ADKT 0556

ANITA WHITEHEAD, CLERK
SPARKS JUSTICE COURT
FILED
JUN 02 2020
By A. 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 2020-5

WHEREAS, on March 12, 2020, Governor Sisolak declared a state of emergency in Nevada in response to the outbreak of the Coronavirus Disease (COVID-19);

WHEREAS, on May 28, 2020, the Governor issued Directive 021 authorizing the State to implement Phase Two of the Reopening Plan;

WHEREAS, 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; and

WHEREAS, the Sparks Justice Court is prepared to begin the process of reopening to the public.

AND GOOD CAUSE BEING SHOWN,

IT IS HEREBY ORDERED effective June 2, 2020, Amended Administrative Order 2020-1 is rescinded, and the following interim procedures are hereby adopted:

1. The courthouse will remain closed to the public until adequate guidance is received from the responsible agencies as to sanitation and social distancing requirements as well as materials and personnel provided to implement them.

2. The Court will continue to accept all papers, filings, and pleadings through the Justice Court E-Filing system, email, U.S. Mail, or placed in the drop box located on the northeast corner of the courthouse.

3. Payments will continue to be accepted by mail, electronically, or placed in the Court's drop box. Further information is available on the Court's website: www.washoecounty.us/sjc.

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Sparks Justice Court

20-20960

4. As of June 1, 2020, most Court staff have returned to work and can be reached via telephone (775-353-7600) or email. Contact information is available on the Court's website: www.washoecounty.us/sjc.

5. Traffic and Other Citations
   a. All arraignments, hearings, and trials will be held solely through remote means including telephone conference calls or Zoom video hearings.
   b. Court staff will be contacting defendants to schedule the remote hearings.

6. Small Claims and Civil
   a. All hearings and trials will be held solely through remote means including telephone conferences or Zoom video hearings.
   b. Court staff will be contacting defendants to schedule the remote hearings.

7. Protective Orders
   a. All hearings and trials will be held solely through remote means including telephone conferences or Zoom video hearings.
   b. Forms to apply for protective orders are available on the Court's website at: www.washoecounty.us/sjc/forms.php.

8. Unlawful Detainers and Evictions
   a. Most unlawful detainer and eviction matters remain stayed pursuant to Emergency Directive 008 and Sparks Justice Court Administrative Order 2020-3. That Order lists emergency eviction matters that the Court is currently hearing.
   b. As the Governor's Reopening Plan progresses, these restrictions may be lifted, and the Court will revise its Administrative Orders accordingly.

9. Criminal
   a. All arraignments, hearings, preliminary hearings, and trials are being held solely through remote means including telephone conference calls or Zoom video hearings.
   b. Priority is given to scheduling in-custody matters based on available staff and video courtrooms.
   c. The Court is currently requiring that requests to set trials or preliminary hearings, as well as continuances, be made in writing so that Court staff can manage the backlog of cases. Cases will not be set or reset over the phone, by email, or during remote court proceedings.
   d. Court staff is in the process of contacting counsel and/or self-represented litigants to schedule remote hearings for out-of-custody matters.
   e. Currently, there is no court transportation authorized to move inmates to the Court from the Washoe County Detention Center.
   f. As restrictions ease, transportation will be scheduled for trials or preliminary hearings only. Inmates will not be transported for pretrial conferences, entry of a plea, sentencing, or mandatory status conferences.

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10. Access to Hearings and Trials

a. While the courthouse is closed to the public, the Court is providing remote access to view the proceedings.
b. Information on how to view the hearings is located on the Court's website: www.washoecounty.us/sjc/virtualcourt.php.
c. While these video feeds are available to the public to view during the hearings, they do not constitute the official record of the Court and cannot be used for any other purposes.
d. The retransmission, rebroadcast, or further dissemination of the proceedings is prohibited without obtaining the permission of the Court Administrator.

This Administrative Order 2020-5 takes effect immediately and supersedes Sections I and II of Amended Administrative Order 2020-1.

IT IS FURTHER ORDERED that this Administrative Order 2020-5 shall continue until modified or rescinded by a subsequent order, whichever occurs earlier.

Dated this 2nd day of June 2020.

Chief Judge Kevin Higgins
Justice of the Peace
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