ADKT 0556

FILED
ANITA WHITEHEAD, CLERK
SPARKS JUSTICE COURT
JUN 05 2020
A. Whitehead
DEPUTY CLERK

IN THE JUSTICE COURT OF SPARKS TOWNSHIP

COUNTY OF WASHOE, STATE OF NEVADA

IN THE ADMINISTRATIVE MATTER REGARDING TEMPORARY PROCEDURES IN CIVIL CASES

**ADMINISTRATIVE ORDER 2020-6**

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

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 2020-1 requires modification to reflect current conditions.

AND GOOD CAUSE BEING SHOWN,

IT IS HEREBY ORDERED that effective June 5, 2020, Section I.B. of Amended Administrative Order 2020-1 is amended, and the following interim procedures are adopted:

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. All such matters will be heard remotely, either via teleconference or Zoom video hearings.

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

3. The Sparks 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 Order 2020-1, the Court requires the Plaintiff to provide the Defendant with a Notice of Intent



Sparks Justice Court

20-21607

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. The provisions in Amended Administrative Order 2020-1 staying the issuance of orders for the examination of judgment debtors are hereby amended to allow the examinations to occur through a teleconference or Zoom video hearing, upon motion to the Court, and heard by a Judge during the Court's civil calendar. The Governor's Emergency Directive 017 controls all post judgment collection matters, executions, and garnishments which remain stayed at this time.

IT IS FURTHER ORDERED that this Administrative Order 2020-6 shall continue until modified or rescinded by a subsequent order, whichever occurs earlier.

IT IS SO ORDERED.

Dated this 5th day of June 2020.

Chief Judge Kevin Higgins
Justice of the Peace

Attachment

IN THE JUSTICE COURT OF SPARKS TOWNSHIP

COUNTY OF WASHOE, STATE OF NEVADA

| | |
|---|---|
| Plaintiff,<br><br>v.<br><br>Defendant. | Case No.:<br><br>**NOTICE OF INTENT TO TAKE DEFAULT** |

Please take notice that the Plaintiff, _____, intends to take default against _____ in 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 _____by the following method: _____.

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

1. There is a $71 fee to file your Answer. If you are indigent or unable to pay this fee, please contact the Court and ask for a form to waive the filing fee.
2. By placing the Answer in the Court's drop-box located at the northeast corner of the courthouse next to the flagpole at 1675 E. Prater Way, Suite 107, Sparks, NV 89434;
3. By mailing it to the Sparks Justice Court at 1675 E. Prater Way, Suite 107, Sparks, NV 89434;
4. By emailing it to SJCCivil@washoecounty.us; or
5. By filing it through the Court's Civil electronic filing system at www.efilenv.com. You will be required to register and set up an account to do so.

6. If you need assistance with the forms, filing your answer, or paying the filing fee, please contact the Civil Division of the Court.

   a. By email at SJCCivil@washoecounty.us; or

   b. By telephone at 775-353-7600

Dated this ___ day of _____2020.

_____

Plaintiff