ADKT0556

FILED

2020 MAY 28 P 4:35

JUSTICE COURT
LAS VEGAS NEVADA
BY_____
DEPUTY

JUSTICE COURT, LAS VEGAS TOWNSHIP
CLARK COUNTY, NEVADA

IN THE ADMINISTRATIVE MATTER REGARDING TEMPORARY PROCEDURES IN CIVIL CASES	**ADMINISTRATIVE ORDER # 20-11**

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; and

WHEREAS, the Court has determined that Amended Administrative Order 20-03 and Administrative Order 20-09 require modification to reflect current conditions; therefore, **IT IS HEREBY ORDERED,**

1. Small Claims trials and Small Claims motion hearings will resume with priority given to cases in which proof of service of the Small Claims Complaint has been filed with the Court and under circumstances in which the Court can maintain safe social distancing practices. Cases currently scheduled for trial may be continued to accommodate the courtroom's occupancy capacity.

2. All civil jury trials continue to remain suspended pending jury services availability through the Eighth Judicial District Court.

3. The Las Vegas Justice Court will resume issuing Defaults under Justice Court Rule of Civil Procedure 55. In civil actions in which the summons and complaint were served prior to the filing date of this Order and the entry of default was suspended by Amended Administrative

20-20308

Order 20-03, the Court requires the Plaintiff to provide the Defendant with the attached Notice of Intent to Take Default that affords the Defendant a minimum of 14 calendar days to file an Answer before Default may be entered. The attached notice must be mailed to the Defendant at the Defendant's address where served, or last known address if served at a location other than the Defendant's usual place of abode, and filed with the Court.

4. All provisions in Amended Administrative Order 20-03 and Administrative Order 20-09 staying the issuance of orders for the examination of judgment debtor remain in place. Governor's Emergency Directive 017 controls all post judgment collection matters, executions and garnishments.

5. The Las Vegas Justice Court will resume normal procedures for all essential and non-essential hearings and bench trials though docketing of cases may be limited for the Court to maintain safe social distancing practices within the courtroom's occupancy capacity. Parties may submit written requests for telephonic appearance in accordance with Supreme Court Rule IX-B, if desired.

IT IS FURTHER ORDERED that this administrative order shall continue until modified or rescinded by a subsequent order, whichever occurs earlier.

Dated this 28th **day of** MAY**, 2020.**

Suzan Baucum

Suzan Baucum,
Chief Justice of the Peace

_____
_____
_____
_____
Phone Number: _____
E-mail: _____
Attorney for Plaintiff

JUSTICE COURT, LAS VEGAS TOWNSHIP

CLARK COUNTY, NEVADA

_____, **Plaintiff**	**CASE NO.:** _____
vs.	**JC Department** _____
_____, **Defendant**	**NOTICE OF INTENT TO TAKE DEFAULT**

Please take notice that Plaintiff, _____, intends to take default against _____, in fourteen (14) calendar days due to the failure of the Defendant(s) to file an answer or otherwise respond to the Complaint that was served on **DATE,** by the following method _____.

Defendant may file an Answer or otherwise respond to the Complaint in the following manner:

1. In-person at the Las Vegas Justice Court – Civil Division Clerk's Office on the second floor of the Regional Justice Center.
   Located at 200 Lewis Ave, Las Vegas, NV 89101
   Hours of Operation: Monday – Friday – 8am-4pm (Closed Weekends and Holidays)

2. Online – at efilenv.com. If you need assistance with e-filing please call 702-671-3478

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3. If you need assistance with forms you can visit the Civil Law Self Help Center online at www.civillawselfhelpcenter.org , by phone at 702-671-3976, or email at clshcinfo@lacsn.org. Forms are also available in person at the clerk's office.

DATED this _____ day of _____ 2020.

By:_____
Printed Name: _____
Nevada Bar No.: _____
Address: _____
Address: _____
Attorney for Plaintiff

CERTIFICATE OF MAILING

I HEREBY CERTIFY that on the _____ day of _____ 2020, I served a copy of the NOTICE OF INTENT TO TAKE DEFAULT by placing a true copy in the United States Mail, first class, postage prepaid, to the following:

_____

_____

_____

_____

DATED this _____ day of _____ 20_____

_____
Employee of _____