

1 IN THE FIRST JUDICIAL DISTRICT COURT OF THE STATE OF NEVADA AND THE  
2 CARSON CITY JUSTICE/MUNICIPAL COURT  
3 IN AND FOR CARSON CITY  
4

5 IN THE MATTER OF THE ADMINISTRATIVE  
6 ORDER RE.

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

RECEIVED & FILED  
2020 MAR 20 AM 11:27  
CLERK  
*[Signature]*

11 ADMINISTRATIVE ORDER

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

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

25 The First Judicial District Court will allow documents to be submitted by email in the  
26 form of PDF documents to [districtcourtclerk@carson.org](mailto:districtcourtclerk@carson.org) or by Facsimile (775) 887-2177  
27 pursuant to Nevada Rules of Civil Procedure Rule 6 Computing and Extending Time.  
28

20-13315

~~20-12013~~

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

5 The Carson City Justice/Municipal Court will allow documents to be submitted by email  
6 in the form of PDF documents to [JusticeCourtClerk@carson.org](mailto:JusticeCourtClerk@carson.org) or by Facsimile (775) 887-  
7 2297, and will be processed pursuant to Justice Rules of Civil Procedure Rule 6. The Clerk's  
8 Office will print, review, and file or receive stamp documents. Documents received  
9 electronically by 11:59 p.m. will be deemed filed. All documents will be reviewed by the court  
10 and any format requirements or changes will be communicated to the parties. Original  
11 documents are required to follow unless otherwise approved by the court. Documents hand-  
12 delivered or received by mail will be processed.

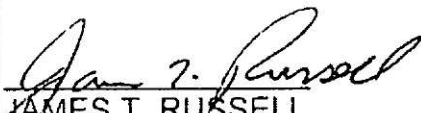
13 The Juvenile Court will allow documents to be submitted by email in the form of PDF  
14 documents to [JuvenileCourt@carson.org](mailto:JuvenileCourt@carson.org) or by Facsimile (775) 887-2513 pursuant to Nevada  
15 Rules of Civil Procedure Rule 6 Computing and Extending Time. The Clerk's Office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


20 Drop boxes will be made available on the first floor of the Carson City Courthouse for  
21 ease and convenience for the public to drop off documents to be filed in the First Judicial  
22 District Court and the Carson City Justice/Municipal Court. The Drop boxes will be monitored  
23 by Court Security Officers and documents will be processed daily. Last pick up will be at 5:00  
24 p.m. each judicial day. Documents for Juvenile Court need to be submitted to 1545 E. 5th  
25 Street Carson City, NV 89701.  
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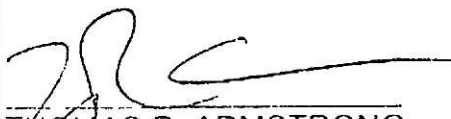
1 IT IS FURTHER ORDERED that the courtrooms for each respective court will be  
2 open for scheduled court hearings Monday through Friday, 8:00 a.m. to 5:00 p.m. The  
3 number of the public permitted in the courtrooms will be limited to minimize the risk of  
4 COVID-19 transmission

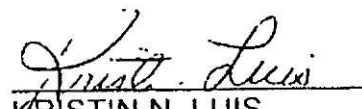
5 IT IS FURTHER ORDERED that the First Judicial District Court Clerk's Office  
6 disseminate copies of the order to Carson City District Attorney, Nevada State Public  
7 Defender, Carson City Sheriff's Office, Division of Child and Family Services, Court  
8 Appointed Special Advocates, First Judicial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

10  
11 DATED this 20<sup>th</sup> day of March, 2020.

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15 JAMES T. RUSSELL  
District Court Judge

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18   
19 JAMES E. WILSON, JR.  
District Court Judge

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21  
22   
23 THOMAS R. ARMSTRONG  
24 Justice of the Peace  
25 Municipal Court Judge

26  
27  
28   
KRISTIN N. LUIS  
Justice of the Peace  
Municipal Court Judge