 lose the ability to appear by alternative means.
16

17 This order shall be reviewed no later than every 30 days and shall continue until
18 modified or rescinded by a subsequent order.
19

20 Entered this 20th day of March 2020.

21
22 
23 _____
24 LINDA MARIE BELL
25 Chief Judge
26 Eighth Judicial District Court
27
28

DISTRICT COURT EMAILS FOR DOCUMENT SUBMISSIONS

***SUBMIT ALL DOCUMENTS AS EMAIL ATTACHMENTS IN BOTH WORD AND .PDF ***

CIVIL/CRIMINAL DIVISION

Dept. 1 DC1Inbox@ClarkCountyCourts.us
Dept. 2 DC2Inbox@ClarkCountyCourts.us
Dept. 3 DC3Inbox@ClarkCountyCourts.us
Dept. 4 DC4Inbox@ClarkCountyCourts.us
Dept. 5 DC5Inbox@ClarkCountyCourts.us
Dept. 6 DC6Inbox@ClarkCountyCourts.us
Dept. 7 DC7Inbox@ClarkCountyCourts.us
Dept. 8 DC8Inbox@ClarkCountyCourts.us
Dept. 9 DC9Inbox@ClarkCountyCourts.us
Dept. 10 DC10Inbox@ClarkCountyCourts.us
Dept. 11 DC11Inbox@ClarkCountyCourts.us
Dept. 12 DC12Inbox@ClarkCountyCourts.us
Dept. 13 DC13Inbox@ClarkCountyCourts.us
Dept. 14 DC14Inbox@ClarkCountyCourts.us
Dept. 15 DC15Inbox@ClarkCountyCourts.us
Dept. 16 DC16Inbox@ClarkCountyCourts.us
Dept. 17 DC17Inbox@ClarkCountyCourts.us
Dept. 18 DC18Inbox@ClarkCountyCourts.us
Dept. 19 DC19Inbox@ClarkCountyCourts.us
Dept. 20 DC20Inbox@ClarkCountyCourts.us
Dept. 21 DC21Inbox@ClarkCountyCourts.us
Dept. 22 DC22Inbox@ClarkCountyCourts.us
Dept. 23 DC23Inbox@ClarkCountyCourts.us
Dept. 24 DC24Inbox@ClarkCountyCourts.us
Dept. 25 DC25Inbox@ClarkCountyCourts.us
Dept. 26 DC26Inbox@ClarkCountyCourts.us
Dept. 27 DC27Inbox@ClarkCountyCourts.us
Dept. 28 DC28Inbox@ClarkCountyCourts.us
Dept. 29 DC29Inbox@ClarkCountyCourts.us
Dept. 30 DC30Inbox@ClarkCountyCourts.us
Dept. 31 DC31Inbox@ClarkCountyCourts.us
Dept. 32 DC32Inbox@ClarkCountyCourts.us

Discovery

DiscoveryInbox@ClarkCountyCourts.us

ADR

ADRInbox@ClarkCountyCourts.us

Probate

ProbateInbox@ClarkCountyCourts.us

FAMILY DIVISION

Dept. A DEPTAInbox@ClarkCountyCourts.us
Dept. B DEPTBInbox@ClarkCountyCourts.us
Dept. C DEPTCInbox@ClarkCountyCourts.us
Dept. D DEPTDInbox@ClarkCountyCourts.us
Dept. E DEPTEInbox@ClarkCountyCourts.us
Dept. F DEPTFInbox@ClarkCountyCourts.us
Dept. G DEPTGInbox@ClarkCountyCourts.us
Dept. H DEPTHInbox@ClarkCountyCourts.us
Dept. I DEPTIInbox@ClarkCountyCourts.us
Dept. J DEPTJInbox@ClarkCountyCourts.us
Dept. K DEPTKInbox@ClarkCountyCourts.us
Dept. L DEPTLInbox@ClarkCountyCourts.us
Dept. M DEPTMInbox@ClarkCountyCourts.us
Dept. N DEPTNInbox@ClarkCountyCourts.us
Dept. O DEPTOInbox@ClarkCountyCourts.us
Dept. P DEPTPInbox@ClarkCountyCourts.us
Dept. Q DEPTQInbox@ClarkCountyCourts.us
Dept. R DEPTRInbox@ClarkCountyCourts.us
Dept. S DEPTSInbox@ClarkCountyCourts.us
Dept. T DEPTTInbox@ClarkCountyCourts.us

TPO

TPOInbox@ClarkCountyCourts.us

Child Support

ChildSupportInbox@ClarkCountyCourts.us

Civil Commitment

CivilCommitmentInbox@ClarkCountyCourts.us

Family Discovery

FamilyDiscoveryInbox@ClarkCountyCourts.us