

FILED

JUSTICE COURT, LAS VEGAS TOWNSHIP  
CLARK COUNTY, NEVADA

2020 MAY 28 P 4: 35

JUSTICE COURT  
LAS VEGAS NEVADABY \_\_\_\_\_  
DEPUTY

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


1 Order 20-03, the Court requires the Plaintiff to provide the Defendant with the attached Notice of  
2 Intent to Take Default that affords the Defendant a minimum of 14 calendar days to file an  
3 Answer before Default may be entered. The attached notice must be mailed to the Defendant at  
4 the Defendant's address where served, or last known address if served at a location other than the  
5 Defendant's usual place of abode, and filed with the Court.  
6

7 4. All provisions in Amended Administrative Order 20-03 and Administrative Order 20-09  
8 staying the issuance of orders for the examination of judgment debtor remain in place.  
9 Governor's Emergency Directive 017 controls all post judgment collection matters, executions  
10 and garnishments.  
11

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

17 **IT IS FURTHER ORDERED** that this administrative order shall continue until  
18 modified or rescinded by a subsequent order, whichever occurs earlier.  
19

20  
21 Dated this 28<sup>th</sup> day of MAY, 2020.

22  
23   
24 \_\_\_\_\_  
25 Suzan Baucum,  
26 Chief Justice of the Peace  
27  
28

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 Phone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
5 Attorney for Plaintiff

6 **JUSTICE COURT, LAS VEGAS TOWNSHIP**  
7 **CLARK COUNTY, NEVADA**

8 \_\_\_\_\_, )  
9 **Plaintiff** ) **CASE NO.:** \_\_\_\_\_  
10 **vs.** ) **JC Department** \_\_\_\_\_  
11 \_\_\_\_\_, ) **NOTICE OF INTENT TO TAKE**  
12 **Defendant** ) **DEFAULT**  
13 \_\_\_\_\_ )

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

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

- 20 1. In-person at the Las Vegas Justice Court – Civil Division Clerk’s Office on  
21 the second floor of the Regional Justice Center.  
22 Located at 200 Lewis Ave, Las Vegas, NV 89101  
23 Hours of Operation: Monday – Friday – 8am-4pm (Closed Weekends and  
24 Holidays)
- 25 2. Online – at [efilenv.com](http://efilenv.com). If you need assistance with e-filing please call 702-  
26 671-3478

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1 3. If you need assistance with forms you can visit the Civil Law Self Help Center  
2 online at [www.civillawselfhelpcenter.org](http://www.civillawselfhelpcenter.org) , by phone at 702-671-3976, or  
3 email at [clshcinfo@lacs.n.org](mailto:clshcinfo@lacs.n.org). Forms are also available in person at the clerk's  
4 office.

5 DATED this \_\_\_\_ day of \_\_\_\_\_ 2020.

6 By: \_\_\_\_\_  
7 Printed Name: \_\_\_\_\_  
8 Nevada Bar No.: \_\_\_\_\_  
9 Address: \_\_\_\_\_  
10 Address: \_\_\_\_\_  
11 Attorney for Plaintiff

12 **CERTIFICATE OF MAILING**

13 I HEREBY CERTIFY that on the \_\_\_\_ day of \_\_\_\_\_ 2020,

14 I served a copy of the NOTICE OF INTENT TO TAKE DEFAULT by placing a  
15 true copy in the United States Mail, first class, postage prepaid, to the following:  
16

17 \_\_\_\_\_  
18 \_\_\_\_\_  
19 \_\_\_\_\_  
20 \_\_\_\_\_  
21 \_\_\_\_\_

22 DATED this \_\_\_\_ day of \_\_\_\_ 20\_\_\_\_

23 \_\_\_\_\_  
24 Employee of \_\_\_\_\_  
25  
26  
27  
28