IN THE FIRST JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA AND THE CARSON CITY JUSTICE/MUNICIPAL COURT

IN AND FOR CARSON CITY

RECD & FILED
2020 MAR 20 AM 11:27
AUBREY ROWLATT
CLERK
BY
DEPUTY

IN THE MATTER OF THE ADMINISTRATIVE ORDER RE.

TEMPORARY REDUCTION OF PUBLIC HOURS OF THE CLERK'S OFFICES AND JUVENILE SERVICES AND ALLOWING OF ELECTRONIC SUBMITTAL OF COURT DOCUMENTS UNDER THE EXIGENT CIRCUMSTANCES CREATED BY COVID-19 AND RELATED CORONAVIRUS

## ADMINISTRATIVE ORDER

This Administrative Order is being issued in response to the recent outbreak of Coronavirus Disease 2019 (COVID-19) in Nevada. On March 15, 2020, Governor Stephen Sisolak declared a state of emergency and closed all public, private and charter schools K-12 until April 6, 2020 On March 18, 2020, Governor Stephen Sisolak closed all non-essential services state-wide and requested all Nevadans stay home to implement social distancing During this time, it is critical to prevent the spread of COVID-19 among members of the court, counsel, staff, the public, and our valuable community partners;

IT IS HEREBY ORDERED effective March 23, 2020, the First Judicial District Court and the Carson City Justice/Municipal Court shall reduce the hours open to the public for the Clerk's Offices and Juvenile Services from 9:00 a.m. to 2:00 p m subject to change dependent upon available staffing and further court order Provisions have been established to ensure that emergency and/or necessary matters are timely processed following applicable mandates.

The First Judicial District Court will allow documents to be submitted by email in the form of PDF documents to districtcourtclerk@carson.org or by Facsimile (775) 887-2177 pursuant to Nevada Rules of Civil Procedure Rule 6 Computing and Extending Time.

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The Clerk's Office will print, review, and file or receive stamp documents. All documents will be reviewed by the court and any format requirements or changes will be communicated to the parties. Original documents are required to follow unless otherwise approved by the court. Documents hand-delivered or received by mail will be processed.

The Carson City Justice/Municipal Court will allow documents to be submitted by email in the form of PDF documents to JusticeCourtClerk@carson.org or by Facsimile (775) 887-2297, and will be processed pursuant to Justice Rules of Civil Procedure Rule 6. The Clerk's Office will print, review, and file or receive stamp documents. Documents received electronically by 11:59 p.m. will be deemed filed. All documents will be reviewed by the court and any format requirements or changes will be communicated to the parties. Original documents are required to follow unless otherwise approved by the court. Documents hand-delivered or received by mail will be processed.

The Juvenile Court will allow documents to be submitted by email in the form of PDF documents to JuvenileCourt@carson.org or by Facsimile (775) 887-2513 pursuant to Nevada Rules of Civil Procedure Rule 6 Computing and Extending Time. The Clerk's Office will print, review, and file or receive stamp documents. All documents will be reviewed by the court and any format requirements or changes will be communicated to the parties Original documents are required to follow unless otherwise approved by the court. Documents hand-delivered or received by mail will be processed

Drop boxes will be made available on the first floor of the Carson City Courthouse for ease and convenience for the public to drop off documents to be filed in the First Judicial District Court and the Carson City Justice/Municipal Court. The Drop boxes will be monitored by Court Security Officers and documents will be processed daily. Last pick up will be at 5:00 p.m. each judicial day. Documents for Juvenile Court need to be submitted to 1545 E. 5th Street Carson City, NV 89701.

IT IS FURTHER ORDERED that the courtrooms for each respective court will be open for scheduled court hearings Monday through Friday, 8:00 a.m. to 5:00 p.m. The number of the public permitted in the courtrooms will be limited to minimize the risk of COVID-19 transmission

IT IS FURTHER ORDERED that the First Judicial District Court Clerk's Office disseminate copies of the order to Carson City District Attorney, Nevada State Public Defender, Carson City Sheriff's Office, Division of Child and Family Services, Court Appointed Special Advocates, First Judicial Bar Association and the Washoe County Bar Association and the Carson City Manager.

DATED this 20th day of March, 2020.

JAMES T. RUSSELL
District Court Judge

JAMES E. WILSON, JR.
District Court Judge

THOMAS R ARMSTRONG
Justice of the Peace
Municipal Court Judge

KRISTIN N LUIS
Justice of the Peace
Municipal Court Judge