FILED

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JUSTICE COURT
LAS VEGAS NEVADA
BY

JUSTICE COURT, LAS VEGAS TOWNSHIP

CLARK COUNTY, NEVADA

IN THE ADMINISTRATIVE MATTER REGARDING TEMPORARY PROCEDURES IN CRIMINAL CASES	**ADMINISTRATIVE ORDER # 20-08**

WHEREAS, JCRLV 6.5 allows the Chief Judge to make "such orders as deemed advisable" relating to local court rules and procedure; and

WHEREAS, the COVID-19 virus presents concerns regarding public health, and the Court wishes to limit unnecessary in-person contact; therefore,

IT IS HEREBY ORDERED that the following **temporary** changes shall be implemented on Monday, April 6, 2020:

1. The Las Vegas Justice Court will accept filings in Criminal cases by the following new methods:

   (a) **E-Mail** sent to LVJCCriminal@ClarkCountyNV.gov [1]
   or
   (b) **Fax** sent to (702) 382-4708.

The time of filing for both e-mails and faxes will be deemed the time that the Court receives the filing.

Subsection (1) of this Order does not apply to any Criminal filing that requires a filing fee, such as a Notice of Appeal in a bond-forfeiture case.

[1] Although no particular format is required for e-mailed attachments, the Court recommends the use of a standardized format such as PDF.

20-134163

2. The **Criminal** Customer Service Windows on the Second Floor of the Regional Justice Center will be open between **7:30 AM and 12:00 PM**, Monday through Friday, for essential in-person Criminal filings.[2]

IT IS FURTHER ORDERED that this Administrative Order shall be reviewed no later than every 30 days and shall continue until modified or rescinded by a subsequent Order.

Dated this 3rd **day of** April, **2020.**

Suzan Baucum

Suzan Baucum,
Chief Justice of the Peace

[2] The Court recognizes that local rule JCRLV 6 6(b) ordinarily would require "two weeks of conspicuous written notice in the customer service lobby" before lobby hours could be changed. However, due to the unexpected and severe nature of the current public-health emergency, the Court finds that this requirement must be waived in the interest of public safety. See JCRLV 6(a) (allowing the Court to deviate from local rules and to make "such orders as deemed advisable for all subsequent proceedings"); JCRLV 6(b) (declaring that "[t]hese rules shall be liberally construed to secure the proper and efficient administration of the business and affairs of the court and to promote and facilitate the administration of justice by the court.").