FILED
ANITA WHITEHEAD, CLERK
SPARKS JUSTICE COURT
MAR 20 2020
By Anita Whitehead
DEPUTY CLERK

IN THE JUSTICE COURT OF SPARKS TOWNSHIP

COUNTY OF WASHOE, STATE OF NEVADA

IN THE ADMINISTRATIVE MATTER OF:
SPARKS JUSTICE COURT'S RESPONSE TO CORONAVIRUS DISEASE (COVID-19)

ADMINISTRATIVE ORDER 2020-2

WHEREAS, the Chief Judge of the Sparks Justice Court has the authority pursuant to NRS 4.157(c) to make administrative decisions pertaining to the business of the Court;

WHEREAS, 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). Given the severity of the risk posed to the public by COVID-19, the Chief Judge of the Sparks Justice Court has determined that alterations to court procedure are necessary for the protection of the community; and

WHEREAS additional precautions are required to protect the general public and members of the Court staff,

And good cause being shown,

IT IS HEREBY ORDERED effective March 23, 2020, the lobby of Sparks Justice Court shall be closed to the public. Court operations will continue. Admittance into the courthouse is restricted to parties and attorneys who are specifically authorized to enter the Court on a case-by-case basis. Members of the public who wish to enter the Court must make a specific request by calling 775-353-7600.

Forms and further information about the temporary closure can be found at the Court's website: www.washoecounty.us/sjc/

Sparks Justice Court

20 – 13374

Individuals who need to file documents may do so by utilizing the Court's Civil electronic filing system (https://nevada.tylerhost.net/Ofsweb) or by e-mailing an electronic copy to the following e-mail addresses:

- Civil cases: SJCCivil@washoecounty.us
- Criminal cases: SJCCriminal@washoecounty.us
- Citation cases: SCJCitations@washoecounty.us

All payments for fines and fees can be processed electronically at:

www.justicecourts.washoecounty.us/Public/default.aspx

Or by phone 24 hours a day, seven days a week by calling GovPayNet at (888)604-7888 The representative will ask for the "PLC" which is **a003b5**.

Or left in the Court's drop-box.

For members of the public who do not have access to the internet, the outer lobby doors of the Courthouse shall remain open during normal business hours for access to copies of commonly filed forms and motions. Upon completion they can be left in the drop-box on the northeast corner of the building by the flagpole.

The Court will continue to hold hearings by remote appearance; further information is available on the Court's website.

The Court's prior Amended Adminstrative Order 2020-1 otherwise remains in full force and effect.

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

IT IS SO ORDERED.

Dated this 20 day of March 2020.

Kevin Higgins
Chief Justice of the Peace
Sparks Justice Court